



American Intellectual Property Law Association

2018 ANNUAL MEETING EXHIBITOR REGISTRATION FORM

Marriott Wardman Park Hotel – Washington, DC – October 25 – 27

Please Type or Attach a Business Card

Name of Company (For Identification Sign)

Contact Person Address

City State Zip Code

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

Credit Card American Express Master Card Visa Check Enclosed

Card Number Name on Card

Fee Enclosed Expiration Date Cardholder's Signature

REGISTRATION FEE: \$5,500 for one space (10' x10') and \$10,000 for (2) two spaces (10' x 20'). Exhibit space is limited. Your fee includes two complimentary exhibitor registration badges for one space (three complimentary exhibitor registration badges for two spaces), one six foot (6') skirted table, pipe and drape, (1) ticket for each ticketed event per exhibitor registration badge request form which you will receive once you have registered to exhibit, two (2) chairs, a wastebasket, carpet and an identification sign. Exhibit space(s) are 10' x 10'. Double spaces and free-standing booths are permitted. Overnight security will be provided. Please select quantities of spaces.

Please check One Space \$5,500 Double Space \$10,000

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:

Shipping information, electricity, and phone order forms will be included in your service kit sent by Expositions Service Company around the first week of October.

If you would like to have your company information included in the 2018 Annual Meeting Exhibitor List and Meeting Mobile App, please e-mail the company information to us and include the name of the person you would like listed, company name, address, phone number, fax number, their e-mail address, website and a brief company description (25-30 words) about your business, along with your company logo in a png format to Iris J. Howell (iris@aipla.org) no later than Wednesday, August 1, 2018. This information is helpful, so that competitors will not be placed directly next to each other and to provide information for the printed Exhibitor List that is included in the 2018 Annual Meeting printed exhibitor brochure that will and placed on our "handouts" table at the meeting. If you plan to offer a give-away, include that in your write-up. You will receive confirmation via e-mail once your registration has been processed.

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 and 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 exhibit booth registration, we will provide a refund up until Thursday, October 11, 2018, if we are able to find an exhibitor to take your space. No refunds or credit will be given for cancellations received after Thursday, October 11, 2018.

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

Signed by: Title: Date:



American Intellectual Property Law Association

2018 ANNUAL MEETING EXHIBITOR REGISTRATION/POLICIES & INFORMATION

Marriott Wardman Park Hotel – Washington, DC – October 25 – 27

REGISTRATION FEE INCLUDES: Two complimentary exhibitor registration badges for one space (three complimentary exhibitor registration badges for two spaces) and you will receive the complimentary exhibitor registration badges form by the starting August, one six foot (6') skirted table, pipe and drape, an identification sign, two (2) chairs, a wastebasket, (1) ticket for each ticketed event per exhibitor registration badge request form which you will receive once you have registered to exhibit, Exhibit space(s) are 10' x 10'. Double spaces and free-standing booths are permitted. Overnight security will be provided.

ONSITE PROGRAM & MEETING APP: If you would like to have your company information included in the 2018 Annual Meeting Exhibitor List and Meeting Mobile App, **please e-mail the company information to us and include the name of the person you would like listed, company name, address, phone number, fax number, their e-mail address, website and a brief company description (25-30 words) about your business, along with your company logo in a png format to Iris J. Howell (iris@aipla.org) no later than Wednesday, August 1, 2018.** This information is helpful, so that competitors will not be placed directly next to each other and to provide information for the printed Exhibitor List that is included in the 2018 Annual Meeting printed exhibitor brochure that will and placed on our “handouts” table at the meeting. If you plan to offer a give-away, include that in your write-up. You will receive confirmation via e-mail once your registration has been processed.

EXHIBITOR SET-UP: Wednesday, October 24, 12:00– 4:00 p.m. PLEASE NOTE: Pre-registration for the meeting opens at 4:00 p.m. in the Exhibit Hall. All booths must be set up and the exhibit hall cleared of all shipping boxes prior to 4:00 p.m.

EXHIBIT DATES AND TIMES: The Exhibit hours are as follows: Thursday, October 25, 8:00 am – 6:00 pm; Friday, October 26, 7:45 am – 6:00 pm; and Saturday, October 27, 8:00 am – 12:00 pm (Schedule subject to change).

EXHIBITOR BREAKDOWN: Saturday, October 27 starts at 12:00 pm No breakdown is allowed prior to 12:00 pm.

SERVICE KITS: You will receive a service kit directly from an Exposition Service Company the first week in October. This kit will include shipping instructions and special order forms for the electrical, telephone and Internet.

TRAFFIC INFORMATION: The meeting is expected to draw nearly 2,200 attendees. To help increase the traffic, we have placed AIPLA's Registration, Technology Center in the Exhibit Hall. All continental breakfasts, beverage breaks and lunch receptions take place in the Exhibit Hall. Heavy traffic can be expected in the mornings, before the luncheons, and as the educational sessions change. Traffic may be light during the lunches, educational sessions and committee meetings. Please refer to our website www.aipla.org at the end of July to review the complete meeting schedule,

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 OPPORTUNITIES: In addition to exhibiting, AIPLA offers a variety of opportunities to advertise or become a sponsor of the meeting. Contact Ratsani Vilaychith at rvilaychith@aipla.org for sponsorship information. Contact Lisa Beller at lbeller@aipla.org for advertising information.

REFUND POLICY: If you must cancel your exhibit booth registration, we will provide a refund up until **Thursday, October 11, 2018**, if we are able to find an exhibitor to take your space. No refunds or credit will be given for cancellations received after **Thursday, October 11, 2018**.

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.

NOTE: Please be sure all necessary company personnel receive this information.