



2027 EXHIBIT AND SPONSORSHIP RESERVATION FORM

COMPANY AND PRIMARY CONTACT INFORMATION

Company Name _____ **Website** _____
(Exactly as you wish it to appear on any exhibitor or recognition listings)
Contact Name _____ **Title** _____
Email Address _____ **Phone** _____
Address _____
City _____ **State** _____ **ZIP/Country** _____

The person designated above shall be the official representative of the exhibiting organization and shall have the authority to certify representatives and act on behalf of the exhibiting organization in all negotiations. This person will receive all official communications related to exhibiting at AANN.

NEUROSCIENCE NURSING ANNUAL CONFERENCE

March 13–16, 2027, Seattle, WA

10x10 Booth \$3,650	Premier 10x10 \$4,900	10x20 Booth \$7,250	Premier 10x20 \$7,750	Non-Profit \$2,600
• 10x10 booth space* • Two exhibitor badges • Online exhibitor listing	• 10x10 booth space • Four exhibitor badges • One full-conference badge • Booth furnishings package** • Online exhibitor listing • Eligible for \$100 discount on Passport Program or conference E-blast***	• 10x20 booth space* • Four exhibitor badges • Online exhibitor listing	• 10x20 booth space • Six exhibitor badges • One full-conference badge • Booth furnishings package** • Online exhibitor listing • Eligible for \$100 discount on Passport Program or conference E-blast***	• 10x10 booth space • Booth furnishings package** • Two exhibitor badges • Online exhibitor listing

* VIP-level exhibits at the Annual Conference do not include a booth furnishing package. All furnishings must be ordered from the decorator or shipped with your booth materials.

** Booth furnishing package includes one 6 x 30 skirted table, two chairs, and one wastebasket. Additional furnishings must be ordered from the decorator.

*** While inventory lasts. \$100 discount can be applied to any sponsorship or advertising opportunity but cannot be used to discount the booth price.

BOOTH SELECTION

Please indicate your top four booth choices in order of preference. Please also list companies that you would prefer not to be near. We will try to accommodate requests but can make no guarantee.

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

Booths reserved in the Pre-Function Foyer Space will incur a premium visibility fee of \$350 per 100 square feet of exhibit space reserved.

I approve the additional fees.

BILLING INFORMATION

(if different from primary contact/company information above)

Company Name _____
Contact Name _____ **Title** _____
Email Address _____ **Phone** _____
Address _____
City _____ **State** _____ **ZIP/Country** _____

I certify that I have reviewed the terms and conditions outlined on page 2 and understand that all exhibit space invoices must be paid in accordance to the payment deadlines.

Signature _____ **Date** _____

Total \$ _____

Applications submitted before January 8, 2027, require a 50% deposit, with the balance due January 8, 2027. Applications received on or after that date require full payment with submission.

PAYMENT INFORMATION

You may pay by check, credit card, or ACH/wire transfer.

Check

Make checks payable to

American Association of Neuroscience Nurses
PO BOX 88019
Chicago, IL 60680-1019

Credit Card

Credit card payments will incur a 3% processing fee added to the total.

Credit Card No: _____

Expiration Date: _____

Card Holder Name: _____

Amount: _____

ACH/Wire

Payment Date: _____

Please submit payment remittance to info@aann.org when payment is sent.

AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES

Terms and Conditions

1. APPLICATION AND ELIGIBILITY. Application for booth space must be made on the printed form provided by AANN (hereinafter, "the Association"), contain the information as requested, and be executed by an individual who has authority to act for the applicant. The Association shall determine the eligibility of any company, product, or ser-vice. The Association may reject the application of any company whose display of goods or services is not com-patible, in the sole opinion of the Association with the educational character and objectives of the Association. In the event an application is not accepted, any paid space rental fees or deposits will be returned. Upon receipt and acceptance of application by the Association, this application shall constitute a contract. Acceptance constitutes one or more of the following: applicant's receipt of Association confirmation letter or e-mail message, shared meeting information to exhibitor, receipt of decorator kit, or other meeting information.

