About AAAA

The American Academy of Anesthesiologist Assistants (AAAA®) is the national organization dedicated to the ethical advancement of the Certified Anesthesiologist Assistant profession and to excellence in patient care through education, advocacy, and promotion of the Anesthesia Care Team. From AAAA® Mission Statement Adopted October 15, 2011.

Definition & Purpose

The AAAA® is a non-profit association of graduates from CAHEA-AMA/CAAHEP accredited training programs specializing in the science and clinical practice of anesthesiology. The purpose of the Academy is to...

- Establish and maintain the standards of the profession by fostering and encouraging continuing education and research to all graduate Anesthesiologist Assistants and enrolled students of accredited programs.
- Represent the interests of the profession
- Initiate and cultivate relationships with other organizations of health care providers.
- Instill confidence in the public by adhering to established ethical norms and legal constraints
- Encouraging the skilled and compassionate practice of anesthesia with respect for human dignity and the rights of patients in their care

Values

- Teamwork
- Leadership
- Communication
- Professionalism

AAAAA Members

AAAA membership consists of:

- Practicing AAs
- AA Students
- Physicians
Who Should Exhibit?

The 2017 AAAA Annual Conference is expected to draw over 900 attendees allowing exhibitors to develop first-hand relationships with top tier medical professionals. Professionals expected to be in attendance include but are not limited to physicians, practicing anesthesiologist assistants, directors of medical program as well as faculty, and anesthesiologist assistant students.

AAAA Office

For information regarding, AAAA membership and conference details:

Brooke Cain
1231-J Collier Rd NW
Atlanta, GA 30318
Phone: 678-234-4364
Email: Brooke.Cain@politics.org

For questions in regards to exhibiting and sponsorship:

Connie Griffin, CMP
Exhibit Manager
American Academy of Anesthesiologists Assistants
Phone: 404-797-6227
Email: AAAAExhibitors@gmail.com
Exhibiting Location

Exhibiting will take place at:

Hilton Austin
500 East 4th Street
Austin, TX 78701

Room: Salon J/K

Exhibitor Move-In & Move-Out Schedule

**Move-In:**

Date/Time: Friday, March 31, 2017 - 3:00 pm to 7:00 pm

**Move-Out:**

Date/Time: Sunday, April 2, 2017 After 1:30 pm

*Dismantle and breakdown of exhibits should not occur prior to the date/time listed.*

Exhibiting Schedule

*Times are subject to change.*

A schedule is being provided to you for booth staffing purposes. As in the past, you are welcome to stay in your booth the entire day, as attendees will rotate in and out of sessions wishing to connect with you. However if you choose to not be present 100% of the time, we respectfully ask you ensure someone is present at your booth during the scheduled exhibiting times. Your cooperation and help on this is greatly appreciated.

<table>
<thead>
<tr>
<th>Saturday, April 1, 2017</th>
<th>Sunday, April 2, 2017</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Breakfast</td>
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<tr>
<td>7:00 am – 9:00 am</td>
<td>7:00 am – 9:00 am</td>
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<tr>
<td>Break</td>
<td>Break</td>
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<tr>
<td>10:00 am – 10:30 am</td>
<td>10:00 am – 10:30 am</td>
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<tr>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>12:30 pm – 1:30 pm</td>
<td>12:30 pm – 1:30 pm</td>
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<tr>
<td>Welcome Reception</td>
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<tr>
<td>6:30 pm – 8:30 pm</td>
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</tbody>
</table>

Tabletop Equipment & Services

All booths include One (1) 6’ Draped Table, Two chairs, one wastebasket or a general waste/recycle receptacles in the Exhibit Area depending on the hotel. **Please note if you bring equipment for your exhibit area it must fit in your designated space. You will not be allowed to place equipment in other areas of the exhibit area.** Acknowledgement letters will be sent to the contact person noted on the exhibit contact with confirmation for the exhibit table.
Application for Exhibiting & Sponsorship

The application for the exhibit table and sponsorship opportunities can be found online by visiting www.anesthetist.org/exhibits-sponsorships

Exhibitor Registration

The registration desk will open on daily from 7:00 am to 2:00 pm.

