

## 2020 SPONSORSHIP & VISIBILITY PACKAGES

February 8-11 | Rio Grande, PR

**INSight 2020, the AACP Interim Meeting, focuses on the outreach and advocacy priorities of AACP and its members. The program highlights significant issues by featuring national thought leaders and showcases the programs and services of colleges and schools of pharmacy in those areas.**

The INSight 2020 will attract academic pharmacy leaders of all levels. Attendees will include:

- CEO Deans
- Associate Deans
- Assistant Deans
- Associate Professors
- Assistant Professors
- Department Chairs
- Directors of Student Affairs
- Directors of Assessment
- Directors of Experiential Education
- 2018-2019 Academic Leadership Fellows Program (ALFP) Participants

### 2020 SPONSORSHIP & VISIBILITY PACKAGES

#### Gold

**\$11,500**

**Two available**

- ▶ Four (4) complimentary registrations
- ▶ Gold level sponsorship recognition throughout the entire Interim Meeting, including prominent signage
- ▶ Special recognition at opening events
- ▶ Four (4) tickets to the AACP Board of Directors reception hosted on Friday, Feb. 22
- ▶ Opportunity for sponsor representative to introduce the Sunday keynote speaker or the Tuesday morning speaker
- ▶ One table top exhibit in the registration area
- ▶ Pre-show attendee list available upon request, for one time use
- ▶ Post-show attendee list for one time use
- ▶ Sponsor profile in *Academic Pharmacy Now*, AACP's member magazine and leading information source for pharmacy educators and decision makers
- ▶ One page flyer — given to attendees during registration (sponsor to provide)

#### Silver

**\$8,000**

**Four available**

- ▶ Two (2) complimentary registrations
- ▶ Special recognition at opening events
- ▶ Two (2) tickets to the AACP Board of Directors reception hosted on Friday, Feb. 22
- ▶ Logo inclusion on signage
- ▶ One table top exhibit in the registration area
- ▶ Pre-show attendee list available upon request, for one time use
- ▶ Post-show attendee list for one time use
- ▶ Sponsor profile in *Academic Pharmacy Now*, AACP's member magazine and leading information source for pharmacy educators and decision makers
- ▶ One page flyer — given to attendees during registration (sponsor to provide)

#### Bronze

**\$5,000**

- ▶ One (1) complimentary registration
- ▶ Special recognition at opening events
- ▶ Logo inclusion on signage
- ▶ One table top exhibit in the registration area
- ▶ Pre-show attendee list available upon request, for one time use
- ▶ Post-show attendee list for one time use
- ▶ Sponsor profile in *Academic Pharmacy Now*, AACP's member magazine and leading information source for pharmacy educators and decision makers

#### Contact:

Samantha Leland | AACP Media & Event Sales | 410-316-9856 | [samantha.leland@mci-group.com](mailto:samantha.leland@mci-group.com)

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### Welcome Reception — \$20,000

Align your organization with every attendee at the premier networking event of the INSight!

Sponsorship includes:

- Four (4) full complimentary meeting registrations
- 5-minute welcome to attendees
- Prominent recognition and signage
- 8 guests from your organization to attend reception

### Leadership Dinner — \$10,000

Host the premier leadership event for the AACP Board of Directors with special guests from the 2018-19 Academic Leadership Fellows Program (ALFP).

Sponsorship includes:

- Prominent signage and recognition during the event
- Four (4) full complimentary meeting registrations
- 4 guests from your organization to attend reception

### Lunch & Town Hall Meeting — \$7,500

Become a sponsor of this important luncheon where attendees come together to discuss AACP initiatives and business!

Sponsorship includes:

- Prominent signage and recognition during the event
- Two (2) full complimentary meeting registrations
- 5-minute address to AACP members

### Networking Lunch — \$7,500

The Monday Networking luncheon is a great way to stay "top of mind" at a time when attendees are ready to interact and refuel.

Sponsorship includes:

- Prominent signage and recognition during the event
- Two (2) full complimentary meeting registrations
- 5-minute address to AACP members

#### Contact:

Samantha Roesler | AACP Media & Event Sales | 410-316-9856 | [samantha.roelser@mci-group.com](mailto:samantha.roelser@mci-group.com)

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## SPONSOR & EXHIBIT SPACE CONTRACT

Please read Exhibitor Guidelines on all pages before completing this contract.  
Please Type or Print and submit via email to [samantha.roesler@mci-group.com](mailto:samantha.roesler@mci-group.com).

