33rd Annual ASPMN National Conference

September 20–23, 2023

Hyatt Regency Minneapolis
1300 Nicollet Mall | Minneapolis, MN 55403
## Sponsorship Opportunities

Multiply your advertising and marketing dollars by taking advantage of one of these sponsorship opportunities.

<table>
<thead>
<tr>
<th>SUPPORT LEVEL</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLATINUM LEVEL</strong></td>
<td>Recognition and signage as a Platinum Level supporter, including recognition in marketing brochures, website and at strategic locations throughout the conference area</td>
</tr>
<tr>
<td>✉ Product Theatre – $40,000</td>
<td>✉ Recognition and signage as a Platinum Level supporter, including recognition in marketing brochures, website and at strategic locations throughout the conference area</td>
</tr>
<tr>
<td>✉ Friday Night Party DJ and signature cocktail – $10,000</td>
<td>✉ One 10’ x 20’ exhibit booth</td>
</tr>
<tr>
<td>✉ Welcome Reception Bar Sponsorship – $10,000</td>
<td>✉ Two additional exhibitor registrations</td>
</tr>
<tr>
<td>✉ Breakfast (Three available) – $8,000</td>
<td>✉ One 600 x 110 pixel, 4-color banner advertisement in the Conference Mobile App linked to your website</td>
</tr>
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<td>✉ Recognition and signage as a Platinum Level supporter, including recognition in marketing brochures, website and at strategic locations throughout the conference area</td>
<td>✉ One pre-registrant mailing list and one post-registrant mailing list</td>
</tr>
<tr>
<td>✉ One 10’ x 20’ exhibit booth</td>
<td>✉ Dedicated e-blast to participants prior to the conference.</td>
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<td>✉ Recognition and signage as Gold Level supporter, including recognition in marketing brochures, website and at strategic locations throughout the conference area</td>
<td>✉ One pre-registrant mailing list</td>
</tr>
<tr>
<td><strong>GOLD LEVEL</strong></td>
<td>✉ Recognition and signage as Gold Level supporter, including recognition in marketing brochures, website and at strategic locations throughout the conference area</td>
</tr>
<tr>
<td>✉ Hotel Key Cards – $7,000</td>
<td>✉ One 10’ x 10’ exhibit booth</td>
</tr>
<tr>
<td>✉ Conference Tote Bags – $5,000</td>
<td>✉ One additional exhibitor registration</td>
</tr>
<tr>
<td>✉ Conference Note Pads or Pens – $5,000</td>
<td>✉ One 600 x 110 pixel banner advertisement in the Conference Mobile App, linked to your website</td>
</tr>
<tr>
<td>✉ Lanyards – $5,000</td>
<td>✉ One pre-registrant mailing list</td>
</tr>
<tr>
<td>✉ Speaker Grant – $5,000</td>
<td>✉ Message on ASPMN Social Media</td>
</tr>
<tr>
<td>✉ Recognition and signage as Silver Level supporter, including recognition in marketing brochures, website, and at strategic locations throughout the conference area</td>
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<td><strong>SILVER LEVEL</strong></td>
<td>✉ One additional exhibitor registration</td>
</tr>
<tr>
<td>✉ Refreshment Break (Six available) – $4,500</td>
<td>✉ One 600 x 110 pixel banner advertisement in the Conference Mobile App, linked to your website</td>
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<td>✉ Conference Mobile App – $4,000</td>
<td>✉ One pre-registrant mailing list</td>
</tr>
<tr>
<td>✉ Branded meter boards – $2,500 – $3,000</td>
<td><strong>BRONZE LEVEL</strong></td>
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</tr>
</tbody>
</table>

2 SPONSORSHIP PROSPECTUS
Sponsorship/Support Opportunities

Sponsorships are offered on a first come first served basis and we will attempt to meet your first choice. Sponsorships are confirmed based on the date requested and payment received. To secure your sponsorship or for more information, please contact ASPMN at info@aspmn.org.

Platinum Level

• **Product Theatre** $40,000
  ASPMN encourages organizations to present proposals for Commercially Supported Satellite Symposia (CSS) in conjunction with the ASPMN Annual Conference. Independent CE and Non-CE CSS are the exclusive venue for educational programs supported by grants from industry over the course of dedicated time slots throughout the ASPMN Annual Conference and pre-meeting programs. CSS will be held during breakfast and lunch hours that do not compete with other scheduled ASPMN education programs. ASPMN will not approve of any other educational programs directed at the same audience in the same destination over the official dates and times of the ASPMN Annual Conference for CSS programs.

