

INDUSTRY-SPONSORED NON-CE PRODUCT THEATER PROSPECTUS

2024 AANP NATIONAL CONFERENCE
NASHVILLE | JUNE 25-30



aanp.org/national24



AANP | American Association of
NURSE PRACTITIONERS®



IMPORTANT REMINDERS AND DEADLINES

Only Industry-Sponsored Non-CE Product Theater (IS PT) submissions with a completed application and full payment will be reviewed for approval. The date, time and type of IS PT are based on a first-come, first-served basis. By completing the application, there is no guarantee your first PT date and time will be available. It is the responsibility of the organizing company and sponsoring company (collectively referred to as “Applicant”) to ensure the completed application and payment are received by American Association of Nurse Practitioners® (AANP) management.

Deadline	Submit application to be considered in the first round of assignments	Jan 8
	First round of IS PT date assignments confirmed	Jan 12
Deadline	IS PT title and applicant logo and URL submission	March 25
Deadline	IS PT advertisement artwork submission for approval by AANP	March 25
Deadline	IS PT final advertisement artwork due submission for approval by AANP	April 8
Deadline	Conference bags insert artwork submission for approval by AANP	May 3
Deadline	Conference bags insert final artwork due	May 17
Deadline	IS PT signage artwork submission for AANP approval	May 17
Deadline	Meeting room request for speaker or slide review	May 17
	BEO and room set information sent to IS PT applicant	June 3



AANP OVERVIEW

AANP is the largest professional membership organization for nurse practitioners (NPs) of all specialties. It represents the interests of the more than 385,000 licensed NPs in the United States.

The 2024 AANP National Conference is designed to meet the continuing education (CE) needs of NPs. Industry branded educational events (non-CE) are added to AANP conferences to provide important additional educational opportunities for attendees. These events offer essential updates in the management of disease states and branded product information.

AANP'S INVITATION TO INDUSTRY

The 2024 AANP National Conference will be held Tuesday, June 25, to Sunday, June 30, in Nashville, Tennessee, at the Music City Convention Center. AANP is pleased to extend this invitation to submit an application for participation in the 2024 AANP National Conference by hosting a non-CE product theater. There are no satellite IS PTs. If you are interested in working with AANP to conduct an IS PT at this conference, please apply now. Opportunities are limited.

AANP looks forward to receiving your application by Monday, January 8, 2024. First-round assignments will be made on Friday, January 12, 2024. Submit the completed, **signed application and payment** to AANP to be considered for approval. AANP will continue to accept IS PT application submissions after the deadline date until all IS PT time slots are filled. Completed and paid application submissions are processed in order of receipt.

PROSPECTUS TERMINOLOGY

1. American Association of Nurse Practitioners is herein referred to as "AANP."
2. 2024 AANP National Conference is herein referred to as "Event" or "Conference."
3. Industry-Sponsored Non-CE Product Theaters are herein referred to as "IS PT."
4. Organizing Company and Sponsoring Company are herein collectively referred to as "Applicant."
5. AANP Affiliates and Partners are herein collectively referred to as "Affiliates."
6. The 2024 AANP National Conference IS PT Prospectus is herein referred to as "Prospectus."
7. The 2024 AANP National Conference IS PT Application is herein referred to as "Application."
8. Curriculum Vitae (CV).
9. Audience Response System (ARS).

COVID-19

By submitting an IS PT Application, the Applicant consents to participate in the 2024 AANP National Conference. Applicant understands and agrees to adhere to any AANP; Corcoran Expositions, Inc.; Centers for Disease Control and Prevention; and local guidelines or regulations related to any infectious disease, including COVID-19, in place at the time of the event. Applicant acknowledges and agrees that they are fully responsible for their own safety and actions while participating in the Conference and recognizes that their employees may be at risk of contracting COVID-19 through no fault of AANP or Corcoran Expositions, Inc.

With full knowledge of the risks involved, Applicant hereby releases, waives, covenants not to sue, and further agrees to indemnify, defend, and hold harmless the Released Parties from any and all liabilities, claims, demands, actions, causes of action, costs, expenses, damages, and lawsuits whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by exhibitor, or its employees while participating in any activity while in, on, or around the premises or while using the facilities.

