



American Intellectual Property Law Association

Exhibitor Information and Registration

We are planning for AIPLA's 2019 Spring Meeting on May 15-17, 2019 at the Loews Philadelphia Hotel, in Philadelphia, PA. This meeting draws over 500-600 attendees many of which are IP attorneys from around the world thereby offering you a great opportunity to market your company's services to all of them at one time in one place! We have limited space available to sell to vendors who offer services or products to intellectual property attorneys.

As you may know, firms and corporations participate as sponsors of regularly programmed events at our three major meetings during the year. We welcome your continued support as an exhibitor, and AIPLA would like to offer your company the opportunity to sponsor one of our *regularly programmed events or activities*. Enclosed is a copy of our sponsorship opportunities available for your convenience. If you are interested, call now, so you don't miss out!

The cost for a 6 x 6 space is \$3,500. This includes two complimentary exhibitor badges with entry into all ticketed events (opening night reception, lunches and dinner). The space includes one six foot skirted table, 2 chairs, a wastebasket, and an identification sign. **Exhibit space is available on a "first sign-up, first assign" basis.** With such limited exhibit space we are unable to offer any double spaces. Further, the limited space will not accommodate free-standing floor pop-up displays. The Millennium Foyer all is already carpeted. You will be listed in the on-site exhibitor brochure and in the mobile app. If you are interested in exhibiting, please and return the attached form to me at meeting_planner@aipla.org.

At many successful trade shows, exhibitors give away free promotional products and/or offer a give-away, to encourage members to stop by their exhibit space. Members deposit a business card into a bowl or box and drawings are held at various times. These give-aways need not be large or costly; often an investment of \$50.00 or even less will produce more than the usual number of visitors. This is offered only as a suggestion; you are, in no way, either expected to or required to do this, but please use good judgment when handing out any promotional products.

Reservations for booths are due by **Wednesday, March 6, 2019**. Please let me know if you have any questions and if you can exhibit again this year as we would love your support! Thank you.

If you would like to have your company information included in the 2019 Spring Meeting printed Preview and in our online version of the program, **please e-mail the company information to us and the name of the person you would like listed, company name, name of the contact person, address, phone number, fax number, their e-mail address, website and a brief company description (25-50 words)** about your business to Malene S. Ward (meeting_planner@aipla.org) **no later March 6, 2019**. This information is helpful, so that competitors will not be placed next to each other and to provide information for the Exhibitor List that is included in the 2019 Spring Meeting program that will be available online and placed on our "handouts" table at the meeting. If you plan to offer a give-away, include that in your write-up.

Traffic Information: To help increase the traffic, we have placed the exhibits in the Millennium Foyer along with Continental Breakfast, Beverage Breaks and our Luncheon Reception. The Millennium Foyer is located just outside the Millennium Hall where the Plenary, Concurrent Tracks and Luncheons are being held.

Heavy traffic can be expected in the mornings, before the luncheons, as the educational sessions change, and as committee meetings wind down. There will be times when traffic is light, especially during the lunches, educational sessions and committee meetings. To review the meeting highlights, please refer to the flyer on our website www.aipla.org. The full program will be available soon.

SERVICE KITS: You will receive a service kit directly from AIPLA by 1st week of April. **This kit will include shipping instructions, special order forms for the electrical and Internet.**

EXHIBITOR SET-UP: Tuesday, May 14th, 12:00 p.m. – 4:00 p.m.

EXHIBITOR BREAKDOWN: Friday, May 17th starting no earlier than 12:00 p.m.

***EXHIBIT SHOW DATES AND HOURS ARE AS FOLLOWS:** Wednesday, May 15th, 8:00 a.m. – 5:30 p.m. Thursday, May 16th, 8:00 a.m. – 5:30 p.m.; Friday, May 17th, 8:00 a.m. – 12:00 Noon. Please note the “Traffic” section above for times of heavier or lighter traffic. *Show hours are subject to change.

REFUND POLICY: Up to **April 15, 2019** in the event that you must cancel your reservation, we can provide refunds only if we find an exhibitor to take your space. **No refunds or credit will be given for cancellation received after April 15, 2019.**

HOLD HARMLESS CLAUSE: The exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the American Intellectual Property Law Association, the Hotel and their respective employees against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the American Intellectual Property Law Association nor the Hotel maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Thank you for your interest in exhibiting with us, and we look forward to seeing you at our 2019 Spring Meeting.

AIPLA 2019 SPRING MEETING EXHIBITOR REGISTRATION FORM

The Loews Philadelphia Hotel – Philadelphia, PA – May 15-17, 2019

Please Type or Attach a Business Card

Name of Company (For Identification Sign)

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-Mail Address _____
Area Code Number Area Code Number

Credit Card American Express Master Card Visa Check Enclosed

Card Number _____ Name on Card _____

Fee Enclosed _____ Expiration Date _____ Cardholder's Signature _____

Exhibitor fee is \$3,500. If paying by credit card, please fax to **(703) 415-0786**. Your registration fee includes (2) complimentary exhibitor registration badges, (1) ticket for each ticketed event per exhibitor registration badge request form, pipe and drape, (1) six foot skirted table, (2) chairs, a wastebasket, and an identification sign (**be sure to list your company name exactly as you wish it to appear on the sign**). **Because of Fire Marshall Regulations and Hotel Guidelines, all exhibit spaces are 8' x 8', table top only. No free-standing floor pop-up displays allowed. Please plan accordingly for space restrictions.** Overnight security will be provided.

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Please check if this is your first time exhibiting with AIPLA

No, I cannot exhibit this year, but wish to remain on the mailing list

Check if you will be ordering: Electricity Phone Hook-Up Offer Give-Away? Yes No

Give-away description: _____

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By Signing and returning this form you indicate that you have read, understood, and agreed to the terms noted above.

Signed by: _____ Title: _____ Date: _____