

# 2018 Exhibitor Packet

## About AAIP

**AAIP History:** The Association of American Indian Physicians (AAIP) was founded in 1971 as an educational, scientific, and charitable non-profit corporation. A group of fourteen American Indian and Alaskan Native physicians sought to establish an organization that would provide both support and services to the American Indian and Alaskan Native communities.

**AAIP Mission:** At the time of its founding AAIP's primary goal was, and remains to improve the health of American Indian and Alaskan Natives. Its mission today is "to pursue excellence in Native American healthcare by promoting education in the medical disciplines, honoring traditional healing principles and restoring the balance of mind, body, and spirit".

**AAIP Initiatives:** AAIP seeks to accomplish its mission by offering educational programs, services and activities that motivate American Indian and Alaskan Native students to remain in the academic pipeline and to pursue a career in the health professions and/or biomedical research. AAIP also fosters forums where modern medicine combines with traditional healing to enhance health care delivery to American Indian and Alaskan Native communities.

## Exhibit Details

- Exhibit space is assigned on a first-come, first-serve basis
- Additional conference registrations may be arranged for additional staff occupying booth space in order to attend sessions and meals
- Meals only may be purchased for additional staff occupying booth space at \$100 per person
- Exhibitors will be responsible for assembling, and dismantling of their exhibits
- **Refund Policy:** Prior to June 29, 2018, your registration may be refundable less a \$100 handling fee. After June 29<sup>th</sup>, registration fees are used to defray AAIP operating costs.

# Exhibitor Rules and Regulations

**General:** AAIP shall have discretion in the interpretation and enforcement of all rules and regulations governing exhibitors. All manners and questions not covered by these regulations are also at the discretion of AAIP. By submitting the official Exhibitor Registration form, the Exhibiting Company agrees to abide by all rules and regulations outlined in this prospectus. AAIP reserves the right to determine the eligibility of all exhibitor applicants.

**Admission to the Exhibit Hall:** All participants affiliated with the exhibits must be registered. Exhibitor badges must be worn at all times in the exhibit area, and will be required to gain access to the exhibit hall. Badges may not be supplemented with business cards, ribbons (unless supplied by AAIP), or company logos. Badges will not be mailed in advance and must be picked up on-site at the Registration Table during the hours specified by the agenda.

**Americans with Disabilities Act:** In compliance with the ADA (Public Law 101-336), AAIP will make all reasonable efforts to accommodate persons with disabilities. Contact AAIP to make any necessary arrangements. Each exhibitor is responsible for compliance within their assigned space, ensuring access to their booth. Exhibitors are prohibited from using devices (electronic and otherwise) that cause noise, odors, or other forms of annoyance to attendees and other exhibitors. AAIP reserves the right to determine excessive disturbance and require exhibitor to cease this activity.

**Booth Care:** The exhibitor must at its own expense maintain and keep in good order the exhibit space and must surrender the space in the same condition as it was at the commencement. No sign or other articles may be affixed, taped, nailed, or attached to walls, doors, drapery, and so forth. No attachments may be to the floors by nails, screws or other devices that may damage them. If the space is damaged by the exhibitor or its agents,

employees or patrons, the exhibitor shall pay such sum as shall be necessary to restore that space to the condition it was when first occupied by the exhibitor.

**Booth Conduct:** AAIP holds the exhibitor responsible for the management of its agents or designees. Exhibitors should insure that their exhibits are properly staffed at all times during the official exhibit hours. AAIP reserves the right to expel or refuse admittance to any representative whose conduct is, in the opinion of AAIP, not in keeping with the character of the meeting. Canvassing and distributing advertising material outside of the exhibitors own booth is not permitted. Solicitation of business or conferences in the interest of business, except by exhibiting firms, is prohibited.

**Booth Location:** AAIP reserves the right to relocate exhibitors only if it becomes necessary.

**Obstructions:** Exhibits shall not obstruct the view of adjoining exhibits nor operate in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated without distracting adjacent exhibits. All demonstrations and use of A/V equipment shall be confined to the space allotted to each exhibitor. Activities should be planned in such a manner that they will not interfere with the normal traffic flow, nor infringe on normal conversation in the nearby exhibits. Any exhibit disturbing other exhibitors may be asked to close for the day.

