The American Association of Healthcare Administrative Management (AAHAM) is pleased to present the 50th Annual National Institute (ANI), “AAHAM: All In.” This year’s Institute will be held October 9-11, 2019, at the beautiful Caesars Palace hotel in exciting, Las Vegas, Nevada. The AAHAM ANI provides an interactive environment where attendees learn, network and discover the industry’s latest developments, products, services and resources. AAHAM members look forward to learning from industry experts about up-to-the-minute hot topics, news and technologies to help them do their jobs better and provide the most innovative, efficient and expert level of performance. The AAHAM ANI offers our vendor partners three full days of networking, building brand awareness and generating quality leads. Based on your feedback, we have expanded the hours, offering you more quality time to meet attendees and to build personal relationships. Take advantage of this once-a-year opportunity to reach this concentrated group of professionals by reserving your booth at the AAHAM ANI. The AAHAM ANI offers you an audience of over 500 healthcare professionals…your prime prospects!

Who Should Exhibit?
If your company provides products and services to any of the related areas below, you need to exhibit at AAHAM’s ANI:
• Revenue cycle management
• Medical collections
• Computer software (collections, claims and billing)
• Electronic data interchange
• Billing and coding
• Electronic billing and claims
• Government reimbursement
• Healthcare information systems
• Receivables management
• Eligibility services
• Hospital and medical office management
• Third party reimbursement
• Forms and supplies
• Self pay receivables
• Recruitment and staffing
• Revenue auditing
• Uncompensated care
• Consulting services

AAHAM ANI attendees are prospects you want to reach:

Who Attends?
• Chief Financial Officers
• Billing Directors
• Revenue Cycle Professionals
• Business Office Personnel
• Patient Access Professionals
• Medical Billing Professionals
• Medical Office Directors, Managers
• Physician Office Managers
• Directors
• Compliance Officers, Managers and Technicians
• Registration Managers and Supervisors
• Consultants

AAHAM ANI attendees are prospects you want to reach:
**Dates and Times**

**Tuesday, October 8, 2019**
- Exhibitor Move-In: 12:00pm - 6:00pm

**Wednesday, October 9, 2019**
- Exhibit Hall Opens: 10:00am - 2:00pm
- Buffet Lunch: 12:00pm - 2:00pm
- Welcome Reception: 5:00pm - 7:30pm

**Thursday, October 10, 2019**
- Exhibits Open: 8:30am - 8:45am
- Coffee and Snack Break: 7:30am - 8:45am
- Buffet Lunch: 12:15pm - 2:00pm

**Friday, October 11, 2019**
- Exhibits Open: 8:00am - 9:00am
- Coffee and Snack Break: 8:00am - 9:00am
- Buffet Lunch, Vendor Raffles: 11:30am - 1:00pm
- Exhibitor Move-Out: 1:00pm - 5:00pm

**EXHIBIT FEES**

<table>
<thead>
<tr>
<th>Dates and Times</th>
<th>Early Bird until April 30, 2019</th>
<th>July 1 - September 30, 2019</th>
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<tbody>
<tr>
<td></td>
<td>$2,750 Inside Booth</td>
<td>$3,050 Inside Booth</td>
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<tr>
<td></td>
<td>$3,000 Premium (Corner) Booth</td>
<td>$3,300 Premium (Corner) Booth</td>
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<tr>
<td><strong>May 1 - June 28, 2019</strong></td>
<td>$2,900 Inside Booth</td>
<td>$3,200 Inside Booth</td>
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<tr>
<td></td>
<td>$3,150 Premium (Corner) Booth</td>
<td>$3,450 Premium (Corner) Booth</td>
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<tr>
<td><strong>After October 1, 2019</strong></td>
<td>$3,050 Inside Booth</td>
<td>$3,300 Premium (Corner) Booth</td>
</tr>
<tr>
<td><strong>July 1 - September 30, 2019</strong></td>
<td>$3,050 Inside Booth</td>
<td>$3,300 Premium (Corner) Booth</td>
</tr>
</tbody>
</table>

**The Floorplan**

Caesars Palace Hotel

Shaded areas denote premium booths. X Booths with an “X” have been pre-sold to last year’s exhibitors and are no longer available.

