

Annual Assembly of Hospice and Palliative Care

Presented by the American Academy of Hospice and Palliative Medicine and the Hospice and Palliative Nurses Association

David L. Lawrence Convention Center Pittsburgh, PA

March 17 - 20, 2027

Space Dimensions	Early Bird Rate	Regular Rate
☐ 10' x 10' (100 sq ft)	\$2,300	\$2,600
☐ 10' x 20' (200 sq ft)*	\$4,550	\$5,100
☐ 10' x 10' (100 sq ft) Nonprofit	\$1,500	\$1,800

Job Fair

☐ Job Fair Table Add-on to Exhibit Space*** . . .	\$750	\$800
☐ Job Fair Table (1 Day Only)	\$900	\$1000

Booth Add Ons

☐ Exhibitor Passport	\$750	\$750
☐ Exhibit Booth Floor Sticker	\$500	\$600
☐ Passport to Party	\$250	\$250
☐ Add 6' Table, 2 Chairs, Carpet**	\$1,000	\$1,000

*Larger booth spaces available.

**Exhibitors are not required to order set-up through AAHPM, although this option saves time on logistics and money. The official show decorator also provides booth set-up that you can order on your own.

*** Must have exhibit space to purchase

Total _____

Size _____ Rate _____

1st choice _____ 2nd choice _____

3rd choice _____ 4th choice _____

List companies that you would prefer not to be near.

AAHPM will do its best to place exhibitors away from any companies listed above but cannot guarantee placement. Exhibitors must refer to the live floor plan and request to be moved, if needed.

The early bird discount deadline is November 27, 2026. We understand that all booth payments must be received 30 days after the initial invoice is received. If application is submitted within 30 days of the Assembly, payment is due with submission of application. If full payment is not received by February 12, 2027, the space may be reassigned or released.

We agree to abide by the terms and conditions printed on the reverse side, which are made part of this contract.

FOR AAHPM USE ONLY (HC)

Company Information

This representative will be contacted for Assembly details and for future related mailings. Please print or type.

Firm Name _____

(Exactly as you wish it to appear on Assembly mobile app and exhibit sign.)

Street Address _____

City, State, Zip _____

Phone (_____) _____

Email _____

Website _____

Name _____

(first)

(last)

Title _____

READ BEFORE SIGNING: Exhibitor's signature on this contract indicates acceptance of the terms and conditions provided with this contract and is an agreement to pay the total amount due. The person signing this contract on behalf of the exhibitor has the authority to do so and is responsible for employees' adherence to the terms and conditions.

Signature _____

Billing Information

This contract will be addressed to the signer (or designee indicated below, if different from above). Please complete this section or notate "Same" if the same as above.

Name _____

(first)

(last)

Title _____

Firm Name _____

Address _____

(if different from above)

City, State, Zip _____

Phone (_____) _____

Email _____

Please complete both steps.

1. Email application to mmartin@aahpm.org.

Payment Information

2. Please indicate your payment method:

☐ Credit Card ☐ Check ☐ ACH/Wire Transfer

cc# _____ exp _____ \$ _____

2.5% fee will apply to all credit card payments

Check # _____ \$ _____

Balance is due by February 6, 2026.

Please make checks payable to "AAHPM" and send to:

AAHPM
PO Box 88019
Chicago, IL 60680-1019

For Wire Payments, please call 847-375-4712.

Contact Mickey Martin at 847-375-4783 or mmartin@aahpm.org with questions.

Please leave any special instructions for payment here

American Academy of Hospice and Palliative Care

Term and Conditions

Exhibit Package: Each exhibit space includes: 8' high back drape and 3' high side drape booth divider (subject to change), booth ID sign with company name and booth number, 24-hour security in the exhibit hall (when applicable), two exhibit hall only badges (fees apply for additional badges), Listing of company name and booth number in the mobile app/website – whichever is applicable. **Exhibit space does **NOT** include carpet, furnishings, AV or electrical but may be ordered through the event service provider if needed. **

Credit Card Processing Fee: Nonrefundable 2.5% service charge will apply to all credit card payments.

Exhibit Staff Registration: Exhibitors will be provided (2) two complimentary exhibitor badges per 10x10 sq ft of exhibit space purchased. This provides access to the exhibit hall and any conference activities held in public space(s) but not education sessions. Exhibitor badges are for Exhibitor's full and part time employees and/or contractors. Exhibitor badges allow access to the exhibit hall during move-in, exhibit hours and move-out. In addition, should you upgrade to a 10x20 booth, (1) one additional complimentary conference registration will be received. Upgrade to a 10 x 30 booth, (2) two additional conference registrations will be received. Additional exhibitor badges may be purchased at \$75 per person. A full conference badge may be purchased at an additional \$600 per badge. No CEUs are included with this full conference badge.

Payment: Exhibitor/sponsor must pay 100% of their total exhibit space, sponsorship or advertising fee within 30 net days of receipt of the invoice. If application is submitted within 30 days of the Assembly, payment is due with submission of application. AAHPM reserves the right to reassign an exhibit booth space if the exhibitor fails to remit 100% payment by the deadline. No refunds or credits will be issued after the date of the conference and any attempt to withhold or withdraw payments made by exhibitor will be considered a breach of this Agreement and subject to enforcement action by association.

Cancellation: For cancellation of space received between the initial space selection and 6 months out September 11th, 2026 a non-refundable \$500 administration fee will apply. For cancellations from 6 months-3 months out, September 12 - December 1, 2026 the Exhibitor is responsible for, and Client shall be entitled to retain, 50 percent of the total exhibit booth fee as a cancellation fee. For cancellations of partial or full exhibit space on or after 3 months out, December 2, 2026, the exhibitor is responsible for 100 percent of the total exhibit booth fee as a cancellation fee. Rollover to future association events will not be permitted. Full payment is required, and no refunds whatsoever will be made on cancellation or reductions of space on or after 3 months out from the conference.

