

# 2022 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.

## Exhibitor Details

- Exhibitor space is assigned on a first-come, first-serve basis
- Additional conference registrations may be arranged for additional staff occupying booth space. Contact AAIP for details.
- Meals only may be purchased for additional staff occupying booth space at \$200 per person
- Exhibitors are solely responsible for assembling and dismantling of their exhibits. Any removal charges imposed to AAIP for removal shall be billed to the exhibitor.
- **Refund Policy:** Prior to June 30, 2022, your exhibit registration may be refundable less a \$200 processing and handling fee. After June 30<sup>th</sup>, no refund will be permitted. The exhibit registration fees are used to defray AAIP operating costs.

## Hotel Street Address (Not for shipping - see below)

Capital Hilton Hotel  
1006 Street NW  
Washington D C 20026

# Exhibitor Rules and Regulations

**General:** AAIP has sole discretion in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters 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 and material to be exhibited.

**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 assigns booth location and 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 28 <sup>th</sup>	Set-up	11:00 AM – 12:30 PM
Thursday, July 28 <sup>th</sup>	Exhibition	12:30 PM – 6:00 PM
Friday, July 29 <sup>th</sup>	Exhibition	8:00 AM – 6:00 PM
Saturday, July 30 <sup>th</sup>	Exhibition	8:00 AM – 12:00 PM
Saturday, July 30 <sup>th</sup>	Breakdown	Noon – 3:00 PM

## Shipping

Please be advised that the hotel has limited storage space for exhibit materials. The hotel will allow for shipments to be received 2 days prior to event and 2 days post event. There will be no handling fees for boxes, yet a \$150 fee is associated with all pallet 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 property address for the previously listed carriers.

Shipping labels should be addressed as follows:

**The Capital Hilton Hotel**

**1001 16<sup>th</sup> Street NW**

**Washington, DC 20036**

**1 out of \_\_\_ packages shipped**

**C/O: Titou Phommachanh, Events Department**

**Hold For: TBD Name – Onsite Contact arriving on TBD Date**

**AAIP 7/24-7/31/2022**

## 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](mailto:eduerksen@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 08, 2022**.

## 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](mailto:eduerksen@aaip.org)