



AAIDD
ANNUAL MEETING



JUNE 10-12, 2024
Louisville, KY

**PARTNER
PROSPECTUS**

**Opportunities to
Sponsor, Exhibit, and Advertise**

WWW.AAIDD.ORG

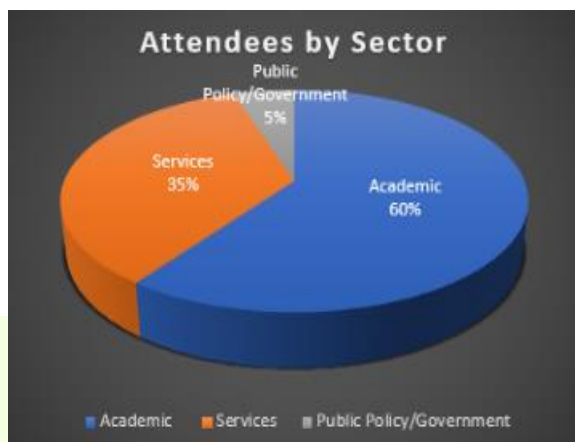
About AAIDD

AAIDD promotes progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities. The AAIDD Annual Conference is typically attended by 500 thought leaders in research, policy, and practice. AAIDD is a leader in the field and its Annual Meeting is an ideal way to reach your target audience.

Who Attends AAIDD?

Conference attendees are leaders and decision-makers in every setting that concerns people with intellectual and developmental disabilities, with roles including

- Attorneys
- Case Managers
- Consultants
- Educators
- Executives and Managers
- Physicians
- Policy analysts
- Psychologists
- Rehabilitation Specialists
- Researchers and Faculty
- Self-Advocates and Family Members
- Service Providers
- Social Workers
- Therapists



Meeting and Hotel Information

The meeting will be held at the:
Louisville Marriott Downtown
Louisville, KY

The 2024 Annual Meeting is being planned as an in-person conference. All sessions and exhibits will take place at the Louisville Marriott Downtown.

Who Exhibits at AAIDD?

Exhibitors typically address the needs of those who work with people with intellectual and developmental disabilities with professional and programmatic services or products, such as

- Adaptive equipment
- Assessment tools and services
- Assistive technology
- Books, curricula, and journals
- Communication and recordkeeping supports
- Educational materials
- Employment supports
- Healthcare services
- Higher education programs
- Insurance Providers
- Financial and financial products
- Pharmaceutical services
- Residential service supports
- Training
- Travel programs
- University programs
- Video services



AAIDD encourages you to stay at our host hotel. Please be aware that third-party vendors ARE NOT USED to arrange for hotel rooms. AAIDD will provide all exhibitors and sponsors with lodging information and you'll be able to making your room reservations directly with the hotel by phone or online. Anyone contacting you regarding lodging does not work for AAIDD.

SPONSORING

Show your support for conference attendees!

CONFERENCE SPONSORSHIPS	Copper \$3,500	Silver \$5,000	Gold \$10,000	Platinum \$15,000
Exhibit booth	✓ Standard (tabletop) size	✓ Standard (tabletop) size	✓ 8'x8' booth	✓ 10'x10' booth
Sponsor logo with hyperlink to website	✓	✓	✓	✓
Sponsor acknowledgement in welcome remarks, program, and event slides	✓	✓	✓	✓
Bag insert—one item to be included in attendees bag	✓	✓	✓	✓
Complimentary general registrations (does not include ticketed events)	2	4	8	10
One complimentary program ad (for the printed program only)		1/4 page	1/2 page	Full Page
One-time social media promo		✓	✓	✓
One-time exclusive personalized email blast to conference registrants (pre- or post- conference)			✓	✓
Feature in Sponsor Showcase (host a 30-minute live or pre-recorded session during the Wednesday lunch break)				✓

SINGLE EVENT SPONSORSHIPS

Plenary Session \$8,000
2 opportunities

- Prominent recognition on the conference website
- May have a representative introduce plenary speaker
- One (1) Bag insert
- One Exhibit
- Six (6) complimentary registrations

Professional Headshots \$4,000
2 opportunities

- Prominent recognition on the conference website
- One (1) Bag insert
- Three (3) complimentary registrations

To confirm your sponsorship, please complete the sponsorship engagement form on page 6

OTHER SPONSORSHIP OPPORTUNITIES

Interested in sponsoring a specific event or getting particular visibility? Contact us to craft sponsor acknowledgement that meets your needs. AAIDD welcomes creative sponsorship ideas.

Contact Maria at maria@aaidd.org

EXHIBITING

Connect with attendees by exhibiting! (Exhibits sold on a first-come, first-serve basis—limited availability.)

EXHIBIT LOCATION

The exhibit space for this conference will be in an area in which all attendees will congregate for substantial periods at least 3 times each day of the conference. Continental breakfast and a coffee break will be served in the exhibit area. The area will not be locked overnight; drapes will be provided to cover the displays.

