



Academy of Integrative  
Pain Management









THE 28<sup>th</sup> ANNUAL MEETING

SAN DIEGO, CALIFORNIA    OCTOBER 19-22, 2017    Hilton San Diego Bayfront

## Exhibitors' Prospectus

The only national conference to address  
integrative pain management approaches to patient care.

-  Highlight your pain management products, programs, and services
-  1,000 conference registrants expected
-  Multidisciplinary pain management providers
-  Decision makers, buyers, and influencers
-  Exhibit hall hub of activities
-  6 hours of unopposed exhibit hall hours

**Hosted for the 28th time by the nation's largest pain professional organization.**

# Welcome

## THE 28<sup>th</sup> ANNUAL MEETING

The ONLY Clinical Meeting dedicated exclusively to Integrative Pain Management



Welcome to the 28th Annual Meeting of the Academy of Integrative Pain Management. We are pleased that you are interested in exhibiting this year because it is going to be a very special year at a meeting that is truly like no other in pain management!

As you may know, The Academy of Integrative Pain Management is the largest pain management professional organization in the nation and the only organization dedicated to advancing an integrative model of clinical pain care.

Our annual conferences have always attracted leaders and innovators in integrative pain management, joined by multidisciplinary clinicians from around the country who want to understand more about how to make use of the widest possible array of pain management products and therapeutic devices. The clinicians who will attend our meeting are enthusiastic, open to new ideas, and genuinely interested in finding ways to be more effective at caring for their patients with pain.

The academic program was developed around high-demand/high-interest hot topics, taught by nationally recognized experts. We are forecasting 1,000 paid attendees this year who are influential decision-making members of the multidisciplinary pain care team and who are hands-on in managing patients across a full range of painful conditions.

We have nearly doubled the number of unopposed exhibit hall hours this year, with 6 hours unopposed by educational sessions. The program has been planned to make the exhibit hall the hub of activity throughout the meeting. And there are endless, affordable opportunities to maximize your exhibit's visibility and impact.

Finally, the meeting is being held at the beautiful Hilton San Diego Bayfront hotel, located right on Mission Bay, adjacent to the Gaslamp Quarter. If you would like to tack on a day or two of R&R to the show, San Diego is the perfect place for it.

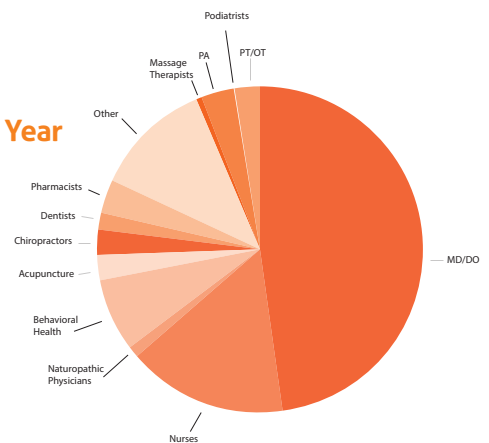
The exhibit hall sells out every year so secure your booth space by submitting your signed contract today. Looking forward to seeing you in San Diego!

Sincerely,

A handwritten signature in blue ink that reads "Robert Twillman".

Robert Twillman  
AIPM Executive Director

### Attendees Last Year



# The exhibit program

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### Unopposed Exhibit Hall Hours

We will have 6 hours of unopposed exhibit hall time at this year's meeting.