• **Friday Night Party** $10,000
  Each year at the ASPMN® Conference, there is a dance party where snacks and beverages are served. Your sponsorship of this event will include the opportunity to distribute your company’s literature or a party favor for attendees, offer a signature cocktail at each bar and provide funding for the DJ.

• **Welcome Reception Bar Sponsorship** $10,000
  As is tradition, the Conference will launch with the Wednesday Night Welcome Reception in the exhibit hall. This kick-off event provides attendees an invaluable opportunity to reconnect with old friends, make new introductions and have engaging conversations all around within the setting of the exhibit hall. Your sponsorship of the bars at this reception will include a booth location near one of the bars and branding for your company at the bars.

• **Breakfast (Three available)** $8,000
  Attendees get energized for the sessions each morning by starting off the day with a cup of coffee and a nutritious breakfast! As a breakfast supporter, you and your team will have the opportunity to visit with ASPMN® attendees as this event draws them in first thing in the morning to get their fill of coffee and energy for the day.

Gold Level

• **Hotel Key Cards** $7,000
  This sponsorship provides continual exposure to all attendees at the National Conference as the sponsor’s logo and conference logo are printed on two keys per guest room. Each time the attendee goes into their hotel room, they will see your company’s logo! (ASPMN® produces the key cards; sponsor logo is needed.)

• **Conference Tote Bags** $5,000
  With so much material to carry around, the conference tote bag has become an essential apparel item for each attendee. From the time they pick up their registration packets until they depart for the airport, attendees are rarely seen without their tote bags in tow, each emblazoned with the supporter’s logo and the ASPMN® conference logo. Your company’s exposure continues long after the meeting is over as attendees continue to use their bags at home and work. (ASPMN® produces the tote bags; sponsor logo is needed)

• **Conference Note Pads or Pens** $5,000
  Be seen by every attendee at the conference as they take notes in the educational sessions using a notebook or pen with your company’s branding.

• **Lanyards** $5,000
  If you are looking for maximum exposure during the National Conference, these high-quality lanyards are a sure bet as every attendee will be wearing them with their name badge. The lanyard supporter’s logo will be on one side and the ASPMN® logo on the other. (ASPMN® produces the lanyards; sponsor logo is needed.)

• **Speaker Grant** $5,000
  ASPMN® encourages professional excellence, facilitates networking among the members and provides both practical and problem-solving sessions to help define the future direction of pain management nursing. ASPMN® seeks leaders in the field to serve in this role each year by providing unique and relevant sessions. ASPMN® members can greatly benefit from a new speaker’s expertise and perspective on the current and future state of pain management. As a speaker grant supporter, you will have the exclusive pleasure of introducing the speaker.

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Silver Level

- Conference Smart Phone App $4,000
  Be ahead of the curve by sponsoring this comprehensive electronic guide to the National Conference. Your logo will be included as a banner in the mobile conference app and on instructional signage about how to download the app.

- Refreshment Breaks (Six available) $4,500
  Providing sustenance for attendees is an essential part of making sure they are able to stay alert and get the most out of this professional development opportunity. Sponsors can choose from six break times—three separate morning breaks and three separate afternoon breaks. Four of the refreshment breaks are located in the exhibit hall which makes for a dedicated time for the attendees to mingle with the exhibitors. You can make it fun! You may choose to have an ice cream or popcorn break with the station set up next to your booth!

- Branded Meter Boards $2,500 – $3,000
  Get noticed by displaying your company's message in high traffic areas of the conference on a 39” x 84” meter board. One sided - $2,500, two-sided - $3,000. 4 meter board placements available.

Bronze Level

- Promotional Item in Tote Bag $1,000
  After picking up their registration materials, first up on attendees’ minds is to check out what goodies are in their tote bags! What better way to get your name out there than to provide something that everyone will be sure to use both at the Conference and in the days after returning home. (Sponsor provides the item which must be approved by ASPMN®.)

  *ASPMN® will contact you to select the day of your breakfast or day/time of your break. Please contact the ASPMN® Executive Office for menu selections and cost of additional items if so desired.

Advertising in the Conference Mobile App

The ASPMN® Conference Mobile App is available to all individuals registered for the conference. This guide includes conference schedule, exhibit descriptions and other essential information.

600 x 110 px banner ads in our mobil app linked to your website may be purchased for $500.

Please submit your company logo in EPS format (preferred) and a 300 dpi JPG or TIF file to info@aspmn.org by August 4, 2023.

