

Sponsorship and exhibit space confirmation, exhibitor services manual and other information should be mailed to:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization Website \_\_\_\_\_

**SPONSORSHIPS**

**Sustaining Sponsor Opportunities (if applicable)**

List the name and amount of the sustaining sponsor opportunities you would like to participate in:

Name \_\_\_\_\_ \$ \_\_\_\_\_

Name \_\_\_\_\_ \$ \_\_\_\_\_

Name \_\_\_\_\_ \$ \_\_\_\_\_

**Choose your Sponsorship Level (if applicable):**

Sustaining Sponsorship \$20,000     Platinum \$6,500     Gold \$5,500

Silver \$4,500     Bronze \$3,500

**Conference/Year-Round Sponsorships**

List the name of the top three conference and/or year-round opportunities you wish to sponsor:

1st \_\_\_\_\_ \$ \_\_\_\_\_

2nd \_\_\_\_\_ \$ \_\_\_\_\_

3rd \_\_\_\_\_ \$ \_\_\_\_\_

**Total Sponsorship Payment**

\$ \_\_\_\_\_

**EXHIBIT SPACE**

- Sponsor and DO NOT wish to exhibit
  - 10' x 10' booth as part of Sustaining, Platinum, Gold, Silver or Bronze Sponsorship
  - # 10' x 10' booth(s) @ \$2,500 each for inline booths
  - # 10' x 10' booth(s) @ \$2,750 each for corner booths
- (Sponsors may purchase additional booths and those at the Bronze Level or higher qualify for the inline booth rate regardless of booth location)

Assign near: \_\_\_\_\_

Do not assign near: \_\_\_\_\_

If possible, AAPOR will make every effort to accommodate your wishes.

**Total Exhibit Space**

\$ \_\_\_\_\_

**ADVERTISING**

**For Sponsors:**

- We are sponsoring and DO NOT wish to advertise
- We are sponsoring and DO NOT wish to upgrade

**Printed Program Advertisement Options**

- Back cover full-page ..... \$ 2,500
- Inside front cover full-page ..... \$ 1,500
- Inside back cover full-page ..... \$ 1,500
- Full-page..... \$ 600
- Half-page..... \$ 400
- Quarter-page..... \$ 200

**Upgrade Options (check one of the following)**

- Half-page to full-page..... \$ 150
- Quarter-page to full-page..... \$ 350
- Quarter-page to half-page..... \$ 150

**Advertisement Specifications**

Art should be supplied as a CMYK or black and white print-ready PDF with crop and bleed marks and all fonts and graphics embedded. Images should be 300 dpi. Email art to AAPOR Headquarters at info@aapor.org by March 27, 2022.

**Total Advertising Payment**

\$ \_\_\_\_\_

**REGISTRATION MAILING LIST**

Please indicate below if you wish to purchase conference registration mailing lists. Mailing lists will be provided in Excel format for one-time use (excludes email addresses, per AAPOR policy).

**Note: exhibitors and sponsors are provided with one complimentary pre-conference registration mailing list.**

- Pre-conference registration mailing list ..... \$ 150
- Post-conference registration mailing list ..... \$ 200

**Total Registration Mailing List Payment**

\$ \_\_\_\_\_

**TOTAL FEES**

Total Sponsorship \$ \_\_\_\_\_

Total Exhibit Space \$ \_\_\_\_\_

Total Advertising \$ \_\_\_\_\_

Total Registration Mailing Lists \$ \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED**

\$ \_\_\_\_\_

- The opportunities I chose total \$20,000 or more, please recognize me as a **Sustaining Sponsor**.

The undersigned hereby authorizes AAPOR to reserve exhibit space for use by the company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations included in this contract, and to all conditions under which exhibit space is leased to AAPOR. The undersigned acknowledges that space assignments shall be acceptable unless AAPOR is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

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

Name (print or type) \_\_\_\_\_ Title \_\_\_\_\_

**Payment**

Complete this contract and attach payment to reserve a booth or a support opportunity for the AAPOR 77th Annual Meeting. All booths and support opportunities are awarded on a first-come, first-served basis.

