



American Association for Aerosol Research **41ST ANNUAL CONFERENCE**

October 2–6, 2023 • Oregon Convention Center • Portland, OR

Exhibitor & Sponsor Prospectus



Dear Exhibitors, Sponsors and Advertisers,

The American Association for Aerosol Research (AAAR) cordially invites you to exhibit, sponsor and/or advertise at the 41st Annual Conference, which will be held October 2–6, 2023, at the Oregon Convention Center in Portland, OR. Building on the success of prior conferences, we anticipate approximately 800 attendees. We are sure that you will enjoy many opportunities to engage with the attendees to discuss your organization's products and services. If you are interested in sponsorship and/or advertising, please see the Sponsor & Advertising Prospectus in Section 1, starting on page 4. More information for exhibitors is provided in Section 2, beginning on page 6 of this brochure. We are excited to present a new opportunity to interact with conference attendees in an Exhibitor and Instrument Application Showcase to take place inside the exhibit hall. Please see the next page for details.

The Exhibition will formally open Tuesday morning, October 3, and run through Thursday afternoon, October 5. Booth set-up is scheduled for Monday afternoon. In addition, the Welcome Reception will be held Tuesday evening. As in years past, the poster sessions and Welcome Reception will be hosted in the exhibit area. Please refer to the preliminary schedule on page 8 for more details concerning booth set-up, exhibit hours, the Welcome Reception and more. For more information about the conference, please visit www.aaar.org/2023/.

Included in your exhibit fee, two (2) booth staff will receive full access to all scientific sessions. There is a \$350 fee for each additional booth staff member. Note that any exhibit staff who are presenting at the conference must register separately for the conference. Each registered exhibit staff member will receive:

- Full conference materials
- Access to all social functions, including the Welcome Reception, coffee breaks and box lunch
- Complimentary WiFi in the exhibit area

In addition, each exhibitor will receive from AAAR an electronic attendee list two weeks prior to the conference, followed by a list of on-site registrants after the conference.

Please join us for the 41st Annual Conference.
We look forward to seeing you in Portland!

Cameron Martin
2023 Exhibit Chair

Exhibitor and Instrument Application Showcase

Aka. "Scientists doing Experiments drinking Coffee"

The 2023 AAAR Conference will include an "Exhibitor and Instrument Application Showcase" area and platform track. The area in the exhibit hall will include a projector, demonstration table and seating adjacent to the exhibits and posters. Several platform sessions will be held here in parallel with the technical platform sessions running in the other meeting rooms.

The goals of these sessions are to encourage interaction between exhibitors and other attendees and to provide opportunities for practical education and exchange focusing on real measurement applications and challenges. The goal is NOT to provide a platform to advertise instruments (that's what the booths are for, and a reminder of booth presence is welcomed during these sessions). Therefore, we hope someone involved in research, development, testing, or application of instrumentation would be the main presenter.

Example topics could include, but are not limited to:

Demonstrate instrument sensitivity, explore measurement artifacts (and how to avoid them), instrument and sampling line configuration demonstrations, 'field stories' with lessons learned from intensive field campaigns (on specific instruments or more broadly), lab vs field comparisons of instruments, "What I wish I knew" – avoiding common measurement mistakes, troubleshooting tutorials/ demonstrations, measurement challenges associated with particular applications, among others.

SESSION STRUCTURE

- ◆ "ES" sessions will be run in parallel with technical platform sessions, with either 15 or 30 minute time slots possible, depending on what is proposed in the abstract (see below)
- ◆ For a 30 minute time slot (2 normal platform time slots), the proposal must be either 1) a hands-on demo/data collection activity with a running instrument and "pedagogical" intent, OR 2) a "collaborative" presentation by an instrument developer jointly with an instrument user, to present real-world examples of instrument functionalities, complexities, or finer-level practical details of instrument deployments/ applications from a user/system integration perspective.

- ◆ Submissions are encouraged to include real-time demonstrations, hands-on activities, possibly short videos/other media from field or lab deployments.
- ◆ A poster session associated with this stream may be possible, perhaps with posters set up in the "showcase" area. We will aim to find times for platform presentations for all those who wish to offer them.