PRE- OR POST-CONFERENCE MAILING LISTS

Attendee Mailing Information – $250 Each (email addresses not included)

Post-Conference Lists will be sent after October 17, 2023.
Exhibiting at the ASPMN National Conference

**Exhibit Booth** – Your exhibit booth fee includes two exhibit-hall-only booth representative badges, which includes all events held within the exhibit hall. These badges do not include conference registrations, however, this year, your exhibit booth fee includes lunch and the Welcome Reception on Wednesday. In order to receive contact hours, exhibit booth representatives must register as a full conference or single-day registrant at the prevailing conference rate. The exhibit space is a 10’x10’ area for you to display and/or demonstrate your company’s products and services. Security will be provided when the exhibit hall is closed. Pipe and Drape are provided and the exhibit hall is carpeted.

**Additional Booth Representatives** – Additional booth representative badges can be purchased for $150 each and include access to the exhibit hall and ASPMN® meals held only during exhibit days. A Booth Representative Form will be provided to you approximately 6-8 weeks prior to the conference for you to register your specific booth representatives and pay for any additional representatives.

**EXHIBIT BOOTH PRICES:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Early Bird April 30, 2023</th>
<th>On/After May 15, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’x10’</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>10’x20’</td>
<td>$2,500</td>
<td>$2,800</td>
</tr>
<tr>
<td>Additional Representatives</td>
<td>$150 each</td>
<td></td>
</tr>
</tbody>
</table>

**OFFICIAL SERVICE CONTRACTOR**

**BOOTH SPACE** – Booths will be assigned as applications and payments are received. Booths will not be assigned without receipt of full payment.

**EXHIBIT APPLICATION DUE DATE** – The early bird due date to reserve exhibit booth space is April 30, 2023, which includes a $300 discount. After this date, exhibit applications will be accepted based on space availability. All descriptions and logos submitted after Friday, August 4, 2023, are NOT guaranteed to be included in show signage or the Conference Mobile App.

**OFFICIAL SERVICE CONTRACTOR** – TBA

**BOOTH EARLY BIRD DEADLINE**

Thursday, April 30, 2023

**ADS, LOGOS AND DESCRIPTIONS DEADLINE**

Thursday, April 30, 2023

Friday, August 4, 2023

**SET-UP/TEAR DOWN** – Without exception, exhibitors must follow the set-up and teardown times indicated in ASPMN® plans and correspondence. Exhibitors must have their booths set and ready by the times indicated in booth confirmation letters. If exhibitors have not checked in 30 minutes prior to close of setup and begun setting up their booth, setup labor will be forced at prevailing labor rates. Exhibitors may not dismantle any part of their booths earlier than the expressed dismantle time. Exhibitors who make earlier flight plans must arrange for another party to dismantle their booth. There are NO EXCEPTIONS to this policy. A $400 penalty for early dismantling will be assessed and invoiced.

**INCLUSIONS** – Each 10’x10’ booth is carpeted and includes pipe, drape, and a one-line identification sign. All other materials, including electricity, booth furnishings and freight handling must be ordered through ASPMN’s official service contractor.
Deadlines, Exhibit Hours and Floor Plan

Wednesday, Sept. 20, 2023
9:00 a.m. – 4:00 p.m.
Exhibitor Move-In and Registration Open
3:00 p.m.
All empty containers must be stickered and ready for removal from the hall.
6:00 p.m. – 8:00 p.m.
Welcome Reception in Exhibit Hall – all Exhibitors should attend

Thursday, Sept. 21, 2023
9:30 a.m. – 3:45 p.m.
Exhibit Hall Open
9:30 a.m. – 10:15 a.m.
Refreshment Break – Dedicated Exhibit Time
3:00 p.m. – 3:45 p.m.
Refreshment Break – Dedicated Exhibit Time

Friday, Sept. 22, 2023
9:30 a.m. – 4:15 p.m.
Exhibit Hall Open
9:50 a.m. – 10:30 a.m.
Refreshment Break – Dedicated Exhibit Time
3:30 p.m. – 4:15 p.m.
Refreshment Break – Dedicated Exhibit Time
4:15 p.m. – 7:00 p.m. Exhibit Hall Move Out*

This schedule is subject to change until the conference program is finalized.

Important Dates
Friday, August 4, 2023
• Advertising and Conference Support forms due
• All 50-word descriptions, logos and advertising copy due to guarantee printing in final conference materials
• Affiliate Group Event Reservation form due
• Deadline to Submit Exhibit Application and Payment

Friday, August 18, 2023
• Exhibit Booth Representative forms due

Friday, August 18, 2023
• Hotel room reservation cut-off
STEP ONE: Contact Information
Please fill out the following information, then save and email the form to ASPMN.

