

INSTRUCTIONS

All sections of this application must be completed for processing. To ensure expedited processing of print application, include credit card payment information and submit this application via email to exhibits@iadr.org or by fax to +1.703.548.1883. Checks may be mailed to IADR, 1619 Duke Street, Alexandria, VA, 22314-3406, USA, and must be payable to "IADR", in U.S. Dollars, and drawn on a U.S. Bank. Full payment is due with your application to exhibit.

BOOTH DETAILS

Your booth description and full payment must be received in full in order to be listed in the online program.

Company/Institution/University (exactly as it should appear in the program, no abbreviations) _____

City _____ State/Country _____ ZIP/Postal Code _____

Phone _____ Fax _____ Website _____

Twitter Username _____ Facebook URL _____ LinkedIn URL _____

Booth Description:

Type your booth description below. Limit 50 words. Use (R) for registered trademark and (TM) for trademark product names. The abbreviations will be corrected when typeset. Your description should be a write-up of your company, services and/or products, which will be published in the online program.

WHAT'S INCLUDED IN MY EXHIBIT PACKAGE?

- ▲ Standard 10' x 10' booth frame, with an 8-foot-high back drape and a 36-inch-high draped side divider.
- ▲ 7" x 44" identification sign with company name and booth number.
- ▲ A 6' draped table, two chairs and a trash can (*Institutional, Government & Nonprofit booths only*)
- ▲ Roving security services from exhibit move-in through move-out.
- ▲ Complimentary exhibitor-only* registrations based on membership level and booth type.
- ▲ Fifty-word company description (if provided) by the deadline, in the online program.
- ▲ Access to an Exhibitor-only Lounge
- ▲ General cleaning of hall aisles
- ▲ Online Exhibitor Service Manual[#]

* Exhibitor-only badges allow access to the public meeting spaces and the exhibit hall only. Exhibitors wishing to have access to the scientific sessions must purchase a full meeting registration. Additional exhibitor-only badges may be purchased for \$300 each.

[#] Booth carpet or floor covering is mandatory but is not included in the booth package. Carpet and additional furniture may be ordered through the exhibitor service manual.

EXHIBIT BOOTH RATES PER 10' x 10':

Corporate - \$5,510 USD

Institutional, Government & Nonprofit - \$2,730 USD

IADR/AADOCR Corporate[@] & Institutional Member Discounts on First Booth

	CORPORATE	INSTITUTIONAL, GOVERNMENT & NONPROFIT
President Circle Level [^] - Complimentary	\$0	\$0
Leadership Level – 50% discount	\$2,755	\$1,395
Regular Level – 20% discount	\$4,410	\$2,184

[^]Corporate and Institutional members receive a 20% discount off original pricing on additional booths.

APPLICATION to EXHIBIT

CONTACT PERSON INFORMATION

Contact Name: _____
(All correspondence pertaining to your exhibit will be sent to this individual. Name will NOT be in the online program.)
Salutation/Title: _____ Email _____
Street Address _____
City _____ State/Country _____ ZIP/Postal Code _____
Contact Phone _____ Contact Fax _____

BOOTH SELECTION

Booth Type (check one): In-person Virtual Exhibit Both
Booth Category: Corporate Institutional, Government, Non-profit
Booth Size Requested: 10' x 10' 10' x 20' 10' x 30' 20' x 20' 20' x 30' Other _____
Booth Choices:
Please list four choices. When requested space is not available, the best substitute will be assigned.
1. _____ 2. _____ 3. _____ 4. _____
List any exhibitor(s) or product/service(s) you would NOT LIKE to be near: _____

EXPAND YOUR VISIBILITY AT THE MEETING WITH EXHIBITOR EXTRAS!

Conference Bag Insert: \$2,500
Other: Preferred Sponsorship _____
Person to contact about advertising (if different from above)
Name _____ Email _____
Visit www.iadr.org/2022iaSponsorship for additional sponsorship opportunities.

PAYMENT INFORMATION

Check for \$ _____ attached. Charge my credit card for the amount of \$ _____ (American Express, MasterCard, or VISA only)
Card # _____ Card ID# _____
Exp Date _____ Name on card _____ Signature _____

AGREEMENT

We/I agree to abide by all requirements, restrictions and obligations as described in the 2022 AADOCR/CADR Annual Meeting Guidelines. Cancellations or downsizing made on or before January 28, 2022, will incur a 10% service charge for the total booth rental. AADOCR will retain 100% of the total booth rental if cancellation is made after the January 28, 2022 deadline. Please make a copy of this agreement for your records. If you are paying by check, forward the original application by mail. If you are paying by credit card, you may forward your application via fax (including front and back of application).

Authorized Signature _____

Date _____

NOTE: Submitted applications will not be processed without 1) full payment for booth rental, 2) authorized signature and 3) company/institution description. AADOCR reserves the right to review each booth registration for the correctness of the selected membership type, make any necessary corrections and charge your credit card the difference in booth fees.

SUBMIT TO:

Jennifer Soucy, Meetings and Exhibits Coordinator
IADR • 1619 Duke Street • Alexandria, VA 22314-3406, USA
Tel: +1.703.299.8090 • Email: exhibits@iadr.org • Fax: +1.703.548.1883

