

# Milestones Autism Spectrum Disorder Conference

## JUNE 16-17, 2016 ★ Landerhaven ★ Cleveland, Ohio

### EXHIBITOR OPPORTUNITIES

Earlier commitments will receive preferential placement.



**Exhibitor Rate \$1,000**

**Small Non-Profit Exhibitor Rate \$600\***

*\*Total annual budget \$500,000 or less: must provide supporting documents to show this, as well as 501(c)(3) status*

Exhibitor Package includes name and booth listing in the Conference Program, reserved exhibit table in Grand Ballroom, 2 exhibitor staff badges, 2 chairs, wastebasket, Wi-Fi, and 2 lunches for exhibit staff.

### EXHIBITOR AGREEMENT

**Please select your exhibitor level:**

**Exhibitor Rate \$1,000**

**Small Non-Profit Exhibitor Rate \$600\***

*\*Please attach supporting documents*

**Please complete the following information:**

Total fee: \$ \_\_\_\_\_ (based on selection above and/or on back)

Company Name (to appear in Conference program): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Exhibit booth display will include (please list any products, services or other activations you intend to have at your booth): \_\_\_\_\_

Will you need electricity?  Yes  No

Special Considerations: \_\_\_\_\_

**Return this form by mail to the address below, by fax at 216.464.7602 or by email at [lauren@milestones.org](mailto:lauren@milestones.org).**

**Please call Lauren Daughtrey with any questions at 216.464.7600 ext. 110.**

#### Payment Options

Check: Please make payable to Milestones Autism Resources (Tax ID 20-0721205) and mail to:

Attn: Lauren Daughtrey  
Milestones Autism Resources  
23880 Commerce Park, Suite 2  
Beachwood, OH 44122

Purchase Order: PO # \_\_\_\_\_

Online payment at [www.milestones.org](http://www.milestones.org)



Milestones has the right to accept or reject any application upon review. Your signature below indicates that you understand and agree that this application is subject to approval at the sole discretion of Milestones Autism Resources.

**In addition, please review the policies on page 5 and return with your signature.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

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**JUNE 16-17, 2016** ★ Landerhaven ★ Cleveland, Ohio

## ADDITIONAL OPPORTUNITIES

### TAKE ONE TABLE \$250

Send your company brochure, catalog, or swag for inclusion on the TAKE ONE TABLE, prominently located and available throughout the conference.

### ADVERTISING

More than 1,000 Conference Programs distributed to participants, and to supporters and friends throughout the year.

\$500 Full Page Ad - 7.5" x 10"

\$300 Half Page Ad (horizontal) - 7.5" x 4.917"

\$200 Quarter Page Ad (vertical) - 3.667" x 4.917"

\$150 Business Card Ad (horizontal) - 3.667" x 2.375"

Email your ad in a PDF format to [development@milestones.org](mailto:development@milestones.org).

## ADVERTISING AGREEMENT

Full Page Ad \$500

Quarter Page Ad \$200

Take One Table \$250

Half Page Ad \$300

Business Card Ad \$150



### Please complete the following information:

Total fee: \$ \_\_\_\_\_ (based on selection(s) above)

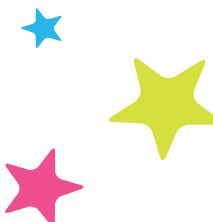
Company Name (to appear in Conference program): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

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### SPONSOR, EXHIBITOR, ADVERTISER POLICIES

#### Exhibit Space

- 1.) All fully completed applications for exhibit space at the Conference shall be submitted to Show Management. All exhibits shall be related to the activities of the Conference and its members and shall not detract from the general character of the Conference. Accordingly, Show Management reserves the right to reject any exhibit application, which it feels at its sole discretion, is not appropriate for the Conference.
- 2.) The price of each exhibit space shall be \$1,000 for for-profit organizations and non-profit organization with budgets over \$500,000 and \$600 for small non-profit organizations with budgets under \$500,000. At least one-half of fees shall be paid in U.S. funds at the time of registration.
- 3.) Each carpeted exhibit area shall consist of a space approx. 10' wide by 10' deep and shall contain one 8' table and 2 chairs. The height of all displays must not exceed 10'. The exhibitor shall adhere to decorum and good taste, as well as safety and structural integrity. No exhibitor shall erect any walls, partitions, painting, decorations or other types of obstructions, which would interfere with the view of any other exhibitor's booth.
- 4.) **Discount:** The deadline for receipt of an exhibitor's application and one-half of payment is February 29, 2016 at 5:00 p.m. EST.
- 5.) Floor Plan is subject to change at the discretion of Show Management pending approval of the city's Fire Marshall upon final inspection.
- 6.) No refund shall be made to any exhibitor who cancels the contracted booth(s) after April 30, 2016. Further, no refund shall be made to any exhibitor who fails, for any reason, to occupy the space reserved. Payment, minus a \$300.00 processing fee, will be refunded upon a written request for cancellation received by Show Management before 5:00 p.m. EST on April 30, 2016. In the unlikely event that the Conference is cancelled, all monies shall be promptly returned to the applicants.
- 7.) The Exhibit Hall hours will be determined at a later date. Show Management reserves the right to modify or change hours at its sole discretion and without advanced notice to exhibitors.
- 8.) All exhibitors shall complete their display setup by the opening of the Exhibit Hall at 7:30 a.m., on June 16, 2016. All exhibits must be dismantled from the Exhibit Hall area no later than 6:00 p.m. on June 17, 2016.

#### Exhibit Manual

The manual will be sent out on a later date. The manual will include, but is not limited to: shipping instructions, move-in/move-out information, service agreement forms for the rental of equipment, furniture, audio visual equipment, utilities and electricity. The exhibitor shall forward such requests to the specific contracted parties. The cost for such additional items shall be the sole expense of the exhibitor.

#### Security

Security personnel shall be provided on the evenings of June 15 and 16, 2016; however, neither Show Management nor Landerhaven shall be responsible for the loss by theft or otherwise of any property of the exhibitor and thus recommends that exhibitors remove any portable technology or other valuables from the Exhibit Hall overnight.

#### Photo and Video Release

Show Management may choose to capture photos or videos during the Conference for use on website or in promotional materials.

#### Hold Harmless

Exhibitors shall hereby protect, save and hold Show Management and the management of Landerhaven, their respective employees, agents, contractors and sub-contractors harmless from any and all claims for loss, costs, liability, expense or any other claim arising from, out of and/or by reason of the exhibitor's occupancy and use of the exhibition premises or exhibition booth or any part thereof during the course of the Conference.

#### Force Majeure

Should events beyond the reasonable control of the Show Management and Landerhaven, including but not limited to acts of God (flood, earthquake, tornado, fire, etc.), war, strikes, terrorism or threats of terrorism in the United States as substantiated by governmental warnings or advisory notices, disease, shortages or disruption of the electrical power supply causing blackouts or rolling blackouts or other essential utilities in or any other cause reasonably beyond the parties' control (collectively referred to as "occurrences"), making the Conference commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under this Agreement as the Parties originally contracted. In such case, Show Management may terminate this Agreement, without liability, upon written notification.

#### CME

This activity is CME certified, therefore, I bring your attention to the following Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support:

#### STANDARD 4. Appropriate Management of Associated Commercial Promotion

- 1.) Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.
- 2.) Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers of CME cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or in the place of the CME activity. (Refer to ACCME standards at [www.accme.org](http://www.accme.org))

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Company \_\_\_\_\_