### SPONSOR PACKAGE

(PACKAGES INCLUDE 1 TABLE TOP EXHIBIT IN THE REGISTRATION AREA)

Gold \$11,500 .....	\$ _____
Silver \$8,000 .....	\$ _____
Bronze \$5,000 .....	\$ _____
Item/Event Sponsorship .....	\$ _____
<b>TOTAL (USD): \$ _____</b>	

Company Name: \_\_\_\_\_  
 Event Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Company Website: \_\_\_\_\_

### Billing Information (Write "same" if invoicing contact is same as event contact)

Invoicing Contact: \_\_\_\_\_  
 Invoicing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By supplying the above information, you agree that AACCP may contact you as needed.

### PAYMENT METHOD (CHOOSE ONE):

- Check or ACH/Wire.** Invoice us at the above address. Payment is due upon receipt of invoice.
- Credit Card.** Email a secure online Credit Card Authorization form to this  
 Email address: \_\_\_\_\_  
 Upon invoicing per the Agreement billing terms, charge the Credit Card and Email us a receipt with the invoice.

I hereby acknowledge that I am authorized on behalf of Exhibitor to enter into this contract. By signing this Contract, Exhibitor agrees to the terms and conditions stated on all pages of this Contract, including the Exhibitor and Sponsor Guidelines which are attached hereto and incorporated by their entirety. Exhibitor also agrees to abide by any other directives or regulations issued prior to the event.

Signature \_\_\_\_\_  
 Print Name & Title \_\_\_\_\_

### Please submit this form to:

Samantha Roesler, AACCP Media & Event Sales | 410-316-9856 | [samantha.roesler@mci-group.com](mailto:samantha.roesler@mci-group.com)

### Parties

The American Association of Colleges of Pharmacy ("AACCP") through its agent and representative Network Media Partners, LLC dba MCI USA ("MCI USA") agrees to sell a sponsorship and/or lease exhibit space as described in this contract to the individual(s) or company named in this contract ("Exhibitor"). MCI USA is working on behalf of AACCP as an agent of and independent contractor to AACCP

### Payment, Cancellation and/or Reduction Schedule

Payments for sponsorships are due, in full, at the time of contracting. Exhibitor is liable for the full cost of the contracted amount upon signing this agreement. This contract is non-cancellable from the moment signed and Exhibitor will be liable for the full agreement price and terms of said agreement. No refunds will be made. Terms are enforced regardless if Exhibitor does not attend the conference or the exhibit space is resold. Should the agreement be referred to a collection agency/attorney for any reason, Exhibitor is responsible to pay a 25% attorney fee plus costs associated with any and all collection efforts.

### Payment Method

Payment must be in USD. Payment is accepted via check, credit card, Wire Transfer, or ACH.

Payment must be received at time of contract if signed after January 1, 2020.

Bank Name: PNC Bank  
 Bank Address: 11139 York Road  
 Hunt Valley, MD 21030  
 USA

Name on Account:  
 MCI USA  
 Address: 307 International Circle, Suite 190  
 Hunt Valley, Maryland 21030  
 USA

Tax ID #: 52-1773996  
 Swift number: PNCCUS33  
 Routing number: 054000030  
 Account number: 5500342464  
 Please e-mail notice of Wire/EFT transfer to  
[ar@mci-group.com](mailto:ar@mci-group.com)  
 Subject Line: 2020 AACCP INTERIM Meeting Payment

Note: To ensure your payment is for the full invoice amount, Exhibitor is responsible for any wire or payment fees. Please gross up the transferred amount to cover any fee that will be deducted from the wire by your bank. (i.e. - amount of invoice is \$4,000 and wire/EFT fee is \$18.00 then the total amount of the wire/EFT should be \$4,018.)

Any and all applicable fees including but not limited to taxes, VAT, wire transfers etc., are the sole responsibility of Exhibitor.

### Sales Contact:

Samantha Roesler, AACCP Media & Event Sales  
 410-316-9856, [samantha.roesler@mci-group.com](mailto:samantha.roesler@mci-group.com)

# Exhibitor and Sponsor Guidelines

## RULES AND REGULATIONS FOR EXHIBITING AND SPONSORING

Please read these guidelines and contract carefully. Upon the submission of your contract for sponsorship of INsight 2020, the AACP INterim Meeting (hereafter referred to as the INterim Meeting) these Exhibitor and Sponsor Guidelines will be part of your contract with AACP concerning the purchase and use of space and sponsorship. Space is assigned based on receipt of a fully executed contract.

