

AMERICAN ACADEMY OF VETERINARY ACUPUNCTURE  
ANNUAL MEETING

April 13 - 15, 2018

Santa Fe, NM



American Academy of Veterinary Acupuncture  
ANNUAL MEETING

EXHIBITOR &  
SPONSOR PROSPECTUS

# GENERAL INFORMATION

## HOTEL

The Inn and Spa at Loretto, Santa Fe, NM will be the site for the annual meeting for the American Academy of Veterinary Acupuncture. The Inn and Spa at Loretto is located in the heart of downtown, where you are free to experience Southwest culture as it is meant to be.

The group rate is \$149 for single or double occupancy (plus tax). To make reservations at the special AAVA rate, contact the hotel by calling 866/582-1646. To ensure the group rate and space availability, make your reservations no later than Monday, March 12, 2018. The room block will close once the room block has been met or has reached the deadline, whichever occurs first.

## EXHIBITOR CONTRACTOR

The Convention Services of the Southwest, Inc. will be the official exhibitor contractor for the conference. After submitting your contract and fee to AAVA, a link to the exhibitor kit will be sent electronically via email to you. Information about ordering electrical, shipping, etc. will be supplied in the exhibitor kit. Please note that the exhibit hall is carpeted.

## EXHIBITOR BENEFITS

### Single Booth - \$625

- One 8' x 10' booth no higher than 8' in back and 3' on each side
- One draped 6' table
- Two chairs
- One identification sign
- Badges for two exhibit staff
- Carpeted exhibit hall
- Printout of registrants available upon request (to be emailed three weeks after meeting)
- Complimentary copy of conference proceedings

### Double Booth - \$1,025

- One 16' x 10' booth no higher than 8' in back and 3' on each side
- Two draped 6' tables
- Four chairs
- One identification sign
- Badges for four exhibit staff
- Carpeted exhibit hall
- Printout of registrants available upon request (to be emailed three weeks after meeting)
- Two complimentary copies of conference proceedings



# PROGRAM OUTLINE

**THURSDAY  
APRIL 12, 2018**

**EXHIBITOR MOVE-IN**  
6:00pm – 10:00pm

**FRIDAY  
APRIL 13, 2018**

**EXHIBIT HALL OPEN**  
7:00am – 5:30pm

**EDUCATIONAL SESSIONS**  
8:00am – 4:40pm

**WELCOME RECEPTION**  
5:30pm – 6:30pm

**SATURDAY  
APRIL 14, 2018**

**EXHIBIT HALL OPEN**  
7:00am – 5:30pm

**EDUCATIONAL SESSIONS**  
8:00am – 4:40pm

**SUNDAY  
APRIL 15, 2018**

**EXHIBIT HALL OPEN**  
8:00am – 12:00pm

**EDUCATIONAL SESSIONS**  
8:00am – 2:30pm

PROGRAM SUBJECT TO CHANGE

# EXHIBITOR CONTRACT

Company Name: \_\_\_\_\_  
 (as it should appear on conference signage and materials)

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Province/Postal Code: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Products/Services to be exhibited: \_\_\_\_\_

Yes, we'd love to give \_\_\_\_\_ as a door prize!

Yes, we'd love to give a \_\_\_\_\_ for our BOOTH DRAWING!

Two complimentary badges are provided with each exhibit for the individuals who will staff your booth. Please list the names and e-mail addresses of the individuals, providing complete information. (If you have a double booth, please attach a separate sheet.)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional badges are available at a cost of \$75 per badge. Please attach a list of names and e-mail addresses and payment for the additional individuals who will staff your exhibit. The terms and conditions printed in this brochure are hereby incorporated by reference; the exhibitor agrees to be bound thereby, and will comply with all exhibit rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EXHIBIT SPACE SELECTION:

- Single Booth - \$625.00
- Double Booth - \$1,025.00

### ADDITIONAL LUNCH TICKETS\*

Friday Lunch \_\_\_\_\_ x \$25/pp = Total \$ \_\_\_\_\_

Saturday Lunch \_\_\_\_\_ x \$25/pp = Total \$ \_\_\_\_\_

*\*Booth cost includes 2 complimentary lunch tickets for single booth and 4 complimentary lunch tickets for double booth*

Using the space numbers on the floor plan, list your choices for preferred location:

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_

**Please list any companies you do not wish to be near:**

\_\_\_\_\_

\_\_\_\_\_

### PAYMENT

**CHECK** enclosed in the amount of \$ \_\_\_\_\_ USD

Make check payable to AAVA. Payment must be received by AAVA before acknowledgement of sponsorship and/or exhibit booth in any printed conference materials or on the AAVA Web site.