Exhibitor Housing

AAAA has secured a block of rooms at the Hilton Austin. You will love this hotel’s downtown location. You will stay in the heart of the city’s thriving entertainment district, just one block away from the famous music venues on 6th Street.

Hilton Austin
500 East 4th Street
Austin, TX 78701
PH: 512-482-8000
Please Reference - “AAAA”

Rates are $229.00 Single/Double/Triple Occupancy and these rates are good until March 9, 2017.

Please hurry to book your rooms as they are going fast!

Electrical Service

Special arrangements can be made Hilton’s AV company PSAV for any of your electrical needs. Arrangements must be made at least seven (7) days in advance. PSAV offers a standard electrical package that includes access to 20amps power and one power strip.

Current advanced rates for this standard package is $180.00 per day plus 23% service charge and 8.5% state tax.

If your exhibit requires something other than our standard package, contact PSAV directly with the exact needs. An application for electrical and a/v services is enclosed.
Shipping Information

INBOUND SHIPPING
As for shipping, please note the entire hotel’s shipping and receiving (and outbound as well) is handled by the onsite UPS store.

Instructions for shipping:
To eliminate any package delays, please utilize the addressing instructions below. All packages shipped to the Hilton Austin are handled by The UPS Store located on the property. All packages received by The UPS Store require a signature release before leaving The UPS Store custody. Release signatures are captured at the time of package pickup at The UPS Store or during delivery to the recipient. Inbound receiving and handling fees will be applied to all package(s). Fees applied are in addition to standard shipping rates. It is a one-time fee based on the weight of each individual package.

Use only the individual guest name that will be on site to sign for the package(s). Please DO NOT address your packages to a hotel employee or Event Manager, as this could cause the package to be delayed.

To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one or more days prior to the start of your event. Packages scheduled to be delivered on the day of your event may cause a delivery delay.

When shipping materials to the hotel, please include the following information on all packages to ensure proper delivery and storage.

American Academy of Anesthesiologists Assistants Annual Meeting
April 1-4, 2017
Client / Guest Name: Your Name
Client Phone: Your Phone #
Hold for Arrival: Your Arrival Date
Package # of #
Hilton Austin
500 East 4th Street
Austin, TX 78701

OUTBOUND SHIPPING INFORMATION
Please affix a completed carrier air bill to each package to expedite the process for outbound shipments. If you do not have a completed air bill, see The UPS Store for assistance. Boxes, carrier envelopes and shipping supplies are available at The UPS Store. Pickup of outbound shipments by any carrier other than UPS or FedEx must be coordinated with The UPS Store. Outbound fees are in addition to standard shipping rates.

Onsite Exhibitor Contact

Connie Griffin, CMP
Event Manager
AAAA
PH: 404-797-6227
or
Email: AAAAEHibitors@gmail.com
Handout Materials

All handout materials are expected to be of a professional nature. AAAA reserves the right to disallow any material that they believe to be inappropriate.

Exhibitor Badges

Exhibitors will be given a badge for exhibit personnel. All exhibit personnel will be required to wear a AAAA exhibitor badge to enter, and while in the exhibit and conference areas. No persons shall gain entrance without the proper badge. It will be the responsibility of each company to provide an accurate listing of representatives to the AAAA office by March 20, 2017 to pre-register their personnel.

Liability

Exhibitors agree to protect, save, and hold the American Academy of Anesthesiologist Assistants, the host hotel, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and save and hold harmless the Indemnities against and from any and all losses, costs, and damages from or out of or by reason of said exhibitors occupancy and use of the exhibition premises, the hotel, or any part thereof.

