



2019 AETA & CETA/ACTE JOINT CONVENTION
October 24-October 26, 2019
Colorado Springs, Colorado



SPONSORSHIP / EXHIBIT APPLICATION

(Please Return Pages 1 and 2 of This Application)

*Please complete this form and return no later than **October 4, 2019***

Fax: 217-398-4119 * Mail: AETA, 1800 South Oak St, STE 100, Champaign, IL 61820

Company Name: _____

Address & City: _____

Province/State: _____ Postal Code/Zip Code: _____

Company Telephone: _____ Fax: _____

Company Email Address: _____

Website: _____

Name of Representative(s) Attending: _____

Name of Contact Person: _____

Phone: _____ Email: _____

MARKETING & COMMUNICATIONS:

A Sponsor/Exhibitor brochure will be included in each of our attendee's registration packets. To ensure that you are included in the brochure and the looped PowerPoint presentation, please provide the following information:

- Company contact information if different from above (i.e., address, telephone, fax, email and website, etc.)
- Sponsoring companies should submit a high quality logo (.eps, .tif, .jpg or .bmp format)

Please remit the aforementioned information electronically to Morgan Montgomery at morganm@assochq.org no later than **October 4, 2019**.

REQUISITION & CONTRACT FOR EXHIBIT SPACE:

For the sum of \$_____ USD you are hereby requested to reserve exhibit space for us at the AETA & CETA/ACTE Joint Convention being held at the Cheyenne Mountain Resort in Colorado Springs from October 24-October 26, 2019. We enclose herewith our check/credit card details payable to the American Embryo Transfer Association, in the sum of \$_____ USD. All rules and regulations governing the exhibit have been read by us and are hereby accepted and are a part of the contract, and we agree to comply with them. It is agreed that in the event the AETA & CETA/ACTE shall fail to open the exhibition or furnish space to us, it will refund all sums paid hereunder, which shall be in full liquidation of all loss or damage suffered by us.

CANCELLATION POLICY: All confirmed/contracted exhibit space cancelled by September 13, 2019 will be subject to a \$200.00 USD service charge per space. All cancellations after September 13, 2019, will forfeit the entire booth fee.

DATE: _____, 2019

COMPANY/FIRM: _____

SIGNED BY: _____ TITLE: _____



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SPONSORSHIP & EXHIBIT FEES

Please make your check payable to: **American Embryo Transfer Association**

Please complete the enclosed Application and return along with this form (with payment) **by October 4, 2019.**

** All fees are payable by wire transfer, check or credit card in American funds (USD)*

EXHIBIT FEES			
EXHIBIT	QUANTITY	American Dollars (USD)	TOTAL
EXHIBIT BOOTH		\$1,400.00 USD / BOOTH	
ELECTRICAL OUTLET (110V)	Please indicate (✓) if you require an electrical outlet for your booth: YES _____ NO _____		
BOOTH NUMBER PREFERENCE: (See enclosed diagram)	1 st Choice - #	2 nd Choice - #	3 rd Choice - #

Please list below potential exhibitors you wish to not be located next to. We will do our best to accommodate your request but limited space may prevent it.

SPONSORSHIP FEES

SPONSORSHIP CHOICES	✓	DATE	American Dollars (USD)	TOTAL
BREAK (S)		Friday, Oct. 25 (morning)	\$1250 USD	Not Available
		Friday, Oct. 25 (afternoon)	\$1250 USD	Not Available
		Saturday, Oct. 26 (morning)	\$1250 USD	Not Available
		Saturday, Oct. 26 (afternoon)	\$1250 USD	
BREAKFAST		Friday, Oct. 25	\$2500 USD	Not Available
		Saturday, Oct. 26	\$2500 USD	
LUNCH		Friday, Oct. 25	\$3500 USD	Not Available
		Saturday, Oct. 26	\$3500 USD	
AUDIO-VIDEO EQUIPMENT		Thursday, October 24	\$1500 USD	
		Friday, Oct. 25	\$1500 USD	Not Available
		Saturday, Oct. 26	\$1500 USD	
GOLF TOURNAMENT		Thursday, Oct. 24	\$5000 USD	Not Available
PRE-CONFERENCE SOCIAL		Thursday, Oct. 24	\$15000 USD	Not Available
BANQUET ENTERTAINMENT		Friday, Oct. 25	\$5,000 USD	
BANQUET (UP TO FOUR SPONSORS IF NOT EXCLUSIVE)		Friday, Oct. 25	\$5,000 USD	
COMPANION TOUR:		Friday, Oct. 25	\$2500 USD	
COMPANION TOUR:		Saturday, Oct. 26	\$2500 USD	
ET 101 PRE-CONFERENCE SEMINAR		Thursday, Oct. 24	\$2500 USD	
ET 201 PRE-CONFERENCE SEMINAR		Thursday, Oct. 24	Please indicate amount	
ANY GENERAL SESSION		Per Session	\$3500 USD	
NAME/LOGO ON REGISTRATION BAG		Single Sponsorship Opportunity	\$5000 USD	Not Available
CONVENTION DONATION		Amount Specified by Sponsor		
CREDIT CARD NUMBER:		TOTAL SPONSORSHIP		
EXPIRATION DATE:		TOTAL EXHIBIT		
SIGNATURE		TOTAL SPONSORSHIP & EXHIBIT		

SPONSORSHIP LEVELS will be used as another way to recognize the support of sponsoring companies. The sponsorship levels will be recognized as indicated in the chart below.