A. GENERAL PROVISIONS

1. The Applicant of each IS PT is encouraged to have an exhibit at the Conference. Exhibits provide a setting for the IS PT attendees to ask additional questions regarding related products and provide time to introduce or discuss products with those not able to attend an IS PT. Exhibitor information can be accessed at aanp.org. If you have any exhibitor questions, please contact AANP Exhibit Management at aanp@corcexpo.com.
2. The Applicant's primary contact person's information should be kept current with AANP IS PT staff. Contact AANP immediately with any changes at aanp@corcexpo.com to facilitate ongoing communications. For security reasons, AANP staff will communicate with only the primary contact person listed on the Application. All inquiries from other parties will be directed to the primary contact person.
3. The development and implementation of IS PTs must be in accordance with the Prospectus, together with related procedures and communications.



4. By submitting an Application to participate in the Conference, the Applicant acknowledges and agrees that AANP and its vendors, including but not limited to AANP; Music City Center, Corcoran Expositions, Inc.; Maritz; Encore; and any of their respective officers, directors, staff members, agents, volunteers and employees, will not be liable to Applicant or any other party for any special, incidental, indirect, general or consequential damages or costs that may arise in connection with the Event. Applicant consents to AANP using any photos, other images taken of Event, and any results of conference-related activities that occurred during the Conference for media outreach efforts, promotional campaigns, various publications/communications, or other business purposes as determined by AANP without compensation to Applicant. In the event that AANP should find it necessary to cancel this conference for any reason, including but not limited to fire, flood, riot, earthquake, civil commotion, insurrection, Act of God, labor disputes, strikes, outbreak of disease or illness, epidemic or pandemic, wars, shortage of or inability to obtain materials, supplies or utilities, or any law, ordinance, rule or regulation or other circumstances beyond AANP's control, then AANP's liability shall be limited to refund of IS PT fee paid to AANP less a pro rata share of expenses actually incurred by AANP in connection with the Conference.
 5. AANP has final approval on all aspects of any IS PT activity that occurs at the Conference.
 6. AANP reserves the right to add, change or amend IS PT information and the Conference schedule without advance notice.
3. **Submit the completed, signed Application and full payment of the AANP IS PT fee to AANP no later than Monday, Jan. 8, 2024, to be considered in the first round of approvals and IS PT time slot assignments.** AANP will continue to accept application submissions until all openings are assigned. Completed application submissions are processed in order of receipt after payment is received.

NOTE: A 3% credit card processing fee will be applied to all payments made via credit card. The credit card processing fee will be reflected on the pay portal and receipt. This fee will not be applied to payments via direct deposit or check. If you prefer to make payment via check, instructions are outlined on your invoice. **Organizations with specific accounts payable procedures must submit instructions to show management (Corcoran) with the signed product theater contract. Sponsors must submit payment in full by the due date indicated on the invoice. If sponsors' internal account payable procedures result in a past due payment, a penalty of 10% of the total cost will be added as a late payment fee.**

B. APPLICATION, PAYMENT PROCESS AND SUBMISSION

1. Only those IS PT submissions with a complete **application and full payment** will be reviewed for approval. The assignment of dates, times, and type of IS PT is based on a first-come, first-served basis. By turning in your application there is no guarantee your first PT choice will be available. It is the Applicant's responsibility to ensure the Application and payment are received AANP sponsorship management or exhibitor management.
2. Applicant submits the following:
 - Completed and signed Application.
 - Full payment. Payment method options and instructions are indicated on the Application.
 - Additional Submission: If there are any reporting requirements or restrictions, such as that residents of some states cannot attend the IS PT, or compliance signage requirements, it is the responsibility of the Applicant to send this information when applying to AANP.

C. CONFIRMATION OF APPROVAL

1. Notifications of approval for the IS PT will be emailed to the primary contact person (identified on the Application) by Friday, Jan. 12, 2024.
2. If an IS PT is not approved by AANP, payment(s) received will be refunded. AANP will make a courtesy phone call followed by an email notice when an application is not approved. AANP reserves the right to refuse any IS PT application or IS PT proposal.

D. IS PT INCLUSIONS

1. IS PT coordination, logistical planning, management and administrative services.
2. IS PT room including stage and standard stage set-up (podium, tables and chairs).
 - AANP works closely with facility staff to maximize banquet-style seating capacities.
 - AANP does not permit changes to the room set.
 - Stage does not include a confidence monitor for speakers. Contact Mary@corcexpo.com if a confidence monitor is requested at the Applicant's expense.
3. Food and beverage (F&B) service with attendee tables set in banquet-style rounds.
 - F&B service is included in the AANP IS PT fee.
 - F&B service precedes the IS PT presentation.
 - AANP determines and manages all menu and service details.
 - When concurrent IS PTs occur, the same menu will be served. Enhancements or changes are not permitted.
 - The selected menu will be sent to the primary contact person for each approved IS PT.