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This is your once a year opportunity to showcase your products and services to an audience eager for solutions to today’s patient revenue cycle challenges. Our unique format offers you the chance to interact personally with attendees from across the country, the prospects you want to meet, face-to-face. These are influential leaders in our field and you get the opportunity to interact with them in several intimate settings. Your products and services are an integral part of our mission. Tradeshow marketing is a very strategic process and we can help you meet your goals. By design, AAHAM has only a limited number of booths available to provide you with exclusive access to our attendees, but you must act fast to reserve your booth. We have designed the exhibit hall layout and hours to give you optimum exposure to our attendees. There are only 77 exhibit booths in our exhibit hall and we sell out quickly; please send in your reservation form TODAY!

Cancellations received by June 28, 2019 will be refunded 50% of the exhibit fee. We apologize, but no refunds can be made after June 28, 2019. Full payment is required with your completed contract. Exhibit space will be assigned on a first-come, first-served basis according to the date payment is received. Exhibitors wishing to avoid a booth assignment next to a competitor should indicate this on the application form. Consideration will be given to these requests, but reassignment is not guaranteed. Cancellations must be received in writing by June 28, 2019, in order to receive a 50% refund. No refunds will be made after this date.
**Exhibitor Registration**

Each exhibiting company must name one individual as the authorized representative in charge of its exhibit. This representative is responsible for satisfying all contractual obligations to AAHAM with regard to exhibiting at the conference. This person acts as the primary source of communication between the exhibitor, AAHAM and its official service contractor. Two registrations per booth are included in the exhibit fee, including all receptions and meals. All company representatives in the exhibit hall must be registered, and must wear an official exhibitor badge. Badges and tickets are not transferable. Please remember that exhibit booth set up is Tuesday, October 8th from 12:00pm - 6:00pm. It is not respectful to our attendees and your colleagues to tear down early. Any exhibitor that tears down prior to 1:00pm on Friday, October 11th, will not receive the post ANI registration list. Please keep this in mind when making your travel arrangements.

**Networking Reception**

This year’s networking reception will feature a fun, “All-In Gaming Night” from 5:00pm - 7:00pm Thursday evening. This format offers you a special casual opportunity to network with attendees while learning how to play popular casino games. Network and enjoy the time afterwards to take your clients and prospects out to dinner.

**Exhibitor Service Kit**

The official service contractor for the conference is Heritage Exposition Services. An exhibitor service kit containing final schedule, order forms and prices for services will be sent to each exhibitor approximately three months prior to the ANI. Additional services include shipping, storage, carpeting, furniture, signs, cleaning, electrical, and installation and dismantling of exhibits (if desired). For your convenience, Heritage Exposition Services will maintain a service desk in the exhibit hall throughout the conference.

**Important Dates to Remember**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Early bird booth discount ends</td>
</tr>
<tr>
<td>June 28</td>
<td>Last day to cancel booth space and receive a 50% refund</td>
</tr>
<tr>
<td>August 2</td>
<td>Descriptive exhibitor listings due for the conference program</td>
</tr>
<tr>
<td>August 2</td>
<td>Conference program advertising space deadline</td>
</tr>
<tr>
<td>August 9</td>
<td>Conference program advertising material deadline</td>
</tr>
<tr>
<td>August 9</td>
<td>Last date to send in logos for sponsorships</td>
</tr>
<tr>
<td>September 6</td>
<td>Last day to receive discounted room rate at hotel</td>
</tr>
<tr>
<td>September 13</td>
<td>Exhibitor registration forms due</td>
</tr>
</tbody>
</table>

**Important Contact Information**

**Executive Director**
Sharon R. Galler, CMP  
Phone: 703.281.4043 x 5  
sharon@aaham.org

**Speakers, Exhibit and Sponsorship Sales**
Danielle Burns  
Phone: 703.281.4043 x 1  
danielle@aaham.org

**Registration**
Moayad Zahralddin  
Phone: 703.281.4043 x 4  
Fax: 703.359.7532  
moayad@aaham.org

**Service Contractor**
Heritage Trade Show Services  
Mike Adams  
Phone: 615.467.6322  
Mike.Adams@heritagesvs.com  
www.HeritageSvs.com

**Exhibitor Benefits**

AAHAM offers our valued exhibitors a complete booth package at no additional charge. Each 8’ x 10’ booth space includes the following value-added services:

- Two complimentary ANI registrations
- Admission to all exhibit hall functions
- Admission to all general sessions and concurrent sessions
- Two complimentary tickets to the Thursday reception
- One 8’ deep x 10’ wide carpeted booth with draped backdrop and 36” high draped side rails, skirted 6’ table and two chairs
- One 7” x 44” standard identification sign
- Security services when exhibit hall is closed
- Complimentary pre-conference registration list
- Complimentary post-conference registration list
- 50 word company and product description in the conference program
- Company information listed in the ANI mobile app
- Opportunity to hold raffles at your booth
- Discounts on future conference exhibit fees and early booth selection
Conference Program Advertising
Advertising space is available in the Insider, the official conference program. Distributed to all AAHAM members and thru social media, this useful conference program highlights exhibit hall information including exhibitor company descriptions and booth locations. This program is the source for educational sessions, speakers and room assignments. Advertising is not limited to exhibitors.

Event Sponsoring
Sponsorships are the way to show your support, enhance your sales, increase your company’s visibility and create higher brand awareness. All sponsorships include:

• Promotional signage at the event location and/or registration area
• Mention in AAHAM publications
• Company information listed in the ANI mobile app
• Listing of your company on the AAHAM website

Conference Mobile App - $5,000
As the exclusive sponsor of the AAHAM ANI Mobile App, you will showcase your company name and brand in the center of the attendees’ experience; as well as gaining outstanding additional marketing benefits.

Additional benefits include:

• A banner ad on the main page of the app, including your company name and logo
• Dedicated page within the app with your company logo, 150 word text, and a “more info” weblink
• One conference registration A $990 VALUE
• A full-page premium ad in the conference program A $600 VALUE

Opening Reception - $4,200
This popular sponsorship event is held in the exhibit hall on opening night and sets the tone for the entire ANI.

Additional benefits include:

• Your company name and/or logo imprinted on the napkins
• One conference registration A $990 VALUE
• Ten drink tickets to use at the event A $150 VALUE
• A full page premium ad in the conference program A $500 VALUE
• A display table by event entrance for your company literature

Reusable Water Bottles - $2,600
Each attendee will receive a high quality water bottle personalized with your company name and/or logo. Watering stations will be conveniently located in the exhibit hall for attendees to refill their water bottles.

Additional benefits include:

• One conference registration A $990 VALUE
• A full page ad in the conference program A $500 VALUE

Buffet Lunch - $2,500 each
Sponsor one, two or three of the delicious daily lunch buffets in the exhibit hall. Wednesday, Thursday and/or Friday lunches available.

Additional benefits include:

• Your company name and/or logo imprinted on the napkins
• A full page ad in the conference program A $500 VALUE
• A display table by the event entrance for your company literature

Networking Reception Entertainment - $2,300
Sponsor the entertainment at this popular reception.

Additional benefits include:

• A full page ad in the conference program A $500 VALUE
• Five drink tickets to use at the event A $75 VALUE
• A display table by event entrance for your company literature

Portfolio Organizers - $4,000
Each attendee will receive a high quality 9.5” x 7” portfolio organizer personalized with your company name and/or logo.

Additional benefits include:

• One conference registration A $990 VALUE
• A full page ad in the conference program A $500 VALUE

Keynote Speaker - $1,800 each
Sponsor one or both of the ANI keynote speakers. Wednesday and/or Thursday keynotes available.

Additional benefits include:

• Your company literature or giveaway placed on each attendee’s seat
• A ½ page ad in the conference program A $400 VALUE
Coffee and Snack Break - $1,700 each
Sponsor one or both of the snack breaks in the exhibit hall. Thursday and/or Friday breaks available.
Additional benefits include:
• Your company name and/or logo imprinted on the napkins
• A ½ page ad in the conference program A $400 VALUE
• A display table by event entrance for your company literature

Board of Directors Meeting - $1,300
Sponsor the AAHAM Board of Directors Meeting.
Additional benefits include:
• Your company literature or giveaway placed on each board member’s seat
• A personalized 15 minute presentation by your company
• A ½ page ad in the conference program A $400 VALUE

Hotel Accommodations
You are responsible for making your room reservations directly with the Caesars Palace. Hotel rooms at our specially discounted prices are limited and early reservations are encouraged to ensure sleeping rooms at convention rates: $199 (single/double occupancy). For reservations, call 866.227.5944. Be sure to mention you are with AAHAM and make your reservations before September 6, 2019 to get this special group rate. Your patronage of this official hotel makes it possible for AAHAM to secure the space needed for this event at a greatly reduced price.

