



AADB 2019 MID-YEAR MEETING CHICAGO, ILLINOIS

American Dental Association Headquarters
March 9-10, 2019

About AADB's Mid-Year Meeting

The AADB Mid-Year Meeting provides an excellent forum for keeping up-to-date with state board concerns. Programs are designed to allow opportunities for interaction among all participants, including board members, dentists, dental hygienists, educators, board attorneys, and dental specialty associations. Panels and small discussion groups exchange ideas and information. Participants take away valuable information on current issues and all aspects of dental and dental hygiene regulation.

About AADB

The American Association of Dental Boards is a national association that encourages the highest standards of dental education, promotes higher and uniform standards of qualification for dental practitioners, and advocates uniform methods in the conduct and operation of dental examining boards. Membership is comprised of boards of dentistry, advanced education boards, present and past members of those boards, board administrators, board attorneys, and dental and dental hygiene educators.

Our Mission

To serve as a resource by providing a national forum for exchange, development, and dissemination of information to assist dental regulatory boards with their obligation to protect the public.



American Association of Dental Boards
www.dentalboards.org



EXHIBIT AND SPONSORSHIP PROSPECTUS

The American Association of Dental Boards cordially invites you to participate as a sponsor or exhibitor at the AADB 2019 Mid-Year Meeting, March 9-10, in Chicago, Illinois.

AMERICAN ASSOCIATION OF DENTAL BOARDS

211 E. Chicago Avenue, Ste. 760
Chicago, IL 60611
312-440-7464
info@dentalboards.org

www.dentalboards.org



WHY AADB?

As the national representative of state dental boards, AADB is a group of influential decision-makers who should know you and your company or organization. AADB's Mid-Year Meeting represents the perfect opportunity to network, meet existing and new contacts face-to-face, and demonstrate new products and services. You will be well-positioned to connect with important stakeholders, increase your visibility with your target audience, and share your expertise and thought leadership. There is no better investment of your marketing budget when it comes to connecting with influencers and decision makers. Sponsorship packages can be tailored to fit your objectives and budget.

WHO IS AADB?

AADB is a national forum of dental professionals representing all states and U.S. territories. More than 90% of AADB members are practicing dentists or hygienists.

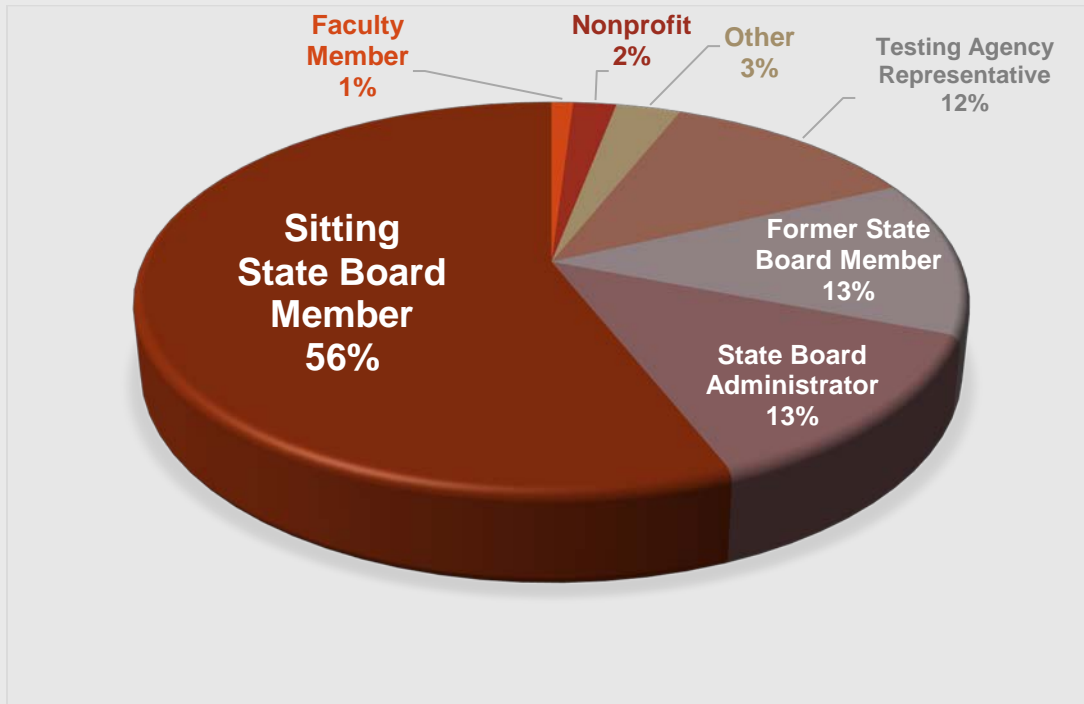
Our Members:

- Routinely sit at policy and decision-making tables
- Are involved in changes to dental practice acts that could affect your company
- Have a wide circle of influence and are sought after for opinions
- Take company information back to boards, schools and dental practices

WHAT CAN I EXPECT?

- A forum to introduce your organization's brand and message
- Eye-to-eye networking in an intimate meeting setting
- An opportunity to create goodwill with a highly respected, influential group of dental professionals and educators
- Insights about trends in dentistry that may impact your organization's future focus
- Simplicity and low cost: There is no need to ship a booth. Signage and exhibit tables are set-up for you and included in your exhibit fee or sponsorship

MID-YEAR MEETING ATTENDANCE BREAKDOWN



PAST SPONSORS AND EXHIBITORS

Academy of General Dentistry
Academy of Laser Dentistry
Acadental
Accreditation Association for Dental Offices
American Association of Endodontists
American Dental Partners
Association of Dental Support Organizations
CE Broker
CE Zoom

Central Regional Dental Testing Services
Dental Assisting National Board, Inc.
Dental Engineering Laboratories
DOCS Education
Ethics and Boundaries Assessment Services LLC
Henry Schein
Millennium Dental Technologies, Inc.
ProEdge Dental Products
The Dental Exchange



AADB 2019 MID-YEAR MEETING EXHIBITS



All exhibits include:

- Two meeting registrations - a \$1,250 value
- Logo placement with hyperlink in “thank you” email broadcast
- Logo placement in electronic preliminary program
- Logo placement in printed program distributed to all attendees
- Exhibit table signage featuring your logo
- Logo placement in scrolling walk-in, walk-out slides in general assembly
- Verbal recognition and brief presentation to the full meeting during general assembly
- Admission to all general assembly sessions and networking events, including the Saturday reception and Sunday luncheon
- Pre-meeting access to attendee registration list (excludes email addresses, per AADB policy)

ONE 6' EXHIBIT TABLE - \$3,000

Corporations and organizations will exhibit at the Mid-Year Meeting on Saturday and Sunday, March 9-10. No need to ship a booth. AADB provides the table, chairs and signage – you bring the marketing materials and do the networking!

TWO 6' EXHIBIT TABLES - \$4,500

Secure two 6' tables for Saturday and Sunday, March 9-10. No need to ship a booth. AADB provides the tables, chairs and signage – you bring the business cards and do the networking! (Limited quantities and based on availability when contracted.)

TWO MEETING DISCOUNT: ONE 6' EXHIBIT TABLE - \$4,500

Secure a 6' exhibit table for two AADB meetings: The AADB 2019 Mid-Year Meeting and the AADB 136th Annual Meeting, September 3-4, 2019, in San Francisco

TWO MEETING DISCOUNT: TWO 6' EXHIBIT TABLES - \$7,500

Secure two 6' exhibit tables for two AADB meetings: The AADB 2019 Mid-Year Meeting and AADB 136th Annual Meeting September 3-4, 2019, in San Francisco. (Limited quantities and based on availability when contracted.)

AADB 2019 MID-YEAR MEETING SPONSORSHIP

All sponsorships include:

- One 6' exhibit table and all the exhibitor benefits listed above – a \$3,000 value!
- Logo placement on a shared sponsor “thank you” sign(s)

OPEN FORUM SPONSOR - \$3,500

Sole sponsor opportunity! The AADB Open Forum is a popular session. Special Forum signage will advertise your support. An opportunity to briefly welcome attendees to the Open Forum will be provided upon request.