4. Standard audiovisual (AV) equipment and technical support.
 - AANP provides AV equipment and technical support for the IS Pts. AANP maintains sole authority to change the AV equipment and technical support as needed. The IS PT Applicant is notified if a change occurs.
 - Applicant may send an AV technician or coordinator to the conference to assist the AV staff assigned by AANP. If sending an AV technician, Applicant is responsible for notifying AANP by email to: Mary@corcexpo.com. To request additional AV items or services, please contact AANP in writing. AANP staff must pre-approve additions to assure no disruption is created for other scheduled Conference activities. If approved, additions are at the Applicant's expense.
 - AV equipment and technical support provided by AANP is standard AV set.
5. IS PT signage, when provided by Applicant, will be placed at reserved locations to assist with on-site recruitment. Signage is to be supplied by Applicant in full compliance as outlined below:
 - Applicant is required to provide IS PT signage to assist with on-site promotion and identifying IS PT location.
 - All signage must be approved by AANP prior to production and printing.
 - Applicant is to prepare two signs promoting each IS PT at the Conference. The signs must be 22" wide x 28" long x 3/16" deep. Framing of signs is not permitted. AANP will not display signs of other sizes. Note: A foam core board material should be used.
 - AANP assigned staff will place all approved signs at reserved locations to assist with on-site recruitment, including, one sign placed at the IS PT entrance and in another high-traffic location determined by AANP.
 - The room name must be displayed on signs.
 - AANP will provide a show management shipping label with a due date closer to the conference.
 - Do not place any additional postings on-site or move any signs from the AANP reserved locations, or they will be removed.
6. IS PT advertisement in the conference guide and on the AANP event website.
 - Printing of one IS PT advertisement, if artwork is supplied by Applicant, with up to four-color in the conference guide. IS PT title is also listed in the program section of the conference guide. Artwork specifications will be provided.
 - Posting of IS PT advertisement with the same concept and design approved and used for the conference guide on the AANP website (aanp.org) for the duration of the Conference.
7. The name(s) and logo of the Applicant may be posted on the AANP website, on signage at the Conference, and on the Conference mobile app and may be identified in the conference guide, which is distributed on-site to attendees.
8. Time slots reserved for IS PTs are indicated in the AANP conference guide. Through email communications, attendees will be informed when the IS PT advertisements are available to view on the AANP website.
9. One speaker or slide review meeting room, upon request (maximum time: two hours).
 - The room assignment is made by AANP Conference staff. A special request to meet in the IS PT (event room) may be permitted when possible. The slide review meeting cannot interfere with or disrupt the scheduling of other Conference events or activities.
 - Applicant is financially responsible for the AV equipment and F&B service for the speaker or slide review meeting.
 - For further details regarding requesting a room, please contact Mary@corcexpo.com.
10. AANP registration badges are required for speakers and staff attending the IS PT.
 - IS PT Applicant must register all staff and speakers attending the IS PT.
 - Note: Applicant staff attendance is permitted only at the IS PT for which they are employed or participating.
11. AANP volunteers will assign one AANP staff member for each program to complete the following tasks:
 - Assist with getting the attendees seated.
 - Assist with the distribution and collection of audience response units, if applicable.
12. AANP will provide lead retrieval scanners for each IS PT. Rooms of 200 will receive one lead scanner. Rooms of 350 will receive two lead scanners. Temporary staff will scan attendees as they arrive and enter the IS PT. No qualifying questions can be included. You will receive your contacts through a secure link within 48 hours of your IS PT. Sponsoring organization will need to provide AANP with a list of contacts with email address of those who should receive the secure link.

E. REGISTRATION AND ATTENDANCE

1. There is no pre-conference registration for the IS PT. IS PTs are first come, first served to conference attendees. It is the responsibility of the Sponsor to scan and track attendees. AANP will provide lead retrieval scanners for each IS PT. Rooms sized for 100-200 persons will receive one lead retrieval scanner, rooms sized for 350 persons or more will receive two lead retrieval scanners. If a Sponsor is using their own lead scanners, they are completely responsible for the lead retrieval process and tracking of attendees. Sponsors will receive their leads in 24-48 hours after there IS PT.
2. Due to guideline requirements, attendance is restricted to Conference registrants only. A Conference registration badge provided by AANP is required for entry.
3. With the promotional information services AANP provides (and the available optional promotional services you can select), conference registrants are well informed of the scheduled IS PTs so they can make their on-site attendance selections.