It costs 22% Less to contact a potential buyer at a conference than by a traditional sales call
(Center for Exhibition Industry)
<table>
<thead>
<tr>
<th>Company Name</th>
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<tbody>
<tr>
<td>AccessOne</td>
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<tr>
<td>AccuReg</td>
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<tr>
<td>Aergo Solutions</td>
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<td>Altran</td>
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<td>American Hospital Directory</td>
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<td>ARS/Magnet Solutions</td>
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<tr>
<td>Aspirion Health Resources</td>
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<tr>
<td>Avadyne Health</td>
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<td>BillingTree Payment Solutions</td>
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<tr>
<td>Cascade Capitol, LLC</td>
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<tr>
<td>CBCS</td>
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<tr>
<td>CBIZ KA Consulting Services, LLC</td>
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<tr>
<td>Centauri Health Solutions</td>
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<td>ClaimAssist</td>
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<tr>
<td>Collect Rx</td>
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<tr>
<td>Data-Core Healthcare</td>
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<tr>
<td>EBO Solutions/National Recovery Agency</td>
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<tr>
<td>EnableComp</td>
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<tr>
<td>Firm Revenue Cycle Management Services</td>
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<tr>
<td>FMA Alliance, Ltd</td>
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<tr>
<td>FocusOne</td>
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<tr>
<td>Global Credit Solutions AG</td>
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<tr>
<td>Harris &amp; Harris, Ltd.</td>
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<tr>
<td>HCFS, Inc.</td>
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<tr>
<td>Healthcare Legal Solutions, LLC</td>
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<td>HealthPay24</td>
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<td>HELP Financial</td>
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<td>Hollis Cobb</td>
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<td>I.C. System, Inc.</td>
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<tr>
<td>Ingenious Med</td>
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<td>Kemerton</td>
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<td>KeyBridge</td>
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<td>L J Ross Associates, Inc.</td>
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<tr>
<td>maxRTE</td>
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<td>Medical Reimbursements of America</td>
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<tr>
<td>MediStreams</td>
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<td>MedX</td>
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<tr>
<td>Nationwide Recovery Systems</td>
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<td>NCC</td>
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<td>NHI Billing Services, Inc.</td>
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<td>nThrive</td>
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<td>Olive</td>
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<td>OnPlan Health by Flywire</td>
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<tr>
<td>OVAG International USA</td>
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<tr>
<td>PatientMatters</td>
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<tr>
<td>PatientPays</td>
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<tr>
<td>Perry Johnson &amp; Associates, Inc.</td>
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<tr>
<td>Professional Finance Company, Inc.</td>
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<tr>
<td>Progressive Management Systems</td>
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<td>PSB/MARS</td>
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<tr>
<td>Radius Global Solutions</td>
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<td>Rectangle Health</td>
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<td>Resource Corporation of America</td>
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<td>RevSpring</td>
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<td>RGL Associates, Inc.</td>
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<td>RSource Healthcare</td>
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<td>RxVantage</td>
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<td>S&amp;P Consultants, Inc</td>
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<td>SSI Group, The</td>
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<td>SunBelt Medical International</td>
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<td>TransUnion Healthcare</td>
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<tr>
<td>TruBridge</td>
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<tr>
<td>Wakefield &amp; Associates</td>
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<tr>
<td>Windham Professionals, Inc.</td>
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<td>WithumSmith + Smith, PC</td>
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See who connected last year:

69% of attendees attend face-to-face conferences to shop for new products and services (Center for Exhibition Industry)
Exhibit Space Application and Contract
“Las Vegas – AAHAM: All In”

October 9-11, 2019 • Caesars Palace • Las Vegas, Nevada

Company Name: __________________________________________________________
Address: ____________________________________________________________________
City/State/Zip: ____________________________________________________________________

Person officially representing Exhibitor at this meeting: Name: __________________ Title: __________
Email Address: ____________________________________________________________________

Company contact to whom information should be sent (if different from above) and Address: ____________________________________________________________

Email Address: ____________________________________________________________________

Authorized Signature: ___________________________ Phone: ___________________________ Date: ______ / ______ /2019

Exhibit Space Preference

1st Choice Booth # ___________________________ 2nd Choice Booth # ___________________________ 3rd Choice Booth # ___________________________

