

2019 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 July 10, 2019, your registration may be refundable less a \$100 handling fee. After July 10th, 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, August 8 th	Set-up	8:00AM – 11:30AM
Thursday, August 8 th	Exhibition	11:30AM – 5:00PM
Friday, August 9 th	Exhibition	8:00AM – 5:00PM
Saturday, August 10 th	Exhibition	8:00AM – 12:00PM
Saturday, August 10 th	Breakdown	12:00PM – 1:00PM

Box Storage and Handling Fees

The hotel provides services for box storage, delivery, shipping & handling, which are available to groups and individuals at an additional charge. The Crowne Plaza Chicago West Loop will accept shipments no earlier than five (5) days prior to the arrival day of the event/conference. ABSOLUTELY NO SHIPMENTS WILL BE ACCEPTED BY FREIGHT WITHOUT A LIFT GATE

Shipping labels should be addressed as follows:

Crowne Plaza: Chicago West Loop
Attn: Person Exhibiting / AAIP Conference
25 South Halstad Street
Chicago, Illinois 60661
Attn: "Guest Name", "Name of Group", "Arrival Date"

For additional questions regarding storage and receiving charges, please contact the Julia Vinson at the Crowne Plaza #312-602-2159.

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 Echo Duerksen via eduerksen@aaip.org. If you require electricity, please complete the accompanying forms and coordinate with on-site audio visual services at anytime during this process. All special requests should be received no later than **July 10, 2019**.

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:

Echo Duerksen
Tel: (405) 946-7072
Eduerksen@aaip.org



CROWNE PLAZA®

CHICAGO WEST LOOP

AN IHG® HOTEL

CREDIT CARD AUTHORIZATION FORM

Crowne Plaza Chicago West Loop

733 West Madison Street

Chicago, IL 60661

In order for Crowne Plaza Chicago West Loop to accept a credit card as a method of payment when the card will not be present, the following information must be completed in full and signed by the cardholder.

Guest Name:	
Confirmation Number:	
Company Name:	
Arrival Date:	Departure Date:

I hereby give authorization to The Crowne Plaza Chicago West Loop to bill (check all that apply):

<input type="checkbox"/>	All Charges for the Above Individual or Company	
<input type="checkbox"/>	Room & Tax for the Above Individual or Company	
<input type="checkbox"/>	Parking <input type="checkbox"/>	Food & Beverage
<input type="checkbox"/>	Other Incidentals (Please Specify):	
<input type="checkbox"/>	Meeting and Catering Charges for the Above Company	
<input type="checkbox"/>	Meeting/Group Deposit Amount to be Charged to Card \$ _____	
<input type="checkbox"/>	Guarantee Only for Above Group	

Credit Card #:	Exp Date:	
Name of Card Holder:		
Signature of Card Holder:		
Contact Name:		
Contact Email/Phone Number:		
Receipt Requested (please circle):	YES	NO

Please return this form only after completing all of the above spaces to the fax number below.

Thank you for choosing the Crowne Plaza West Loop!

FAX NUMBER: 312-602-2199

MAIN PHONE NUMBER: 312-829-5000



CROWNE PLAZA®
CHICAGO METRO DOWNTOWN

AUDIOVISUAL RENTAL PRICE SCHEDULE

DATA / GRAPHICS / VIDEO PROJECTION

LCD Projector Package	600.00
<i>2000 Lumen Projector with tripod screen, VGA Cable and power</i>	
VGA Switcher.....	100.00
VGA Distribution Amp 1x2	60.00
VGA Distribution Amp 1x4.....	80.00
VGA/VIDEO Switcher.....	450.00

TRIPOD SCREENS

6' Tripod Screen	55.00
8' Tripod Screen	100.00
10" Cradle Screen.....	175.00
7.5 x 10' Screen w/ Trim Kit.....	475.00

DRAPERY

Black Velour	15.00 per running foot
--------------------	------------------------

DVD PLAYER / RECORDERS

Hard Drive Recorder	275.00
DVD Player	100.00
Blu-ray DVD Player	150.00
DV Play/Recorder.....	350.00

VIDEO MONITORS

27" Color Monitor	115.00
27" LCD Monitor	175.00
32" LCD Monitor	250.00
42" LCD Monitor	500.00
50" LCD Monitor	600.00
LCD Monitor Stand	140.00
Confidence Monitor Stand	140.00

MEETING ROOM ACCESSORIES

Flipchart w/pad & markers	45.00
Extra Flipchart Pads	30.00
White Board (3' x 4') with easel	100.00
Easel	15.00
Laser Pointer.....	50.00
Teleconference Phone.....	150.00
Gentner Teleconference System Hybrid... ..	450.00
Wireless Mouse.....	75.00
Standard Podium	55.00
50 ft Cable.....	45.00
100 ft Cable.....	65.00
Hard Wire Internet.....	150.00
Power Strip.....	10.00
Extension Cord	10.00

SOUND SYSTEMS

Small Sound System.....	200.00
<i>With Powered Speaker, Stand, 1 Wired Microphone.</i>	
Large 2-Speaker Sound System	350.00
<i>With 2- Powered Speakers & Stands, 1 Wired Microphone.</i>	
Extra Speaker & Stand.....	150.00

AUDIO PRODUCTS & ACCESSORIES

Standard Microphone	40.00
Floor or Table Stand.....	15.00
UHF Wireless Microphone (Hand-held or Lavalier).....	175.00
Headset Microphone for Wireless add	150.00
PZM Microphone	50.00
Condenser Mic.....	75.00
Direct Box	50.00

AUDIO MIXERS

4-Channel.....	65.00
8-Channel.....	125.00

AUDIO SOURCES & RECORDERS

CD Recorder	125.00
5-Disc CD Player.....	125.00
Zoom Hard Drive Audio Tape Recorder	175.00

VIDEO, CAMERAS & ACCESSORIES

54" Cart with skirt.....	35.00
17" Color Preview Monitor	100.00
Mini DV Camcorder w/Tripod	350.00
JVC HD Camcorder w/Tripod	450.00

COMPUTER RENTALS

Laptop	Call for Pricing
Call for details on other items	

PROJECTION & ACCESSORIES

Standard Overhead	70.00
ELMO Document Camera	275.00

Delivery & Set Up Labor Fees may apply.
Labor minimum hours apply on all technical personnel.
Applicable Taxes and Service Charges will apply on
Rentals and Sale Items.
Prices are subject to change without notice.