#### THURSDAY, OCTOBER 19

6:30-8:30 pm  
President's Welcome  
Reception in the Exhibit Hall

#### SATURDAY, OCTOBER 21

10:15-11:00 am  
Break in the Exhibit Hall and Closing

#### FRIDAY, OCTOBER 20

10:00-10:45 am  
Break in the Exhibit Hall

3:35-4:15 pm  
Break

6:00-8:00 pm  
Exhibitor's Reception and  
Poster Session in the  
Exhibit Hall

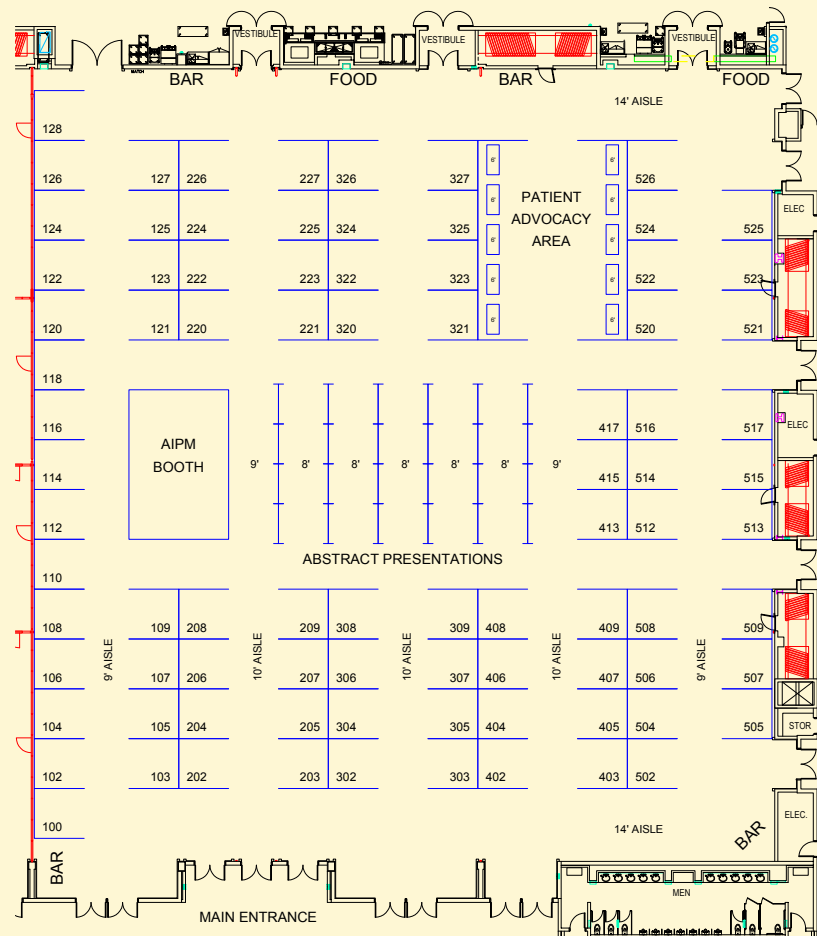
### Exhibit Hall Hours

Thursday, October 19  
6:30-8:30 pm

Friday, October 20  
7:30 am-12:20 pm  
1:55-8:00 pm

Saturday, October 21  
7:00 am-11:00 am

### 2017 CLINICAL MEETING EXHIBITION HALL



### CONTACT INFO

For more information on the floorplan and remaining available booths, please contact Leslie Ringe at [leringe@verizon.net](mailto:leringe@verizon.net) or 215-343-7363.

### 2016 EXHIBITORS

- 1st Providers Choice
- Adapt Pharma
- Admera Health
- AdvancedMD
- Aeon Global Health
- ALS PainCare
- American Screening
- Aprima Medical Software
- Aspen Medical Products
- AVAZZIA
- Boiron
- Bull Publishing
- Carolina Liquid
- Chemistries Corp
- Cellarian Health
- Celluma - BioPhotas, Inc.
- Chart Logic, Inc.
- Clarity Research
- Complete Medical Services
- Confirm BioSciences
- Context Media Health
- Depomed
- Designs for Health
- Doctors Supplement Store
- Dolor Technologies, LLC
- Dr. First
- Dr. Fuji/ACIGI
- DrugScan
- Erchonia Corporation
- ESA Labs
- Fenix Nutrition
- Freedom Practice Coaching
- Genotox Laboratories
- Genova Diagnostics
- GenSCO Laboratories, LLC
- GF Health Products, Inc.
- Global Medical REIT, Inc.
- Green Light MD
- Hemosure, Inc.
- HORIBA Medical
- Infinite Therapeutics
- Itelagen
- K-Laser
- LightForce Therapy Lasers
- by LiteCure Medical
- Linden Care
- Medical Pillars
- Diagnostics
- Medtest
- Memorial Hermann Prevention
- and Recovery Center
- Micro Distributing
- Multi Radiance Medical
- Nervomatrix Corp
- Neurogenx
- Omega Laboratories
- Otto Trading, Inc.
- Pain Medicine News
- Pernix Therapeutics
- Pharmatech Laboratories
- PharmBlue, LLC
- Physician Owned
- Surgery Centers
- Physicians Angels
- Practical Pain Management
- Precision Diagnostics
- Quest Diagnostics
- Rebel Herbs
- Sevocity Electronic
- Health Records
- Si-Bone, Inc.
- StreamlineMD
- Surgenex
- TEVA CNS
- The Joint Commission
- The Valletta Group
- Therapath Neuropathology
- Thorne Research, Inc.
- US Pain Foundation
- Vitamix
- VQ OrthoCare
- Wolters Kluwer
- Tulip Medical Products
- U.S. Diagnostics
- U.S. Pain Foundation
- U.S. Stem Cell Training
- VQ OrthoCare
- Wolters Kluwer
- World Nutrition