Cancellation of Contract

CANCELLATION: In the event that notification of intent to cancel is received by the AAAA management at least 45 days prior to the opening of the conference, all sums paid, less a service charge of $100 per booth, will be refunded.

LATE CANCELLATION: Cancellations within 45 days prior to the opening of the conference obligates the exhibitor to full payment of the rental. No refund will be made after this date.

FAILURE TO PAY: Failure to remit the balance of table rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

FAILURE TO OCCUPY SPACE: Space not occupied by the close of the recruiter installation period as specified in the accompanying materials will be forfeited by the recruiter and his space may be resold, reassigned, or used by the management without refund, unless prior approval is obtained, in writing, from the management.

Additional Information

For your own protection, be sure to read the exhibit terms and conditions contained in this prospectus. It is important that the industry representatives are aware of the terms and conditions, as well as all other general information, which affect the operation of the exhibits. If any further information is desired, or if you wish to order space or additional services for your booth, please contact Connie Griffin at 404-797-6227 or email: AAAAExhibitors@gmail.com
### Exhibit Terms & Conditions

| **Contract:** | The Rules and Regulations become binding upon acceptance of this contract between the applicant, inclusive of employees and agents, and the American Academy of Anesthesiologists Assistants (AAAA). |
| **Application to Exhibit:** | AAAA reserves the right to determine eligibility of an exhibit at all meetings. Cancellation of exhibit space: A Written notice of exhibit space cancellation must be sent to the office of AAAA, 1231 Collier Road, NW, Suite J Atlanta, GA 30318 (a) Notices received on or before 60 days from the show start date will receive a full refund, minus $25 administrative Fee. (b) Notices received between 30-59 days before the show start date will receive a 50% refund. (c) No refunds will be made thereafter. |
| **Exhibit Description:** | Booth packages includes (1) 6’ Draped table; (1) Wastebasket; (2) Chairs |
| **Exhibition Space:** | No exhibitor may assign or sublet any portion of their exhibit space to another exhibitor without the written permission of the AAAA Conference Coordinator. Another shall not infringe upon the rights and privileges of any exhibitor. Interviews, demonstrations, distribution of literature or samples, etc. must be made inside the exhibitor’s booth. Canvassing outside the booth is forbidden. |
| **Exhibitor Access:** | Exhibitors are allowed up to two representatives per booth. Additional badges are available at an additional charge. Exhibitors will be allowed to access into the exhibit area 30 minutes before opening. |
| **Exhibitor Fees & Terms:** | Exhibitor space cost is outlined in Fees & Sponsorship Schedule (Unless exhibitor selects a different option). An exhibitor application must be accompanied by full payment. Payment must be received in full at least 30 days prior to the start of the meeting. |
| **Use of Exhibit Space:** | No exhibitor may assign or sublet any portion of their exhibit space to another exhibitor without the written permission of the AAAA Conference Coordinator. Another shall not infringe upon the rights and privileges of any exhibitor. Interviews, demonstrations, distribution of literature or samples, etc. must be made inside the exhibitor’s booth. Canvassing outside the booth is forbidden. |
| **Rules for Exhibits:** | A) No combustible materials may be used in the exhibits (i.e. crepe paper, cardboard, balloons) All exhibits must conform to Fire Department Regulations. B) Nothing is to be tacked, nailed, screwed or otherwise affixed to the walls, columns, floors or furniture or other properties of the building. C) It is the responsibility of the exhibitor to install, or make arrangements to install, the exhibit before the published start of the exhibit hours and to dismantle and remove the exhibit immediately after the published close of the exhibit hours. D) Any property shipped to or from the exhibit hall for display at the meeting is the sole risk and responsibility of the exhibitor. E) Exhibits must be staffed at all times during exhibit hours. F) No objectionable lights or noises will be allowed in any exhibitor space. The AAAA reserves the right to remove any objectionable equipment of exhibitor. G) The sides of the standard inline 10X10 Exhibit Space many be no higher than 3 feet so that all vendors are in view. The decision of an AAAA representative regarding this rule is final. H) Exhibitors acknowledge and consent to exhibit hall photos, recordings and news releases. I) The AAAA reserve the right without notice; to modify the meeting agenda, hours of exhibition and location of exhibitors should circumstance warrant. |
| **Giveaways:** | Customary descriptive product literature, note pads, pens, pencils, and other items may be distributed; however, any value of more than $25 must be approved by AAAA. No contest, lotteries and games of chance are allowed. The AAAA logo is trademarked by and is the exclusive property of AAAA. An individual, company, or organization without the permission of AAAA may not use the logo in any way. The logo may not be associated with any promotional materials, mailings or giveaways or contests. |
| **Notice of Disability:** | In compliance with the Americans with Disabilities Act of 1990, the AAAA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call AAAA with any requests 678-222-4234. |
| **Shipping Information:** | Freight services including labor regulations and payment for this service will be provided in advance of the meeting. |
| **Space Assignment:** | Space assignments will be made on a first come, first served basis. The AAAA reserves the right to make changes in assignments at any time. |
| **Sales/Order Tracking:** | The purpose of the exhibit area is to complement the educational agenda of the meeting through displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sales must the exhibitor’s own unaltered products. The AAAA reserves the right to restrict sales activities that is deemed inappropriate or unprofessional. Exhibitors must comply with all local sales tax requirements. |