List any exhibitor(s) you do not wish to be near: __________________________________________________________________________

Company name should appear on all promotional material as: __________________________________________________________________________

Payment Information

Total Amount Enclosed: $ ____________ For credit card payments: ____________

Make check payable to AAHAM. Charge amount: $ ____________

For Credit Card Payment: □ Visa □ MasterCard □ American Express

Account #: ___________________________________________________________________________ CVV# _____________ Expiration Date: ____________

Billing Address of Credit Card w/Zip: ______________________________________________________________________________________

Signature: _______________________________________________________ Cardholder’s Name on Card: ____________________________

For AAHAM Staff Use

Accepted by AAHAM: _____________ Date: _____________ Amount Received: $ ____________ Check #: ____________ Exhibit Space Assignment #: ____________

Comments: ______________________________________________________________________________________

In accordance with the following terms, conditions and regulations governing exhibits of the 50th AAHAM ANI at Caesars Palace October 9-11 2019, the undersigned hereby makes application for exhibit space(s) which, when accepted by AAHAM becomes a contract. Terms and conditions on the back of this page are a part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions and regulations as set forth in this agreement or as may be especially designated by AAHAM or Caesars Palace, Las Vegas, Nevada. Failure to abide by these rules and regulations results in forfeiture of all monies paid or due AAHAM under terms of this agreement.

Cancellation and Refund Policy

50% of the exhibit fee will be refunded if cancellation is received by June 28, 2019. No refunds will be made after June 28, 2019.
**Rules and Regulations**

1. AAHAM will assign booth space based on the order in which applications with full payment are received. No reservations of booth space will be accepted over the telephone. All booths are shown on a first-come, first-served basis. AAHAM reserves the right to reallocate space at any time due to unforeseen circumstances.

2. The exhibitor will name one individual as the duly authorized representative in charge of the exhibit. This person will have full authority to bind the exhibitor on all matters related to the exhibit and will be responsible for the conduct of the exhibit. AAHAM will have the right to remove any individual who is not authorized to represent the exhibitor.

3. AAHAM has sole control and discretion over all admission policies at all times, subject to applicable laws. All persons visiting the exhibits or attending any function of the meeting will be required to register and wear a pass appropriately. There will be no exceptions to this policy.

4. The installation of the exhibit is Tuesday, October 8, between 12:00pm and 4:00pm. If any exhibitor is not set up and in operation by 4:00pm on Tuesday, October 8, AAHAM reserves the right to re-assign the space to another exhibitor, or make such other use of the space, as deemed necessary by the exhibitor and to the order of the contractor. Any charges incurred for necessary changes to the unoccupied exhibit booth after 4:00 pm on Tuesday, October 8, shall be the responsibility of the original contracting exhibitor. Show hours are specified in the exhibitor prospectus and are subject to change. The exhibit area will not be open at any other time.

5. Booth size is 8 feet deep x 10 feet wide. All exhibit backgrounds must conform to the standards set by AAHAM. No signs or equipment of other exhibitors will be damaged. No signs or articles will be removed. All forklifts and fire resistant equipment are not to be covered or obstructed. Absolutely no storage is allowed after 5:00pm on October 11, 2019. Exhibits must be fully removed by 5:00pm on October 11, 2019, if not removed by that time, AAHAM has the right to remove and charge the exhibitor for the labor expense.

6. Booth size is 8 feet deep x 10 feet wide. All exhibit backgrounds must conform to the standards set forth by the Healthcare Exhibitors Association, and are as follows: no side rails or counters placed along the side rail may exceed 36 inches in height. Backgrounds are limited to 8 feet in height and must not project more than 8 feet from the back wall. Exhibit corners shall not exceed the height of the side rail except in the back one-third of the booth as noted above, or through use of a counter 45 inches in height placed perpendicular to the side rail within the booth space. The reverse side of any wing panel extending from the back wall of the display must be draped, in order to avoid visibility of a neighbor's booth. In addition, the exhibitor must furnish a corner booth and a pop-up exhibit, draping must be provided for the corner facing the aisle between the back wall and the exhibit. If the exhibitor does not comply with the above standards, AAHAM will have the decorator drape the area. AAHAM, within its discretion, has the right to determine if a booth complies with these requirements. If a booth does not comply, immediate correction must be undertaken. A failure of immediate correction may result in expulsion from the event, with no right to refund.