- CREDIT CARD**
  - American Express
  - Mastercard
  - Visa
  - Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

### RETURN FORM AND PAYMENT TO:

AAVA • P.O. Box 803 • Fayetteville, TN 37334

Credit card payments may be faxed to 931-433-6289. Questions? Call 931-438-0238.

### FOR OFFICE USE ONLY:

DE \_\_\_\_\_ A \_\_\_\_\_ C \_\_\_\_\_ AppCode \_\_\_\_\_

## EXHIBITOR RULES & REGULATIONS

### **CONTRACT FOR SPACE:**

The application for space and the formal notice of assignment constitute a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding.

### **USE OF SPACE:**

(1) No exhibitor shall assign, sublet, or share the whole or any part of the allotted space. Aisles must be kept clear. Exhibitors must comply with all safety, fire, and health requirements during move-in, operation, and move-out. Booths must be manned and in operation at all times listed in the schedule. (2) AAVA does not endorse the products/services of the companies who exhibit during the meeting. (3) AAVA shall have the right to require dismantling of any exhibit or part of exhibit which in their opinion is not suitable to or in keeping with the character or purpose of the AAVA Annual Meeting.

### **EXHIBIT SPACE:**

All dimensions and locations of the booths on the enclosed floor plan are believed, but not warranted, to be accurate. Show management reserves the right to make modifications to the floor plan as deemed appropriate. Space is assigned on a first-come, first-serve basis. No space is assigned without the official contract and payment of the fee. If space selected on the contract has previously been reserved, management retains the right to assign the next best available space. Exhibitor will be notified via email of assignment prior to the meeting.

### **HOURS OF EXHIBIT:**

Move-in may begin at 6:00pm on Thursday, April 12, 2018, and must be completed by 10:00pm. Exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the closing hours of the exhibit, 12:00pm on Sunday, April 15, 2018. Move out must be completed by 3:30pm on Sunday.

Exhibitor must furnish show management with an advance list of their representatives. Only 2 badges will be issued per single booth; 4 badges per double booth. Additional badges will be available at the cost of \$75 per badge.

### **LIABILITY:**

AAVA, any officer, employee, or agent of the same, will not be responsible for the safety or the property of the exhibitors, their agents or employees, from theft, damage of fire, accident, or other cause, but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense. In addition, the exhibitor will indemnify and

hold harmless AAVA, any officer, employee, or agent of the same, from any and all liabilities, claims, costs, damage and reasonable fees of counsel incurred in connection with any claim arising out of or caused by exhibitor's display or distribution of materials, or performance of any music or other material that violates any copyright, patent, trademark, trade name, service mark, or other similar right of any other party.

### **CONTRACTOR:**

Convention Services of the Southwest, Inc. has been chosen as the official decorator for the meeting. A link for the exhibitor kit will be sent electronically to you with forms for additional furnishings, electricity, etc.

### **CARE OF BUILDING/EQUIPMENT:**

Exhibitor, or their agents, shall not injure or deface the walls or floors of the building or the booths. No signs or any other articles shall be posted, nailed, or otherwise attached to floors, walls, furniture, or fixtures. When damage appears, the exhibitor is liable to the AAVA and to the Inn and Spa at Loretto.

### **EXHIBIT FEE:**

The fee for a single booth is \$625; double booth is \$1,025. The fee is due when the contract for exhibit space is submitted. Contracts and fees must be received no later than February 1, 2018 in order for the exhibitor's name to be printed in the conference materials. Checks should be made payable to AAVA and mailed with the contract to AAVA, P.O. Box 803, Fayetteville, TN 37334. Mastercard, Visa, American Express and Discover are accepted. Questions should be directed to 931-438-0238 or reed.adele@gmail.com.

