

Miscellaneous Policies Related to Sponsors and Exhibitors

ACLEA 48th Annual Meeting

July 28- August 31, 2012

The Westin Denver Downtown– Denver, CO

Exhibitor/Sponsor Registration

Exhibit and sponsor fees provide space and advertising for one company only. Co-exhibiting is not permitted.

Conference Attendee Registration

Sponsors and Exhibitors that plan to attend any of the conference sessions or events, regardless of whether they are receiving complimentary admissions as part of their sponsorship, must complete and return a conference attendee registration form.

Booth Set-up

The normal setup time is Sunday morning 6 a.m. If space becomes available prior to this time, we will notify the exhibitors and sponsors as soon as possible.

Booth Size

Booths come in 3 different sizes. A single booth is approximately 8' wide; Booth Plus is approximately 12' wide; and a Double booth is approximately 16' wide. All booths include a 6' skirted table, 2 chairs and a waste basket.

Corporate Suites

According to ACLEA's contract with the hotel in which the meeting is located, corporate suites are prohibited without ACLEA's express written consent.

Attendee List

Confirmed sponsors and exhibitors will receive the attendee list three (3) weeks prior to the date of the meeting. A final list of attendees will be distributed at the conference. Lists will not be distributed in electronic format.

Separate Social Events Open to ACLEA members

Events by individuals or firms not participating as sponsors, exhibitors, or attendees that conflict with ACLEA sponsored events will affect the individual's or firm's future participation in ACLEA. Any separate social events planned by participating sponsors, exhibitors, or attendees must be coordinated with ACLEA.

Non-Sponsor/Exhibitor Selling in the Exhibit Hall

Sales in the exhibit hall by anyone other than a sponsor or exhibitor is strictly prohibited.

Sponsor/Exhibitor Distributing Marketing Materials Outside Exhibit Hall

Exhibitors/Sponsors may not distribute sales or marketing materials in meeting rooms or in any areas outside of their reserved booth space in the exhibit hall without prior written consent from ACLEA's Executive Director."

Cancellation Policy

Refunds, less a \$100 processing fee, will be given to exhibitor or sponsors who cancel at least 60 days prior to the first day of the conference. Cancellations received 45 to 60 days prior to the conference, will receive a 50% refund. No refunds will be granted for cancellations received within 45 days of the first day of the conference.

ACLEA reserves the right to terminate exhibitor and sponsor privileges for non-compliance with the above policies. Non-compliance with the above policies may result in forfeiture of future sponsorship or exhibit opportunities.