7. Only one (1) exhibiting company is permitted per booth. Exhibitors are prohibited from sharing, assigning or letting a booth to any part of another exhibiting company. No one other than the individual who signed the exhibitor contract is permitted to exhibit in their space, any merchandise or advertising materials, which are not part of their regular products.

8. Items distributed from exhibit booths must contribute to the educational requirements of the professional attendee. The following items are generally approved by AAHAM: brochures, flyers, handouts, literature, business cards, letter openers, staplers/staple removers, flashlights and rulers. Items other than those listed must be approved by AAHAM prior to distribution. There will be no exceptions to this policy. Items appearing on the exhibit floor not approved by AAHAM will be removed. All costs incurred by the removal of these unapproved items shall be the responsibility of the exhibitor. Only items featuring the name of the company, AAHAM, or the meeting theme are permitted by AAHAM. All literature must be distributed within the booth designed.

9. Children 12 years of age and younger are not permitted on the exhibit floor at any time, including exhibit set up, exhibit show hours and exhibit tear down.

10. There will be no smoking in the exhibit hall at any time.

11. No exhibitor or their employees, contractors, or anyone connected with or authorized by the exhibitor shall conduct or permit any sales of goods or services of any kind in the exhibit area, or in any other facilities provided or controlled by the AAHAM conference in connection with the AAHAM conference. However, order taking is permitted. Furthermore, the exhibitor agrees not to conduct or permit the receipt of legal tender or anything of value for machinery, equipment, goods, and/or services. AAHAM has the right to terminate the exhibitor’s rights pursuant to this contract at any time after discovery of a violation of this provision. He exhibitor agrees that, in the event of termination of such violation, AAHAM shall retain as liquidated damages all amounts theretofore paid by the exhibitor to the exhibitor. All expenses and damages, which AAHAM may thereby incur.

12. A one-time fee of $1,000 will be charged to the exhibitor if a booth is dismantled prior to 1:00pm on Friday, October 11, 2019. All exhibits must be fully removed by 5:00pm on October 11, 2019, if not removed by that time, AAHAM has the right to remove and charge the exhibitor for the labor expense.

13. Booth size is 8 feet deep x 10 feet wide. All exhibit backgrounds must conform to the standards set by AAHAM. No signs or equipment of other exhibitors will be damaged. No signs or articles will be removed. All forklifts and fire resistant equipment are not to be covered or obstructed. Absolutely no storage is allowed after 5:00pm on October 11, 2019. Exhibits must be fully removed by 5:00pm on October 11, 2019, if not removed by that time, AAHAM has the right to remove and charge the exhibitor for the labor expense.

14. AAHAM reserves the right to decline to permit an exhibitor to conduct and maintain an exhibit if the said exhibit or exhibitor, or proposed exhibit, in the judgment of AAHAM, shall in any respect be inappropriate or unsuitable. This discretion is absolute. AAHAM reserves the right to make such further rules and regulations as shall be necessary for the orderly conduct of the AAHAM conference. Written notice of any amendments or interpretations shall be given to exhibitors.

15. Americans with Disabilities Act (ADA). Each exhibitor shall be responsible for making his/her exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold AAHAM harmless from any consequences of the exhibiting company’s failure in this regard.

**Exhibit Set up and Decoration**

22. The exhibitor indemnifies and agrees to hold harmless AAHAM and Caesars Palace and their agents, contractors, or employees from any liability or loss which, in any way, results from any act or omission of the exhibitor or its agents, contractors, or employees which renders it liable for such loss or damage, which AAHAM may thereby incur. The exhibitor agrees that, in the event of a violation of this provision, AAHAM will have the decorator drape the area. AAHAM, within its discretion, has the right to determine if a booth complies with these requirements. If a booth does not comply, immediate correction must be undertaken. A failure of immediate correction may result in expulsion from the event, with no right to refund.

23. All materials used in the exhibit area must be flameproof and fire resistant in order to conform to fire Underwriters. Crepe paper, corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be flameproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. Absolutely no storage of any kind will be permitted.

24. AAHAM has selected Heretage Exposition Services as the Official Service Contractor. Heritage Exposition Services will provide all services required: carpet, furnishings, accessories, tables, drapery, labor to erect and dismantle exhibits, signs, freight, electrical requirements, phones, flowers, plumbing, models, etc. An exhibitor’s service kit will be mailed 90 days prior to the meeting with order forms, rates, and instructions on the services provided. Please call Heritage Exposition Services at 800.360.4323 for any special requirements, and every effort will be made to meet your needs. Exhibitors’ service desk will be available during all hours of setup, show hours, and tear down.