AACP reserves the right to determine the eligibility of any exhibitor/sponsor. AACP reserves sole control over admission policies. AACP reserves the right to make such changes in the time, schedule or in the general plan of the event as may be deemed by AACP to be in the best interests of exhibitors/sponsors and the event generally. All matters and questions not covered by these contract terms are subject to the decision of AACP.

### TABLE TOP EXHIBIT

Subject to approval by AACP, Exhibitor may purchase as many exhibition spaces as it wishes. One table top exhibit in the registration/pre-function area is included in the tiered sponsored packages, as detailed in 2020 SPONSORSHIP & VISIBILITY PACKAGES FOR AACP'S IN MEETING.

### HOTEL ACCOMMODATIONS AND EXHIBITOR BADGE REGISTRATION

Information will be shared with Exhibitor after its contract is received.

### EXHIBITION REGULATIONS

**Installation of Table Top Exhibits:** Exhibitor move-in dates and times will be provided. It is expected that Exhibitor will be moved into its exhibit space prior to the opening of the space. Any space where installation has not been completed may be installed by the official decorator at the Exhibitor's expense or may be removed from the space at the sole and exclusive discretion of AACP. If removed, the space can be resold or reassigned by AACP without obligation on the part of AACP for any reason whatsoever.

**Staffing of Exhibition Booths:** Exhibition booths must be staffed and operational during exhibition hours. Exhibition booths must remain intact and staffed until the exhibition hall closes. Exhibitor move out information will be included in the post-sale communication email.

**Dismantling of Exhibition Booths:** No packing of equipment or materials will be permitted until the exhibition area has closed. Exhibitor must remove materials they want to keep immediately before stands are dismantled and vacate the premises immediately. Materials left at stand after break down hours will be considered as waste and removed by the decorator.

**Floors:** Exhibitors are responsible for marks left on floor of the venue.

**Booth Activities:** AACP reserves the sole and exclusive right to insist on a properly conducted and operated display in the interest of all participating exhibitors. No Exhibitor may operate in a way that violates the rights of another exhibitor. Exhibition booths must not project beyond the space allotted, and may not obstruct the view or interfere with the traffic of other exhibition booths. All exhibition booth personnel are to conduct themselves in a dignified manner. No obscene, lewd or otherwise appropriate materials may be exhibited or sold. No illegal, harassing or otherwise inappropriate conduct will be permitted. No soliciting of attendees in the aisle or high-pressure sales pitches of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned stand. Stands are to be kept clean and in good order. No part of any exhibition booth, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by Exhibitor. Exhibitor shall be responsible for damage to property. Displays not conforming to AACP specifications and limitations may be dismantled or modified, within sole discretion of AACP and at the Exhibitor's expense.

**Photography/Videotaping:** Activities involving photography or videotaping (including camera enabled cell phones), within an exhibitor's stand must be approved by AACP. Photography (including camera enabled cell phones), videotaping or examining another exhibitors equipment or display, or in any areas of the event without permission is prohibited.

**Subletting of Space:** Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No Exhibitor may assign, sublet or apportion its space to or with another business entity or individual. No Exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of its business. Should any item from a non-exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting Exhibitor is strictly prohibited, and may result in eviction. In fairness to other exhibitors, each company must have their own stand space. AACP will make every effort to assign stand space to companies that wish to be located together or near each other within the guidelines for space assignments. Exhibitor may display another company's product if they are a reseller/distributor for the product, but may not have a representative of that company in their exhibit area.

**Solicitation:** Non-exhibitors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibition hall, convention center or congress hotel.

**Age Restrictions:** For safety and liability reasons, children under the age of 18 are not permitted in the exhibition area at any time. Persons under the legal drinking age are not permitted to consume alcoholic beverages during event receptions or any other AACP function.

**AACP Private Social Function policy:** Hosted parties or meetings held by any company/Exhibitor/entity that invites AACP attendees are not permitted to occur during any official AACP activity. AACP reserves the right to postpone or delay any function conflicting with AACP functions.

**Meeting Space Request:** Exhibitors requiring meeting space for corporate meetings or special functions must first request approval from AACP. Space will not be released for functions that will conflict with any official AACP activity.

**Food Products:** Food products or beverages to be distributed in any Exhibitor's area must be ordered from the official inhouse catering company at the host hotel. All food product requests must be approved by AACP in advance. Serving or distribution of alcoholic beverages by Exhibitor or its representatives within the Exposition is forbidden.