ABSTRACT SUBMISSION:

- ◆ Abstracts will be submitted via the normal abstract submission site with the "Exhibitor and Instrument Application Showcase" Option selected under "Topical Area" during the submission process. It is strongly suggested that the abstract highlight the practical/ pedagogical element of the proposed presentation. An abstract code is required for submission, and those who don't have abstract codes should contact the Conference Chair.
- ◆ An online form will be available during abstract submission to provide additional detail beyond that in the abstract (e.g. justification for extra time request).

PRESENTATION OPTIONS

- ◆ A table with power and a laptop connected to a projector will be included for real-life demonstrations (highly encouraged!) and showing screencasts of instrument GUIs, real time data, etc.
- ◆ Limited seating will be available, but we also plan for "overflow" space for various levels of engagement using chairs already setup in the poster area.

ELIGIBILITY

- ◆ Anyone can submit an abstract including exhibitors, non-exhibiting companies, and academic research groups.

SECTION 1 SPONSOR & ADVERTISER PROSPECTUS

There are several sponsorship and advertising opportunities available at the **AAAR 41st Annual Conference**. With more than **800** attendees expected, sponsorship is an excellent way to provide publicity for your organization.

◆ Please note that sponsorship of some items is on a first-come, first-served basis.

Sponsorship Levels & Benefits

	CONTRIBUTOR < \$1,000	SUPPORTING \$2,500	BRONZE \$5,000	GOLD \$10,000	PLATINUM \$15,000
2 Full Memberships for Staff (Includes AS&T Journal Subscription)					✓
1 Complimentary 10x10 Exhibit Space (Including 2 Exhibitor Registrations)				✓	✓
Full Page Ad in the Final Conference Program				Back Cover	Inside Front Cover
Ad in 3 Issues of Particulars*			200x200 linkable ad on left or right hand side of article	750 x150 linkable ad on bottom of article	750x150 linkable ad on top of article
Full Conference Registrations			1	2	4
Insert/Advertisement in Conference Registration Packets		✓	✓	✓	✓
Acknowledgement on Conference Website, Signage, Slides, Conference Publications, Conference Emails	✓	✓	✓	✓	✓

*Please note, the AAAR marketing team will select where in the Particulars newsletter your ad will be located. Sponsors will not be able to select where their ad is located.

Special Symposium Sponsorship

AAAR 2023 Special Symposium Sponsor \$5,000

As a Special Symposium sponsor, the benefits include:

- ◆ The sponsor logo on the holding slides before each platform session within the special symposium. Example: *This symposium is brought to you/in partnership with/supported by (Company Name)*
- ◆ The sponsor name with live links to their website on
 - › All Calls for Abstracts emails sent to the AAAR emailing lists. (Over 1,000 contacts)
 - › The Conference and Abstract websites.
 - › Within the conference program, the app, the daily slides before each plenary, and the final list of sponsors.
- ◆ The sponsor can record a short video, tagged to promotional emails and social media posts promoting the conference in general and that symposium specifically.

Additional Sponsorships

<input type="checkbox"/> Charging Stations	\$1,500
<input type="checkbox"/> Sanitizing Stations	\$1,500
<input type="checkbox"/> Mobile App	\$2,500
<input type="checkbox"/> Registration Bag	\$2,800
<input type="checkbox"/> Lanyard	\$2,800
<input type="checkbox"/> Coffee Break	\$4,000
<input type="checkbox"/> Welcome Reception (Exclusive sponsor, branded signage, branded napkins)	\$3,500
<input type="checkbox"/> Boxed Lunches (Exclusive sponsor)	\$4,500

Advertising Opportunities

<input type="checkbox"/> Onsite Program (Interior Page)	\$1,500
<input type="checkbox"/> Onsite Program (Inside Front Cover)	\$2,500
<input type="checkbox"/> Onsite Program (Inside Back Cover)	\$2,500
<input type="checkbox"/> Outside (Back Cover)	\$3,000
<input type="checkbox"/> Registration Bag Insert	\$1,500

FOR MORE INFORMATION, PLEASE CONTACT: Mika Sonis, Account Coordinator, events@aaar.org

SPONSORSHIP CONTRACT

INSTRUCTIONS: ALL contracts must be completed, signed and accompanied by full payment or payment instructions. Contracts that are incomplete, unsigned or not accompanied by proper full amount will not be accepted and will be returned for completion.

