PARTNER PROSPECTUS
Opportunities to Sponsor, Exhibit, Advertise

For more information visit us online:
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 averages an attendance of 550-600 people. AAIDD is a leader in the field and it’s Annual Meeting is the meeting of intellectual disability professionals and is an ideal way to reach your target audience.

Who Attends

- Administrators
- Attorneys
- Diagnosticians
- Educators
- Facility Managers
- Physicians
- Psychologists
- Service Providers
- Researches
- Residential Program Operators
- Self Advocates/Family Members
- Sexuality Consultants
- Social Workers/Case Managers
- Speech Therapists/Audiologist
- Occupational/Physical Therapists
- Vocational Rehab Specialists

Who exhibits at AAIDD

Our exhibitors consist of those serving the professional needs of those who work with people with intellectual and developmental disabilities. Such as ...

- Providers of products
- Adaptive equipment
- Publications
- Communications
- Assistive technology devices
- Computer equipment
- Insurance
- special education materials
- Healthcare services
- Multi-media instructions programs
- Pharmaceuticals
- Residential service
- Training and treatment products
- Testing devices and behavior scales
- Travel programs
- University programs, and more.

Meeting Site and Hotel Information

AAIDD encourages you to stay at our host hotel, the Wyndham Grand Pittsburgh Downtown. Please be aware that we do not use third-party vendors to arrange for hotel rooms. AAIDD will directly provide all exhibitors and sponsors with lodging information and you’ll be able to making your room reservations by either calling the hotel directly or online. AAIDD’s website has the link to reserve your room and the hotel’s phone number. Anyone contacting you regarding lodging does not work for AAIDD.

The meeting will be held at the:

**Wyndham Grand Pittsburgh Downtown**

600 Commonwealth Place, Pittsburgh, PA 15222
We invite you to review the wide range of sponsorship opportunities to suite your needs.

All sponsors receive:
- Display of company name and logo in the conference final program, website and announcement during the opening plenary session.
- An exhibit table (based on availability, tables are committed to sponsors and exhibitors on a first come, first serve basis.)

<table>
<thead>
<tr>
<th>Sponsor Level</th>
<th>Fee</th>
<th>Complimentary Conference Registrations</th>
<th>Complimentary Program Ad</th>
<th>Include one item in Attendee Bags</th>
<th>One-time usage of electronic list of conference attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>$2,000</td>
<td>1</td>
<td>No</td>
<td>Yes</td>
<td>Yes (post conference only)</td>
</tr>
<tr>
<td>Blue</td>
<td>$2,500</td>
<td>2</td>
<td>No</td>
<td>Yes</td>
<td>Yes (post conference only)</td>
</tr>
<tr>
<td>Bronze</td>
<td>$3,000</td>
<td>3</td>
<td>1/4 page</td>
<td>Yes</td>
<td>Yes (post conference only)</td>
</tr>
<tr>
<td>Silver</td>
<td>$4,000</td>
<td>4</td>
<td>1/4 page</td>
<td>Yes</td>
<td>Yes (post conference only)</td>
</tr>
<tr>
<td>Gold</td>
<td>$5,000</td>
<td>5</td>
<td>1/2 page</td>
<td>Yes</td>
<td>Yes (pre &amp; post conference)</td>
</tr>
<tr>
<td>Platinum</td>
<td>$10,000</td>
<td>8</td>
<td>Full page</td>
<td>Yes</td>
<td>Yes (pre &amp; post conference)</td>
</tr>
</tbody>
</table>

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.
Call Maria at 202-387-1968 ext 205 or maria@aaidd.org

For sponsorship, please fill out the sponsorship engagement form on page 6
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, and must travel through the space to get to the Plenary Sessions and Registration. 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.

FEE

The exhibitor fee: $375.00 per table.

This fee entitles you to: One (1) skirted 6-ft table, two (2) chairs, free online listing of your company on the conference web page with a hyperlink to your site. Also includes 2 complimentary exhibitors badges. Exhibiting organizations may register 1 additional employee at $160.

INSTRUCTIONS

SET-UP: All displays may be installed from 1:00-6:00 pm on Monday, June 1, 2020, and must be fully installed by Tuesday, June 2 at 7:30 am.

DISMANTLING: All displays are to be dismantled starting at 11:00 a.m. on Wednesday, June 3, 2020. 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 convention center 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 20, 2020. Remember, we have limited number of available tables; merely sending this contract by the deadline does not guarantee you a table.

OTHER INFORMATION

Each exhibitor is responsible for their own costs related to dedicated electricity, Internet connection, and AV equipment. An exhibitor information sheet will be by the end of April 2020 with the contact information for our AV and decorator companies.

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

EXHIBIT MOVE IN
Monday, June 1
1:00—6:00 pm

EXHIBIT HOURS
Tuesday, June 2
7:30 am—4:00 pm

Wednesday, June 3
7:30 am—11:00 am

EXHIBIT MOVE OUT
Wednesday, June 3
11:00 am—1:00 pm
Can’t come to our meeting? would you like to increase visibility for your product? Become an advertiser!

Program Ads

The Final Program is placed directly in the hands of each attendee; it is constantly in their hands as they plan their calendars 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

Program Ad Rates and Specifications

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

<table>
<thead>
<tr>
<th>Size</th>
<th>Wide</th>
<th>Height</th>
<th>Rates</th>
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<tbody>
<tr>
<td>Full page</td>
<td>7.5&quot;</td>
<td>10&quot;</td>
<td>$400</td>
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<tr>
<td>1/2 page (H)</td>
<td>7.5&quot;</td>
<td>4.75&quot;</td>
<td>$230</td>
</tr>
<tr>
<td>1/2 page (V)</td>
<td>3.5&quot;</td>
<td>10&quot;</td>
<td>$230</td>
</tr>
<tr>
<td>1/4 page</td>
<td>3.5&quot;</td>
<td>4.75&quot;</td>
<td>$150</td>
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Measurements are with no Bleed

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

Deadline

All advertising for the Final Program must be submitted no later than April 20, 2020.