\* Subject to change

# The exhibit program

## THE 28<sup>th</sup> ANNUAL MEETING

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### Exhibit information continued

#### Exhibitor Badges

Each 10'x10' booth includes 2 meeting badges (excludes meal functions outside of the exhibit hall). Additional badges for exhibit-only personnel are available for an additional fee (\$25/day). All booth staff must be listed on the exhibitor pre-registration form included in the exhibitor service manual and submitted by the deadline. Badge transfers are not permitted. Exhibitors wearing badges will be allowed access to the hall 30 minutes before opening of each session. Only exhibitors with badges will be allowed into the hall.

#### Exhibitor Services

Representatives from C-1 Trade Show Services will support all aspects of the exhibit program for this meeting. Information will be mailed to each exhibitor in the exhibitor service manual describing services included, such as furniture rental, booth cleaning, etc. Conditions, including labor regulations and payment for this service, will also be described in the Exhibitor Service Manual.

**An email invitation with the exhibitor service manual will be sent to each exhibitor by Friday, June 30, 2017.**

C-1 Trade Show Services will assist with all freight and material handling services for this meeting. Any property shipped to or from the exhibit hall for display at AIPM's Annual Meeting is the sole risk and responsibility of the exhibitor.

The Academy will not be held liable for any loss of merchandise, damage to property, or injury to individuals.

Onsite, C-1 Trade Show Services will operate an exhibitor service center for exhibitors during installation, exhibit hours, and move-out. Electricity, floral, standard furniture, custom furniture, installation and dismantle labor, graphics, table throws, MDU's, AV, IT and catering will be available for purchase or rental. **All exhibits must be set up by 5:00 pm on Thursday, October 19th, 2017, and must be removed by 5:00 pm on Saturday, October 21, 2017.** It is the responsibility of the exhibitor to install and dismantle exhibits in accordance with these dates and times.

#### Questions Regarding Shipping, Exhibits, The Hall, Setup, Move Out

##### EXHIBITOR SERVICES

Jennifer Rutolo, C-1 Tradeshow Services | [jenr@c1tradeshowservices.com](mailto:jenr@c1tradeshowservices.com)  
Phone: (941) 371-4523  
[www.c1tradeshowservices.com](http://www.c1tradeshowservices.com)

##### Contact Information

##### ANNUAL MEETING COMMERCIAL SALES AND SERVICES

Leslie Ringe, Account Manager/Exhibit | [leringe@verizon.net](mailto:leringe@verizon.net)  
215-343-7363

##### GENERAL INFORMATION

Cathleen Coneghen, Assistant Director of Education | [cconeghen@aapainmanage.org](mailto:cconeghen@aapainmanage.org)  
209-425-0457 ext. 113

# The exhibit program

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### Exhibit information continued

#### Security

To gain access to session rooms or the exhibit hall, the official meeting badge must be shown by exhibitors, attendees, staff, and faculty. Anyone seeking access but not wearing the proper badge will be asked to register or to leave by meeting security. Security services will be on duty beginning at set-up and until after tear-down. No one will be allowed into the exhibit hall other than during stated exhibit hall hours. This level of security is intended to assure that unregistered individuals do not gain access to the meeting in general. Exhibitors should be aware that while security services will be provided, the meeting does not guarantee or promise loss or theft of any kind and exhibitors must assume responsibility for the security of their booth and its contents. If additional security is desired, exhibitors may contract with an appropriate security service.