SPONSOR/ADVERTISER INFORMATION

ORGANIZATION

CONTACT

TITLE

DEPARTMENT

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

EMAIL

WEBSITE

WE AGREE to abide by all rules and regulations governing AAAR and the AAAR annual conference as printed in this prospectus and which are a part of this contract. *Acceptance of this application by the American Association for Aerosol Research constitutes a binding contract.*

SPONSORSHIP LEVEL

- Platinum Sponsor** \$15,000
- Gold Sponsor** \$10,000
- Bronze Sponsor** \$5,000
- Supporting Sponsor** \$2,500
- Contributor Sponsor** <\$1,000

AUTHORIZED SIGNATURE

DATE

TOTAL SPONSORSHIP AND ADVERTISING AMOUNT

(Include amounts for selections on page 4 and on this page)

\$ _____

PLEASE SEND COMPLETED FORM TO:

American Association for Aerosol Research (AAAR)
Attn: Mika Sonis, Account Coordinator, events@aar.org

PAYMENT INFORMATION

Included with my contract (please check one)

- Check** (payable to AAAR)
- Please send me payment instructions to pay by credit card or wire transfer.**

RETURN WITH PAYMENT TO:

AAAR
401 Edgewater Place, Suite 600
Wakefield, MA 01880 USA



SECTION 2 EXHIBITOR PROSPECTUS

Exhibitor Reservation Form

YES! I want to reserve exhibit space at the 41st AAAR Annual Conference

First Time Exhibitor • \$1,949

› If you are a first-time exhibitor, you will receive a 25% discount.

Exhibit Space • \$2,599

- › One 10' x 10' exhibit space
- › Two (2) complimentary exhibitor registrations with full access to scientific sessions
- › Listing in the AAAR 2023 program and on the AAAR Web site
- › Electronic conference attendee lists (one electronic pre-registration list prior to conference and one complete list distributed within 30 days after conference)
- › One (1) AAAR membership for 2024.

Exhibit Space & Organizational Membership • \$4,009

EXHIBIT SPACE BENEFITS:

- › Everything listed under Exhibit Space
- › 25% discount on each additional 10' x 10' exhibit space
- › First choice of booth location at 2024 conference
- › Right of first refusal on conference sponsorship opportunities in 2024

ORGANIZATIONAL MEMBERSHIP BENEFITS:

- › One additional one-year AAAR membership for 2023
- › Two full conference registrations
- › Listing in the AAAR 2024 program and on the Web site as Organizational Member

NUMBER OF EXHIBIT SPACES REQUESTED: _____

EXHIBIT SPACE LOCATION PREFERENCES*

Floor plan on page 13

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

* Exhibit space(s) will be assigned on a first-come, first-served basis upon receipt of contract and payment.

If you have a concern about being near a competitor's booth, please contact **Mika Sonis**, Account Coordinator, events@aaar.org.

PLEASE SEND COMPLETED FORM TO:

American Association for Aerosol Research (AAAR)

Attn: Mika Sonis, Account Coordinator, events@aaar.org

EXHIBITOR INFORMATION

ORGANIZATION _____

CONTACT _____ TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PHONE _____ WEBSITE _____

EMAIL _____

PLEASE provide a description of your products/services (50 words or less) for inclusion in the final program (use a separate page if needed):

WE AGREE to abide by all rules and regulations governing AAAR and the 41st Annual Conference which are a part of this contract. Acceptance of this application by the American Association for Aerosol Research constitutes a binding contract.

AUTHORIZED SIGNATURE _____ DATE _____

AMOUNT PAID

with Space Reservation:

\$ _____

PAYMENT INFORMATION

Included with my contract (please check one)

Check (payable to AAAR)

Please send me payment instructions to pay by credit card or wire transfer.

