

# AIPLA

## American Intellectual Property Law Association

### 2020 MID-WINTER INSTITUTE EXHIBITOR REGISTRATION FORM

Sheraton Grand at Wild Horse Pass, Phoenix, AZ – January 29 – February 1, 2020

This form may be returned to [meeting\\_planner@aipla.org](mailto:meeting_planner@aipla.org)

Name of Company (as it will appear on identification sign) \_\_\_\_\_

Contact Person \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Area Code Number Area Code Number

Credit Card American Express  Mastercard  Visa  Check Enclosed

Card Number \_\_\_\_\_ Name on Card \_\_\_\_\_

Fee Enclosed \_\_\_\_\_ Expiration Date \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Competitors from whom you wish to be separated: \_\_\_\_\_

#### EXHIBITOR FEE: \$3,500

I cannot exhibit this year, but wish to remain on the mailing list  First-time exhibiting with AIPLA

I plan to order: Electricity \_\_\_ Internet \_\_\_ Offer Give-Away: Yes  No

Product give-away description: \_\_\_\_\_

**REGISTRATION FEE INCLUDES:** two (2) complimentary exhibitor registration badges, one (1) ticket for each ticketed event per exhibitor registration badge, one (1) six-foot skirted table, two (2) chairs, a wastebasket, and an identification sign. **No free-standing floor pop-up booths allowed. Retractable signs/placards permitted.** All signs must fit within your 6' space.

**INCLUSION IN PRINTED MATERIALS:** For inclusion in the onsite printed materials and mobile app, please email you company name, contact person, address, phone number, email, website along with a brief description (30 words), and high-resolution logo to AIPLA ([meeting\\_planner@aipla.org](mailto:meeting_planner@aipla.org)) by **Friday, December 6, 2019**.

**EXHIBIT DATES AND TIMES:** Because the booths are in the foyer outside the main meeting space, the exhibit show hours follow the basic registration schedule and are: **Wednesday, January 29, 11:00 am – 6:00 pm; Thursday, January 30, 8:00 am – 6:00 pm; Friday, January 31, 8:00 am – 6:00 pm; Saturday, February 2, 8:00 am – 12:00 pm.** Exhibitor breakdown will begin at 12:00 pm on Saturday, February 1. For the safety reasons exhibitors are not allowed to dismantle prior to 12:00 pm. (show hours are subject to change.)

**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.

**REFUND POLICY:** If you must cancel your participation, we will only be able to provide a refund if cancellation is received by **January 16, 2020** AND we are able to find a replacement exhibitor. No refunds or credit will be given for cancellations received after January 16, 2020.

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

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_

# AIPLA

American Intellectual Property Law Association

## 2020 MID-WINTER INSTITUTE IMPORTANT EXHIBITOR INFORMATION

**MEETING LOCATION:** Sheraton Grand at Wild Horse Pass, Phoenix, AZ. To receive the AIPLA group rate of \$289 per night (single/double) you must reserve your room by Monday, January 6, 2020.

**SHIPPING, ELECTRICAL, AND INTERNET:** During the first week of January 2020 you will receive an email from AIPLA containing **shipping instructions, special order forms for electricity and internet.**

**ONSITE EXHIBITOR BROCHURE & MEETING APP:** For inclusion in the onsite printed materials and mobile app, please email your **company name, contact person, address, phone number, email, website** along with a **brief description** (30 words), and **high-resolution logo** to AIPLA ([meeting\\_planner@aipla.org](mailto:meeting_planner@aipla.org)) by **Friday, December 6, 2019.**

**PRODUCT GIVEAWAY:** Please let us know if you plan to offer product give-away and/or drawing.

**EXHIBITOR SET-UP:** Tuesday, from 1:30 - 4:00 pm in Akimel O'otham Foyer to ensure your booth is set before Pre-registration for the meeting opens at 4:00 pm. You may also set up after 7:00 pm or beginning at 8 am on Wednesday, January 29 in Akimel O'otham Foyer. All table-top exhibits must be set-up and cleared of all shipping boxes and debris prior to 11:00 am on Wednesday, January 29, 2020.

**EXHIBIT DATES AND TIMES:** The exhibit show hours are: Wednesday, January 29, 11:00 am – 6:00 pm; Thursday, January 30, 8:00 am – 6:00 pm; Friday, January 31, 8:00 am – 6:00 pm; Saturday, February 1, 8:00 am – 12:00 pm. Exhibitor Breakdown will begin at 12:00 pm. (exhibit show hours are subject to change.). For the safety reasons, exhibitors are not allowed to breakdown prior to 12:00 pm of Saturday, February 1, 2020.

**SECURITY:** Overnight security will be provided

**TRAFFIC INFORMATION:** The meeting is expected to draw nearly 600 attendees. To help increase the traffic, we have placed the exhibit booths in the Akimel O'otham Foyer, along with AIPLA registration, continental breakfasts, beverage breaks and lunch receptions. Heavy traffic can be expected in the mornings, before the luncheons, and as the educational sessions change. Traffic will be light during the lunches, educational sessions and committee meetings. The full meeting schedule will be available by November 18, 2019 at [www.aipla.org](http://www.aipla.org).

**GIVEAWAYS:** Exhibitors are free to offer promotional products and/or offer a give-away to encourage members to visit. This is 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.

**SPONSORSHIP AND ADVERTISING OPPORTUNITIES:** In addition to exhibiting, AIPLA offers a variety of opportunities to advertise or become a sponsor at the meeting. For information on advertising or sponsoring please contact Lisa Jorgenson at [ljorgenson@aipla.org](mailto:ljorgenson@aipla.org).

***NOTE:** Please share this information with all necessary personnel.*

1400 Crystal Drive • Suite 600 • Arlington, Virginia 22202