F. SCHEDULING AND FORMAT

1. The time and date for IS PTs are determined by AANP.
2. The time and date for IS PTs are included within the Conference schedule.
3. AANP cannot guarantee any IS PT date or time prior to the official assignment of IS PT time slots.
4. AANP reserves the right to change food service, IS PT assigned date and time and the Conference schedule.
5. Each 75-minute IS PT consists of 15 minutes for food service, followed by a 60-minute presentation, which must include a question-and-answer session.

G. SPEAKERS

1. It is AANP's strong preference that your speaker be an NP, if an NP is available in the Applicant's speaker bureau (in the appropriate IS PT therapeutic area). If you are using more than one speaker and you can obtain an NP, the NP should serve as featured speaker.
2. Honoraria and all expenses for your speaker are the responsibility of the Applicant.
3. Speakers for IS PTs are not eligible for a waiver of the Conference registration fee. If interested in attending other Conference programs or sessions, IS PT speakers are required to register and pay the Conference registration fee.
4. All speakers and personnel associated with the IS PT must be registered and have a Conference badge, and they must agree to the AANP Conference [Terms of Service and Release of Liability](#).
5. All IS PT speakers are invited to attend the Exhibit Hall. Wear the Conference badge provided by AANP for admission. If housing is required for IS PT speakers or staff, it must be obtained at a designated AANP Conference hotel.
6. Applicant agrees that it is their responsibility to ensure the speaker represents and warrants that the presentation does not violate any copyright, proprietary or intellectual property rights of others, and that it is factually accurate and contains no matter defamatory or otherwise unlawful.
7. Applicant is solely responsible for the content of the presentation. It is not AANP's responsibility to review or monitor the presentation for copyright or other legal compliance. AANP strongly recommends that all presentations do not use references such as physician, MD, nurse, mid-level clinician, etc., when referring to NP. Please use generic clinician language such as health care provider or refer to them as an NP. There should be no wording within the presentation that could be perceived as demeaning to an NP.

8. Applicant agrees to indemnify and hold harmless AANP and its officers, directors, members, employees and agents, from and against any and all claims, actions, losses, demands, costs, attorney's fees, and all other expenses relating or incidental to, or arising directly or indirectly from, the inaccuracy or breach of any of the warranties and representations with the exception of that caused by or resulting from the sole and gross negligence of AANP.

H. USE OF NAMES AND LOGOS

1. Use of the AANP name, logo and conference reference is not permitted unless approved.
2. Applicant shall retain all rights to their name, logo and trademark provided to AANP and its agents. AANP and its agents shall not obtain any rights to Applicant's name, logo and trademark.
3. AANP reserves the right to post name(s) and/or logos of the Applicant on the AANP website, on signage at the Conference, within the Conference mobile app and in the conference guide, which is distributed to attendees.

I. CONFERENCE BAG INSERT

1. Applicant may decide to provide a Conference bag insert (promoting the IS PT) for inclusion in the Conference bag distributed on-site to each registered attendee for a fee of \$5,000.
2. The approved AANP Conference bag insert is the only bag insert permitted for an IS PT.
3. The estimated quantity to provide to AANP is 5,000 (exact quantity to be provided closer to Conference).
4. Applicant is responsible for all other costs, including the design, production and shipping of the items to the assigned location. Warehouse labels will be provided in advance.
5. Indicate on the Application if you are selecting this service. More detailed information, including size specifications, will be sent to assigned IS PT Applicants at a later date.

J. PROGRAM MATERIALS

1. A program syllabus and other handouts are not required. However, if planning to provide these items, prepare enough for each expected IS PT attendee.
2. Applicant is solely responsible for the content of the presentation. It is not AANP's responsibility to review or monitor the presentation for copyright or other legal compliance. AANP strongly recommends that all presentations do not use references such as physician, MD, nurse, mid-level clinician, etc., when referring to NPs. Please use generic clinician language, such as health care provider, or refer to them as an NP. There should be no wording within the presentation that could be perceived as demeaning to an NP.



3. The Applicant is responsible for production and cost of all program materials.
4. An evaluation form is recommended. If an evaluation form is provided, the assigned AANP staff member can assist with distributing and collecting the forms from the attendees. If an evaluation form is prepared and distributed to IS PT attendees, an evaluation summary report is due to AANP IS PT staff within 30 business days post-conference.
5. No surveys or requesting of attendees' contact information are allowed without review and approval by AANP.