**Signs:** Signs, banners, posters, or flyers advertising a booth, symposium, or any event or activity sponsored by the exhibitor may not be posted or displayed at any location inside or outside the exhibit hall other than the exhibitor's booth.

**Violation:** In the event of violation, AAIP may evict the exhibitor at the exhibitor's own risk and expense.

# Exhibitor Specifications

## Exhibit Schedule

Thursday, July 26 <sup>th</sup>	Set-up	8:00AM – 11:30AM
Thursday, July 26 <sup>th</sup>	Exhibition	11:30AM – 5:00PM
Friday, July 27 <sup>th</sup>	Exhibition	8:00AM – 5:00PM
Saturday, July 28 <sup>th</sup>	Exhibition	8:00AM – 12:00PM
Saturday, July 28 <sup>th</sup>	Breakdown	12:00PM – 1:00PM

## Shipping

Please be advised that the hotel has limited storage space for exhibit materials. The hotel will allow for shipments to be received 3 days prior to event and 3 days post event. There will be no handling fees for boxes, yet a \$75 fees is associated with all palette deliveries.

For outbound shipments, ***you must provide your own labels*** as there are no UPS/FedEx facilities on-site. Deliveries will be picked up from the resort address for the previously listed carriers.

Shipping labels should be addressed as follows:

We Ko Pa Resort & Conference Center  
Attn: Person Exhibiting / AAIP Conference  
(Name of your organization)  
10438 North Fort McDowell Road  
Scottsdale/Fountain Hills, AZ 85264

## Internet

Wireless internet is complimentary.

## Special Requests

If you have any special requests (i.e., extra chairs, wastebasket, etc.), those must be submitted in writing to Jamie McDaniel via [jmcdaniel@aaip.org](mailto:jmcdaniel@aaip.org). If you require electricity, please complete the accompanying forms and coordinate with on-site PSAV services at anytime during this process. All special requests should be received no later than **July 13, 2018**.

## Name Badges

There will be a printed badge for the person listed on the registration form for your organization. This person will receive the benefits of the conference registration (i.e., conference meals and sessions) included in the booth fee of \$1,000. A second badge will be provided with the listing of "AAIP Exhibitor Pass", which can be used for any additional person(s) staffing your table.

## Contact Information

For any questions prior to annual meeting please contact:

Jamie McDaniel  
Tel: (405) 946-7072  
[jmcdaniel@aaip.org](mailto:jmcdaniel@aaip.org)

# AUDIOVISUAL SERVICES



At PSAV®, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

## POPULAR PACKAGES

### Meeting Room Projector Package - \$590

- AV cable lot
- Projection stand
- LCD projector
- Tripod screen

### Podium Microphone Package - \$247

- Podium microphone
- 4-channel mixer
- Meeting room house sound

### Projector Support Package - \$175

- AV cable lot
- Tripod screen
- Projection stand

### Post-it® Flip Chart Package - \$80

- Flip chart easel
- Markers
- Post-it flip chart pad

### Flip Chart Package - \$60

- Flip chart easel
- Markers
- Flip chart pad

## STANDARD LABOR RATES\*

- Setup/Strike \$85/hr
- Event Operation \$100/hr

\*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

To learn about our creative and production services, please contact your PSAV representative.

## SMALL MEETING

- Conference speaker phone \$165
- Laptop computer \$220

## AUDIO

- Powered speaker \$105
- Catchbox throwable microphone \$365
- Presidential microphone \$74
- Wired microphone \$62
- Wireless microphone \$190
- 4-channel mixer \$68
- 12-channel mixer \$135

## LIGHTING

- LED wash light \$75
- 6 up-lights \$725
- 10 up-lights \$1,025

## SCENIC

- 10' Décor drapery \$160
- 20 Scenic Panels (sTILer) \$600

## VIDEO

- 32" LCD monitor \$220
- 46" LCD monitor \$445
- 8' tripod screen \$80
- Fast-Fold® screens
  - 6' x 8' \$230
  - 7'6" x 10' \$270
  - 9' x 12' \$315
  - 10'6" x 14' \$355
  - 6' x 10'5" \$355
  - 7'6" x 13'4" \$390
  - 9' x 16' \$440
  - 10'6" x 18'8" \$570