2. EXHIBIT SPACE INCLUSIONS. All exhibitors will receive an identification sign, a listing on the conference website, and exhibitor badges for allotted number of pre-registered company representatives per paid booth, which admit them to the exposition area at no charge.

3. PAYMENT DATES. No booths will be guaranteed until the Association receives full payment of the total booth fee, along with a signed contract. If full payment is not received by deadline date specified on the registration form, the Association will have the right to resell the assigned booth space. Applications submitted before January 8, 2027, require a 50% deposit, with the balance due January 8, 2027. Applications received on or after that date require full payment with submission.

4. CANCELLATION OF BOOTH SPACE. In the event that the exhibitor notifies the Association of the exhibitor's intent to repudiate the contract between 12-8 calendar months prior to the opening of the conference, a full refund of monies received, minus a \$500 administrative fee per booth, will be made. A penalty of 50% of the cost of the total booth space contracted will be imposed for a written cancellation received between 8 months out from conference and January 8, 2027. No refunds will be made for cancellations requests received after January 8, 2027. If payment has not yet been received at the time of cancellation, you will be invoiced for the applicable amount in accordance with this policy. It is required this balance be paid in full before your organization can partake in any other exhibit, sponsorship, or advertising opportunities with AANN.

If for any cause beyond the control of the Association—such as, but not limited to, the destruction of the exhibit facilities by an act of God, a public enemy, authority of the law, fire, or other force majeure—the Association is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the Association to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

5. ASSIGNMENT OF BOOTH SPACE. Space will be assigned on a first-come, first-served basis, the availability of the requested area, the amount of space requested, and special needs. The Association reserves the right to assign space, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

6. BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE. For the Annual Conference, a uniformly styled exhibit booth with a back wall that is 8 ft high and side rails that are 36 inches high, that consists of draped material on alumi-num framework, and an identification sign will be supplied. Exhibit displays must not project so as to obstruct the view of the adjacent booths. In the rear 4 ft of all booths, display material or equipment can be placed to a height not exceeding 8 ft unless requested in writing to the Association. In the remainder of the booth, all display material or equipment shall not exceed 42 in. in height.

7. CONDUCT OF EXHIBITS. The advertisement or display of goods or services other than those manufactured, dis-tributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor. However, exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local taxes for sales which occur on the exhibit floor. Any food or beverage served or provided to attendees must be purchased through the host hotel with AANN permission. Helium balloons are not allowed in the exhibit facility. No part of the display, including products and signage, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind.

The character of the exhibits is subject to the approval of the Association. The right is reserved to refuse the applications of companies not meeting the standards required or expected, as is the right to curtail exhibits or parts of exhibits that are not in accord with the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. Booths should be designed to draw attendees into the booths, not to encourage attendees to stand in the aisles.

8. INSTALLATION/DISMANTLING.

INSTALLATION. All exhibits must be set up according to the timeline communicated for the conference, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Prior to the conference, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by time specified in communications.

DISMANTLING. The official closing time of the exhibits is specified in the communications. All exhibit material must be packed and ready for removal from the exhibit area no later than 2 hours after close of conference. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation may be denied exhibit space at any future Association conferences.

9. ADDITIONAL EXHIBITOR SERVICES. For the Annual Conference, all other services are available to exhibitors through the official convention contractor (hereinafter "Official Contractor"). An exhibitor's service kit will be emailed to all exhibitors approximately 60 days in advance with complete details and deadline order dates for rental displays, additional decorating, furniture, cleaning, electrical, audiovisual services, drayage, labor, and more.

10. CONTRACTOR AND LABOR COORDINATION. For the Annual Conference, the Official Contractor will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Official Contractor will have complete control of all labor hired and scheduling and coor-dination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. It is highly recommended that the labor services of the Official Contractor are used for setup and dismantling. If an outside contractor is used, the following steps must be taken:

- The Association and the Official Contractor must be notified, and proof of adequate liability insurance in an amount not less than \$1,000,000 combined single limit for personal injury and property damage must be given, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.
- All labor must check in at the labor service desk prior to the start of setup. No setup will be permitted without the authorization of the Official Contractor.
- All outside contractor personnel must confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.