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**2017 Exhibitor Prospectus and Sponsorship Opportunities**
DOUBLE PLATINUM LEVEL $10,000
Double Platinum Level recognition in: AAAA e-communications, final meeting program, meeting signage, onsite announcements, website, and four (4) editions of the Anesthesia Record newsletter.

◇ One (1) exhibit table-top
◇ Four (4) complimentary meeting registrations *inclusive of two (2) registrations for the designated exhibitors and an additional two (2) meeting registrations
◇ Four (4) half-page ads in The Anesthesia Record newsletter
◇ Four (4) uses of AAAA member mailing list
◇ Year website banner ad with linkage

Please Designate Your Sponsorship Opportunity
_____Sponsored group breakfast  _____Hospitality event  _____ Unrestricted educational grant

PLATINUM LEVEL $5,000
Platinum Level recognition in: AAAA e-communications, final meeting program, meeting signage, onsite announcements, website, and two (2) editions of the Anesthesia Record newsletter.

◇ One (1) exhibit table-top
◇ Three (3) complimentary meeting registrations
◇ *inclusive of two (2) registrations for designated exhibitors and one (1) additional meeting registration
◇ Two (2) half-page ads in The Anesthesia Record newsletter
◇ Two (2) uses of AAAA member mailing list

Please Designate Your Sponsorship Opportunity
_____Sponsored group breakfast  _____Hospitality event  _____ Unrestricted educational grant

GOLD LEVEL $ 3,500
Gold Level recognition in: AAAA e-communications, final meeting program, meeting signage and website.

◇ One (1) exhibit table-top
◇ One (1) complimentary meeting registrations for one (1) designated exhibitor
◇ One (1) half-page ad in The Anesthesia Record newsletter
◇ One (1) use of AAAA member mailing list

Please Designate Your Sponsorship Opportunity
_____Designated Program Activity  _____Student Social  _____Breakfast  _____ Unrestricted educational grant
Fee & Sponsorship Opportunities

SILVER LEVEL $ 2,500
Silver Level recognition in: AAAA e-communications, final meeting program, meeting signage and website.
◊ One (1) exhibit table-top
◊ One (1) complimentary meeting registration for one (1) designated exhibitor
◊ One (1) quarter-page ad in The Anesthesia Record newsletter

Please Designate Your Sponsorship Opportunity
____Designated Program Activity _____Student Social _____Breakfast _____Unrestricted educational grant

BRONZE LEVEL $ 2,000
Bronze Level recognition in: AAAA e-communications, final meeting program, meeting signage and website.
◊ One (1) exhibit table-top
◊ One (1) quarter-page ad in The Anesthesiology Record newsletter

Please Designate Your Sponsorship Opportunity
____ Break Refreshments _________Unrestricted educational grant

Sponsor $ 500
Sponsor recognition in: AAAA e-communications, final meeting program, meeting signage and website.