#### Annual Meeting Cancellations and Refunds

In the event that an exhibitor is, for any reason, unable to exhibit, a refund of the exhibit fee, less a \$200 administrative fee, will be made if written notice of exhibit space cancellation is sent on or before July 21, 2017, to the offices of AIPM, 8700 Monrovia Street, Suite 310, Lenexa, KS 66215. After that date, refunds of exhibit fees, less a \$200 administrative fee, may be made if the space is able to be sold to another party.

#### Failure to Occupy Space

Unless previous arrangements are made in writing with AIPM, booth space not occupied by the exhibiting company by 5:00 pm on October 19, 2017, will be forfeited without refund to the exhibitor, and the space will revert to AIPM.

#### Early Departure Incentive

Per the exhibitor contract, exhibitors are required to stay until 11:00am on October 21, 2017. All booths that stay set up until 11:00am will be entered into a drawing to win \$500 off a booth for the 2018 annual meeting.

# Sponsorship Opportunities

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### **Delegate Bag – Sponsorship Fee \$6,900**

Availability: 1 opportunity available

Your company logo/graphics will appear on one side of the bag, with the Academy of Integrative Pain Management logo and the 2017 Clinical Meeting dates and location on the other side. AIPM will purchase the delegate bags and manage distribution.



### **Hotel Room Key Card – Sponsorship Fee \$6,000**

Availability: 1 opportunity available

Custom hotel room keys with your company name and logo prominently displayed will be provided to all conference attendees who are staying at the official AIPM hotel.

### **Badge – Sponsorship Fee \$5,250**

Availability: 1 opportunity available

Your company logo displayed on the badge holder beneath each attendee's name badge provides great visibility throughout the conference.



### **Lanyard – Sponsorship Fee \$4,500**

Availability: 1 opportunity available

Your company logo displayed on the lanyard holding each attendee's name badge provides great visibility throughout the conference.

### **Room Drop – Sponsorship Fee \$3,500**

Availability: Unlimited

Catch the attention of attendees by having your information delivered directly to the attendees' guest rooms. All room drop items will be placed outside each attendee's guest room.

### **Private Meeting Rooms/Offices – Sponsorship Fee \$2,000**

Two available, approximately 1,000 sq. ft. or can be combined

Availability: Limited based on date and hotel meeting space availability

Details available upon request. Note, requester is responsible for all audiovisual, food and beverage and other meeting costs.

### **Delegate Bag Insert – Sponsorship Fee \$1,750**

Availability: Unlimited

This is a great and affordable way to spread information about your company, products, or services. All inserts will be placed into the delegate bags that attendees receive upon checking in onsite.

# Sponsorship Opportunities

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### Catering Opportunities

Breaks are priced for 30 minutes of service. A minimum order of 50 people is required.

EXHIBITORS MUST ORDER THROUGH THE AIPM EVENT MANAGEMENT TEAM.

DO NOT CONTACT THE HOTEL DIRECTLY.



#### Build Your Own Trail Mix

Peanuts, Cashews, Almonds, Sunflower Seeds, Walnuts  
M&Ms  
Dried Cranberries  
Raisins  
\$13.00++ per person  
OPTIONAL: (600) 1C logo imprinted 3.5oz. plastic cups \$750 (other sizes and quantities available)

#### Build Your Own Yogurt Parfait

Plain Greek Yogurt  
Fresh Blueberries, Strawberries, Raspberries  
House-made Granola  
Toasted Shaved Coconut  
Mint  
\$15.00++ per person  
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400



#### Afternoon Refresher

Assorted Cheeses, Crackers, Crisp Lavash  
Vegetable Crudités, Poblano Ranch Dip  
Seasonal Fruit Infused Waters  
\$25.00++ per guest  
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400

#### Protein Power Through

Individually Wrapped String Cheese  
Mixed Nuts  
Assorted Protein Bars  
Seasonal Fruit Infused Water  
\$25.00++ per guest  
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400

#### Fruity Break

Strawberry-Banana and Mango-Lassi Juice Smoothies  
Fresh Fruit Crudité, Watermelon, Jicama, Pineapple,  
Coconut, Mango, Cucumber Ceviche,  
Yuzu Passion Fruit Coulis  
House Made Granola Bars  
\$22.50++ per guest  
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400