RETURN WITH PAYMENT TO:

AAAR

401 Edgewater Place, Suite 600, Wakefield, MA 01880 USA

NOTE

- › An exhibitor service kit will be e-mailed to you in early summer.
- › Sponsorship, advertising and exhibitor fees can be combined in a single payment.



AAAR Information & Rules Governing the Exhibit

By submitting an application form, exhibitor agrees that the conference organizers retain the right to refuse or rescind exhibit privileges if abused by behavior deemed unacceptable by the organizers.

Exhibitor Information

BOOTH DESCRIPTION

Booths are ten (10) feet wide, ten (10) feet deep, and eight (8) feet high. AAAR provides a pipe and draped 8-foot high backdrop, 36-inch side rail, and a two-line (maximum) name sign. Display materials between adjoining booths shall be limited to the front three (3) feet of the booth of no more than 36 inches high. Display materials in booths where wall space is not available, or in booths which are back-to-back, shall not extend above the exhibitor's name panel at the back of the booth. Please note, there will be carpet in the Exhibit Hall.

Booths shall strictly conform to these specifications. Any deviations from the specifications of this section including, but not limited to, displays/exhibitors that are disruptive to the conference shall be in violation of this contract and shall be grounds for removal of the exhibitor from the conference.

BOOTH ASSIGNMENT

Priority for booth assignment(s) will be made on a first-come, first-served basis as follows:

Organizational members will receive the booth selection materials first. One week later, all non-organizational (standard) booth companies/exhibitors will be emailed the materials. In all cases, a booth number will not be confirmed until payment is received in full.

Management reserves the right to make any revisions necessary to the floor plan. It is also understood that if a change impacts your booth assignment, you will be notified. Your materials will include a space for you to indicate which companies, if any, you do not wish to be located near.

CONTRACT FOR SPACE

All contracts are subject to the rules and regulations herein given. All applications must be accompanied by full payment to cover the total cost of the space requested. Booth locations will not be assigned until full payment is received. A refund of fifty (50) percent of fees paid by the exhibitor will be returned in the event of

cancellation by written notice to the exhibit manager no later than July 31, 2023. NO refund of any fees will be made if notice is received after July 31, 2023.

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other party to exhibit therein, any other good than those manufactured or handled by the exhibitor in the regular course of their business, nor permit any representative or firm or company not exhibiting to solicit business or take orders in their space. AAAR reserves the right to remove any exhibitor, its assignees, or subletors in the event that the exhibitor and/or representatives violate any of these provisions.

Agents, solicitors, and representatives of firms selling commercial products will not be permitted to use sample rooms or space elsewhere at the Convention Center for display of their products. Exhibitors may take orders at exhibit booths. Advertising, solicitation and distribution of literature of commercial products will not be permitted except from the exhibit booths. Exhibitors may not sell or distribute any beverages, tobacco products or food for consumption on the premises without approval from John Lessard, Executive Director of the AAAR and/or its catering service contractor. Music may not be played in any form without proper license of copyrighted music.

SPECIAL SERVICES, EQUIPMENT, & UTILITIES

The rental price of the booth does not include the cost of furniture, equipment, labor, freight handling, electric, water, gas, telephone, custom cleaning or other special services or utilities. Order forms for all services will be sent by show management in advance of the show. Exhibitor agrees to abide by the terms and conditions set by the show contractor. All arrangements are the responsibility of the exhibitor. All order forms should be completed and submitted well in advance of the event to ensure adequate service is available. All booths must be kept open and properly staffed during exhibit hours. Premature packing and/or dismantling will not be permitted.

POSTER SESSIONS

All poster sessions will be held in the Exhibit Hall. As in previous years, there will be two poster sessions, providing additional opportunities to interact with attendees during the period from Tuesday morning until Thursday afternoon.

When the entire schedule of the conference becomes final, all exhibitors will receive an email informing you of the timing of all events in the Exhibit Hall. If at any time you have questions or need further information, please contact events@aaar.org or at 703-234-4071.

EXHIBIT HOURS

This timing is subject to change.