NETWORKING BREAK SPONSOR - \$4,000

Sole sponsor opportunity! A multi-part sponsorship, signage will advertise your support during all coffee breaks.

RECEPTION SPONSOR - \$5,000

Co-sponsorship of the Saturday evening reception. This is the largest social function of the AADB Mid-Year Meeting. Your company's representative(s) will attend and network with approximately 180 attendees and guests. Special reception signage will be provided announcing your sponsorship. A materials table at the reception will be provided upon request.

LUNCHEON SPONSOR - \$5,000

Co-sponsorship of the Sunday afternoon luncheon. Special luncheon signage will advertise your support. A materials table at the luncheon will be provided upon request.

PEN SPONSOR - \$5,000

Sole sponsor opportunity! Get noticed right from the start of the AADB Mid-Year Meeting. When attendees check in at the registration desk, they will receive a pen with your one-color logo. Get exposure for the duration of the meeting and beyond with this high-visibility sponsorship. (Provide your own pen and save \$1,000.)

LANYARD SPONSOR - \$5,500

Sole sponsor opportunity! Want to see your one-color company logo on every attendee? The lanyard sponsorship is for you. Lanyards, also known as neck cords, hold each name badge and are constantly visible. (Standard Imprint Area: ~ 3/8"h x 12"w on left & right sides)

PADFOLIO SPONSOR - \$7,000

Sole sponsor opportunity! Would you like to see your one-color company logo travel back to the office of attendee? The padfolio sponsorship is the way to go. Each attendee will receive a handsome padfolio when they pick up their name badge. (Standard Imprint Area: ~ 5" H x 4-1/2" W)

AADB 2019 MID-YEAR MEETING SPONSORSHIP

(CONTINUED)

WI-FI SPONSOR - \$10,000

Sole sponsor opportunity! As the Wi-Fi Sponsor, you will be providing complimentary wireless Internet access for meeting attendees in all meeting rooms and foyer spaces. Your company name will be the password. This assures that all attendees using the WiFi are typing in your organization's name to connect. Special signage with your company logo will be prominently displayed by the AADB registration desk.

“CHOOSE THREE” SPONSOR - 30% Discount

For HIGH exposure, you can claim any three of the above sponsorship opportunities and receive 50% off their full price, based on their availability. This package includes two 6' exhibit tables and four meeting registrations for your organization's representatives. Inquire about availability today. Call 312-440-2894 or email info@dentalboards.org.

“ALL-IN” SPONSOR - \$15,000

For MAXIMUM exposure, you can claim any four of the above sponsorship opportunities, based on their availability. This “all-in” package includes two 6' exhibit tables and four meeting registrations for your organization's representatives. Inquire about availability today. Call 312-440-2894 or email info@dentalboards.org.

ADVERTISING OPPORTUNITIES

AADB WEEKLY UPDATE is a weekly email newsletter distributed to all AADB Members. A wide variety of advertising opportunities are available at multiple price points as low as \$750 for 26 editions. [Visit AADB online for details.](#)



THE BULLETIN, AADB's newsletter, is published quarterly in an electronic format. Past issues are archived for members and subscribers on AADB's website. The current circulation is approximately 600, which includes all AADB members.



Per Issue

Full-page color advertisement	\$1,000
1/2-page color advertisement	\$750
1/4-page color advertisement	\$500

Per Year (4 issues)

1-page color advertisement	\$3,000
1/2-page color advertisement	\$2,250
1/4-page color advertisement	\$1,500

THE COMPOSITE is a printed publication detailing the structure, licensing and disciplinary activities of all state dental boards. The publication contains 40 charts describing state dental board structure and operations, licensee population within each state, board disciplinary activity and complaint statistics, state licensing requirements, and key contacts within each state. It is a valuable resource used by boards of dentistry, dental schools, individual practitioners, testing agencies and the public in general. *The Composite* is updated yearly from information provided directly from state boards of dentistry. A single-edition sponsorship is \$5,000. The next opportunity will be the 30th Edition, to be published in 2019.



