



Dear Exhibitor,

Thank you for participating in the AAPAN Annual Forum at The Ritz-Carlton Laguna Niguel. We appreciate your support and look forward to a great event. Please email or fax completed forms to Pat Ciresi [pciresi@aapan.org](mailto:pciresi@aapan.org) or fax to 502-403-1129.

### **EXHIBITOR INFORMATION**

Included with each exhibit booth is:

- Pipe and drape – The sidewall and backwall drapes are blue
- Two chairs
- Identification sign
- One 6' table
- One wastebasket
- Exhibit Hall carpeting-The carpeting is existing multicolored carpeting in the Ritz Carlton Ballroom

### **SHIPPING INFORMATION**

Important shipping dates and shipping addresses are in the Exhibitor Kit.

### **EXHIBITOR BOOTH SETUP DATES AND TIMES**

**Set Up:** February 01, 12:00 pm – 5:00 pm

**Tear Down:** February 02, 7:00 pm – 11:30 pm

### **Exhibit Hall Hours:**

February 01, 2016 5:30 pm – 7:00 pm

February 02, 2016 12:30 pm – 1:30 pm

February 02, 2016 5:00 pm – 7:00 pm

**NOTE: EXHIBIT HALL HOURS ARE SUBJECT TO CHANGE**

### **WAIVERS**

Please note the waiver is included on page 3. ALL exhibitors are required to sign and return the waiver. Please email or fax completed forms to Pat Ciresi [pciresi@aapan.org](mailto:pciresi@aapan.org) or fax to 502-403-1129.

### **REGISTRATION FORMS**

Please contact Amy Seiler for additional registration forms at 502-403-1122 x 107 or [aseiler@aapan.org](mailto:aseiler@aapan.org).

### **BOOTH ATTENDANCE**

Exhibit booths must be staffed during all times the exhibit hall is open. Please contact Amy Seiler at [aseiler@aapan.org](mailto:aseiler@aapan.org) or 502-403-1122 x 107 if you need registration assistance or need to purchase additional Exhibit Hall or Forum passes.

### **HOTEL ROOM RESERVATIONS**

Standard Guest Room: \$259 plus 10.1% tax and a \$3.00 Dana Point room assessment. Click here for online registration. All room reservations must be made by Dec. 26, 2015, to guarantee these rates based upon availability. For phone reservations please call the hotel at (800) 930-5146 and ask for the 2016 AAPAN Annual Forum rate as listed above or visit [www.aapan.org](http://www.aapan.org) to reserve online.



### **EXHIBIT BOOTH ASSISTANCE**

Contact GES at (800) 475 2098 for Booth Assistance. Your booth is shipped to the Warehouse at the address in your kit. Last minute shipping of your Booth will go directly to the Hotel ONLY to arrive January 26<sup>th</sup>, 2016. See the Exhibitor kit for instructions.

### **MEETING PLANNER**

Contact Denise Groza at Groza Meetings Corporation for additional assistance.  
Phone: 678-475-6965 or Email: [Info@grozameetings.com](mailto:Info@grozameetings.com)

The phone number for The Ritz-Carlton, Laguna Niguel is (949) 240-2000.

*Remember: All shipping labels for freight, boxes, crates to GES have shipping labels in the Exhibitor kit. If you do not know which label to place on your shipping item please call GES and they will inform you.*

For Floral Requests:

Contact: Sarah Hopkins

Square Root

949-380-3320

[sarah@squarerootdesigns.com](mailto:sarah@squarerootdesigns.com)