#### Assorted Jumbo Cookies

\$62.00++ per dozen  
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400

#### Popcorn Break

Bags of Freshly Popped Popcorn – no butter  
Assortment of Toppings to include:  
Salt, Pepper, Butter, Tahini  
\$23.00++ per person  
OPTIONAL: (600) 1C logo imprinted popcorn bags \$1,000



#### Build Your Own - Fruit Infused Water Station Bar

Sliced Oranges  
Sliced Limes  
Sliced Lemons  
Sliced Strawberries  
Blueberries  
Raspberries  
Mint  
\$15.00++ per person  
OPTIONAL: (600) 1C logo imprinted water infuser bottle \$2,500 (your color choice, other quantities available)



#### Fruit Infused Water Station

Choice of two: Strawberries, Oranges, Lemons, Limes  
\$150++ per gallon  
OPTIONAL: (600) 1C logo imprinted 5oz. plastic cups \$750 (other sizes and quantities available)

++=Tax and Service  
1C=One Color



# Satellite Symposium Details



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### General Guidelines

AIPM views industry as a key partner in disseminating education and we invite you to host a satellite symposium at our meeting. AIPM will provide breakfast or lunch at the beginning of the program.

#### Program fee: \$60,000

- The program slots for breakfast and lunch will be confirmed on receipt of payment.
- The program content must be aligned with the AIPM mission of offering evidence-based treatment for people in pain.
- Source of funding for the program must be clearly identified.
- Accredited programs must comply with ACCME standards.

#### Items Covered by Symposium Fee:

- Session room set banquet style
- Registration table and two chairs
- One promotional eblast to AIPM members and registered attendees prior to the program (copy must be approved by AIPM)
- Listing on the official agenda as a "satellite symposium" (all AIPM deadlines for publication must be met)
- Signage within the hotel

**In order to secure a symposium slot, please submit an LOA that includes the following information:**

**SYMPOSIUM TITLE** \_\_\_\_\_

Content Developer/Symposium Planner – Logistics Only \_\_\_\_\_

Name of Organization \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Will this program be accredited? \_\_\_\_\_

CME Provider \_\_\_\_\_

Anticipated CME Credits \_\_\_\_\_

Additional Accreditation (if applicable) \_\_\_\_\_

Commercial Supporter \_\_\_\_\_

Please send the LOA to:

**Leslie Ringe**  
**Sales and Customer Service**  
**Academy of Integrative Pain Management**  
The Pain Practitioner Magazine  
"Currents" eNewsletter  
28th Annual Conference & Exhibits

Tel. 215-343-7363 Fax. 215-249-4741  
leringe@verizon.net

**NEW**

### Technology Showcase Lunch Friday, October 20

**Demonstrate your product in front  
of hundreds of clinicians  
Book today, these will sell out fast!**

- Four, 15-minute slots available at \$15,000/slot
- Products such as virtual reality, lasers, wearable, gaming, etc. are welcomed
- Limited slots available
- Non-CME Accredited



# Exhibitor and Sponsorship Contract



## THE 28th ANNUAL MEETING

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TO GET THE BOOTH OR SPONSORSHIP YOU WANT, please fax, or scan and email the completed and signed form to: EMAIL TO leringe@verizon.net FAX TO 215-249-4741 OR MAIL TO Leslie Ringe Be Media Partners, LLC 415 King Road Doylestown, PA 18901 PHONE 215-343-7363 WEBSITE www.aapainmanage.org

### Exhibitor contract *Please print or type*

COMPANY NAME \_\_\_\_\_ Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail (required) \_\_\_\_\_ Website \_\_\_\_\_

### Exhibitor booth options

10'x10' in-line - \$2,600 \$ \_\_\_\_\_
10'x10' corner - \$3,125 \$ \_\_\_\_\_
10'x20' - \$5,000 \$ \_\_\_\_\_
TOTAL CHARGES \$ \_\_\_\_\_

- Each 10'x10' booth price includes an 8' Back Drape, 3' Side Drape, and one - 7"x44" Standard ID Sign with Company Name and Booth Number.
Each 10'x10' booth includes 2 exhibitor badges with full access to the conference sessions if seating is available (excludes meals outside of exhibit hall).
Each 10'x20' booth includes 4 exhibitor badges with full access to the conference sessions if seating is available (excludes meals outside of exhibit hall).
Full payment is due upon submittal of application.
Booth packages can be purchased at an additional cost. Please see the Exhibitor Service Manual to order and the deadline dates for discounted pricing.