Additional Sponsorship Opportunities
____Conference Bags $3,000.00

Basic EXHIBITOR $ 1,000
Exhibitor acknowledgement in: AAAA e-communications, final program, signage, and website.
◊ One (1) exhibit table-top
◊ Two (2) representatives may attend the meeting*
◊ Description on website – maximum 100 words

If exhibiting, please indicate top booth choices: 1st ________ 2nd ________ 3rd ________ 4th ________
(See Exhibit floor plan attached)
Policy Statement for Sponsors & Affirmation

Policy Statement

Note: Per guidelines established by the Accreditation Council for Continuing Medical Education (ACCME), sponsors of this annual meeting are not allowed to participate in the speaker selection or content determination of any CME related sessions at the risk of exhibiting “commercial interest”:

Standard 1.1 A CME provider must ensure that the following decisions were made free of the control of a commercial interest. (See www.accme.org for a definition of a “commercial interest” and some exemptions.) (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity.

Affirmation

I affirm that ________________________________________ agrees to support and/or exhibit.

Company

And accept these terms herein

Name: ____________________________________________

Title: ____________________________________________

Signature: ________________________________________

(Authorized Company Representative)

Date: ____________________________________________
Exhibitor AV and Power Order Form

Convention Name:
Exhibitor Company: Booth Number:
Onsite Contact: Email:
Address: City/State:
Zip: Country:
Phone: FAX:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost:</th>
<th>Qty.</th>
<th>Days</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>20&quot; Flatscreen Monitor</td>
<td>$120 $150</td>
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<tr>
<td>24&quot; Flatscreen Monitor</td>
<td>$205 $256</td>
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<tr>
<td>32&quot; LCD Monitor with Table Stand</td>
<td>$235 $294</td>
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<tr>
<td>46&quot; LCD Monitor with Floor Stand</td>
<td>$510 $638</td>
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<td>55&quot; LCD Monitor with Floor Stand</td>
<td>$685 $856</td>
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<td>LED Uplight (Price Per Light)</td>
<td>$75 $94</td>
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<tr>
<td>LCD Projector (3,000 lumens)</td>
<td>$425 $531</td>
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<tr>
<td>Small PA with Speaker, Mixer &amp; Wired Microphone</td>
<td>$516 $645</td>
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<tr>
<td>Post-it® Endless Easel Pad Package</td>
<td>$80 $100</td>
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<tr>
<td>Laptop Computer with Office</td>
<td>$230 $288</td>
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<tr>
<td>5 amp/120v Outlet (includes powerstrip)</td>
<td>$98 $123</td>
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<td>10 amp/120v Outlet (includes powerstrip)</td>
<td>$120 $150</td>
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<tr>
<td>20 amp/120v Outlet (includes powerstrip)</td>
<td>$180 $225</td>
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If you require items not on the list, please call. Labor may increase depending on scope of request.

Sub Total (taxable): $0.00
23% ETS Fee (taxable): $0.00
Sub Total: $0.00
8.25% State Sales Tax: $0.00
Total: $0.00

Billing
Direct billing requires pre-approval. Please call for application.

Room Charge (only if staying with the Hilton Austin Hotel)
Hotel Master Account Number #: Check

Card Type: VISA MC AMEX Card Zip Code:
Card #: Exp. Date: Signature:

You must be present in the booth at delivery to accept and secure equipment. Please return a copy of this form with payment one-week prior to delivery date.