AADB WEBSITE

Corporations and organizations are welcome to advertise on the American Association of Dental Boards' website, www.dentalboards.org. This opportunity is one of several ways the AADB offers companies access to dentists, dental hygienists, board attorneys, administrators, candidates interested in relocating, and others. Organizations interested in advertising on the AADB website with a direct link to their company's website should contact AADB at 312-440-7464 for more information. Advertising on the AADB website is available as follows:

3-month advertisement	\$1,200
6-month advertisement	\$2,200
12-month advertisement	\$4,000

ACCOMMODATIONS & TRAVEL INFORMATION



Host Hotel

The Ritz-Carlton Chicago
160 East Pearson Street at Water Tower Place
Chicago, IL 60611
312-266-1000

<http://www.ritzcarlton.com/en/hotels/chicago>

The AADB 2019 Mid-Year Meeting will be held in Chicago, March 9 – 10, at American Dental Association (ADA) headquarters. AADB has secured a block of rooms for our attendees at The Ritz-Carlton Chicago, which is a one block walk from ADA headquarters.

Sleeping rooms are available for \$248 per night, plus applicable state and local taxes, which are currently 17.4%. The hotel boasts a prime location, just steps away from the famous Chicago Water Tower on Michigan Avenue, the Oak Street shopping district, award-winning restaurants, and all the amenities of the Windy City.

Hotel Reservations

Room reservations are required by Tuesday, February 5, 2019. After February 5, rooms will be available on a space-available basis. Reservations can be made online or by phone. A credit card or first night's deposit are required to guarantee the reservation. Cancellations are required 48 hours prior to arrival date to avoid a one-night cancellation fee or loss of first night's deposit. Rooms at AADB's special group rate are available 3 days before and after the meeting dates, based on availability. Hotel check-in time is 4 p.m. and check-out is noon.

Book Online: **Coming soon!**

Book by Phone: Call 800-542-8680 or 312-266-1000 and reference the AADB Mid-Year Meeting.

MEETING REGISTRATION

If you are purchasing an exhibit or sponsorship, indicate the names of your free registrations on the sponsorship application. The registration fee for additional registrations for the AADB 2019 Mid-Year Meeting is \$475 for AADB members; \$625 for nonmembers.

Registration includes all meeting functions, including a reception Saturday evening and luncheon Sunday. Advance registration is advisable. If payment is not received by February 1, 2019, a late fee of \$50 will be required. Only onsite registrations will be accepted after February 21.

How to Register

When purchasing an exhibit or sponsorship, indicate the names of your free registrations on the sponsorship application. Payment for additional AADB Mid-Year Meeting registrations may be made by check, money order or credit card. If you are registering using a credit card, [click here](#) to visit the AADB online store. For payment by check or money order, email AADB at info@dentalboards.org for a mail-in registration form.

Registration Refund Policy

Notification of cancellation must be submitted in writing to info@dentalboards.org. Cancellations received by February 1, 2019, will be subject to a \$50 cancellation charge. No refunds will be given after February 1, 2019. Substitutions are allowed at any time, but must be submitted in writing and the registrant must be of the same membership status.

MEETING AGENDA

A meeting agenda will be [available online](#) in early fall 2018.

PRIVATE SOCIAL FUNCTIONS/SPECIAL EVENTS

If your organization would like to host a hospitality, social, or other event during the AADB 2019 Mid-Year Meeting, it must be pre-approved by AADB. Social functions are allowed only during program-free hours and must not conflict with any of AADB's educational sessions, special programs and social events, including the Saturday night reception and Sunday luncheon.

CONTACT AADB

A sponsorship and exhibit application can be found on the last page of this prospectus. If you have questions, would like to purchase an exhibit, sponsorship or advertisement, or would like to discuss customized support opportunities, contact AADB at 312-440-2894 or info@dentalboards.org.

ADA C·E·R·P® | Continuing Education
Recognition Program

The American Association of Dental Boards is an ADA CERP Recognized Provider. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry. Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/cerp.



