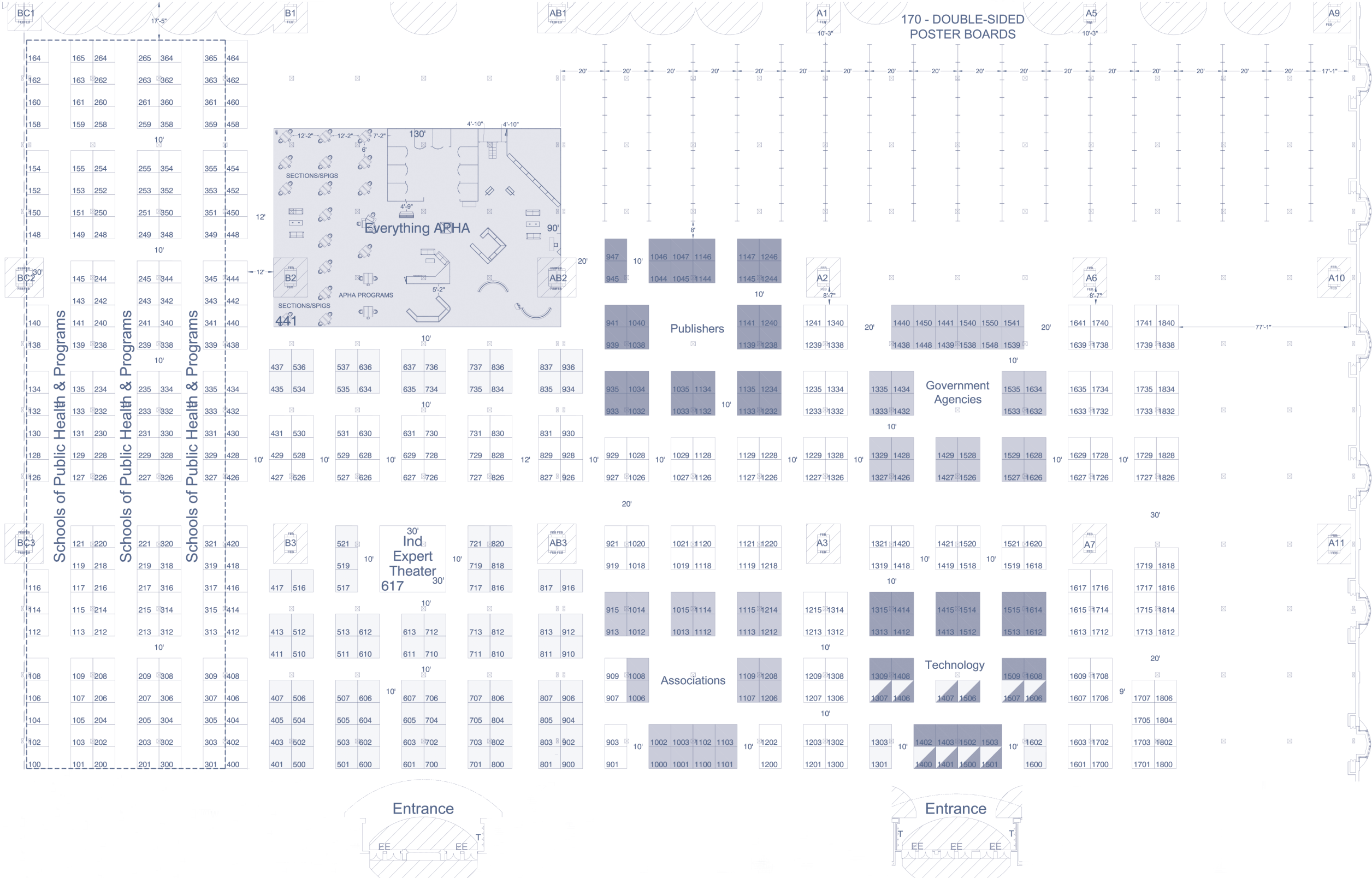


American Public Health Association

Annual Meeting and Expo — November 2 – 6, 2019

Pennsylvania Convention Center Hall A-B



FREEMAN

Disclaimer - Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.

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EXHIBITOR STANDARDS

BASIC BOOTH SPECIFICATIONS

ELIGIBILITY FOR EXHIBITING

Exhibits are a vital extension of the educational program at APHA's 2019 Annual Meeting. To exhibit, products and services must be related to the field of public health. APHA reserves the right to exclude any company whose products and/or services are deemed inappropriate.

BOOTH CONSTRUCTION AND LAYOUT

10'x10' booth spaces include:

- Eight-foot (8') high back wall drape.
- Three-foot (3') high side wall drape (not applicable to island booths).
- A booth sign that includes your booth number, company name, city and state and floor decal with the booth number sign on floor in front of the booth.

No exhibit shall obstruct or otherwise interfere with the other exhibit booths.