### **CANCELLATION/REFUND POLICY:**

If written notice of cancellation is received by the AAVA no later than January 31, 2018, a refund of monies received less a \$75 administrative fee will be made. Beginning February 1, 2018, no refunds will be given.

### **COPYRIGHT POLICY:**

Exhibitors must obtain all necessary authorizations from third parties concerning copyrights, music licensing, patents, trademarks, trade names, slogans, logos, service marks, and other similar tangible property rights used by the exhibitor.

### **ASSISTANCE FOR PERSONS WITH DISABILITIES AVAILABLE:**

If exhibitor requires an auxiliary aid to participate in this meeting, please contact the AAVA office by January 2, 2018.

## SPONSOR BENEFITS

### PLATINUM SPONSOR (\$5,000+) Value

- One complimentary single booth
- One full page advertisement in the on-site program *(artwork provided by sponsor)*.
- Four hours of lecture sponsorship with recognition of sponsor prior to each lecture.
- Special recognition at AAVA Annual Meeting
- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2019)*

### GOLD SPONSOR\* (\$3,000-4,999) Value

- One half page advertisement in the on-site program *(artwork provided by sponsor)*.
- Two hours of lecture sponsorship with recognition of sponsor prior to each lecture.
- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2019)*

### SILVER SPONSOR\* (\$1000-2,999) Value

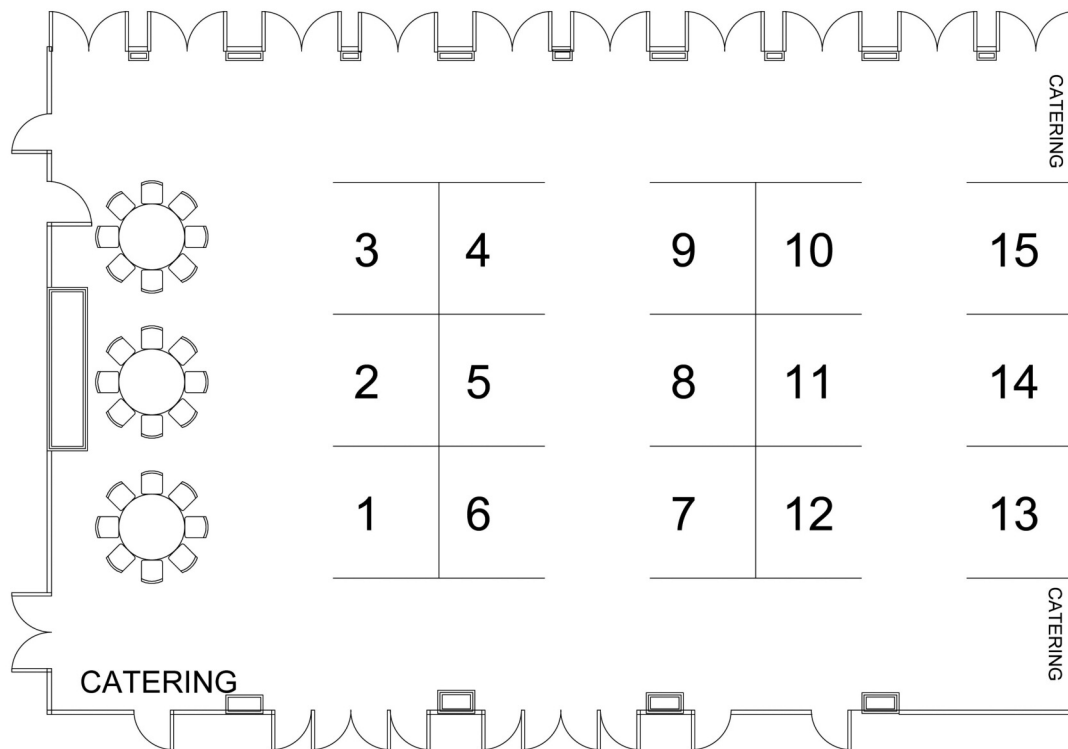
- One quarter page advertisement in the on-site program *(artwork provided by sponsor)*.
- One hour of lecture sponsorship with recognition of sponsor prior to each lecture.
- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2019)*

### BRONZE SPONSOR\* (\$650-999) Value

- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2019)*

**\*All sponsorship monies are in addition to standard booth fees.**

## FLOOR PLAN



Please indicate preference on exhibit space contract. Booths assigned on a first-come, first-serve basis.