AADB 2019 MID-YEAR MEETING EXHIBIT AND SPONSORSHIP APPLICATION AND CONTRACT

To secure your sponsorship and/or exhibit, complete and forward this application to AADB headquarters. AADB retains full discretion regarding sponsorship application acceptance.

MEETING EXHIBIT AND SPONSORSHIP

- ONE 6' EXHIBIT TABLE \$3,000 \$ _____
- TWO 6' EXHIBIT TABLES \$4,500 \$ _____
- ONE 6' EXHIBIT TABLE: 2 MEETINGS \$4,500 \$ _____
- TWO 6' EXHIBIT TABLES: 2 MEETINGS \$7,500 \$ _____
- OPEN FORUM SPONSOR \$3,500 \$ _____
- NETWORKING BREAKS SPONSOR \$4,000 \$ _____
- RECEPTION SPONSOR \$5,000 \$ _____
- LUNCHEON SPONSOR \$5,000 \$ _____
- PEN SPONSOR \$5,000 \$ _____
- LANYARD SPONSOR \$5,500 \$ _____
- PADFOLIO SPONSOR \$7,000 \$ _____
- WI-FI SPONSOR \$10,000 \$ _____
- "CHOOSE THREE" SPONSOR 30% Discount [Contact AADB](#)
- "ALL-IN" SPONSOR \$15,000 [Contact AADB](#)

YEAR-ROUND SUPPORT OPPORTUNITIES

AADB Weekly Update Advertising From \$750 [Visit AADB Online](#)

The Bulletin, Per Issue

- Full-page color advertisement \$1,000 \$ _____
- 1/2-page color advertisement \$750 \$ _____
- 1/4-page color advertisement \$500 \$ _____

The Bulletin, Per Year (4 issues)

- 1-page color advertisement \$3,000 \$ _____
- 1/2-page color advertisement \$2,250 \$ _____
- 1/4-page color advertisement \$1,500 \$ _____

The Composite 30th Edition Sponsorship \$5,000 [Contact AADB](#)

- Website 3-month advertisement \$1,200 \$ _____
- Website 6-month advertisement \$2,200 \$ _____
- Website 12-month advertisement \$4,000 \$ _____

TOTAL: \$ _____

PAYMENT

Check enclosed for: \$ _____

Make checks payable to American Association of Dental Boards

Bill credit card: \$ _____

- VISA MasterCard
- American Express

Card Number _____

Expiration Date _____

Billing Zip Code _____

Name on Card _____

Signature _____

For U.S. citizens: Contributions, gifts, dues or other payments to the American Association of Dental Boards are not deductible for federal income tax purposes as charitable contributions. However, they may be deductible as ordinary and necessary business expenses. Consult your tax advisor. AADB's Taxpayer ID# 36-1636099

REFUND POLICY

Notification of cancellation must be in writing to info@dentalboards.org.

Cancellations received by February 15, 2019, will be subject to a \$200 cancellation fee. No refunds will be provided after February 15, 2019.

SPONSOR/EXHIBITOR INFORMATION

COMPANY NAME _____

CONTACT NAME _____ POSITION _____

ADDRESS OF COMPANY _____

CITY/STATE/ZIP _____

BUSINESS PHONE _____ EMAIL _____

BRIEF DESCRIPTION OF PRODUCT OR SERVICE _____

I/we have read and agree to abide by all AADB Exhibit and Sponsorship Rules and Regulations. I/we are aware that these rules and regulations, and all applicable rules, regulations and stipulations of the meeting facility, are an integral part of this agreement.

Name _____ Signature _____ Date _____

MEETING ATTENDEES (representatives of your organization who are eligible for free registration)

Additional registrations may be purchased online at www.dentalboards.org/meetings.

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

Fax, email or mail this application to 312-440-3525, info@dentalboards.org or:

American Association of Dental Boards

211 East Chicago Avenue, Suite 760

Chicago, IL 60611

AMERICAN ASSOCIATION OF DENTAL BOARDS EXHIBIT AND SPONSORSHIP RULES AND REGULATIONS

The American Association of Dental Boards (AADB) welcomes exhibitors and sponsors to its meetings because the AADB believes that exhibits and sponsors constitute an important means of keeping state dental boards informed of new and better products and services. Such exhibits, products, and promotional materials should be attractive, factual, dignified and calculated to provide useful product and service information. All products and services displayed at AADB meetings must fully comply with the exhibiting standards of the AADB. Exhibitors and Sponsors agree to abide by all rules and regulations that are now in effect or may hereafter be adopted.