K. DISSEMINATION OF IS PT INFORMATION

1. Applicant must specify one primary contact from the sponsoring company on the Application.
2. A secondary contact from an organizing company may be listed on the Application, if applicable.
3. Conference communications, such as confirmation of approval, fulfillment instructions, IS PT updates and any new information that becomes available closer to the Conference date, will be sent to the primary contact submitted on the IS PT Application, and secondary contact, if applicable.
4. It is the responsibility of these confirmed primary and secondary contacts to communicate all Conference updates to related contacts, internal colleagues, third-party vendors, Applicant's on-site staff, IS PT speakers and any other relevant individuals.
5. It is not the responsibility of AANP staff or Corcoran Expositions, Inc., staff to ensure the Applicant's related contacts, internal colleagues, third-party vendors, on-site staff, IS PT speakers or any other relevant individuals receive communication Intended for the primary and secondary contacts.

L. SHIPPING, STORAGE AND HANDLING INFORMATION

1. Shipping, storage and handling information will be made available when the AANP Exhibitor Kit becomes available.
2. All IS PT program materials are the responsibility of the Sponsor.

M. AUDIENCE RESPONSE SYSTEMS (ARS)

The use of an AANP ARS vendor is optional. If you are interested in an ARS system, contact Mary@corcexpo.com for details.

N. RECORDING OF IS PTS

AANP does not audio or video recording of the IS PTs.

O. MEDIA

Media are not allowed into IS PT events without prior approval by the Applicant.

P. ENDURING ACTIVITIES NOT ALLOWED

Enduring activities from Conference IS PTs are not permitted.

Q. FORCE MAJEURE

AANP may terminate an IS PT agreement at any time AANP management determines the Conference (or the portion of the Conference in which said program is scheduled) must be delayed, prevented, or rendered impractical by events beyond AANP's control. This includes but is not limited to fire, flood, riot, earthquake, civil commotion, insurrection, Act of God, labor disputes, strikes, outbreak of disease or illness, epidemic or pandemic, wars, shortage of or inability to obtain materials, supplies or utilities, or any law, ordinance, rule or regulation.

R. IS PT CANCELLATION AND REFUND POLICY

AANP must receive cancellation requests in writing. If a written cancellation request is received prior to the first-round assignment date, Applicant will receive a refund, less a \$750 administrative fee and other related expenses incurred by AANP and any AANP affiliates. All IS PT payments are non-refundable after the first-round assignment date. However, If AANP can fill all IS PT slots, Applicant will be refunded 65% of the paid IS PT fee, less any expenses incurred by AANP and/or an AANP affiliate.

FREQUENTLY ASKED QUESTIONS

2024 AANP
NATIONAL CONFERENCE

NASHVILLE | JUNE 25-30

What will be on the menu for our IS PT?

AANP will select the menu, and it will be distributed closer to conference. Each concurrent IS PT will have the same menu.

In the conference guide advertisement for our IS PT, can we promote both our exhibit booth and IS PT in one ad?

Yes, the advertisement can promote both the exhibit booth and IS PT.

Will there be badge scanners provided at the IS PT?

Yes, AANP will provide lead retrieval scanners for each IS PT. 100-200 sized rooms will receive one (1) lead scanner. 350 sized rooms will receive two (2) lead scanners. If Applicant requires additional scanners, they can be rented through Maritz. Leads will be available to Applicant within 24-48 hours of their IS PT.

Do you have deadlines for the IS PT title, advertisement artwork, etc.?

All the important reminders and deadlines for IS PTs are listed on page one of this document.

Does AANP manage the transfer of value (TOV) reporting or provide Applicants with the information to process?

AANP will provide IS PT Applicants with the TOV reporting, post-conference if requested.

If Applicant requests a speaker or slide review room, is there flexibility to select a date and time that best accommodates the speaker's schedule?

Yes, each Applicant has access to their assigned IS PT room 90 minutes prior to the start of their IS PT, or a meeting request can be submitted for a different time.

When will Conference IS PTs take place?

IS PTs will be scheduled on Wednesday, June 26, Thursday, June 27, Friday, June 28 and Saturday, June 29, with options for breakfast, lunch, or dinner.

Where will Conference IS PTs take place?

The IS PTs will take place in the Music City Convention Center, Grand Ballroom. Rooms A1, A2, B1, C1 and C2.

QUESTIONS AND INQUIRIES

Please contact aanp@corcexpo.com or call (312) 265-9638.