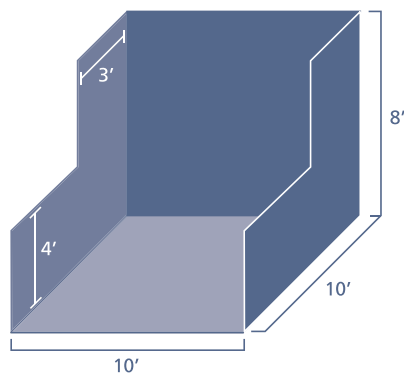
Exhibitors are responsible for bringing and/or ordering their own booth furnishings (tables, chairs, etc.) and electrical requirements.

CARPETING

Booths are not carpeted. Exhibitors are required to provide carpeting. If carpeting is not ordered, APHA will order it and charge the fee to the exhibitor. Companies occupying island booths must have carpeting to cover the entire booth or contract with the general service contractor (GSC) to fill in space with aisle carpeting.

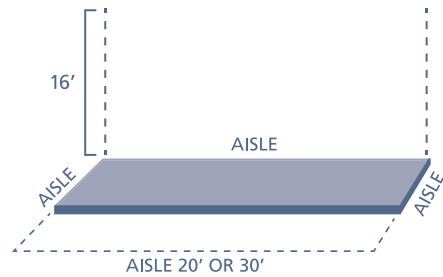
STANDARD AISLE BOOTH

- A display must not be higher than eight feet (8') behind the booth.
- The eight-foot (8') back wall limitation may extend three feet (3') forward into the booth space but must drop to four feet (4') unless the exhibitor has a written variance permit from APHA.



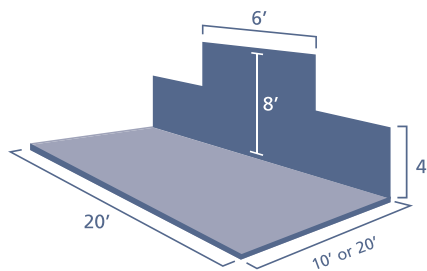
ISLAND BOOTH

- A display may not exceed sixteen feet (16') in height. APHA management must approve a sketch of the exhibit before installation.



PENINSULA BOOTH

- The maximum height of eight feet (8') along the back wall is permitted to extend three feet (3') from the center and must drop down to four feet (4').
- Exhibitors who want to use any equipment other than standard booth equipment including any signs, decorations or arrangements of display must receive permission. Materials conflicting in any way with these rules and regulations must submit a detailed sketch of the proposed layout to APHA with the contract and must receive a written variance approval from APHA.
- No objectionable noise, odor or other disagreeable features allowed by any exhibitor. Each exhibit should be installed so that it will not project beyond the space allotted.



DEFAULT IN OCCUPANCY

Any exhibitor that fails to occupy the space contracted is not relieved of the obligation to pay the full rental of the space, as provided in the signed contract. If not occupied by the opening of expo hall to attendees, such space may be possessed by the Association.

BOOTH MOVE IN AND MOVE OUT

The Philadelphia Convention Center will be available for installation of exhibits on:

- **Fri, Nov. 1:** 1 – 6 p.m.
- **Sat, Nov. 2:** 8 a.m. – 6 p.m.
- **Sun, Nov. 3:** 8 a.m. – Noon

Please note that overtime for all trades will be in effect during the following times:

- **M-F:** 7 a.m. – 8:00 a.m.
- **M-F:** 4:30 p.m. – Midnight
- **Sat & Sun:** 7 a.m. – Midnight

Double time for all trades starts at 12 a.m. Midnight to 7 a.m. all days. All shipping containers must be emptied and cleared away for storage by 6 p.m. on Sat. No freight can be brought in after aisle carpet is laid. Exhibitors may set out materials in their booths on Sun, Nov. 3, until 1:30 p.m. as long as their activities do not interfere with the installation of the aisle carpeting.

Move Out begins Tue, Nov. 5 at 5 p.m.

Exhibits may not be vacated or dismantled before this time. All booths must be dismantled, packed and ready for shipping by **Wed, Nov. 6, 2 p.m.** APHA reserves the right to set up and/or dismantle the booth of any exhibiting company that does not comply with the time deadlines. Freeman will provide the labor and bill the company accordingly.

EXHIBIT REPRESENTATIVES

Each person assigned to staff exhibit booths must wear a convention badge and exhibitor ribbon. For each 10x10 booth reserved, an exhibitor may register a maximum of **3** representatives to receive full conference exhibitor badges. **These badges permit entrance to the exhibit hall and serve as full meeting registrations permitting attendance at APHA scientific programs and business meetings.** Exhibitors may purchase a maximum of 3 additional badges (\$85 per badge) for "exhibit hall only" use. Any additional booth staff must register for the meeting and pay the appropriate registration fee. Badges for exhibit personnel will be available for pick-up at the Exhibitor Registration Desk in the Philadelphia Convention Center. **Badges will not be mailed in advance.**

EQUAL OPPORTUNITY EMPLOYER (EOE) REQUIREMENTS

Only companies certifying that they are EOE will be eligible to exhibit at this convention and subsequent conventions held by the American Public Health Association, please see the contract.

