



American Intellectual Property Law Association

2020 SPRING MEETING EXHIBITOR REGISTRATION FORM

Grand Hyatt San Antonio, San Antonio, TX – May 6-8, 2020

This form may be returned via email to meeting_planner@aipla.org

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

Contact Person Address

City State Zip Code

Telephone Area Code Number Fax Area Code Number E-Mail

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) by Wednesday, March 18, 2020.

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, May 6, 8:00 am – 5:30 pm; Thursday, May 7, 8:00 am – 5:30 pm; Friday, May 8, 8:00 am – 12:00 pm. Exhibitor breakdown will begin at 12:00 pm on Friday, May 8, 2020. For 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 Monday, April 6, 2020 AND we are able to find a replacement exhibitor. No refunds or credit will be given for cancellations received after April 20, 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 SPRING MEETING IMPORTANT EXHIBITOR INFORMATION

MEETING LOCATION: Grand Hyatt San Antonio, San Antonio, TX. To receive the AIPLA group rate of \$239 per night (single/double) you must reserve your room by **Monday, April 13, 2020**.

SHIPPING, ELECTRICAL, AND INTERNET: During the first week of April 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) by **Wednesday, March 18, 2020**

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

EXHIBITOR SET-UP: Tuesday, May 5, 2020 from 1:30 - 4:00 pm in Lone Star 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 7 am on Wednesday, May 6, 2020 in Lone Star Foyer. **All table-top exhibits must be set-up and cleared of all shipping boxes and debris prior to 8:00 am on Wednesday, May 6, 2020.**

EXHIBIT DATES AND TIMES: The exhibit show hours are: Wednesday, May 6, 8:00 am – 5:30 pm; Thursday, May 7, 8:00 am – 5:30 pm; Friday, May 8, 8:00 am – 12:00 pm. Exhibitor breakdown will begin at 12:00 pm on Friday, May 8, 2020. (exhibit show hours are subject to change.) For the safety reasons, exhibitors are not allowed to breakdown prior to 12:00 pm of Friday, May 8, 2020.

SECURITY: Overnight security will be provided

TRAFFIC INFORMATION: The meeting is expected to draw nearly 500 attendees. To help increase the traffic, we have placed the exhibit booths in the Lone Star 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 February 28, 2020 at 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.

NOTE: Please share this information will all necessary personnel.

1400 Crystal Drive • Suite 600 • Arlington, Virginia 22202