EXHIBIT FEE AND BENEFITS OVERVIEW

\$850.00 per exhibit table

\$650 for non-profit organizations

- One (1) skirted 6-ft table and two (2) chairs with 6’high back drape
- Two (2) complimentary exhibitors badges (for exhibits only)
- (1) complimentary conference registration.
Exhibiting organizations may also register one (1) additional employee at \$300.
- Placement of company logo with hyperlink to your site on the conference web page
- Exhibitor profile listing in the Final Program
- Access to evening receptions and breakfasts

SET-UP: All displays may be installed from 1:00-6:00 pm on Monday, June 10, 2024, and must be fully installed by Tuesday, June 11 at 7:30 am.

DISMANTLING: All displays are to be dismantled starting at 11:00 am on Wednesday 12, 2024. It is the responsibility of the exhibitor to see that all materials are delivered to the exhibit area and removed from the area by the specified deadline.

SHIPPING: All materials should be shipped to the hotel at your own expense. Detailed shipment information will be sent via e-mail.

DEADLINE

The signed agreement with full payment must be received by **April 19, 2024**. Remember, we have limited number of available tables; merely sending this contract by the deadline does not guarantee you a table.

ELECTRICITY/AUDIO VISUAL/INTERNET

Exhibitors are responsible for their own costs related to dedicated electricity, Internet connection, and AV equipment. An exhibitor information sheet, with contact details for our AV and decorator companies, will be provided at least 45 days before the conference dates.

EXHIBIT HOURS

TUESDAY, JUNE 11
8:00 am – 4:30 pm

- Exclusive Time
8:00—9:00 am
10:30—11:00 am
2:30—3:00 pm
4:00—4:30 pm

WEDNESDAY, JUNE 12
7:30 am – 11:00 am

- Exclusive Time
7:30—8:00 am
10:15—10:45 am



EXHIBIT MOVE IN	EXHIBIT HOURS	EXHIBIT MOVE OUT
Monday, June 10 1:00—6:00 pm	Tuesday, June 11 8:00 am—4:30 pm	Wednesday, June 12 11:00 am—2:00 pm
	Wednesday, June 12 7:30 am—11:00 am	

For questions, please contact Maria@aaidd.org. See additional exhibition terms and conditions on page 8.

ADVERTISING

Reach attendees by advertising!

Program Ads

The *Final Program* is placed directly in the hands of each attendee; it is constantly in their hands as they plan their calendar and find their way around the meeting. The program is also available on the website before and after the Annual Meeting. Put your company's information in the hands of the top decision makers. The *Final Program* is a full color, 52 page, 8-1/2" x 11" document, and AAIDD accepts both black/white and full color ads.

Placement of Advertising

Display advertising in the *Final Program* is placed before and after the several main text portions in the program. Editorial content is not interrupted by ads.

Submission Requirements

All ad submissions must be submitted electronically.

Please keep in mind the following:

- PDFs high resolution PDFs only; low resolution (optimized for web) will NOT be accepted
- EPS file at 100% of size, 300 dpi
- All ads must be approved. Send submissions to maria@aaidd.org
- See terms and conditions below

Program Ad Rates and Specifications

Size	Wide	Height	Rates
Full page	7.5"	x 10"	\$600
1/2 page (H)	7.5"	x 4.75"	\$375
1/4 page	3.5"	x 4.75"	\$225

Measurements are with no Bleed

Deadline

All advertising for the Final Program must be submitted no later than **April 19, 2024.**

Bag Inserts

BAG INSERT ITEMS	Number of Sponsorship Opportunities	A la Cart Fee
One 8.5 x 11-inch single page item	Unlimited	\$1,000
Small promotional items, such as pens, eyeglass cleaning cloths, lip balm, first aid kits, bandanas, etc., (measuring approximately 3x4x1-inches or less)	Unlimited	\$1,200
Mousepad	Two	\$2,000

A conference bag is placed directly in the hands of each attendee. Inserts are limited to lightweight items (such as, but not limited to, flyers, brochures, pens, or postcards), inserts must measure no larger than 8.5 x 11 inches.

Advertisers must arrange to ship 500 copies* of their item to AAIDD by the deadline.

**Quantity subject to change based on final number of pre-registrants.*

Submission Requirements

- All inserts must be approved, please send a sample (pdf preferred) to maria@aaidd.org
- See terms and conditions on page 7.

Deadline

Inserts must be sent directly to the hotel, and **must arrive by Friday, June 7, 2024.** AAIDD is not responsible for your items not arriving on time. *Shipping instructions will be provided after your payment has been received.*

ADVERTISING TERMS AND CONDITIONS

Acceptability of Program Ad and Bag Insert advertising are limited to those that AAIDD deems likely to serve the interests of its members and conference attendees. AAIDD reserves the right to refuse, at its sole discretion, any potential advertiser's proposed Program Ads or Bag Inserts, whose content, intent, product, or service is determined by AAIDD to be inconsistent with its mission, goals, or objectives. Acceptance of Program Ad and Bag Insert advertising does not imply AAIDD endorsement.