Unpaid Balances: All exhibits, meeting room rentals, exhibitor directory listings, support opportunities, corporate presentations and advertising opportunities must be paid in full prior to the start of the meeting. Exhibitors with outstanding balances will not be permitted access to the in-person meeting, exhibit halls or freight docks, or begin the installation of their exhibits. Registrations will also be withheld until full payment has been received. Any sponsorship or advertising benefits will be held until full balance is paid.

Co Exhibiting: Each 10x10 space will be used for one single company/organization unless prior approval from AAHPM is received.

Exhibit Hall Hours:

March 17: 5:00 - 7:30

March 18: 9:30 - 10:30, 11:30am-1pm, 2-2:30, 4-6pm

March 19: 9:30 - 10:30am, 11:30am-1pm

*Hours tentative

Exhibitor Hall Decorator: The official decorating company, GES, will manage all services in the exhibit hall. GES will have personnel available at the time of installation and dismantle to assist each exhibitor with whatever needs that may arise.

Move-In & Move Out: Each exhibitor will abide by the convention center's and GES' rules and regulations when it comes to both moving in and moving out of the building. More information about this will be sent by AAHPM prior to the event start date.

Shipping: Each exhibitor will be responsible for shipping or bringing in their entire booth set-up, minus whatever is ordered through the official show decorator, GES. Additional fees may apply for shipments.

Photography in the Exhibit Hall: The use of cameras (including but not limited to cellular phones, film, digital, video taking or image or sound capturing) or audio taping equipment is prohibited anywhere during the conference without prior permission from AAHPM.

Booth Storage: Exhibitor agrees that all booth materials, equipment, and personal property must be contained within the assigned booth space and stored in an orderly and safe manner. Storage of empty crates, packing materials, or excess inventory outside the designated booth area is prohibited unless expressly authorized by Event Management. Any items left unattended in unauthorized areas may be removed at the Exhibitor's expense. Event Management assumes no responsibility for loss, theft, or damage to stored items. If necessary, exhibitors can store booth materials (empty boxes etc.) with the GSC at the exhibitor's expense.

Trash Disposal & Booth Cleaning: Exhibitor shall be responsible for the proper disposal of all waste, debris, and materials generated from its booth or activities during the event. Exhibitor is also responsible for maintaining the cleanliness of its booth space on a daily basis, including routine cleaning and removal of trash at the end of each event day. All waste must be placed in designated receptacles or removed from the premises in accordance with venue guidelines.

Hazardous materials, oversized waste, or special disposal items must be handled in compliance with applicable laws and may require prior approval from Event Management. Failure to comply may result in additional cleaning fees, which shall be billed to the Exhibitor. Cleaning services can be arranged for a booth space at the exhibitor's expense.

Conduct Of Exhibits: The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. All sales activities must be compliant with the FDA and OIG. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor provided that sales transactions may be conducted only within the exhibitor's own booth. Exhibitors are responsible for compliance with local, state and federal tax regulations for sales which occur on the exhibit floor. Helium balloons are not allowed in the exhibit facility. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. The Association reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the Association, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle. Photography is restricted to the confinement of your exhibit space.

Assignment Of Booth Space: Booth space will be assigned on a first come first served basis. Deposit or payment must be included with the application or received prior to officially assigning the space to the floor plan. If none of the three selected booth spaces are available when application and payment are received, a AAHPM team member will reach out to the primary contact listed on the application to select a new space. Despite our best efforts, it is not always possible to ensure your booth will not be near a competitive vendor. Please review the live floor plan carefully before making your selection. AAHPM cannot guarantee booth relocation onsite.

Hospitality And Entertainment: Hospitality suites or events sponsored by the exhibitors must be approved by the Association in writing. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours. Firms that are not exhibiting are not permitted to have hospitality functions without the prior approval from AAHPM, additional fees may apply.

Insuring Exhibits: Exhibitors shall insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by the Association that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

The Association, the convention facility and their employees and representatives shall not be responsible for any loss, damage or injury to person or property that may be suffered by the exhibitor, or the exhibitor's employees, from any cause whatsoever arising out of participation in the conference prior, during or subsequent to the period covered by this exhibit application, excluding that caused by or resulting from the negligence of the Association or convention facility and their employees and representatives. Exhibitor shall indemnify, defend and hold harmless Association, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability, or expenses (including attorneys' fees) arising from or by any reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including exhibitor, its employees and agents, or any business invitees of or related to exhibitor's occupancy or use of the booth space and any other leased area(s) of the convention center. The terms of this provision shall survive the termination or expiration of this Agreement. Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under exhibitor's insurance applications for real and personal property. If requested, the exhibitor, as a condition to participation in the conference, shall obtain from its insurer(s) a waiver of subrogation consistent with this provision.

Liability for Damages or Loss of Property: Guard service is provided by the Association on a 24-hour basis from move-in through move-out. Notwithstanding the guard service provided by the Association for purposes of general security in the exposition premises, the exhibitor shall protect, indemnify, and hold harmless the Association, the exhibit facility, and the Official Contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by or resulting from the gross negligence of the Association. The Association and exhibit facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

Exhibitor shall be solely responsible for the cost of any damage to the convention center, official hotels, property of others, and any other claims and cost arising out of exhibitor's use of the leased area(s), regardless of how or by whom such damage was caused. The terms of this provision shall survive the termination or expiration of this contract.