



## **Guidelines for Exhibitors & Swag Bag Sponsors** for the AAFCP 39<sup>th</sup> Annual Meeting

**“AAFCP Virtual-Apart But Still Together with Creighton Model FertilityCare System & NaProTECHNOLOGY”  
July 23-25, 2020**

**INSTALLATION:** Once Exhibitor agreement and payment are received, Exhibitors will be contacted with a link to set up their exhibit page on the Whova Annual Meeting platform. Exhibitors will also have exposure on the AAFCP website.

Once Exhibitor agreement and payment are received, Swag Bag Sponsors will be listed in the Virtual Swag Bag that all attendees will receive.

**EXHIBIT EXPOSURE:** All exhibits will be accessible to attendees beginning Monday, July 20 through Saturday, July 25, 2020. Exhibitor information will be posted on the [aafcp.net](http://aafcp.net) website through August 31, 2020.

**USE LIMITS:** Transfer of the right-of-use for exhibit space is not permitted without the expressed permission of the American Academy of FertilityCare Professionals.

**EXHIBITOR RESPONSIBILITY:** Exhibitors hereby agree to protect, indemnify, defend and hold harmless the American Academy of FertilityCare Professionals, its employees and agents against all claims, losses, and damages to persons or property, governmental charges or fines, and legal costs arising out of or caused by Exhibitors' installation(s), removal, maintenance, occupancy or use of the exhibition premises or any part thereof.

**HOLD HARMLESS CLAUSE:** The American Academy of FertilityCare Professionals shall not be liable to the Exhibitor, its agents, employees, contractors, patrons, guests, licensees, nor to any other person whomever, for any injury or damage to person or property caused by or arising out of any act, omission or neglect of an Exhibitor, its agents, contractors, employees, patrons, guests, licensees, or any persons attending the Annual Meeting under expressed or implied invitation by the Exhibitor or for any other damages arising out of use of the licensed space. The Exhibitor assumes the entire responsibility and liability for any and all losses, damages and claims deriving from the injury or damage to Exhibitor's display area brought upon the platform and shall indemnify and hold harmless the American Academy of FertilityCare Professionals and its agents, servants and employees from any and all such losses, damages or claims. The Exhibitor acknowledges that the American Academy of FertilityCare Professionals does not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and damage insurance, and to comply with any and all other requirements to cover such losses by the Exhibitor.



## **Guidelines for Exhibitors & Swag Bag Sponsors** for the AAFCP 39<sup>th</sup> Annual Meeting *continued*

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**CHARACTER EXHIBITS:** Each exhibit shall be in good taste and in keeping with the mission and values of the American Academy of FertilityCare Professionals and in concert with the nature and elegance of its Annual Meeting. The American Academy of FertilityCare Professionals shall be entitled to limit or require change to any exhibit that violates the above and/or interferes with other Exhibitors, or otherwise does not conform to the regulations herein or to any agency having jurisdiction at the Meeting site. All Exhibitor activities shall be conducted solely within the licensed platform space. Canvassing, solicitation of business or the use of advertising materials on signs by firms other than those who have contracted for space is prohibited. Distribution of circulars, catalogues, or other advertising material for firms that are not Exhibitors is prohibited.

**AMENDMENTS & ADDITIONAL REGULATIONS:** The American Academy of FertilityCare Professionals shall have the sole authority to determine and to resolve any and all issues not specifically covered by the foregoing regulations. The AAFCP shall add and/or amend the foregoing rules providing such changes are reasonable in nature and consistent with the purpose of the foregoing at its discretion. All such changes shall be forwarded, in writing, to the Exhibitors via the AAFCP. Each Exhibitor will be responsible for forwarding this information to all parties who will set-up and/or staff the booth/space.

**BOOTH/SPACE ASSIGNMENT:** The American Academy of FertilityCare Professionals will be the final authority on booth/space assignment.

**FEES:** The daily Exhibitor's fees *do not* cover the registration fee for the Annual Meeting of the American Academy of FertilityCare professionals. The registration fee is the responsibility of each individual who wishes to attend any or all of the Annual Meeting.

**DEADLINE FOR EXHIBITORS TO REGISTER:** July 1, 2020



## EXHIBITOR REFERENCE SHEET for the AAFCP 39<sup>th</sup> Annual Meeting

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July 23-25, 2020**

### **PAYMENT & REGISTRATION**

#### **AGREEMENT TO:**

**Jamie Hobor, AAFCP VP of Finance**  
740 Lynch Cir., Virginia Beach, VA 23455  
finance@aafcp.net

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### **EXHIBIT PLATFORM: WHOVA**

Once Exhibitor agreement and payment is received, **Exhibitors** will get a link to their site on the AAFCP exhibitor page on the WHOVA conference website. There will be time to interact with attendees beginning Monday July 20, 2020-Saturday, July 25, 2020. Logos, handouts and other info can be uploaded to individualize each page. Exhibitors can exchange information with Annual Meeting attendees, have chats, offer coupon codes, hold a raffle, provide a link to sales online, etc. This package allows interaction with our attendees and have the exposure from the time of payment through the conference dates, and continuing through August 31, 2020 on the AAFCP website.

Once Exhibitor agreement and payment is received, **Swag Bag sponsors** will be listed in the Virtual Swag Bag that all attendees will receive. It's a great opportunity to provide an image/ad with a link to your website, a coupon code or free digital item. Swag Bag sponsors will not be able to interact with attendees or be listed on the AAFCP website.

ALL Exhibitor & Swag Bag Sponsors must register by July 1, 2020.

#### **EXHIBIT HOURS:**

**Beginning Monday, July 20, 2020 and ending Saturday, July 25, 2020**  
**All attendees will have access 24 hrs/day but are expected to be most active during conference hours as follows: (CST)**  
**Thursday July 23- 7:00pm-9:00pm**  
**Friday July 24 – 8:45am-6:30pm**  
**Saturday July 25 – 8:45am-6:30pm**

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