OFF-SITE ACTIVITIES

Exhibitors who plan to have activities outside of the Philadelphia Convention Center, Nov. 2–6, 2019, agree that such events will not take place unless approved first by APHA.

Public notices of such events shall be displayed only in the exhibitor's booth or in the Association's Activity Posting Center. Notices may not be posted in any convention hotel or in the common areas of the Philadelphia Convention Center.

Should you be interested in planning such an event, contact Lynn Schoen at 202-777-2479, or email Lynn.Schoen@apha.org.

DECORATOR & MATERIAL HANDLING SERVICES

Rental of booth furnishings, special sign service and labor will be handled by Freeman. An Exhibitor Service Kit containing information and rates for decorator and material handling services, including order forms for labor, cleaning and electrical services, will be emailed to exhibitors 90 days before the show. Please note that instructions contained in the Exhibitor Service Kit takes precedence over those outlined here.

If you are interested in a custom built booth, contact Freeman:

DECORATOR SERVICES

Freeman
909 Newark Turnpike
Kearny, NJ 07032
Phone: 201-299-7400
Fax: 469-621-5618
Email: FreemanNewYorkES@freeman.com

BOOTH CLEANING

If you wish to have your booth cleaned after setup or during the Annual Meeting, you must fill out the proper form in the Exhibitor Service Kit. Each exhibitor is responsible for contracting with Freeman to ensure that your booth is cleaned.

EQUIPMENT AND HANDLING ON-SITE

Equipment required for exhibitors' use will be furnished at exhibitors' expense. Exhibitors with particular problems should contact Freeman.

Exhibitors planning to exhibit machinery or other heavy materials should also forward detailed information and instructions for handling to Freeman. Freeman will not be responsible for damage to uncrated materials, materials improperly packed, any concealed damage and/or loss/theft of materials after they have been delivered to booths or before Freeman has packed up for loading out of the exhibitor area.

LIGHT AND POWER

Sufficient light is provided for adequate general illumination of the entire area but **individual outlets are not included in the booth price.** If bright illumination is desired, exhibitors should order floodlights. All electrical services must be detailed on order forms provided in the Freeman Exhibitor Service Kit.

SHIPPING, HANDLING AND REMOVAL INSTRUCTIONS

All advance shipments must be delivered to Freeman at least 7 days prior to the setup of the show. Freight shipments should be made on straight bills of lading and should be prepared to show the number of pieces, weight, classification, etc. A delivery ticket showing number of pieces, classification, weight, etc. should accompany shipments made by other than straight bills of lading. If exhibitors fail to provide accurate weight, Freeman shall determine the weight and charge accordingly. **All shipments must be prepaid and insured.**

ADVANCE (WAREHOUSE) SHIPMENTS

Freeman will receive exhibitors' freight store (up to 30 days prior to installation date), deliver to booths on installation day, remove and store

empty containers and return empty containers to the booth for repacking. All warehouse shipments must arrive at the warehouse at least one week before the installation date. **Uncrated or loose materials will not be received at the warehouse.** At end of the show, freight will be delivered from booth to dock and located on owners or common carriers/trucks.

DIRECT (ON-SITE) SHIPMENTS

Freeman will receive exhibitors' freight at the loading dock, during the installation period only, from outside carrier or owner's truck. Rate includes unloading and delivery to booth, removal, storage and return of empty containers. At end of show, freight will be delivered from booth to common carrier at the loading dock.

IMPORTANT: Any shipments arriving at the Philadelphia Convention Center before move-in will be refused.

For outbound movement, exhibitors must make arrangements by filling out bills of lading, routing or other pertinent materials, at the Freeman service desk any time before departure.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

Uncrated freight that requires special handling will be charged an additional rate. Any shipment requiring special handling will be handled on a time and material basis. See the Material Handling Rate Schedule in the Exhibitor Service Kit for more detailed information.

PAYMENT POLICY

Full payment of charges must be included with each advance order. Orders must be paid in advance or in full at the time of the service. American Express, VISA and MasterCard will be accepted at the Freeman Service Center.



APHA 2019

ANNUAL MEETING & EXPO
PHILADELPHIA | NOV. 2 – 6

CREATING THE HEALTHIEST NATION:
FOR SCIENCE. FOR ACTION. FOR HEALTH.

RESERVE EXHIBIT SPACE NOW!

Lynn Schoen, CEM • 202-777-2479 • Lynn.Schoen@apha.org

apha.org/expo