List companies you would prefer not to be located near at the event. (The Academy will try to accommodate requests but cannot make any guarantees.) \_\_\_\_\_

Please describe the product or services you will be representing at this year's conference. \_\_\_\_\_

List preferred booth choices: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Booths will not be taken out of active sales inventory until payment in full is received.

### Sponsorship Opportunities

Delegate Bag - \$6,900 Badge - \$5,250 Room Drop - \$3,500
Hotel Room Key Card - \$6,000 Lanyard - \$4,500 Private Meeting Rooms/Offices - \$2,000
Delegate Bag Insert - \$1,750

TOTAL CHARGES \$ \_\_\_\_\_

### Catering Opportunities

Build Your Own Trail Mix - \$13.00++/per person Assorted Jumbo Cookies - \$62.00++/per dozen
OPTIONAL: (600) 1C logo imprinted 3.5oz. plastic cups - \$750 OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400
Build Your Own Yogurt Parfait - \$15.00++/per person Popcorn Break - \$23.00++/per person
OPTIONAL: (1,000) 1C logo imprinted paper napkins - \$400 OPTIONAL: (600) 1C logo imprinted popcorn bags \$1,000
Afternoon Refresher - \$25.00/per person Build Your Own - Fruit Infused Water Station Bar - \$15.00++/per person
OPTIONAL: (1,000) 1C logo imprinted paper napkins - \$400 OPTIONAL: (600) 1C logo imprinted water infuser bottle \$2,500
Protein Power Through - \$25.00++/per person Fruit Infused Water Station - \$150.00++/per gallon
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400 OPTIONAL: (600) 1C logo imprinted 5oz. plastic cups \$750 (other sizes and quantities available)
Fruity Break - \$22.50++/per person
OPTIONAL: (1,000) 1C logo imprinted paper napkins \$400

TOTAL CHARGES \$ \_\_\_\_\_

PAYMENT (Fax, or scan and email the completed and signed form to the Academy. See box at left.)

- Enclosed is my check or money order payable to AIPM (US funds only)
Please charge to (circle one): Visa MasterCard Discover Amex

Card # \_\_\_\_\_ Billing Zip Code \_\_\_\_\_ Exp. Date \_\_\_\_\_ Verification # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### Acceptance of terms and conditions

We, the Exhibitor, attest that we have read, understand, and will fully comply with the Exhibitor Terms and Conditions set forth within this document.