Bag Inserts

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), must measure no larger than 8.5 x 11 inches. All shipping and handling cost are at the expense of the advertiser. AAIDD reserves the right to refuse materials if delivered after specific date.

Submission Requirements

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

Deadline

Inserts must be sent directly to the hotel, attention of Maria Alfaro, and must arrive by Friday, May 29, 2020. 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 Engagement Form

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

Organization Name: ___________________________________________________________
Primary Contact’s Name/Title: __________________________________________________
Address: ____________________________________________________________________
City: _____________________________________ State: ______    Zip Code: _____________
Telephone: __________________________  E-mail: _______________________________________________
Website: ____________________________________________________________________

Select your sponsorship Level:

☐ Platinum Sponsor  $ 10,000
☐ Gold Sponsor       $ 5,000
☐ Bronze Sponsor   $ 3,000
☐ Silver Sponsor   $ 4,000
☐ Blue Sponsor     $ 2,500
☐ Green Sponsor    $ 2,000

EXHIBITING - Will you be using your complimentary exhibit table?  ☐ YES  ☐ NO
(Based on availability, tables are committed to sponsors and exhibitors on a first come, first serve basis.)

If you will be exhibiting, please give us your product/service description.  This information will be published in the Conference Program.  (50-word limit)
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

COMPLIMENTARY REGISTRATIONS: Based on the level of your sponsorship you are allowed to register at no cost, a limited number of people from your organization.  Platinum-8 free registrations; Gold-5 free registrations; Silver-4 free registrations; Bronze-3 free registrations; Blue-2 free registration; Green-1 free registration.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Name</th>
<th>E-mail</th>
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</tr>
</tbody>
</table>

ADDITIONAL SPONSORSHIP BENEFITS:

☐ I would like to register up to 1 co-worker  at the discounted rate of $160  $_______________

Please enter the name and e-mail below:
Name: __________________________ E-mail: __________________________

☐ ADVERTISE—PROGRAM AD  (see page 5 for ad sizes and fees)  $_______________

Total $_______________

PAYMENT INFORMATION—Select a payment method

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

Card Number __________________________________________
Expiration Date ___/___/    -    ___/___/    Security Code____________

Name of Authorized Signature __________________________

By signing this application I acknowledge that as a representative of this company, I have read the rules and regulations outlined in this prospectus.

Billing Address (If different from the one above) __________________________________________
Organization Name: ___________________________________________________________
Primary Contact’s Name: _____________________________________________________
Address: ____________________________________________________________________
City: _____________________________________ State: ______    Zip Code: _____________
Telephone: _____________________________ E-mail: ________________________________
Website: ____________________________________________________________________

Applies to:

☐ EXHIBIT
   Please reserve _____ (number of tables)    Cost per table $375  $ _____________
   I would like to register up to 1 co-worker at the discounted rate of $160  $ _____________
   (enter name of co-worker in the box below)

☐ ADVERTISE
   ☐ Bag Insert $ 350.00  $ _______________
   ☐ Program ad—Please choose one  $ _______________
   □ Full page ad $ 400    □ Half-page $ 230    □ Quarter-page $ 150
   Total $ _______________

FOR EXHIBITS ONLY— the information below will be published in the Exhibitors Guide
Product/Service Description (50-word limit)
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Please list up to 2 onsite exhibit representatives at no additional cost.

<table>
<thead>
<tr>
<th>Representative 1</th>
<th>Discounted attendee registration for 1 employee of the exhibiting organization $160</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name:</td>
</tr>
<tr>
<td>E-mail</td>
<td>E-mail:</td>
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</tbody>
</table>

Representative 2

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
</table>

PAYMENT INFORMATION—Select a payment method

☐ Check Enclosed (Payable to AAIDD)  ☐ P.O. Attached

☐ Visa    ☐ MasterCard    ☐ American Express    ☐ Discover    ☐ Diners Club

Card Number ____________________________________________
Expiration Date ___/___/ - ___/___/  Security Code___________
Billing Address (If different from the one above) ________________________________

ACKNOWLEDGEMENT OF THE RULES AND REGULATIONS (REQUIRED)

Name of Authorized Signature ____________________________________________

By signing this application I acknowledge that as a representative of this company, I have read the rules and regulations outlined in this prospectus.
EXHIBITOR TERMS AND CONDITIONS

TABLE ASSIGNMENTS - Table assignments will be made in the order that contracts are received; however reasonable effort will be made to avoid assignment of adjacent booths to direct competitors. The rental fee must accompany applications for space. Table assignments will not be made until payment is received in full.

EXHIBITS - A standard 6-foot table and identification sign is provided by AAIDD. Any customization must first be approved by AAIDD. Audiovisual aids or equipment may not be played at a level that would interfere with adjacent exhibits.

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 rental fees will be made.

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 15, 2020 will be subject to a $100 cancellation fee. No refunds will be made on cancellations after April 15, 2020.

SECURITY AND INSURANCE - The Exhibit area will not be secured. Drapes will be provided to cover displays; however, 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.

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.

RESPONSIBILITY OF AAIDD AND THE EXHIBIT FACILITY: Insurance and liability are the full, sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep AAIDD and the Wyndham Grand Pittsburgh 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 Wyndham Grand Pittsburgh Downtown 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 services or materials advertised or exhibited.