Primary Contact: _____________________________________________________________
Contact Telephone: ___________________________ Email: ___________________________
Company Name: _______________________________________________________________________
Street Address: _______________________________________________________________________
City, State, Country/Province, Zip: ____________________________________________________
Telephone: ___________________________ Fax: ___________________________ Email: ___________________________
Company Website Address: _______________________________________________________________________
Authorized Signature and Date: _________________________________________________________

☐ I have read and agree to the Policies and Procedures on Page 8.

STEP TWO: Meeting Support Level

Level of Support:
☐ Platinum
☐ Gold
☐ Silver
☐ Bronze

Activity you wish to support (see Page 4–5):
__________________________________________________________
Amount: $_________

STEP THREE: Exhibit Space Selection

ASPMN® will make its best effort to accommodate your request. Booths will be assigned as received with full payment.

1st Choice: _______ 2nd Choice: _______ 3rd Choice _______
# 10’ x 10’ $1,500 if paid by April 30, 2023;
$1,800 if paid after May 15, 2023

# 10’ x 20’ $2,500 if paid by April 30, 2023;
$2,800 if paid after May 15, 2023

List any exhibitors you DO NOT wish to be near:
__________________________________________________________
Amount: $_________

STEP FOUR: Marketing Fees

☐ One-time use Pre-Registration electronic mailing list—$250
(emailed approximately August 28, 2023)

☐ One-time use Post-Conference electronic mailing list—$250
(emailed approximately October 16, 2023)

☐ Mobile App banner ad—$500

Amount: $_________

STEP FIVE: Total Fees

TOTAL PAYMENT DUE
(Full payment due with application)
$_________

STEP SIX: Method of Payment
All funds MUST be submitted from a U.S. bank in U.S. funds. ASPMN® does not accept purchase orders or invoice for services.

ASPMN® Tax ID 58-1905277

☐ Check made payable to ASPMN® – check #________

☐ Credit Card
ASPMN® no longer accepts credit card numbers on paper forms. All credit card payments must be made online. If you elect to pay by credit card you will receive an invoice and instructions on how to access your online account and how to make your payment.

STEP SEVEN: Send in National Conference Support Form

Mail: Mail completed application form and check payments to:
ASPMN® Executive Office
673 Potomac Station Drive, #801
Leesburg, VA 20176

Please include a copy of your form with check payments and email a copy to info@aspmn.org

STEP EIGHT: Logos and Advertising
Email your company logo and 50-word description to info@aspmn.org. Sponsors, please send high-res, 300 dpi logos in both .jpg and .eps file formats. Logos, descriptions and Conference Mobile App. advertising copy are due no later than August 4, 2023 in order to be guaranteed for use on show signage and/or in the Conference Mobile App.

August 4, 2023:
* Deadline to submit meeting support & advertising application
* Deadline to submit artwork/advertisement
* Deadline to submit company logo and 50-word description
1. **Exhibit Representatives** Each exhibitor will be entitled to two representatives per 10'x10' booth and three per 10'x20'. Additional Booth Representative Badges may be purchased for an additional $150 per badge. Booth representatives are invited to participate in all food and beverage events held on days in which the exhibit hall is open ONLY. Any exhibitor wishing to attend the conference educational sessions will need to register through the normal registration process used by conference participants. Exhibitors paying conference registration fees will be allowed to attend conference hours only. Educational sessions attended.

2. **Assignment of Space** Booths will be assigned as applications and payments are received upon a first-come, first-serve basis and based on support levels. All efforts will be made to respect the exhibitors’ space choices whenever possible, but ASPMN’s (hereafter known as “exhibit management”) decisions shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.

3. **Payment** Full payment made payable to ASPMN is required with this contract. Mail to ASPMN, P.O. Box 723248, Atlanta, GA 31139-0248, USA. All telephone inquiries should be directed to: 915-222-8686. International funds must be submitted in U.S. equivalents and drawn on a U.S. bank. Applications and payments received after March 30, 2023, will incur a $50 late fee charge.

4. **Eligible Exhibits** Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.

5. **Refund for Cancellation** Should the exhibitor be unable to occupy and use the exhibit space contracted for, he or she shall promptly notify exhibit management. If such notification is made by the exhibitor, less a service charge of 50 percent, will be refunded after the conference. No refund or cancellation will be accepted on or after August 4, 2023.

6. **Booth Equipment and Services** Includes the following: a deluxe booth consisting of polished aluminized telescopic frames with flameproof fabrics. Backdrops are 8' high. Side dividers are 3' high. The show colors are teal and silver. A 7' x 4' ID sign, indicating booth number and company name will be provided for all exhibitors.

7. **Contractor Service Information** In the best interest of the exhibitors, exhibit management has selected certain firms to serve as official contractors to provide various services to the exhibitors. It is agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contractors employed by show management.

