

Exhibitor Prospectus

Arizona Speech-Language Hearing Association

ArSHA 55th Annual Convention

Friday, April 10 & Saturday, April 11, 2015

**DoubleTree by Hilton
2100 South Priest Drive,
Tempe, AZ 85282**

Who Attends

This two-day convention draws between 150 and 200 audiologists, speech-language pathologists, and allied professionals. They are very enthusiastic and eager to learn more about the products and services you offer that will help them better serve their clients.

Cost to Exhibit

The exhibitor fee is \$550 per table for two days. Electricity is \$30 per day and includes a power strip and extension cord. Wired Internet is \$50 per connection per day. Wireless Internet is \$10 per connection per day. Space is very limited, so organizations will be limited to no more than two tables.

Your Package Includes:

- One (1) 6' table with tablecloth and two (2) chairs.
- Two (2) badges; complimentary food and beverage for two (2) during the break functions and lunch.
- A company listing in the Convention Program.

Exhibit Hours

Friday, April 10, 2015

7:30 am - 5:00 pm.....Exhibits Open
7:30 - 8:30 am.....Registration/Breakfast
10:00 -10:30 am...Refreshment Break/Exhibits
12:00 - 1:30 pm.....Lunch
3:00 - 3:30 pm.....Refreshment Break/Exhibits

Saturday, April 11, 2015

7:30 am - 3:30 pm.....Exhibits Open
7:30 - 8:00 am.....Registration/Breakfast
9:30 - 10:00 am....Refreshment Break/Exhibits
11:30 -1:00 pm.....Lunch
2:30 - 3:00 pm.....Refreshment Break/Exhibits

Installation

Friday, April 10.....5:00-7:30 A.M.
Saturday, April 11.....5:00-7:30 A.M.

Dismantling

Saturday, April 11.....3:30-4:30 P.M.

Reservation Procedures

Applications will be processed and table assignments made on a first-come, first-served basis. Space is limited to 51 exhibitor spaces, so please register early. Applications can be mailed or faxed and must include full payment (check, charge, or purchase orders only). Your completed application and payment must be received at ArSHA by March 20, 2015.

Complete & Return Exhibitor Packet to:

ArSHA 2015 Exhibitor
700 McKnight Park Drive, Suite 708
Pittsburgh, PA 15237

Phone: (855) 727-2836
Fax: (888) 729-3489
Email: exhibits@arsha.org
Website: www.arsha.org

Location

*DoubleTree by Hilton
2100 S. Priest Drive,
Tempe, AZ 85282.*

The DoubleTree is conveniently located off AZ-143 South. It is 10 minutes from Phoenix Sky Harbor International Airport. The DoubleTree does offer shuttle service. If you wish to take the shuttle, call (480) 967-1441 after retrieving your luggage.

Unloading & Parking

The DoubleTree does not have a loading dock. If exhibitors need to unload large displays and/or equipment, they will need to use a truck with a lift gate. Exhibitors who will be unloading on Friday, April 10, 2015 or Saturday, April 11, 2015 should park in the southwest corner of the parking lot by the Conference Center. Parking is free and no placard is required.

Eligibility to Exhibit

The exhibits are a vital extension of the continuing education program of the Arizona Speech-Language Hearing Association. ArSHA reserves the right to determine the eligibility of any company wishing to exhibit. The acceptance of a product or service for exhibit does not constitute an endorsement by ArSHA. Generally, all products and services to be exhibited must be related to the practice of

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Audiology, Speech-Language Pathology, or allied professionals. ArSHA may deny or revoke eligibility based on a violation of any policy set forth in the exhibitor prospectus or for any action determined to detract from the character of the Exhibition.

Cancellations and Refunds

Exhibitors must notify ArSHA of their intent to cancel their space by letter. **Prior to March 20, 2015, the Association will refund the amount paid, less a \$75 service charge. After March 20, 2015, the exhibitor forfeits entire amount paid.**

Rules and Regulations

Contract Agreement

It is agreed and understood the regulations stated in this brochure are part of a contract between the exhibitor and Association, and submission of application for exhibit space constitutes exhibitor's agreement to abide by these regulations.

Exhibit Restrictions

Exhibitors may not alter the locations of exhibits without the written consent of Association management. Exhibitors may not sublet their space or any part thereof. The Association reserves the right to restrict or relocate any exhibits that, because of noise, method of operations, materials, traffic congestion, or any other reason, become objectionable. Exhibit demonstrations must be confined within the bounds of the respective booths. Aisle space may not be used to distribute promotional material. Companies planning to sell must comply with all state and local sales permit requirements. The Association also reserves the right to prohibit or remove any exhibit that, in the opinion of Association management, may detract from the general character of the exhibit as a whole. This restriction includes persons, objects, printed matter, or anything of a character that Association management determines is objectionable to the exhibit or does not conform to Arizona Speech-Language Hearing Association standards. In the event of such restriction or eviction, the Association is not liable for any damages nor will it refund rentals or other exhibit expenses. Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix

signs, banners, posters or other display materials to the walls, columns, or table drapes, except with permission of the DoubleTree.

Limitations of Liability

ArSHA reserves the right to alter the locations of exhibits or booths if deemed advisable in the best interests of the conference generally. The exhibitor agrees to make no claim against the ArSHA, its committees, members, agents, or employees, the DoubleTree, or the city of Tempe for any reason whatsoever, including negligence, theft, damage, or destruction of goods; or for any injury to himself, his agents, or employees while in the conference facility; or for any damages of any nature or character whatsoever, including any damage to his business by reason of failure to provide space for the exhibit or the removal of the exhibit; or for any action of any nature of ArSHA, or its committees, members, agents, employees, the DoubleTree, or the city of Tempe for failure to hold the workshop on schedule.

Security and Insurance

The DoubleTree will provide exhibitor space from Friday, April 10, 2015 to Saturday, April 11, 2015. **Exhibitors may begin setting up at 5:00 A.M. on Friday, April 10, 2015 and at 5:00 A.M. on Saturday, April 11, 2015.** The DoubleTree and ArSHA cannot accept responsibility for the protection of exhibitors' materials and displays during the workshop. Exhibitors are expected to carry all risk insurance on their exhibits, utilize lock boxes, keep valuable items with them, and/or arrange for their own security in their booths, as appropriate, at their own expense.

Electricity

Sufficient light is provided for adequate general illumination of the exhibit areas, but no individual outlet is included in the booth price. Exhibitors requiring electricity must indicate this need on the registration form and pay a fee of \$30 per day.

Sending Boxes in Advance

If it is necessary to send boxes in advance of the convention, the exhibitor must fill out the attached shipment form and fax it to the DoubleTree no later than Tuesday, April 7.

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2015. The DoubleTree will refuse packages received prior to three (3) days before convention. All packages must be numbered (e.g., 1 of 5) and must include the name of the group, the date of the program, the meeting room location, and the number of items. Exhibitors may pick up their packages in the lobby of the Conference Center on Friday, April 10, 2015.

Please address all boxes to:

*Arizona Speech & Hearing Association
Fiesta Ballroom / Conference Center
Attn: Erin Forrest
DoubleTree by Hilton
2100 South Priest Drive
Tempe, AZ 85282*

To confirm that the shipment has been received, please contact the DoubleTree Sales Office at (480) 804-5206.

Shipping Boxes Out

It is the exhibitor's responsibility to pick up items being shipped back no later than one (1) day after the convention.