25. Persons must be full-time employees of the exhibiting company or their representatives, in order to set up, decorate or dismantle booths. Should assistance be necessary by that provided by your employees, then labor must be provided by the official contractor at their prevailing fees. Labor may be ordered in advance or on site through Heritage Exposition Services. Exhibitors may contract the services of installation and dismantling however AAHAM must be notified of this arrangement in writing.

The following is a guideline of the work your company’s staff can do:

- Transport small items to your booth by hand, or with personally owned wheel carts (Heritage Exposition Services will have carts available for Heritage Exposition Services use only). All fork lifts and personal temperature controlled carts are available for rental (Heritage Exposition Services will have carts available for Heritage Exposition Services use only).
- Hauling and carrying of boxes, equipment, merchandise, etc. This does not include any electrical equipment or related services.
- Fire-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard wired, electricians must do the work.

26. The setup of graphics/signs

27. To ensure proper handling and receiving, shipments should not be addressed to the hotel. The hotel has no ability to accept shipments at any time. All costs involved in transferring the exhibit materials from the hotel to the decorator will be the responsibility of the exhibitor. Information on shipping methods and rates will be emailed with exhibit confirmations.

**Exhibit Set up and Decoration**

21. Violation of any of these regulations on the part of the exhibitor, his employees or agents, shall nullify the exhibitor’s use of the space. Any exhibitor who fails to follow the above procedures will be held liable for any damage resulting from loss, cost or damage (including costs of lawsuit and attorney’s fees) for failure to obtain these licenses or permits. Any exhibitor who violates any of these rules will be liable for any damage resulting from such violation.

22. The exhibitor shall be responsible for securing any and all necessary licenses or consent for a) any performances, displays, or other uses of copyrighted works or patented inventions, and b) any use of any trade mark, likenesses, or other intellectual property owned by any third party used, directly or indirectly, by the exhibitor. The exhibitor agrees hereby to indemnify, and hold AAHAM harmless from and against any claim of liability and any resulting damage from loss, cost or damage (including costs of lawsuit and attorney’s fees) for failure to obtain these licenses or permits.

23. No distribution of fresh food and/or beverages from the exhibit booths will be allowed. Individually wrapped items are permissible.

24. All efforts to advertise, decorate, or operate the exhibit must be conducted so as not to trespass on the rights of other exhibitors and visitors.

25. Any “unusual booth activity” outside of the standard sales and product education is subject to prior approval by AAHAM.

26. Exhibitor agrees not to extend invitations, conduct meetings, host events or otherwise encourage attendance of others, or exhibitors, or guests from attending the educational sessions, AAHAM social events or exhibit hall during official hours.

27. All persons visiting the exhibits or attending any function of the meeting will be required to register and wear a pass appropriately. There will be no exceptions to this policy. All persons visiting the exhibits or attending any function of the meeting will be required to register and wear a pass appropriately. There will be no exceptions to this policy.
Advertise in The ANI Insider, The Official Conference Program

Your Advertisement Seen Repeatedly by All AAHAM Members!

Distributed to all AAHAM members and every attendee before and after the ANI, this is a great way to reach your customers and your potential customers. All ads are four-color at no additional charge. This is the only program offered to conference attendees and is also linked to the conference app. The useful program features important conference activities, including the schedule of events, exhibits floorplan, speaker information, city highlights and more!

Ad Specifications

All ads are four-color. For full page ads, please leave 1/8” on each side for the margins. We accept the following formats:

• High resolution PDF
• Adobe Photoshop
• Adobe Illustrator with fonts converted to outline.

☑ Enclosed is my check in full payment. Make check payable to AAHAM.
☑ Enclosed is my ad artwork

Reserve your space today!

Space reservations close: August 2, 2019 - Ad material deadline: August 9, 2019

Payment Information

Total Amount Enclosed: ________________________________ For credit card payments: ________________________________

Make check payable to AAHAM. $ ________________________________ Charge amount: $ ________________________________

For Credit Card Payment: ☐ Visa ☐ MasterCard ☐ American Express

Account #: ________________________________ CVV# ________________________________ Expiration Date: ________________________________

Billing Address of Credit Card w/Zip: ________________________________

Signature: ________________________________ Cardholder’s Name on Card: ________________________________

This form and payment must be received by AAHAM no later than August 3, 2019, in order to receive full recognition at the Annual National Institute.

