



2017 ANNUAL CONFERENCE

SAUTING THE PUBLIC SERVICE

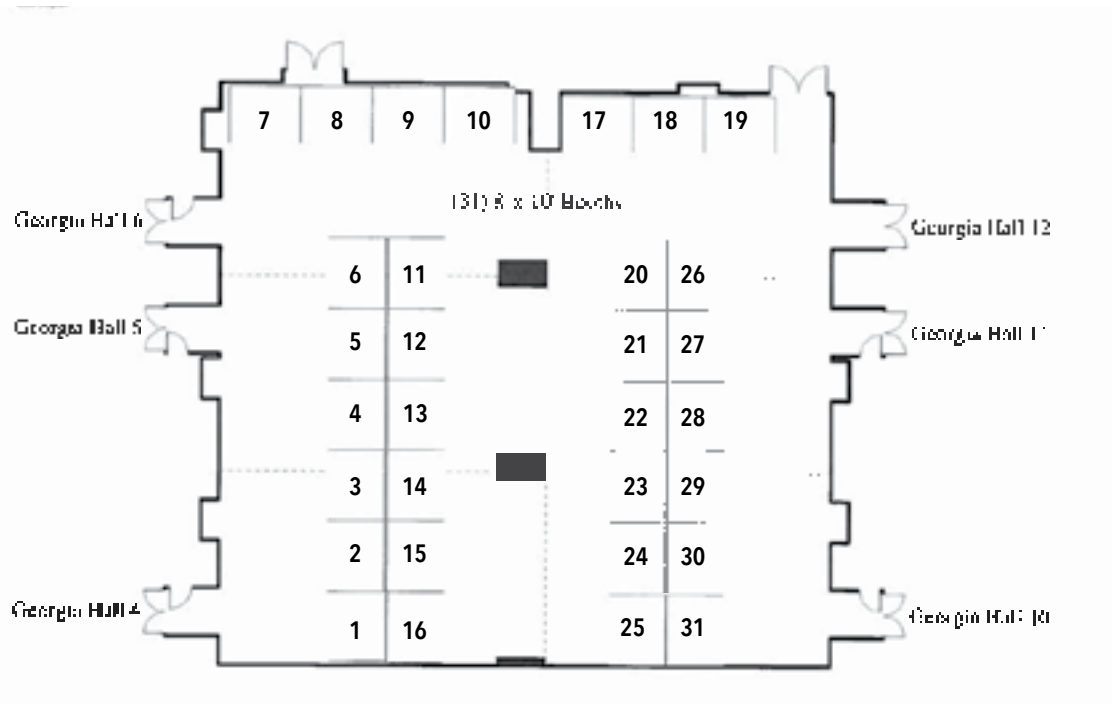
a **BOLD** & Noble Profession

March 17-21 | Atlanta

Exhibiting & Advertising



Exhibiting



ASPA’s Annual Conference Exhibit Hall hosts publishers, universities, professional development providers, membership associations and ASPA member groups like Chapters and Sections. It also hosts refreshment breaks, networking receptions, prize drawings, book signings and other Conference-related gatherings. Thirty-one booths in the 2017 Hall provide ample space for exhibiting, networking, photo opps and much more!

Exhibit Hall Hours

Saturday, March 18

Exhibitor Load In8:00 a.m. – 11:30 a.m.
 Exhibit Hall Grand Opening..... 12:30 p.m. – 6:00 p.m.

Sunday, March 19

Open All Day 9:00 a.m. – 6:00 p.m.

Monday, March 20

Business Hours 9:00 a.m. – 3:00 p.m.
 Exhibitor Tear Down 3:00 p.m.

Exhibitor Rates

Booth Category	Up to Jan. 20, 2017	After Jan. 20, 2017
Government/Nonprofit	\$1,225	\$1,325
Commercial	\$1,425	\$1,725
ASPA Chapters/Sections	\$340	\$340

Each 8x10' exhibit booth space includes a 6' skirted table, two chairs and a booth sign.

Advertising

ASPA's Annual Conference program book provides advertising space at a variety of price points to suite your budget—including quarter page, half page and full page ads, throughout the book or in premium locations. This is the most referenced resource for the Annual Conference—beyond even the Conference website. Your specially placed advertisement is sure to be seen by key decisionmakers both at the Conference and afterward, as many Conference-goers keep this book on their shelves for years after the event.

