



Exhibitor Terms & Conditions

Selection of Exhibitors

All exhibitors requesting space at the AAP Annual Conference must be approved by AAP. Upon submission of the exhibitor registration, AAP will review the information supplied and will notify the exhibitor of its status. AAP reserves the right to deny space to potential exhibitors.

Exhibit Space Reservations

Reserve your exhibit space and sponsorships online at RxAAP.com/conference by Feb. 21, 2025. Exhibit space and sponsorships are limited and are reserved on a first-come, first-served basis. Exhibitor and sponsorship fees must be paid in full at the time of registration.

Exhibit Set-Up and Tear-Down

Exhibitors must set up and tear down their booths during scheduled hours. These hours are subject to change. Early set-up requests should be submitted directly to the Exhibitor Coordinator, Lindsey Van Beek, at lindsey.vanbeek@rxaap.com. Exhibitor booths must be completely set up and operational by 5 p.m. on Thursday, April 10, 2025.

Booth tear down should not begin until after 12 p.m. on Friday, April 11, 2025, and must be completed by 5 p.m. on Friday, April 11, 2025. Exhibitors may not make changes to the booth inside of show hours. All building materials should be removed from the booth area or otherwise hidden from view by 5 p.m. on Thursday, April 10, 2025. Exhibitors are strongly encouraged to use the preferred vendor for all shipping and receiving. Other couriers are not available on site.

Exhibit Space Assignments

AAP reserves the right to make exhibit space assignments in the best interest of the conference and update the exhibit hall floorplan as needed. All efforts are made to ensure that competing exhibitors are not located within close proximity of one another.

No Show Policy

Exhibitors that do not occupy their booth space by 5 p.m. on Thursday, April 10, 2025, are considered no-shows. At that time, AAP reserves the right to resell or reassign the booth space. Refunds are not provided for no-shows.

Exhibit Space Guidelines

Exhibits should not obstruct the view of or interfere with neighboring exhibits. Sales presentations and demonstrations should also not obstruct neighboring exhibits or impede the flow of traffic through the exhibit area. AAP reserves the right to direct an exhibitor to modify their display if it is found to violate these guidelines. Exhibits should be constructed and installed in a manner such that they can withstand contact from visitors or passersby. Advertisement and promotional materials must be contained within the exhibitor's booth space. Materials may not be distributed for companies that are not registered as exhibitors. Walking the exhibit floor or event space and passing out promotional materials is strictly forbidden. Exhibitors shall not assign, sublet or share any part of their assigned exhibit space with another business (including affiliates, subsidiaries or parents), firm, organization or entity without prior written consent of AAP.



Exhibitor Kits

Exhibitor kits pertaining to exhibit hall logistics and material handling services will be emailed a minimum of 60 days prior to the conference so you can take advantage of discount pricing. The kit will contain information on show services, labor rates and drayage/freight handling options.

Conduct

All exhibits should be designed to serve the interest of AAP Annual Conference attendees and should be operated in a way that will not detract from other exhibits, meetings, or the conference as a whole. AAP reserves the right to immediately cancel any exhibit that is determined to be harmful to the AAP Annual Conference. AAP also reserves the right to refuse admission or eject a person for objectionable behavior.

Conflicting Meetings and Social Activities

In the interest of the success of the conference, exhibitors agree not to extend invitations to meetings, receptions, outings, social events, or otherwise encourage absence from the conference or exhibit hall during conference and show hours. Exhibitor must obtain prior written approval from AAP for all activities, whether official or unofficial, planned during the course of the conference. AAP reserves the right to request and enforce cessation of any non-approved activities and shall not indemnify the exhibitor for any liability, losses, claims or expenses resulting from the cessation of any non-approved activity.

Personnel and Identification

Each exhibiting company will receive complimentary badges with their booth registration, as outlined in the prospectus. Exhibiting companies may purchase additional badges. All persons entering the exhibit hall floor are required to possess a badge. All exhibitor badges include participation in conference meals, cocktail receptions and general session programming April 10 - 12, 2025.

Use of Logos

AAP and API's logos are the property of AAP and should not be used without obtaining prior approval. Please refer to the Logo Guide at RxAAP.com/aap-logo-guide for more information.

Video and Photo Release

By attending the AAP Annual Conference, exhibitor attendees grant permission to AAP to use their name, photograph, testimonials, etc. in whole or in part for publications/reproductions in any medium and waive all rights to any claims/demands for royalties in connection with this use.

Print Deadlines

Each exhibitor is expected to provide a high resolution logo and company description for use in conference materials. Acceptable logo formats include EPS, AI, PDF or a high-resolution JPEG or PNG. Logos should have a transparent background. Descriptions are limited to 100 words and should be written in third person. AAP reserves the right to modify exhibitor descriptions for consistency. AAP cannot guarantee that logos or descriptions will be included in materials if received after the deadline of February 21, 2025.

Cancellation and Changes

Exhibit space must be paid at the time of registration. In the event that the conference is canceled due to forces beyond the control of AAP, exhibit fees will be refunded in full. AAP assumes no further liability for this type of cancellation. Cancellation requests should be submitted directly to the Exhibitor Coordinator, Lindsey Van Beek, at lindsey.vanbeek@rxaap.com.

- Percentage of exhibitor fees refunded for cancellations received by:
 - November 30, 2024 - 100%
 - December 1, 2024 - January 31, 2025 - 50%
 - February 1, 2025 - February 21, 2025 - 25%
 - Cancellations received after February 21, 2025 will not be refunded.