**Allen Schewe**  
Director, Event Technology - PSAV®  
■ office: 480.789.5523  
[www.psav.com](http://www.psav.com)



## We-Ko-Pa Resort & Conference Center

Group/Meeting Name: \_\_\_\_\_ Set-up Date/Time: \_\_\_\_\_  
 Booth# \_\_\_\_\_ Event Location: We-Ko-Pa Resort & Conference Center Breakdown Date/Time: \_\_\_\_\_  
 Client Company: \_\_\_\_\_ Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Conference Services Mgr.: \_\_\_\_\_  
 Email: \_\_\_\_\_

Deadline: This order must arrive at least 7 days prior to event date. Full payment must accompany order. *If payment and or order are not received 7 days prior to event date, electricity will not be guaranteed. All exhibit booths will be inspected daily. **ALL AMOUNTS LISTED ARE PER DAY.** Sales tax of 9% will be added to all charges. 22% Service Charge for all orders. Tax subject to change without notice.*

**Trade Show / Exhibit Booth Power Requirements**

\_\_\_\_\_ Single Phase 120V 20A W/ Power Strip \$75 \_\_\_\_\_

**Other Charges Non- Electrical**

\_\_\_\_\_ Hang Banners less than 32sf \$40 \_\_\_\_\_  
 \_\_\_\_\_ Hang Banners 33sf to 100sf \$50 \_\_\_\_\_  
 \_\_\_\_\_ Hang Banners over 100sf \$65 \_\_\_\_\_  
 \_\_\_\_\_ Engineering Assistance per Hour (5 Hr Min) \$65 \_\_\_\_\_  
 \_\_\_\_\_ Hydraulic Platform Lift (Operator Required) \$250 \_\_\_\_\_

**Internet/Telephone Services**

\_\_\_\_\_ Wired Internet Connection (First Day) \$250 \_\_\_\_\_  
 \_\_\_\_\_ Wired Internet Additional Day \$200 \_\_\_\_\_  
 \_\_\_\_\_ Internet 16-Port 10/100 Switch \$100 \_\_\_\_\_  
 \_\_\_\_\_ Internet Line \$15 \_\_\_\_\_  
 \_\_\_\_\_ Power Drop \$250 \_\_\_\_\_  
 \_\_\_\_\_ Digital Telephone \$50 \_\_\_\_\_  
 \_\_\_\_\_ Telephone Hook-Up (Digital) \$50 \_\_\_\_\_  
 \_\_\_\_\_ Analog Telephone Adapter \$35 \_\_\_\_\_

*\*\*Wireless Internet is Provided to all Guest Complimentary\*\**

**Audio Visual Services**

\_\_\_\_\_ 20" Flat Panel Monitor \$175 \_\_\_\_\_  
 \_\_\_\_\_ 32" Flat Panel Monitor \$205 \_\_\_\_\_  
 \_\_\_\_\_ 40" Flat Panel Monitor \$320 \_\_\_\_\_  
 \_\_\_\_\_ 50" Flat Panel Monitor W/ Stand \$475 \_\_\_\_\_  
 \_\_\_\_\_ Small EON Sound System \$180 \_\_\_\_\_

A full lime of professional audio visual equipment is available. Because each use is unique, please speak to our AV representative regarding your individual requirements.

**Form of Payment**      Check # \_\_\_\_\_      Master # or Room # \_\_\_\_\_      Sub Total \_\_\_\_\_  
 Credit Card Type \_\_\_\_\_      Expiration Date \_\_\_\_\_      Tax 9% \_\_\_\_\_  
 Credit Card # \_\_\_\_\_      Code \_\_\_\_\_      Grand Total \_\_\_\_\_

\_\_\_\_\_ Print Card Holders Name      \_\_\_\_\_ Signature

**General Conditions**

Separate outlets must be ordered for each meeting or Booth to be connected. All materials and equipment furnished remain the property of the Hotel. Local Ordinance prohibits more than four (4) connections per outlet box to prevent overloading of circuits. When requesting special plug-in / receptacles the NEMA configuration number is required. We reserve the right to refuse connections to hazardous wiring and equipment. All vehicles to be displayed inside the Resort are required to be emptied of fuel and the battery disconnected prior to entrance. Banner / Signage: any damages incurred to walls or ceilings due to tape, nails and / or screws will result in additional charges for the repairs of such damages. **Questions and this form should be directed to Allen Schewe, Director of Event Technology, PSAV 480-789-5523 (Fax 480-789-5525)**