**FAX OR EMAIL THIS PAGE TO PAT CIRESI AT 502-403-1129 OR [PCIRESI@AAPAN.ORG](mailto:PCIRESI@AAPAN.ORG)**

**WAIVER AND ASSUMPTION OF RISK**

The undersigned Sponsor and/or Exhibitor (to include all Sponsors and/or Exhibitors represented by Company below) makes and grants this Waiver and Assumption of Risk in favor of The American Association of Preferred Provider Organizations ("AAPPO"); American Association of Payers, Networks and Administrators ("AAPAN"); and its meeting planner, Groza Meetings Corporation ("GM"), related to Sponsor's and/or Exhibitor's promotion of its goods or services at a conference sponsored by AAPPO/AAPAN and planned with the assistance of GM at a hotel or resort (the "Hotel/Resort") described below. AAPPO/AAPAN's obligations to Sponsor and/or Exhibitor are limited to provision to Sponsor and/or Exhibitor of access to portions of the Hotel/Resort premises for which AAPPO/AAPAN has obtained the right to use for the Conference. The parties agree and acknowledge that, without limitation, AAPPO/AAPAN or GM shall have no responsibility for the suitability of the Hotel/Resort premises for Sponsor and/or Exhibitor's intended purposes. Sponsor and/or Exhibitor agrees and acknowledges that Sponsor and/or Exhibitor is an invitee to the premises of the Hotel/Resort, and Sponsor and/or Exhibitor and its parents, subsidiaries, and affiliated companies and each of their respective officers, directors, employees, agents, successors, and assigns, and all other persons, firms, and corporations (collectively, the "Sponsor and/or Exhibitor Releasing Parties") hereby RELEASE AND FOREVER DISCHARGE AAPPO/AAPAN AND GM and each of their respective parents, subsidiaries, and affiliated companies and officers, directors, employees, agents, successors, and assigns (collectively, the "AAPPO/AAPAN Released Parties") of and from any and all claims, suits, costs, debts, demands, actions, and causes of actions, whether in tort or in contract, which the Sponsor and/or Exhibitor Releasing Parties had, have, or may have against the AAPPO/AAPAN Released Parties for any and all losses or damages of any kind whatsoever incurred or sustained arising from either (1) Sponsor and/or Exhibitor's use of the Hotel/Resort premises and all other services provided by or under the control of the Hotel/Resort or (2) the suitability of the Hotel/Resort premises for promotional purposes. This Waiver and Assumption of Risk is effective at the Hotel/Resort and for the dates described below, and all dates affiliated with the AAPPO/AAPAN Forum, and may not be revoked, altered, amended, rescinded, or voided without the express prior written consent of AAPPO/AAPAN or GM. If AAPPO/AAPAN is required to collect Sponsor and/or Exhibitor's sponsorship fee through an attorney at law, Sponsor and/or Exhibitor shall be responsible for paying all of AAPPO/AAPAN's costs of collection, including, without limitation, attorneys' fees. **The Sponsor and/or Exhibitor acknowledge there are no refunds of sponsorship fees or exhibitor fees related to this Conference.**

**Use of Space, Subletting of Space:**

Exhibitors will not assign, sublet or share the space allotted with another organization or business, even if the other organization or business is under common ownership or control with or is otherwise an affiliate of Exhibitor, unless prior approval has been obtained in writing from AAPPO/AAPAN. All activities must be confined to the limits of the rented space. Exhibitors must show only products and services provided by them in the regular course of the business of their entity or division. Exhibitors are not permitted to advertise or name any non-exhibiting organizations or affiliates of Exhibitor in the Exhibitor's display, provided that Exhibitor is permitted to identify its parent and affiliate organizations without promoting their products or services. Should an article of a non-exhibiting organization or division be required for operation in an Exhibitor's display, identification of the article will be limited to the usual trademark which is used in the general course of business. No firm or organization not assigned to exhibit space will be permitted to solicit business in the exhibit areas. AAPPO/AAPAN may evict exhibitors that detract from the nature of the exhibit through conduct, method of operation, or other reason. Should eviction occur, the exhibitor forfeits all monies paid and shall not be entitled to a refund.

Hotel/Resort : The Ritz-Carlton Laguna Niguel, One Ritz-Carlton Drive, Dana Point, CA. 92629. Dates: February 01-02, 2016 and all dates affiliated with the AAPAN 2016 Annual Forum.

Printed Name of Sponsor/Exhibitor Company\_\_\_\_\_

Signature\_\_\_\_\_

Printed Name of Signature \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_\_