### INTERPRETATIONS OF REGULATIONS

AACP has the sole and exclusive right to make such changes, amendments and additions to these Exhibitor and Sponsor Guidelines as it deems necessary for the proper conduct of the Exhibitor and thereupon, the Exhibitor and Sponsor Guidelines, as amended, shall govern the actions of all exhibitors/sponsors. Interpretation of the Exhibitor and Sponsor Guidelines and operational rules shall rest solely with AACP and the decisions of AACP shall be final. AACP, within its sole discretion, may require Exhibitor to make such alterations to its displays or any other materials, demonstrations or other communications provided by the Exhibitor as it deems necessary to the proper conduct of the exhibits and the event generally. This may include, without limitation, requiring Exhibitor to eliminate or modify any display, materials or communications that AACP may deem inappropriate or contrary to the best interests of AACP or the event attendees, including but not limited to information about competing standards and certifications. Any modifications or alterations required herein will be at the sole expense of Exhibitor. Failure to comply may result in Exhibitor's immediate expulsion from the conference.

**Residual Rights:** All legal and equitable rights that are not expressly granted to an exhibit under this agreement, and specific exhibit rules are reserved by AACP in their entirety.

**Cancellation of Exhibits and Sponsorship:** It is mutually agreed that in the event of cancellation of AACP INterim Meeting due to circumstances beyond AACP's control, including but not limited to, fire, strikes, government regulations or causes which would prevent the scheduled opening or continuance, then and there upon this agreement will be terminated, and AACP, at its sole and exclusive discretion, shall determine an equitable basis for the refund or such portion of the exhibition fees as is possible, after due consideration of expenditures and commitments already made.

## Exhibitor and Sponsor Guidelines (continued)

**Liability and Security:** Exhibitor must make provisions for safeguarding goods, materials, equipment, and displays at all times. Exhibitors should not leave any valuables in its exhibit space unattended. Neither AACP, MCI USA, the general contractor, the host hotel nor the security service will be responsible for loss of any material or for any cause. Exhibitor assumes the sole and exclusive responsibility for all liability, losses, claims, suits and demands whatsoever related to, or on account of, any injury or death, or damage to property (including the exhibition area), however occurring, related to or arising from the acts of Exhibitor, his or her employees, agents licensees or contractors. Exhibitor agrees to indemnify and hold harmless AACP, MCI USA, the general contractor, and the host hotel from and against any and all liability, losses, claims, suits and demands which may arise from or be asserted in connection with the foregoing undertakings, activities, and responsibilities of Exhibitor.

### **Indemnification and Exhibitor/Sponsor**

**Responsibilities:** Exhibitors assume the entire, sole and exclusive responsibility for their activities related to exhibits and hereby agree to hold harmless, protect, indemnify, defend and save AACP, MCI USA, the general contractor, and the host hotel, their employees and agents from all suits, claims losses, and damages of any kind to persons or property, government charges, fines or attorney fees arising out of or caused by exhibitor activities, including but not limited to, installation, removal, maintenance, occupancy, use of the exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of the host hotel or its agents. AACP, MCI USA, the general contractor, and the host hotel or its agents assume no responsibility for any loss to an Exhibitor, including but not limited to, bodily harm, loss of or damage to products, stands, equipment or decorations due to fire, water accident, theft, or any cause while they are on the premises or in any of its outbuildings.

**Severability:** The invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

**Governing Law and Jurisdiction:** Jurisdiction for any action, claim or proceeding arising out of this Agreement shall be limited to the State of Maryland and this Agreement shall be governed by and construed in accordance with Maryland law, without regard to its conflict of laws provisions.

**Fire and Safety Regulations:** All fabric, carpet, and plastic exhibition material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastic or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. AACP reserve the sole and exclusive right to alter the exhibition hall layout as it deems necessary to comply with local and building fire regulations.

## EXHIBITOR SERVICES

**Decorator/General Service Contractor:** The host hotel will be the decorator/service contractor. Exhibitors are responsible for coordinating incoming and outgoing freight, electrical, internet and any extra AV needs with the hotel.

**Post-Sale Communication Email:** A post-sale communication email containing the necessary forms for ordering equipment and services, as well as other opportunities and services offered by AACP, will be sent electronically to Exhibitor prior to the event.

**Drayage and Shipping:** Please refer to the post-sale communication email for all shipping instructions.

**Union Jurisdiction and Guidelines:** Union jurisdiction information for Decorators Union, Teamster Union, Freight Handling and Exhibition Booth Cleaning jurisdictions, if and where applicable, will be available in the post-sale communication email.