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(PLEASE NOTE: If exhibiting – the exhibit fee will be added to your sponsorship to determine your sponsorship level)

All sponsorships will be recognized on screen in the exhibit room, in the convention program & exhibit/sponsor brochure, company name will be posted on both association web sites noting sponsorship level and the sponsorship level will be displayed at each event that you sponsor.

SPONSORSHIP LEVELS	
DOUBLE PLATINUM	\$20,000 USD and up
PLATINUM	\$10,000 to \$19,999 USD
GOLD	\$7,500 to \$9,999 USD
SILVER	\$5,000 to \$7,499 USD
BRONZE	\$2,500 to \$4,999 USD
FRIEND	Less than \$2,500 USD

INFORMATION AND RULES GOVERNING SPONSORSHIP & EXHIBITS

SPONSORSHIP ASSIGNMENT:

All choices of sponsorship will be dealt with according to sponsorship level and then on a first come first serve basis, providing the application is received by the deadline date of **October 4, 2019**.

SPONSORSHIP INFORMATION:

- ***Sole sponsor of the banquet*** will have the opportunity to address the delegates during the banquet and will be recognized with signage.
- ***Sole sponsor of the pre-conference social*** will have the opportunity to address the delegates during the social and will be recognized with signage.
- ***Sole sponsors of sessions and seminars*** will be given the opportunity to introduce the speakers prior to the presentation.
- Sponsorship levels will be recognized on a screen in the exhibit room, on both association web sites, in the convention program and exhibit/sponsor brochure if the application is received before the deadline date.
- In addition to complimentary breakfast, each exhibiting/sponsoring company will receive complimentary tickets for two (2) representatives for lunch on Friday, October 25 and Saturday, October 26 as well as two (2) tickets to the banquet on Friday, October 26.

EXHIBIT SPACE ASSIGNMENT:

Exhibit spaces will be assigned on a first come first serve basis, providing the application is received by the deadline date of **October 4, 2019**. Exhibitors may choose their event space on the Convention site or through this form. The Exhibit Chairman reserves the right to make reasonable adjustments in location of tables for the benefit of the exhibitor and the betterment of the total exhibit.



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USE OF EXHIBIT SPACE:

The Exhibit Chairman reserves the right to decline or prohibit any exhibit or part of an exhibit which in his opinion is not suitable and in keeping with the character of the Convention. No spaces shall be sublet without the direct written consent of the Exhibit Chairman. Displays will be permitted on the exhibit floor only by official exhibitors. Distribution of advertising matter by representatives of firms who are not official exhibitors is strictly forbidden.

The Exhibit Chairman reserves the right to restrict exhibit to a minimum noise level and to suitable methods of operation and display of materials. If for any reason an exhibit or its contents are deemed objectionable by AETA & CETA/ACTE, the exhibit will be subject to removal. This reservation includes person, things, conduct, printed material or any item of poor character which the AETA & CETA/ACTE considers objectionable to the Convention's well being. In the event such as eviction or restriction is enforced. AETA & CETA/ACTE will not be liable for refunding rental fees or funds for exhibit equipment rental except at its own discretion. Exhibitor agrees that the AETA & CETA/ACTE may substitute the actual space assigned to exhibitor if necessary.

Exhibitors are urged to use novel and unique ways to attract attention to their exhibit space. The basic responsibility for attracting meeting participants to the exhibit is the exhibitors.

EXHIBIT SPACES, HOURS OF OPERATION & EQUIPMENT:

Exhibit booth set-up will include a 10 ft X 8 ft booth with 8 ft tall backdrop and 3 ft tall sides (pipe & drape) with a skirted table, two chairs, a waste basket and identification sign. Please indicate if you require an electrical outlet (110V) for your booth.

For maximum exposure to attendees breaks will take place in the exhibit area. We will be utilizing the services of Freeman Events and Exhibit Solutions. You will be receiving an Exhibitor Kit from Freeman Events and Exhibit Solutions with shipping information at a later date. The kit will also have information on how to order special or additional furniture and special services from them or the hotel. The exhibits will be 10 ft x 8 ft booths with an 8 ft tall backdrop and 3 ft tall sides (pipe & drape). There will be a skirted table, two chairs, a wastebasket, and an identification sign. The room is already carpeted. Exhibit hours and location are as follows:

Thursday, October 24, 2019
 12:00 p.m. – 5:00 p.m. Exhibitor Setup

Friday, October 25, 2019
 7:00 a.m. – 6:00 p.m. Exhibits Open

Saturday, October 26, 2019
 7:00 a.m. – 3:00 p.m. Exhibits Open

3:00 p.m. – 6:00 p.m. Exhibitor Teardown

SECURITY & LIABILITIES:

AETA & CETA/ACTE, Cheyenne Mountain Resort, the convention facilities or their corporate entities will not be responsible for loss of any material by or for any cause. Each exhibitor must make provision for safeguarding of his goods, materials, equipment and display at all times and exhibitors are urged to carry their own insurance through their own sources at their own expense.

The management will exercise care for the protection of the exhibitors, materials and displays. Beyond this, the AETA & CETA/ACTE or any officer or staff member will not be responsible for the safety of the property of the exhibitor, his agents, and employees from theft, damage by fire, accident or any other cause.

The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.



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The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

CANCELLATION POLICY:

All confirmed / contracted exhibit space(s) cancelled by **September 13, 2019** will be subject to a \$200.00 USD service charge per space. All cancellations after **September 13, 2019** will forfeit the entire booth fee.