

Exhibitor Registration Form



SPHM ACROSS THE CONTINUUM - NETWORKING WITH SPHM EXPERTS

Saturday November 19, 2016

7:30 A.M. - 4:30 P.M.

Regina M. McGinn, MD Educational Center

Staten Island University Hospital

475 Seaview Avenue, Staten Island, NY 10305

PLEASE PRINT:

Company Name			
Contact Person		Title	
Email		Phone	
Address			
City	State	Zip	
Company Products/Services			
Website URL			
Booth Representative Name			Title
<i>Please list name as it will appear on badge</i>			
Booth Representative Name			Title
<i>Please list name as it will appear on badge</i>			

[Add additional booth representative information here if needed.](#)

ELECTRIC & INTERNET CONNECTION: - Electricity is available; however, outlets are limited. For your needs, please bring your own cords & strips.

☐ Yes, we need electricity

Exhibitor Opportunities

☐ **Exhibitor Registration Fee: \$750.00** ☐ **ASPHP Sponsors: \$550.00**

Includes:

- 10 x 10 space with 6' table and 1 chair
- 2 name badge per exhibitor booth
- Recognition of participation in program agenda

Number of Booth Purchased: _____

Additional Options:

☐ **Keynote Speaker Sponsorship: \$850.00** (Verbal recognition at the opening session, your company's name & logo will be included in promotional materials, and include your organization's marketing materials in the registration packet. One additional name badge for booth representative. Complimentary Exhibitor Educational Opportunity.)

☐ **Breakfast Sponsorship: \$500.00** (your company's name & logo will be included in promotional materials, and include your organization's marketing materials in the registration packet. Complimentary Exhibitor Educational Opportunity.)

☐ **Break Sponsorship: \$300.00** (your company's name & logo will be included in promotional materials, and include your organization's marketing materials in the registration packet)

☐ **Lunch Sponsorship: \$850.00** (your company's name & logo will be included in promotional materials, and include your organization's marketing materials in the registration packet. Complimentary Exhibitor Educational Opportunity)

☐ **Attendee Bag Sponsor: \$500.00** (your company's name & logo will be imprinted on the attendee bag and included in promotional materials, your organization's marketing materials in the registration packet.)

☐ **Marketing Insert: \$150.00** (include your organization's marketing materials in the registration packet.)

☐ **Exhibitor Educational Opportunity: \$100.00** (Participate in the SPHM Clinical Applications - education session with hand-in demo)

☐ **Additional Name Badge for Booth Representative: \$100.00** (max two additional Representative per booth purchased)

Total payment: _____

**Registration confirmation will be sent via email only.*

Please email the completed registration form along with the payment to a.wiest@kamo-ms.com or mail the registration to ASPHP Headquarters.

Payment: Check (Make check to ASPHP)

Mail to: ASPHP Headquarters, 125 Warrendale Bayne Road, Suite 375, Warrendale, PA 15086

Or by Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card Number:

Exp. Date:

Card Billing Address: _____

Name on Card: _____

3 or 4 digit Security Code: _____

Exhibitor space is limited and assigned on a first-come, first-served basis! Reserve your space now!

Accommodation:

Make your lodging reservations directly with:

Hilton Garden Inn Staten Island, 1100 South Ave, Staten Island, NY 10314

Special rate with hotel under Northwell or Staten Island Hospital

Reservation: 718 477 2400 ext. 0

Set Up Time: Friday, Nov 18th from 6-9 PM and Saturday, Nov 19th at 6 AM All booths must be setup and ready to go by 7 A.M. for the continental breakfast.

Exclusive time has been planned so that registrants may have sufficient opportunity to see company products and interact with company representatives.

Exhibit Time:

7:30 AM - 8:00 AM during registration

12 NOON - 1:00 PM Lunch

During additional breaks

General Registration Policies

- 1. MANAGEMENT** - All arrangements for Exhibits are to be made with Staff at ASPHP.
- 2. EXHIBIT SPACE** -Includes 6' table with one chair, 2 name badge per exhibitor booth.
- 3. SHIPPING** -This is at your cost and responsibility. The convention center cannot store and will NOT accept any material. Instruction on drop off location will be provided later.
- 4. ASSIGNMENT OF SPACE** - Priority is based on when the application is received. Refunds are not available. Payment must accompany the Exhibit Form.
- 5. EXHIBIT** - Management reserves the right to limit products/services displayed. ASPHP reserves the right to remove any Exhibit which may detract from the general character of the Event.
- 6. LIABILITY** - It is agreed that any damage to walls, furniture, rugs or other of Regina M. McGinn, MD Educational Center shall be chargeable to the Exhibitor liable for such damage. It is further agreed that the Exhibitor shall indemnify and exempt the Association of Safe Patient Handling Professionals and the Regina M. McGinn, MD Educational Center from all liability, which may ensure from any cause whatsoever. The ASPHP and the Exhibit Management shall not be held responsible for the safety of Exhibits against fire, theft, or property damage or for accidents to Exhibitors or their employees. Exhibitors should place their own insurance to cover all contingencies.

7. **EXHIBIT HOURS** – Exclusive time has been planned so that registrants may have sufficient opportunity to see company products and interact with company representatives.
8. **EXHIBITOR EDUCATIONAL OPPORTUNITY:** The first six (6) vendors who register and remit payment will receive the opportunity to participate. These vendors will receive a selection of scenarios and they will be asked to rank their top three (3) choices. The committee will then determine which they will be asked to demonstrate. A **MANDATORY** conference call including all participants will be held prior to the event to discuss logistics.
9. **CANCELLATION POLICY** – There is no refund for cancellations.

Please contact Annie Wiest at a.wiest@kamo-ms.com or phone 724-935-1531 if you have any question.

By submitting the registration form and payment, Exhibitor agrees to comply with all Registration Policies.

AOHP reserves the right to cancel the event if the minimum registration is not met. If ASPHP Headquarters does not receive a minimum number of registrants by Oct 30, the event will be cancelled. In the event of cancellation, registration fees will be refunded, but travel expenses will NOT be reimbursed. Please do not make travel arrangements until receipt of confirmation from ASPHP Headquarters that the event will be held.