This 200-page book includes key session information—dates, times, descriptions, speaker details and more—as well as details about the Exhibit Hall, special events, ASPA awards, workshops, special programming and much more. In addition to helping attendees plan their schedule while at the Annual Conference, the program book also includes hotel floor plans and other general information to help them plan their stay in the host city.

Review the below details and contact ASPA's advertising company, Ascend Integrated Media, using the details below to reserve your space today. Note that organizations interested in packaging advertising and exhibiting together can secure competitive pricing.

Interested in making your dollars go even further? Look at our sponsorship packages, as many of them include both exhibiting and advertising benefits!

Premium Position	Exhibitor Rate	Non-Exhibitor Rate
Back Cover	\$2,070	\$2,340
Inside Front Cover	\$1,735	\$2,005
Inside Back Cover	\$1,735	\$2,005
Divider Tab (back)	\$1,735	\$2,005
Standard Position Size Options	Exhibitor Rate	Non-Exhibitor Rate
Full Page	\$1,510	\$1,665
Half Page	\$1,015	\$1,120
Quarter Page	\$805	\$910

Deadlines

- Space reservations are due by Jan. 20, 2017.
- Materials are due by Feb. 3, 2017.

For mechanical specifications for your ad, please contact Katie Bollegar, sales representative at Ascend Integrated Media, kbollegar@ascendintegratedmedia.com or 913-344-1322.

Exhibitor Agreement 2017 Annual Conference



Exhibit Dates: March 18-20, 2017 (tent.)

CONTACT INFORMATION

Contact Name *(please print legibly)*

Name and Email for Full Registration

(this individual will be provided the complimentary registration)

Name and Email for Exhibit Hall Representatives

(each exhibitor is provided up to two Exhibit Hall passes)

Company or Agency

(as you want it to appear in printed materials and on booth sign)

Street Address:

City: _____

State: _____ **Zip:** _____

Phone: _____

Fax: _____

Email: _____

Website: _____

A deposit equal to half of the exhibitor fee must accompany this application. The remaining half must be made by Feb. 1, 2017, to be included in printed marketing materials.

BOOTH FEES

	Through Jan. 20, 2017	After Jan. 20, 2017
<input type="checkbox"/> Government/NonProfit	\$1,225	\$1,325
<input type="checkbox"/> Commercial	\$1,425	\$1,725
<input type="checkbox"/> Section Exhibit*	\$340	\$340

*This is a discounted rate offered to ASPA Sections; complimentary registrations are NOT included. Representatives managing booths must register and pay full registration rates.

If purchasing more than one booth, check here and an ASPA representative will contact you.

BOOTH CHOICES

1ST _____ **2ND** _____ **3RD** _____

If none of your choices are available, you will be contacted for an alternate selection.

I have read and agree with the provisions in this exhibitor agreement.

Printed Name: _____

Date: _____

Signature: _____

EXHIBITOR PACKAGES

Engagement Bundle **\$6,655**
Includes 8x10 booth, full page ad in conference program, four ads in PA TIMES, two sponsorships in The Bridge and two leaderboard ads in GovManagement Daily.

Annual Meeting Bundle **\$5,295**
Includes 8x10 booth, full page ad in conference program, one ad in PA TIMES and one leaderboard ad on ASPA website during conference month.

Tote Bag Insert **\$200 (per item)**
Exhibitor must provide at least 1,000 copies. Sizes may vary. All inserts must be approved by ASPA prior to insertion.

PAYMENT

A deposit equal to half of the exhibitor fee must accompany this application. Please return your payment and completed application to:

ASPA Exhibits
C/O Ascend Integrated Media
6710 West 121st, Suite 100, Overland Park, KS 66209

To pay by credit card, please contact your media sales representative Katie Bollegar at 913-344-1322.

Paying by credit is secure and easy.

Exhibitor Terms

PAYMENT

Deposit equal to half of the exhibitor fee must accompany the exhibitor's application. Payment may be made by check, payable to Ascend, or by credit card—Visa, American Express or MasterCard only. Applicant must be in good standing with ASPA at time of payment. Any and all outstanding invoices must be paid in full prior to the Conference. Remaining payment must be received by Feb 1, 2017.