ACCEPTANCE OF TERMS AND CONDITIONS BY AUTHORIZED SIGNER FOR THE EXHIBITING COMPANY

SIGN FULL NAME \_\_\_\_\_ DATE \_\_\_\_\_

PRINT FULL NAME \_\_\_\_\_ TITLE \_\_\_\_\_

# Terms and conditions



## EXHIBITOR TERMS AND CONDITIONS

1. Contract: The rules and regulations become binding upon acceptance of this contract between the applicant, inclusive of employees and agents, and the Academy of Integrative Pain Management (AIPM).
2. Enforcement, Interpretation and Eligibility: In the enforcement and interpretation of the following terms, the decision of AIPM Staff is final. AIPM reserves the right to determine the eligibility of any company for inclusion in the conference and its marketing programs; and further, to reject, eject, or prohibit an exhibit or exhibitor for any reason. In applying for exhibit space, each exhibitor/sponsor agrees to abide by the terms set forth in this prospectus.
3. Exhibitor Fees and Terms: Exhibit space is priced according to the current order form, with premium prices for corner booths. An exhibitor application must be accompanied by full payment to secure a reservation.
4. Non-transferable: Exhibitors may not assign, sublet or share any portion of their allocated space without express written permission from AIPM.
5. Cancellation of Exhibit Space: A written notice of exhibit space cancellation must be sent to AIPM, Attn: Leslie Ringe, 8700 Monrovia Street, Suite 310, Lenexa, KS 66215. Notices received on or before May 25, 2017, will receive a full refund minus a \$200 administrative fee. After that date, refunds will only be issued if the reserved space can be sold to another party. No refunds will be made otherwise.
6. Cancellation of Annual Meeting: Should any situation arise that is beyond the control of AIPM that prevents the opening of the Annual Meeting, the holding of the Annual Meeting and/or the exhibit portion, AIPM will not be liable for any expenses or losses incurred by the exhibitor.
7. Notice of Disability: In compliance with the Americans with Disabilities Act of 1990, AIPM will make all reasonable efforts to accommodate persons with disabilities at its Annual Meeting. Please call the Exhibitor Manager with any requests.
8. Food and Drug Administration: The FDA imposes rules and regulations on some products exhibited at health care meetings, and it is the responsibility of the exhibitor to comply with said rules; further information may be obtained from FDA. If the exhibit displays or presents any non-FDA approved devices or technology, exhibitor agrees to provide a copy of their insurance naming AIPM as an additional insured. Exhibitor also agrees to label any such technology or devices as non-FDA approved.
9. Violations: In the event of a violation of the exhibit contract and rules by the exhibitor, the exhibitor's employees or agents, AIPM, at its discretion, may ask the vendor to modify its exhibit or vacate the premises. If any exhibitor is requested to leave for violation of rules, the exhibitor forfeits all monies which may have been paid and may not submit a claim for any refund of rental or other exposition expenses. Violations of the exhibit contract and rules may also cause the exhibitor to be barred from future meetings.
10. Liability: The exhibitor is responsible for all damages to the exhibit space. Exhibitors must return the exhibit space in the same condition that it was received at the time of occupancy. The exhibitor must read and sign the "ACCEPTANCE OF EXHIBITOR TERMS AND CONDITIONS" section of the Exhibitor Contract. The exhibitor agrees to protect, indemnify, defend, and save AIPM, its Board of Directors, employees, agents, and contractors, as well as Hilton San Diego Bayfront and its employees and agents, harmless against: all claims, losses, and damages to person or property; governmental changes; fines and attorney fees arising out of or caused by Exhibitor's

installation, removal, maintenance, occupancy or use of exhibition, exhibition premises, or a part thereof; or, loss or damage due to theft, fire, burglary, or vandalism during the exhibition or conference dates.

## EXHIBITOR SERVICES

11. Exhibitor Service Center: C-1 Trade Show Services will have an Exhibitor Service Center open during all installation, exhibit hall hours and move-out.
12. Exhibitor Service Manual. Electricity, floral, standard furniture, custom furniture, installation and dismantle labor, graphics, table throws, MDU's, AV, IT and catering will be available for purchase or rental. An email invitation for the Exhibitor Service Manual will be sent to each exhibitor by Friday, June 30.
13. Shipping and Material Handling Information: C-1 Trade Show Services will help assist with all freight and material handling services for this meeting. Conditions, including labor regulations and payment for this service, will be described in the exhibitor service kit. Any property shipped to or from the exhibit hall for display at AIPM's Annual Meeting is the sole risk and responsibility of the exhibitor.
14. Exhibitor Badges: The Exhibitor Badge Request Form must be submitted to Leslie Ringe via e-mail (leringe@verizon.net) by September 29, 2017. Exhibitors are allowed up to 2 badges per 10' x 10' booth, 4 badges per 10' x 20' booth, and 8 badges for island booths. Additional badges for the exhibit hall only may be purchased at an extra exhibits-only fee. All booth staff must complete a pre-registration form. Exhibitors will be allowed access to the hall 30 minutes before opening of each session. Only exhibitors with badges will be allowed into the hall.
15. Booth Assignment: Assignments will be made on a first come, first served basis, when AIPM receives payment in full. AIPM reserves the right to make changes in the floor plan at any time.
16. Exhibit Booth Description: The exhibits will be located in the Hilton San Diego Bayfront. The size of each exhibit space is 10' x 10'. Included in the cost of the exhibit is:  
a) draping 8' back wall and 3' sides  
b) a 7"x 44" identification sign  
c) security guard services during off hours.