Contact Information

Company Name: ________________________________ Telephone: ________________________________

Mailing Address: ________________________________

City/State/Zip: ________________________________

Contact Person: ________________________________ Title: ________________________________ Date: _____ / _____ /2019

Email Address: ________________________________

Authorized Signature: ________________________________

Return this form to: AAHAM Danielle Burns, Conference Manager, ANI Advertising 11240 Waples Mill Road, Suite 200, Fairfax, VA 22030 Tel.: 703.281.4043 or Fax: 703.359.7562

AAHAM ANI 2019 – ALL IN
Yes, we want to receive extra exposure AND support AAHAM with the following generous sponsorship(s):

<table>
<thead>
<tr>
<th>SPONSORSHIP</th>
<th>PRICE</th>
<th>SPONSORSHIP</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Mobil App</td>
<td>$5,000</td>
<td>Networking Reception Entertainment</td>
<td>$2,300</td>
</tr>
<tr>
<td>Opening Reception</td>
<td>$4,200</td>
<td>Wednesday Keynote Speaker</td>
<td>$1,800</td>
</tr>
<tr>
<td>Portfolio Organizer</td>
<td>$4,000</td>
<td>Thursday Keynote Speaker</td>
<td>$1,800</td>
</tr>
<tr>
<td>Reusable Water Bottles</td>
<td>$2,600</td>
<td>Thursday Coffee and Snack Break</td>
<td>$1,700</td>
</tr>
<tr>
<td>Wednesday Buffet Lunch</td>
<td>$2,500</td>
<td>Friday Coffee and Snack Break</td>
<td>$1,700</td>
</tr>
<tr>
<td>Thursday Buffet Lunch</td>
<td>$2,500</td>
<td>AAHAM Board of Directors Meeting</td>
<td>$1,300</td>
</tr>
<tr>
<td>Friday Buffet Lunch</td>
<td>$2,500</td>
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</tr>
</tbody>
</table>

Please refer to the exhibitor prospectus for sponsorship benefits.

Contact Information

<table>
<thead>
<tr>
<th>Company Name: ________________________________________________</th>
<th>Telephone: ______________________________</th>
<th>Fax:  __________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: ______________________________________________</td>
<td>Title:  __________________________________</td>
<td></td>
</tr>
<tr>
<td>Mailing Address: ____________________________________________</td>
<td>Email Address:  __________________________________</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip: ____________________________________________</td>
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</tbody>
</table>

Registration forms will be emailed with your confirmation. Please email your company logo in black and white to danielle@aaham.org when you send your payment. The following logo formats are needed for each sponsorship:

1. jpeg 300 dpi, black ink on white background, no gray scale, no screens, no color
2. Adobe Illustrator, with fonts, black and white only
3. Adobe Photoshop, black and white only

Full sponsorship payment must accompany this form.

Payment Information (Full sponsorship payment must accompany this form.)

<table>
<thead>
<tr>
<th>Total Amount Enclosed: ______________________________________</th>
<th>For credit card payments: ______________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make check payable to AAHAM. $_______________________________</td>
<td>Charge amount: $______________________________</td>
</tr>
</tbody>
</table>

For Credit Card Payment: ☐ Visa ☐ MasterCard ☐ American Express

<table>
<thead>
<tr>
<th>Account #: ________________________________________________</th>
<th>CVV# __________ Expiration Date: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address of Credit Card w/Zip: ______________________</td>
<td>Cardholder’s Name on Card: ______________________ Signature: _________________</td>
</tr>
</tbody>
</table>

This form and payment must be received by AAHAM no later than August 9, 2019 to receive full recognition at the 2019 ANI.

Mail completed forms to: Danielle Burns, Conference Manager, AAHAM ANI
11240 Waples Mill Road, Suite 200, Fairfax, VA 22030 Tel.: 703.281.4043 or Fax:703.359.7562
Or fax completed forms with credit card information to: Danielle Burns, Conference Manager, AAHAM 703.359.7562
October 21-23, 2020
Sheraton New Orleans, New Orleans, Louisiana

October 13-15, 2021
Hilton Baltimore
Baltimore, Maryland