Make checks payable to:

**AAPOR** (in U.S. funds)                      AAPOR taxpayer ID# 13-6163548

Exhibit space and support opportunities require full payment.

Please indicate payment type:

- Check # \_\_\_\_\_
- Credit card (An AAPOR team member will reach out to you to collect payment information over the phone.)

**SEND IN YOUR CONTRACT**

Send your completed contract to AAPOR Headquarter at info@aapor.org.

Return full payment with reference to contract to:

American Association for Public Opinion Research  
1436 Duke Street  
Alexandria, VA 22314

### Exhibits and Signs

Each 10' x 10' exhibit space will include 8' back drape and 3' side drapes. A company identification sign will be provided to each exhibitor.

### Space Assignment

Exhibit Space only assignments will be made starting January 2022 through April 2022. Program sponsors will be assigned the first available space and have priority placement over those companies reserving booth space only. Every effort will be made to respect the exhibitors' space choices when possible, but the decisions of the American Association for Public Opinion Research (AAPOR) shall be final. AAPOR reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibit effort. AAPOR reserves the right to determine the eligibility of any company or product for inclusion in the display.

### Payment

Exhibits are \$2,500 for a single inline booth and \$2,750 for a single corner booth. The additional \$150 corner booth fee does not apply to sponsors at the Bronze Level or higher. Payment must be received in full with contract. Checks should be made payable to AAPOR and mailed to:

AAPOR  
1436 Duke Street  
Alexandria, VA 22316

### Cancellation Policy

Cancellations received in writing by April 1, 2022, will be subject to a 50 percent administrative fee. No refund is possible for cancellations received after April 1, 2022 with the exception of those due to a government-instituted travel ban. Cancellations due to a government-instituted travel ban will receive a refund less a 50 percent administrative fee, up until May 10, 2022, or they may defer their support to the 2023 AAPOR Annual Meeting.

### Cancellation of Meeting and Exhibition

If AAPOR should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government, acts of terrorism, or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then AAPOR has the right to cancel the exhibition with no further liability other than a refund of space rental less a proportionate share of show management expenses.

### Official Contractor

The official contractor will handle all decorating and exhibit furniture. The exhibitor services kit outlines prices and instructions for shipping, securing special lighting, wiring, water, gas, telephone or other special work. The exhibitor services kit will be mailed to exhibitors in February.

### Installing Exhibits

Exhibit assembly schedule to be determined.

### Dismantling Exhibits

All exhibits must remain intact until the official closing time to be determined, and may not be dismantled or removed, in whole or in part, before that time

### Conducting Exhibits

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the association. AAPOR reserves the right to refuse applications that do not meet the standards, required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

### Fire Protection

All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the fire department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

### Security

Exhibit management provides peripheral security guard service during non-exhibit hours. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display — even temporarily.

### Protection of the Hotel Building

Exhibitors will be held liable for any damage caused to the hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the convention service manager of the hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

### Restrictions on Use of Space

No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of AAPOR. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

### Care of Exhibits

Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

### Insurance

All outside suppliers, AAPOR exhibitors and/or companies providing services relative to any event are required to provide proof of commercial insurance. The amounts no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Certificates of insurance evidencing the required insurance must be received by the conference services/catering manager before load-in for any event and must name the Sheraton Grand Chicago, as additional insured. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and save the American Association for Public Opinion Research and Sheraton Grand Chicago, its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the American Association for Public Opinion Research and the Sheraton Grand Chicago and its employees and agents. In addition, exhibitor acknowledges that the American Association for Public Opinion Research and the Sheraton Grand Chicago do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

### Compliance

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time such as in the Exhibitor Manual. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

### Responsibility

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel (Sheraton Grand Chicago) premises and will indemnify, defend and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

### Unions and Contractors

Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.