## OPERATING YOUR BOOTH

17. Exhibitor Registration: Each exhibitor must sign in at the exhibitor registration desk, where you will receive exhibitor badges and registration packets. Each exhibitor must have a photo ID and business card available.
18. Setup and Dismantling: Exhibits must be set up according to the dates and times established in the exhibitor service manual. It is the responsibility of the exhibitor to install and dismantle exhibits in accordance with these dates and times. C-1 Trade Show Services will be onsite to assist with installation and dismantle labor. The Exhibitor Service Manual will have the necessary order forms and Union Regulations for ordering labor. Exhibitors must keep booths set up until 11:00am on October 21, 2017. All booths must be removed by 5:00pm on October 21, 2017.
19. Failure to Occupy Space: Unless previous arrangements are made in writing with AIPM, booth space not occupied by the exhibiting company by 5:00 pm on October 19, 2017, may be forfeited without refund to the exhibitor, and the space may be resold or used by AIPM.
20. General Rules: a) No combustible materials may be used in the exhibits (i.e. crepe paper, cardboard) and all exhibits must conform to Fire Department Regulations. b) Nothing is to be tacked, nailed, screwed or otherwise affixed to the columns, walls, floors, furniture or other properties of the building. c) No objectionable lights or noises will be allowed in any exhibitor's space. d) The sides of a standard/inline exhibit space may be no

- higher than three (3) feet so that all vendors are in view.
- e) Exhibitors acknowledge and consent to exhibit hall photos, recordings and news releases. f) Exhibits must be staffed at all times during exhibit hours. g) The AIPM reserves the right, without notice, to modify the meeting agenda, hours of exhibition, and location of exhibitors should circumstances warrant.
21. Inspection of Booths: The Exhibit Manager, along with AIPM Staff, will inspect each booth prior to the opening of the exhibit hall to ensure adherence to the terms and conditions set forth in this document. The Exhibit Manager will inform the exhibitor of any infractions exist and what corrections must be made before the Exhibit Hall opens.
22. Food and Beverage: Exhibitors may dispense some food and non-alcoholic beverages from their booth. To do so they must make application through the AIPM Exhibit Manager and the food must be contracted through the official caterer of the Hilton San Diego Bayfront and may not compete with any food functions or events planned to be held in the exhibit hall. Applications and order forms will be available from the Exhibit Manager.
23. Giveaways: Customary descriptive product literature, note pads, pens, pencils, and other items may be distributed. However, any giveaway must be of a modest nature. Any giveaway with a value of more than \$25 must be approved by AIPM. The Academy of Integrative Pain Management logo is trademarked by and is the exclusive property of AIPM. The AIPM logo may not be used in any way by any individual, company, or organization without the express written permission of AIPM. The AIPM logo may not be associated with any promotional materials, mailings, giveaways, or contests.
24. Signage: Signs and banners within each booth must contain content that is appropriate and professional. AIPM reserves the right to require any exhibitor to remove signs or banners that it deems inappropriate or unprofessional.
25. Direct Sales: The purpose of the Exhibit Hall is to complement the educational agenda of the meeting through displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitor's own unaltered products. Exhibitors must comply with all business license, sales and tax regulations, and are responsible for making the necessary arrangements with the State of California to adhere with all tax regulations. AIPM reserves the right to restrict sales activities that it deems inappropriate or unprofessional.
26. Hospitality and Entertainment: Hospitality suites or events sponsored by the exhibitors must be approved by AIPM in writing by August 24, 2017. No entertainment may be scheduled to conflict with AIPM's program hours, activity hours, or exhibit hours. Please complete the hospitality order form. Firms that are not exhibiting or are not corporate members are not permitted to have hospitality functions. The hotel will not accommodate any requests for events or suites that are not made through, and by, AIPM.
27. Hall Security: The official AIPM badge must be worn at all times by exhibitors and attendees in the exhibit hall or in the sessions. Anyone not wearing the proper badge will be asked to leave by the security officers. Security services will be on duty beginning at set-up and until after tear-down. No one will be allowed into the exhibit hall other than during stated exhibit hall hours. The furnishing of this service is not to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind. In addition, AIPM does not take responsibility for items left in the Exhibit Hall (see Liability, above).