The AADB Board and Executive Director have full authority to interpret or amend the rules and regulations and its or her decision is final. All issues not specifically addressed are subject to the decision of the AADB. All requests for permission to vary from any of the rules and regulations must be approved by the AADB.

Solicitation by non-exhibitors and sponsors and subletting of exhibit space is strictly prohibited.

Any violation of these Rules and Regulations or stipulations by the exhibitor or sponsor will cause the exhibitor or sponsor to be deemed to be in substantial breach of their contractual obligations. Therefore, the entire contract conditions, including the Rules and Regulations, should be read carefully before signing the Application and Contract. Complete copies of the signed application and contract should be forwarded to the appropriate person/s who will be attending the meeting as the company's representative.

Applications for space in the exhibit area and sponsorship at an AADB meeting are open to any company whose business is related to dentistry. However, the AADB reserves the right to reject any application from an entity that the AADB, in their sole opinion, does not meet, or is not compatible with the standards, character and objectives of the AADB.

Applications shall not be considered complete, and no assignment shall be made until full payment and a properly completed, signed contract is accepted by acknowledgement, in writing, from the AADB.

Exhibit and sponsorship availability is based on a first-come, first-served basis from those applicants that are acceptable to the AADB and have been deemed to have submitted a valid completed application. Exhibit space locations are assigned by AADB. Upon request, AADB will attempt to honor requests for specific exhibit space locations. However, organizers reserve the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

Exhibits and sponsorships will be charged at the rate indicated on the application form. Exhibit rental only includes the draped table and signage. Exhibitor will pay any additional set-up charges. Remittance is accepted by check, money order or valid credit card. Checks should be payable to the AADB and should be mailed along with the Application and Contract for Exhibit Space to the American Association of Dental Boards, 211 East Chicago Avenue, Suite 760, Chicago Illinois, 60611. Acceptance of the application and its subsequent exhibit or sponsorship assignment is only considered valid as of the date that the check drawn on the exhibitor's bank account has cleared. A credit card may be used with the requisite account number information and expiration date to effect payment. The appropriate places for recording credit card information is on the application form.

Cancellations of sponsorship or withdrawal from exhibit space must be made in writing to info@dentalboards.org. Consult the application page of this contract for meeting-specific deadlines and refund policies.

In the instance that a properly completed application and remittance are received by the AADB and the AADB declines to accept the applicant for exhibit space or sponsorship, a complete refund will be returned to the applicant.

Failure to Occupy Space: Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by exhibit management. If the exhibit is on hand, exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed and is responsible for all charges incurred.

All business activities must be confined to areas designated by AADB. All exhibit materials, including displays, give-away items, brochures and other materials must fit atop the 6' exhibit table. No items may be placed or displayed in the aisles, between exhibit tables, or behind or before the exhibit table. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel.

Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

Distribution of products or souvenirs will be allowed at the sole discretion of the AADB, provided it is done in a dignified manner, does not create a nuisance and causes no interference with adjoining exhibits. Should a nuisance or traffic problem due to the distribution of products or souvenirs occur, the exhibitor or sponsor will be requested to halt distribution, or to distribute the item only at certain times. Giveaways, magazines, merchandise, literature and souvenirs may be distributed only within an exhibitor's booth.

Exhibitors and sponsors who want to sponsor any type of contest, raffle or drawing for prizes shall obtain prior written permission from the AADB; shall abide by all applicable laws, regulations and orders of the federal, state and local government; and shall execute a form agreeing to defend, indemnify and hold harmless the AADB and its officers, directors, members, employees, agents, insurance carriers and legal representatives from any and all claims, causes of actions, liability, damages, losses, fines, penalties, costs and expenses (including reasonable attorney fees) arising from the use of any such contest, raffle or drawing.