# SPONSORSHIP OPPORTUNITIES

## SPONSORSHIP CHOICES

### SPEAKER SPONSOR

In addition to the benefits listed on page 5, Speaker Sponsors will receive the following:

- Full Sponsorship: \$3,000 - Prior to the meeting, a promotional email sent to all members and FB post highlighting your speaker of choice and your company as the sponsor.
- Partial Sponsorship \$1,500 - Prior to the meeting, a promotional FB post highlighting your speaker of choice and your company as the sponsor.

### Current List of Speakers

- Vanessa Flores, VMD, CVA, CVFT, CVCH
- Rene Gandolfi, DVM, DABVP, CVA
- Deborah Marshall, DVM, CVA, CVC
- Laurie McCauley, DVM, DACVSMR, CCRT, CVA, CVC
- Jill Partlow, DVM
- Anna Portnoy, DVM, CVA
- Michelle Schraeder, DVM, Med, FAAVA
- Reza Seddighi, DVM, MS, PhD, DACVAA
- Michel Selmer, DVM, CTCVMP
- Mitsie Vargas, DVM, CVA, CTCVMP, FAAVA
- Joan Winter, DVM, CVA, CVC

Please contact the AAVA office at 931-438-0238 for:

- An updated list of speakers
- Interested in providing in-kind sponsorships for speakers

### REGISTRATION BAGS

- Full Sponsorship: \$1,500

### NECK WALLETS

- Full Sponsorship: \$1,500

### PROCEEDINGS

- Full Sponsorship: \$2,000

### ON-SITE PROGRAM ADVERTISING

Your company's ad may be placed in the on-site booklet which will include all on-site information.

- Full Page- Inside Front Cover \$500
- Full Page- Inside Back Cover \$500
- Full Page \$350
- Half Page \$250
- Quarter Page \$150

Contact AAVA Office for print specifications.

## CONTINENTAL BREAKFAST

### FRIDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

### SATURDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

### SUNDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

## AM/PM REFRESHMENTS

### FRIDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

### SATURDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

### SUNDAY - AM (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

## LUNCH

### FRIDAY (in exhibit hall)

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

### SATURDAY (in exhibit hall)

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

### SUNDAY (in exhibit hall)

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

## AAVA WELCOME RECEPTION

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

The reception will be held in the Exhibit Hall on Friday evening.

**NEW SPONSORSHIP OPPORTUNITIES COMING SOON!**

WATCH YOUR EMAIL FOR MORE INFORMATION

## SPONSORSHIP REGISTRATION

### SPONSORSHIP COMMITMENT

PLEASE INDICATE THE SESSIONS /EVENTS YOUR COMPANY CHOOSES TO SPONSOR BY CHECKING THE APPROPRIATE BOXES ON PAGE 6.

- **PLATINUM** (\$5,000+) • **GOLD** (\$3,000-4,999) • **SILVER** (\$1,000-2,999)
- **BRONZE** (\$650-999)

Total Amount of Sponsorship: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**CREDIT CARD**     American Express     Mastercard     Visa     Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

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VISIT [WWW.AAVA.ORG](http://WWW.AAVA.ORG)  
FOR 2018 AAVA ANNUAL MEETING UPDATES!



**We hope you will consider becoming a sponsor and/or exhibitor at the AAVA Annual Meeting and help to promote a great conference!**

LET'S MAKE THE NEXT  
**AAVA ANNUAL MEETING**  
A GREAT SUCCESS!

American Academy of Veterinary Acupuncture  
PO Box 803 • Fayetteville, Tennessee 37334