Monday, October 2	
Set-Up	10:30 AM – 5:00 PM
Tuesday, October 3	
Exhibits Open	9:00 AM – 4:00 PM
Welcome Reception	6:00 PM – 8:00 PM
Wednesday, October 4	
Exhibits Open	9:00 AM – 5:00 PM
Thursday, October 5	
Exhibits Open	9:00 AM – 3:30 PM
Move-Out	3:30 PM – 7:00 PM

New this year, coffee breaks with light refreshments will take place in the Exhibit Hall.

All packing crates and boxes must be removed from the exhibit hall by **5:00 PM, Monday, October 2**. All display materials must be removed from the exhibit space by **7:00 PM on Thursday, October 5**.

EXHIBITOR REGISTRATION

Exhibitors receive two (2) complimentary exhibitor badges which grant access to the exhibit hall and all scientific sessions. These two individuals will also receive all conference materials and can register for tutorials.

Additional booth-only exhibitor badges will be available to select during Registration for \$350 per person. There is a limit of four (4) badges per exhibiting company. This booth-only badge does not grant admittance to scientific sessions.

- ◆ **PLEASE NOTE:** Any additional booth personnel must register at the regular conference fee if he/she plans to attend scientific sessions. An exhibitor must also register for the conference if he/she is either a platform or poster presenter.



- ◆ Exhibitor registrations do not include AAAR membership. Membership can be purchased at any time for \$99 per year. The regular conference registration does include membership for the following year. The benefits of membership include supporting AAAR, online access to Aerosol Science and Technology, and a free abstract code for the conference.

INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than Alliance Nationwide Expositions must notify AAAR in advance in writing no later than thirty (30) days prior to the conference. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) is required.

- ◆ *Independent contractors must abide by the following:*
 - Perform all services in a timely manner in accordance with AAAR established deadlines
 - Not engage in solicitation of business on the exhibit floor for present and/or future conferences
 - Provide a certificate of insurance to AAAR NO later than July 31, 2023.
 - Register all employees and temporary help at the exhibitor registration desk.

SECURITY

- ◆ *Security services will be provided.* However, this does not guarantee exhibitors against loss by theft or otherwise.



SHIPPING

- ◆ *PLEASE do not ship exhibits directly to the Convention Center.*

Storage facilities for packing cases, crates and boxes are not available at the Convention Center. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Services Manual which will be emailed to you by Alliance Nationwide Expositions, the AAAR service contractor.

PUBLIC HEALTH MEASURES

AAAR will follow CDC and local public health guidelines in effect at the time of the conference and reserves the right to impose more stringent requirements if necessary to keep our attendees safe. These may include proof of vaccination (or proof of a negative COVID-19 test) and masking.

CHILDREN'S ADMISSION TO THE HALL

Children **under the age of 16 are not permitted** to enter the exhibit hall at any time during installation, show days, or dismantling. Strollers or wheeled suitcases are not permitted within the exhibit hall at any time, thus eliminating a falling hazard.

GIVEAWAYS

All giveaways should be confirmed prior to the conference with the Events Manager at events@aaar.org or at 703-234-4071.

INSURANCE

The exhibitor acknowledges that neither AAAR, Virtual, Inc., nor the Convention Center shall be obligated to maintain property, liability or business interruption insurance covering the exhibitors. The exhibitor must furnish a certificate of insurance (liability, fire, and theft) at his or her own expense, to AAAR **NO later than July 31, 2023**.

AAAR shall be named as additional insured to the Certificate of Insurance. The exhibitor agrees to hold AAAR and Virtual, Inc. harmless for any loss, theft, damage, or other harm which may occur, for any cause whatsoever, as a result of his or her participation in the AAAR Annual Conference.

LIABILITY & HOLD HARMLESS

It is expressly understood that AAAR, Virtual, Inc. and the Convention Center will not be responsible for loss or damage which might occur from cause in connection with transfer, installation, maintenance, removal of exhibits or management of convention. AAAR will not be responsible in any way for goods while in storage.

AAAR, Virtual, Inc. and the Convention Center and its agents or employees will not, under any condition or circumstances, be responsible for any loss sustained by any exhibitor, or any other person by reason of fire, theft, water, injuries, act of God, or for any actions whatsoever.