BOOTH ELIGIBILITY

Booth space will be offered first to conference sponsors and then assigned in order of the date the application is received. Every effort will be made to assign booth as requested by exhibitor. In the event that this is not possible, the exhibitor agrees to accept booth space assigned by ASPA.

REFUNDS/CANCELLATIONS

Cancellation requests must be received in writing. No verbal cancellations will be accepted. Cancellations received through 1/31/17 will receive a full refund minus a \$100 service fee. Cancellations received after 1/31/17 through 2/16/17 will receive 50% of the exhibit payment. No refunds will be issued for cancellations received after 2/16/17. In the event of exhibitor cancellation, ASPA reserves the right to reassign booth space.

SUBLETTING/SHARING SPACE

Under no conditions shall exhibitor assign, sublet or share the whole or a portion of their exhibit space with another firm or organization without prior written approval from ASPA.

ADMISSION TO EXHIBIT HALL

Each exhibitor will receive one conference registration and up to two Exhibit Hall Only passes for booth representatives. Only individuals identified as exhibitors will be allowed in the Exhibit Hall during set-up times. Exhibitors will be allowed into the Exhibit Hall 30 minutes prior to hall opening. During exhibit hours, only attendees with proper identification (ASPA conference badge) will be allowed in the Hall. For safety reasons, children under the age of sixteen (16) are not allowed in the Exhibit Hall.

INDEMNIFICATION

Exhibitor agrees to conduct its activities upon the premises so as not to endanger any person or property and agrees to defend, indemnify and save harmless ASPA, their agents, employees, officers, directors, staff and members from any and all claims for loss, injury or damage to persons or property arising out of the activities conducted on the part of exhibitor or any of its agents, employees, contractors or any other person entering the premises with the express or implied invitation or permission of the exhibitor. Exhibitor assumes responsibility and agrees to indemnify and defend the client and the hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither the client nor the hotel maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

INSURANCE

ASPA assumes no responsibility for the safety or protection of exhibitor's property while in transit to and from the conference site, nor while at the conference. Exhibitors are responsible for security of their booth(s) and loss or damage to their property during published hours the show is open to attendees and exhibitors. It is recommended that exhibitors obtain adequate insurance coverage at their own expense for property loss or damage and liability for personal injury.

INSTALLATION & REMOVAL

ASPA reserves the right to fix the time for installation of exhibit prior to exhibition opening and the dismantling of exhibit at close of exhibition. Exhibitor agrees to have display set-up completed prior to opening of Exhibit Hall hours. Further, exhibitor agrees not to dismantle exhibit or do any packaging before the close of posted exhibit show hours.

ARRANGEMENT OF EXHIBITS

Exhibit space is 8' x 10'. All exhibits must conform to these space limitations. Exhibitor will be provided with an official exhibitor's kit prior to the conference describing standard equipment provided as part of exhibit contract as well as providing information regarding purchasing additional services, including but not limited to electricity, telephone, cleaning, etc.

TOTE BAG INSERTS

Any company wishing to have a flyer or promotional item (that they supply) inserted into the tote bag may do so for an additional \$250.00 per item. These item(s) must first be approved by ASPA. Once approved, additional logistics will be provided.

BOOTH REGULATIONS

Exhibitor acknowledges responsibility under the Americans with Disabilities Act and agrees to make their booth accessible to handicapped persons. Exhibitor shall indemnify and hold ASPA and host facility harmless against any costs, losses, penalties, damages, including, but not limited to reasonable attorney's fees and court costs, which may be incident to, arise out of or be caused by exhibitor's failure to comply with this Act.

All booths must be manned during Exhibit Hall hours.

No fixture or equipment will be placed where it will block the sight of another exhibitor unless mutually agreed upon by the exhibiting company's onsite contact.

Aisles and exits shall be kept clean and free of obstructions, empty packing containers, wrapping or display materials must be removed from the Exhibit Hall during exhibit hours.

Amplified music, vocal presentations, radios or any other noisemaking machines are permitted if not audible in neighboring booths or causing an annoyance or disruption to adjacent exhibitors. ASPA will have final decision regarding use of any such noise making machines.

Exhibitor agrees to abide by all show management rules as set forth by ASPA.

Authorized Signature:

Date: _____