8. **Security** Security service will be provided by exhibit management during the hours the show is closed. However, each exhibitor should make provisions to safeguard his or her goods from the time they are placed in the booth until the time they are removed. Do not leave laptop computers or other valuable equipment in exhibit hall unattended. ASPMN will not be responsible for loss or damage due to such carelessness.

9. **Booth Construction and Arrangement** Exhibits shall be arranged so as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered.

10. **No dismantling will be permitted before closing time.** It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper. No exhibitor shall have the right prior to closing of exposition to pack or remove articles from exhibit. If exhibitor dismantles their booth early, a fine of $400 will be invoiced to Exhibiting Firms Inc. and charged through exhibit management.

11. **Use of Exhibit Space** Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management, nor to display or advertise goods other than those manufactured or carried by them in the regular course of business. No persons, firm or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or services, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for purposes inconsistent with these regulations.

12. **Exhibitor Representative** Each exhibitor must name at least one person to be his or her representative in connection with the installation, operation and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Names for representatives must be submitted by August 18, 2023.

13. **Restrictions** Exhibit management reserves the right to restrict exhibits which are objectionable because of noise, glare or flashing lights, method of operation or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibit. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted. Exhibit displays must not block exhibit spaces on either sides of your booth as to block neighboring booths.

Demonstrations must be so located that crowds collected will be within the exhibitor’s space, and not blocking aisles or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management.

14. **Exhibitor Activities** Company/exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia and hospitality suites, that are in conflict with the official program of the ASPMN, whether such activities are held at or away from the hotel, except with written approval from exhibit management.

Company/exhibitor will submit to exhibit management 60 days prior to the exhibit date any program exhibitor intends to hold at or in conjunction with its exhibit for written approval as to time and place.

15. **Responsibility** If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

16. **Compliance** The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters’ rules.

17. **Liability** The American Society for Pain Management Nursing®, Hyatt Regency Minneapolis their agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, his or her employees, or representatives. Further, exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever; if the exhibitor’s material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor’s displays, equipment and other property brought upon the premises of the Portland Marriott Downtown Waterfront and shall indemnify and hold harmless the hotel agents, servants and employees from and against any and all such losses, damages and claims.

Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.

18. **Cancellation or Termination of Exhibition** In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, terrorism, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation of any kind, by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition. In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor’s prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition including a reserve for future claims and expenses in connection therewith.

19. **Management** Exhibit management reserves the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the exposition.
Affiliate Group Events Form
Due Date: August 4, 2023

Please complete one form for each function requested.
All forms must be received by August 4, 2023 to be considered and booked.
Please Note: Affiliate Group Events are not allowed to be scheduled during educational sessions.

Company Name
Contact Name
Address
City
State Zip
Telephone Fax
Email

Type of Event:
☐ Meeting ☐ Hospitality Suite ☐ Other

Preferred Date of Event: __________________________
Preferred Time of Event: Begin End

Estimated Number of Attendees: __________________________

Type of Setup:
☐ Classroom ☐ Rounds ☐ Theater
☐ Meeting ☐ Hollow Square ☐ U-Shape

Name of Event: __________________________
Purpose of Event: __________________________

National Conference Schedule

Wednesday, September 20, 2023
Pre-Conference Workshops: 8:00 a.m. – 5:00 p.m.
Exhibit Hall Reception: 6:00 p.m. – 8:30 p.m

Thursday, September 21, 2023
Educational Sessions: 8:00 a.m. – 5:30 p.m.

Friday, September 22, 2023
Educational Sessions: 8:00 a.m. – 4:30 p.m.
ASPMN’ Party: 8:00 p.m. – 11:00 p.m.

Function Fee Schedule

The following fees apply to affiliate group meetings held in conjunction with the ASPMN® National Conference at the Hyatt Regency Minneapolis in Minneapolis, MN. All food and beverage will need to be planned with and purchased directly from the hotel. ASPMN® is not responsible for advertising this event to its attendees.

Please email ASPMN at info@aspmn.org for information on publicizing your event.

Companies Exhibiting at the Conference

Less than 750 square feet $400
750-1,500 square feet $500
More than 2,500 square feet $750

Non-Exhibiting Company
Any size room (subject to availability) $2,000

Function Fee Schedule

Please email this form to the info@aspmn.org.
When your event is approved and space availability is confirmed, you will be sent an email including payment information. Meeting space and hospitality suites will not be confirmed until payment is received. If function is cancelled, fees are non-refundable.

Please note: based on space restrictions, we may not be able to accommodate your request. If space is unavailable during your requested date or time, we will provide you with an alternate.