AAAR, Virtual, Inc. and the Convention Center will use necessary reasonable care for prevention of any losses, personal or material. Each exhibitor agrees that it shall assume sole responsibility for any damages to property or injuries to person and shall indemnify, defend, and hold harmless AAAR, the security firm, Convention Center, the general contractor, and all of their collective officers, employees, agents and members for any and all alleged claims and liabilities which might ensue from any cause whatsoever, including any actions of any kind generally and specifically, personal injuries to any exhibitors, officers, staff members, employees, agents, representatives, attendees, and guests. It is understood that all fees, costs, and expenses incurred by an exhibitor as a result of legal action shall be the sole responsibility of the exhibitor, and reimbursement shall not be sought against AAAR. AAAR shall be reimbursed by the seeking exhibitor for costs, fees and expenses that are incurred and expended resulting from any action. Exhibitors shall carry their own insurance. All matters not expressly addressed in this document are subject to review and resolution by AAAR management.

- ◆ *As noted previously, all conference sessions, food and beverage functions, registration, exhibits, and posters will be held at the Oregon Convention Center.*

Oregon Convention Center

777 NE Martin Luther King Jr Blvd
Portland, OR 97232

For more specific sponsorship opportunities or advertising, please contact events@aaar.org or at 703-234-4071.

AMERICANS WITH DISABILITIES ACT

Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold AAAR harmless from any consequences of exhibiting company's failure in this regard.

AAAR will use its best efforts to provide reasonable accommodations for attendees with disabilities.

Please contact events@aaar.org or at 703-234-4071 if you have any special needs.

PAYMENT & CANCELLATION POLICY

It is expressly agreed that all payments for said exhibition space must be made to AAAR in a timely manner. Please note that booth numbers will not be confirmed until full

payment is received. AAAR reserves the right to refuse exhibition space to an exhibitor for reasons of non-payment and/or unpaid balance at time of installation. Any waivers, discounts, or financial amendments of any nature whatsoever are left to the sole discretion of AAAR.

Should an exhibitor be unable to occupy and/or use the exhibit space contracted for, and should that exhibitor notify AAAR IN WRITING before July 31, 2023, fifty (50) percent (%) of fees paid by the exhibitor will be refunded. NO refund of any fees will be made if notice is received after July 31, 2023.

Exposition management reserves the right to assign labor to install any display that is not in the process of being installed by 3:00 PM on Monday, October 2, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.

Hotel Information



Our host hotel for the 2023 AAAR Conference is the **DoubleTree by Hilton Portland**, which is a very short walk from the convention center.

Doubletree by Hilton Portland

1000 NE Multnomah St.
Portland, OR 97232

Reduced sleeping room rates for AAAR registrants have been negotiated with the hotels.

The rate at the Doubletree is \$192, and includes complimentary wireless internet.

Your room reservations with the **DoubleTree by Hilton Portland**, needs to be made no later than **September 9, 2023**. We anticipate, however, that the AAAR room blocks will sell out quickly, and availability and rate cannot be guaranteed once the block is full.



The Doubletree Portland boasts 477 beautiful guest rooms equip with a flat screen TV and modern work spaces. The hotel also includes onsite restaurant, outdoor pool, fitness center, and convenient business center.

WHY CHOOSE AN OFFICIAL AAAR HOTEL?

All AAAR attendees and exhibitors are encouraged to make hotel reservations by utilizing the official AAAR Doubletree Portland hotel. The association recognizes that attendees have many options with other area hotels and that you may be looking only at the per-night cost in making your decision. However, we encourage you to take a few minutes to understand the importance of selecting the official AAAR hotel and other factors which go far beyond the per-night rate.

AAAR has a long history of consistently fulfilling the minimum number of room nights to be sold according to the association's contracts with hotels. However, with the current economic climate and competition from other properties, it gets more difficult each year to ensure that the

number of guaranteed contracted sleeping rooms will be used by attendees and exhibitors.

WHAT DOES THIS MEAN TO YOU?

When AAAR is able to maintain a consistent history of hotel rooms sold, it helps the association negotiate the lowest hotel rates possible for future AAAR conferences.