11. HOSPITALITY AND ENTERTAINMENT. Hospitality suites or events sponsored by the exhibitors must be approved by the Association. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours. The Association has blocked rooms at the hotel that will be available on a first-come, first-served basis. Reservations should be made directly with the hotel. Firms that are not exhibiting are not permitted to have hospitality functions.

12. EXHIBIT STAFF REGISTRATION. Depending on exhibit package, registration for at least four representatives per paid booth will be complimentary, provided that registrations are received by the Association before deadline date specified on the registration form. There will be an \$80 charge for the registration of each additional booth representative who exceeds their allotment. A dedicated exhibitor registration portal to register for exhibitor badges will be emailed to the primary contact listed on page 1 approximately 60 days prior to the conference date.

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the exhibit facility. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times—including during setup times, exhibit hours, and dismantling—in order to enter the exhibit area.

Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Association or the Official Contractor. Exhibitor badges do not give admission to other meeting functions (including education sessions), nor are they transferable.

Exhibitor full-access registrations will allow exhibitors access to the exhibit hall as well as educational sessions. Representatives with an exhibitor full-access badge will NOT be allowed to claim CE credits. If an individual requires the ability to claim CE, they must register as an attendee through the AANN website.

13. GENERAL CONFERENCE REGISTRATION. Any exhibitor who desires to attend the program sessions or any optional activities must register through the AANN website

SPECIAL VISUAL AND SOUND EFFECTS. Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of the Association does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

15. UNACCEPTABLE EXHIBITS. The exhibitor agrees not to use any displays that the Association determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Association to criticism or legal liability, are inconsistent with the stated purposes of the Association and the interest and welfare of its members, are inimical to the property rights of the Association, or violate the booth regulations or any other provision of this contract. In the event the Association determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Association may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhib-itor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Association.

16. INSURING EXHIBITS. Exhibitors need to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is required by the Association that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

Neither the exhibit facility, the Association, nor the Official Contractor will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building or for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of the Association or the Official Contractor.

17. MUSIC LICENSING. The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to, any music performance agreement between the Association and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present the Association with a copy of such license or grant no less than 30 days prior to the start of the show.

18. LIABILITY FOR DAMAGES OR LOSS OF PROPERTY. The exhibitor shall protect, indemnify, and hold harmless the Association, the exhibiting facility, and the Official Contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by or resulting from the negligence of the Association. The exhibiting facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

19. SHIPPING INSTRUCTIONS. Information on shipping methods and rates will be sent to each exhibitor by the Official Contractor or AANN staff. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. For the Annual Conference, the Official Contractor will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s).

Exhibit material cannot be received at the exhibit facility prior to the show setup dates. Such freight will be directed to and stored at the Association's designated freight handling and storage firm at the exhibitor's expense.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the Official Contractor.

20. FAILURE TO OCCUPY SPACE. Any space not occupied at the exhibit hall 30 minutes prior to show opening shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Association without refund, unless a request for delayed occupancy has received prior approval by the Association.

21. FIRE REGULATIONS. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other mate-rials used shall be flameproof.

22. ADVERTISING MATERIAL. The use or distribution of any souvenirs during the conference shall be subject to prior written approval by the Association. Such material shall be submitted to the Association for approval 60 days prior to the conference. Except as otherwise provided, the Association will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

23. EXHIBIT SPACE FLOOR PLAN. Every effort will be made to maintain the general configuration of the floor plan for each conference. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

24. MISCELLANEOUS. The exhibitor expressly agrees to be bound by all the terms, conditions, and specifications herein listed and by the rules and regulations established by the Association from time to time thereafter modified, and expressly agrees that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This contract shall be interpreted under the law of the United States and of the state of Illinois.

25. NO EXCLUSIVITY. This agreement shall not be construed to be a commitment by either of the parties to work exclusively with one another regarding referral of potential new business or any other business activities.