AAIDD Annual Meeting Sponsor & Exhibit Engagement Form

June 10-12, 2024, Louisville, KY

Send this form Attn: Maria Alfaro at AAIDD, 8403 Colesville Rd. Silver Spring, MD 20910
Fax 202-387-2193, or maria@aaidd.org

COMPANY INFORMATION

Company/Organization Name: _____
 Primary Contact's Name/Title: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ E-mail: _____
 Website: _____

SPONSORSHIP PACKAGES

- Platinum Sponsor \$ 15,000
- Gold Sponsor \$ 10,000
- Silver Sponsor \$ 5,000
- Copper Sponsor \$ 3,500

All sponsors receive a complimentary exhibit

A-LA-CARTE-SPONSORSHIP ITEMS

- Plenary Sponsor \$ 8,000
- Professional Headshots \$ 4,000

AUTHORIZED SIGNATURE

By signing this application I acknowledge that as a representative of this company, I have read the rules and regulations outlined on page 7 of this prospectus. I also understand this application will become a binding contract upon acceptance and confirmation by AAIDD.

 Authorized applicant signature

Date: _____

EXHIBIT FEE

- Exhibitor Fee \$ 850
- Non-Profit Exhibit Fee \$ 650

BAG INSERTS

- One 8.5x11-inch single page item \$ 1,000
- Small promo items \$ 1,200
- Mousepad \$ 2,000

ADVERTISING

- Full-page Ad \$ 600
- Half-page Ad \$ 375
- Quarter-page Ad \$ 225

TOTALS *Note: Please enter the individual amounts manually*

Sponsor package	= \$
A-la Carte Sponsorship	= \$
Bag Inserts	= \$
Exhibit Fee	= \$
Advertising	= \$
TOTAL	= \$

PAYMENT INFORMATION—Select a payment method

- Check Enclosed (Payable to AAIDD) Invoice me (P.O. Attached)
- Visa MasterCard American Express Discover Diners Club

Card Number _____

Expiration Date _____ Security Code _____

Is the credit card billing address is different from the one provided above, please enter it here:

EXHIBITOR TERMS AND CONDITIONS

ACCEPTABILITY OF EXHIBITS - All exhibits shall serve the interests of the members of AAIDD and its affiliates and shall be operated in a way that will not detract from other exhibits or the convention as a whole. AAIDD reserves the right to deny the exhibit space to any potential exhibitor if AAIDD determines that the content or intention of the exhibitor is inconsistent with the goals and objectives of AAIDD. Acceptance of an exhibit does not imply an endorsement of the exhibitor.

EXHIBIT ASSIGNMENTS - Reasonable effort will be made to avoid the assignment of adjacent booths to direct competitors. Location assignments will not be made until payment is received in full.

CANCELLATION OF EXHIBITS – In the event that fire, strike, or other circumstances beyond the control of AAIDD cause the meeting to be cancelled, a full refund of exhibit fees will be offered.

PAYMENT AND CANCELLATION – The exhibit fee must accompany the agreement. Vendors may cancel this agreement by written notice to AAIDD. Cancellations made on or prior to April 19, 2024 will be subject to a \$75 cancellation fee. No refunds will be made on cancellations after April 19, 2024.

SECURITY AND INSURANCE - The Exhibit area will not be secured. We encourage you to take valuable items with you when you leave the table. AAIDD nor the hotel will not be liable for damage or loss to exhibitor's property nor shall AAIDD be liable for any injury that may occur in the exhibition area. Exhibitors should make their own insurance and material storage arrangements.

DAMAGE TO EXHIBIT AREA - Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel, conference, or exhibit area without permission from the proper building authority and AAIDD. If such damage appears, the exhibitor shall be liable to the owner of the property damaged.

INSTALLATION AND DISMANTLING - All exhibits must be in place and set up by the time of the official opening to the show. Space not occupied or set up by that time may be reassigned for other purposes.

DEFAULT OCCUPANCY - Any vendor failing to occupy space that has been contracted is not relieved of the obligation of paying for such space at the full rental price, and AAIDD shall have the right to use such space as it sees fit.

RESTRICTIONS ON USE OF SPACE - No exhibitor shall sublet, assign, or share any part of the space allocated to it without the written consent of AAIDD.

CODE OF CONDUCT

Exhibitors are expected to conduct themselves in a professional manner, and treat other with respect. Exhibitors shall not engage in disruptive behavior of any type. AAIDD reserves the right to remove exhibits that are not following the code of conduct.

RESPONSIBILITY OF AAIDD AND THE EXHIBIT FACILITY: Insurance and liability are the full, sole responsibility of the exhibitor. The exhibitor agrees to protect, save, defend, and keep AAIDD and the Louisville Marriott Downtown Hotel forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in this agreement between AAIDD and the exhibit facility regarding said premises; further, the exhibitor shall at all times protect, indemnify, save and defend, and keep harmless AAIDD and the Hotel against and from any and all loss, cost, damage, liability, or expense by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitee that arises or by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof. AAIDD does not assume responsibility for any advertised or exhibited services or materials.