No flammable or explosive substance is permitted in, or may be used in, the building where the meeting is being held. No combustible decoration such as crepe paper, tissue paper, cardboard or corrugated paper is to be used at any time. All packing containers, excelsior and wrapping papers are to be removed from the exhibit area and must not be stored under tables or behind displays.

Loudspeakers, phonographs, sound movies, video projectors or megaphones must not interfere with adjoining exhibits. Movies or video projectors must be located so as not to interfere with other exhibitors or aisle space, and operation of such equipment must conform to rules of the meeting facility. The playing of any music in the exhibit area is not permitted. Exhibitors are not allowed to dispense food or beverage from their booth space unless that food or beverage is the exhibitor's own product. The exhibitor must also comply with all regulations of the meeting facility regarding food and beverage dispensing.

AADB reserves the right in its sole discretion to cancel any application or agreement at

any time if the applicant has violated any of these rules and regulations or has engaged in or is engaging in any activity that reflects negatively on the AADB's favorable image, goodwill, reputation or acceptance by its members or the public. AADB will not be liable for special, consequential or incidental damages, loss or expense, directly or indirectly, arising from, or in connection with, the cancellation of this meeting, notwithstanding notice to AADB of the possibility of such damages, loss or expense. AADB's maximum liability will not in any case exceed the rental payment made to AADB by the exhibitor or sponsor.

By submitting an application and contract, exhibitors and sponsors agree to defend, indemnify and hold harmless AADB, the facility where the meeting is being held, and their respective officers, trustees, directors, members, agents, employees, facilities, contractors and assigns from and against any and all workers compensation and employer liability claims and liability, and any and all other claims, causes of action, liabilities (including, without limitation, commercial general liability, contractual, products liability, workers compensation and employers liability, and automobile liability where applicable), damages, losses, fines, penalties, costs, and expenses (including reasonable attorney fees and costs) on account of personal injury or death or damage to, or loss of, property arising out of, or resulting from, any act, omission, negligence, fault or violation of law or ordinance or breach of the application and agreement for exhibit space by the exhibitor or its officers, directors, employees, agents, representatives, invitees, contractors or any person who is responsible for delivering, setting up or dismantling the exhibitor's booth installations and decorations while and during the time the exhibitor is occupying and using space in the meeting facility, parking area, adjoining streets or premises. Notwithstanding that, the exhibitor will not be liable for damage or destruction to the meeting facility by causes wholly beyond the exhibitor's control.

Exhibit management will not provide security guard service. Please be certain that all small display and personal items are secure before leaving the display – even temporarily. AADB and the meeting facility will not be responsible for any property of the exhibitor or sponsor, including the shipping containers brought into or used about the meeting facility; neither will they be responsible for any actions or omissions of any of the exhibitor's employees, agents or representatives. Exhibitors and sponsors are responsible for making arrangements for getting their exhibits to the meeting site and for any costs associated with shipping, setting up their exhibits or its removal.

Exhibitors shall obtain insurance coverage from insurance companies authorized to do business in the state where the meeting is being held that is adequate to protect and cover the risks indemnified above and shall be in full effect to cover any and all claims which may arise out of the contractual obligations enumerated above and for the full time period for said meeting, including coverage for appropriate set up, dismantling, and breakdown, removal times and exhibitor's (agents, employees, representatives, and contractors) departure from the facility. Upon request, the exhibitor shall provide the AADB with an original Certificate of Insurance showing the required coverage and issued by an insurance agent authorized to issue such policy to be in effect for the requisite dates and location (city) for the meeting exhibit contracted. Every required insurance policy shall contain a waiver of subrogation endorsement and shall provide that the AADB be given not less than 30 days written notice prior to any termination, cancellation, or material change in insurance coverage. In addition to the exhibitor, the Certificates of Insurance must name as additional insureds: the AADB, the meeting facility, and their respective officers, trustees, directors, members, agents, employees, facilities, contractors and assigns. The AADB reserves the right, in its sole discretion, to cancel the application and agreement for exhibit space of any exhibitor failing to meet this insurance requirement.