AAAR earns credit for each room night utilized by an attendee or exhibitor when the reservation is at an official conference hotel. This credit helps to offset meeting room rental costs, therefore keeping conference fees low.

The AAAR hotel contract protects YOU. Booking within the AAAR hotel block gives AAAR the opportunity, if the need does arise, to assist you with potential hotel problems you may experience while at the conference. When you choose other hotels, AAAR staff has no contacts or leverage to help rectify a problem or inconvenience which you may have encountered.

Oregon Convention Center

777 NE Martin Luther King Jr Blvd
Portland, OR 97232

Rules & Regulations

EXHIBITOR HALL CLEANING REQUIREMENTS

The exhibit area will be cleaned prior to show move-in. Additional clean-up services (preopening clean-up, daily booth clean-up, and closing clean-up) must be arranged with the Oregon Convention Center.

BOTTLED WATER SERVICE

Should you desire to make bottled water or additional food item service available to trade show attendees in your booth, you must work out those arrangements with the Oregon Convention Center contracted catering service,

Levy Restaurants. Their representative, **Andie Cuttiford**, can be reached at acuttiford@levyrestaurants.com. Water stations will be provided throughout in the exhibit hall for exhibitors and attendees.

CHEMICAL & COMPRESSED GAS DISPLAY & USAGE

Any exhibitor wishing to bring a chemical, hazardous material or compressed gas onto Oregon Convention Center property must submit a request in writing to **Matthew Uchtman**, Director of Facilities & Operations (mattuchtman@oregoncc.org), a minimum of 30 days prior to the move-in. Each request should include the name of the chemical/gas/hazardous material, the amount, the purpose/application and a Material Safety Data Sheet (MSDS).



LIABILITY INSURANCE REQUIREMENTS

The Oregon Convention Center is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence of an employee of the convention center. Each exhibitor hereby expressly releases the Oregon Convention Center from such liabilities and agrees to indemnify the Convention Center against all claims for such injury, loss, or damage. Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

SHIPPING

The Oregon Convention Center will not accept any direct shipments until the AAAR contracted decorator (Alliance Nationwide Expositions) is onsite, which will be September 30. We strongly encourage you to use our decorator, Alliance Nationwide Expositions, for your shipping needs. Alliance will provide an Exhibitor Kit with details.

STORAGE

The Oregon Convention Center has no facilities for the storage of exhibit-related materials. All storage questions must be directed to Alliance Nationwide Expositions.

SMOKING

Smoking is not allowed in any part of the Oregon Convention Center nor within 25 feet of exterior doors.

NON-FLAMMABLE MATERIALS

All materials used in the exhibit hall or any other part of the Convention Center must be non-flammable to conform to the fire regulations of the Portland Fire Department.

ADHESIVES

No pins, tacks, or adhesives of any kind are permitted on any wall, door, or column. Adhesive-backed stickers may not be given out by exhibitors.

TAPE

Exhibitors are responsible for the removal of all tape and residue marks. The only approved tape allowed to be utilized is painters tape.

SIGNS/BANNERS

All hanging signs must be professionally made and must conform to show management rules, regulations, and

ceiling limitations. All hanging signs must be hung by Oregon Convention Center personnel through arrangements with the AAAR Central Office. All hanging signs with an underside must either have an open underside or a mesh underside. Solid fabric undersides are not allowed. The RCC requires a three-man team and a four-hour minimum for rigging services. Contact the AAAR Central Office for details.

Attn: **Mika Sonis**, Account Coordinator, events@aaar.org.

RIGHT TO INSPECT

The Oregon Convention Center's security personnel reserve the right to inspect any carton, container, briefcase, luggage, or package brought into or taken out of the Convention Center.

EXHIBITOR EQUIPMENT

All equipment, decorations, freight, etc., must be removed from the premises at the expiration of the show (October 5, 2023). Items left behind will be treated as abandoned equipment.

ACCESS FOR DELIVERIES

All articles, exhibits, fixtures, displays, and property of any kind shall be brought into and out of the exhibit hall only at and through the approved loading area as the Convention Center may designate.

Oregon Convention Center

777 NE Martin Luther King Jr Blvd
Portland, OR 97232

Exhibitor Floor Plan

