



**AMERICAN BOARD OF VETERINARY PRACTITIONERS
2004 SYMPOSIUM
May 21-23, 2004 – New Orleans, Louisiana
SPONSORSHIP/EXHIBITOR INFORMATION**

Scientific Sessions

Species Sponsorship is available in Avian, Equine, Bovine, Canine & Feline individually

- Half-day Sponsorship \$3,500
- Speaker Sponsorship (full day) \$7,000
- Entire Species Sponsorship \$12,000

- Half day sponsors of a scientific session results in various acknowledgements such as a listing in the ABVP Symposium Program Guide, the Symposium Proceedings, and acknowledgement by the moderator of the session.

- Full day sponsors receive the above, with additional acknowledgements at the beginning of each session that full day. ***The full day sponsor also will receive a complimentary exhibit table.***

- Sponsors of an Entire Species Program receive all of the above acknowledgements at a discounted price (\$12,000 instead of \$14,000). In addition, they will have signage outside the meeting room. ***The Entire Species Program sponsor will also receive a complimentary exhibit table.***

Program Breaks

Breaks are available for Friday, Saturday, and Sunday

- Morning coffee and pastries break \$1,500 – a sign acknowledging the sponsor will be displayed
- Afternoon coffee, soda and fruit break \$1,500 - a sign acknowledging the sponsor will be displayed

ABVP Networking Luncheons

- Friday Luncheon \$5,000
- Saturday Luncheon \$7,500
- Sunday Luncheon \$7,500

Acknowledgement of the sponsor will be made by the moderators prior to the lunch break, as well as, an announcement and acknowledgement at the luncheon itself, and on the printed ticket used for the luncheon.

Welcome Reception

- \$3,500 - a sign at the reception and a listing in the Symposium Program.

Annual ABVP Dinner Entertainment and Gifts

\$6,000 – Acknowledgement of the sponsor will be made by the moderators before the lunch break, as well as an announcement and acknowledgement at the dinner itself, and on the printed dinner ticket.

Exhibiting

Single Tabletop - \$550

- * One 6' skirted table
- * 1 badge for Exhibit Staff
- * Printout of Convention Registrants (*mailed one month after meeting upon request*)
- * Recognition in conference materials distributed
- * Participation in Dinner with Attendees*

Double Tabletop - \$850

- * Two 6' skirted tables
- * 2 badges for Exhibit Staff
- * Printout of Convention Registrants (*mailed one month after meeting upon request*)
- * Recognition in conference materials distributed
- * Participation in Dinner with Attendees**

***Dinner with Attendees is an opportunity for a company representative to take up to eight attendees out to dinner. This will be a great opportunity to discuss the latest products and to get the insight of high-end decision makers! A list of interested attendees will be sent to exhibiting companies two weeks prior to the conference.*

**AMERICAN BOARD OF VETERINARY PRACTITIONERS 2004 SYMPOSIUM
EXHIBITOR RULES AND REGULATIONS**

Contract for Space: The application for space and the formal confirmation constitutes a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding.

Use of Space: (1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of ABVP. Aisles must be kept clear. Exhibitor must comply with safety, fire and health requirements during move-in, operation, and move-out. (2) ABVP does not endorse the products or services of the companies who exhibit during the Symposium. (3) ABVP shall have the right to require dismantling of an exhibit or part of an exhibit which in their opinion is not suitable to or in keeping with the character and purpose of the Symposium.

Exhibit Space: Each single exhibit space shall be one 6' tabletop and one chair. Double spaces will be two 6' tabletops and two chairs.

Assignment of Space: Space is assigned on a first-come-first-serve basis. No space is assigned without the official contract and full payment of the exhibit fee.

Hours of Exhibit: All times are United States Central Time. Move-in may begin at 8:00am on Friday, May 21, 2004 and should be completed by 10:00am on that same day. Exhibit hours will be 11:00am-5:00pm on Friday, May 21, 2004, 10:00am-4:00pm on Saturday, May 22, 2004 and 10:00am-2:00pm on Sunday, May 23, 2004.

Care of the Building/Equipment: Exhibitors or their agents shall not injure or deface the walls or floors of the building or tabletops. No signs or any other articles shall be posted, nailed or otherwise attached to floors, walls, ceiling, furniture or fixtures. When damage appears, the exhibitor is liable to the ABVP and to the Chateau Sonesta Hotel.

Shipping: Exhibitors are responsible for arranging their own shipping to and from the meeting site. Please call the Chateau Sonesta Hotel for all shipping instructions. The telephone number is **504/586-0800. Chateau Sonesta Hotel, 811 New Iberville Street, New Orleans, LA, 70012, USA.**

Dismantling: Exhibitor expressly agrees not to dismantle his/her exhibit or do any unpacking before the closing hour of the exhibit, 2:00pm on Sunday, May 23, 2004. Dismantling must be complete by 4:00pm on Sunday, May 23, 2004.

Insurance: Exhibitors wishing to insure their goods must do so at their own expense.

Liability: The ABVP, and officers or staff members of the same, will not be responsible for the safety or the property of the exhibitors, their agents or employees, from theft, damage of fire, accident or other cause, but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense.

Cancellation Cut Off and Refund Policy: All tabletop cancellations must be submitted in writing to the ABVP office no later than 30 days before meeting date (Friday, April 22, 2004). If cancellation is received by the cut-off date, a refund minus \$50 will be returned to the exhibitor. Beginning April 23, 2004, no refunds will be given.

Exhibit Fee: The fee for a single tabletop is \$550 and for a double tabletop, \$850. The fee is due when the contract for exhibit space is submitted. In order to be included in conference materials, contract and fee are due no later than April 22, 2004.

Assistance for Disable Persons Available: If an exhibitor requires a reasonable accommodation or auxiliary aid to participate in this meeting, please contact the ABVP office at 615/254-3687 by April 22, 2004.

ABVP CONTRACT FOR SPONSORSHIP/EXHIBIT SPACE

May 21-23, 2004 ~ Chateau Sonesta Hotel ~ New Orleans, Louisiana

YES, I want to participate as a sponsor and/or exhibitor. Please submit the following information with payment (U.S. Funds drawn on U.S. Bank only):

Scientific Session - _____ (Species) for: ___ Half-Day ___ Speaker Sponsorship ___ Entire Program

Breaks - _____ (Day) for: ___ Morning ___ Afternoon

Lunch - ___ Friday ___ Saturday ___ Sunday

Welcome Reception

Diplomate Dinner

Exhibitor - ___ Single ___ Double *Will you participate in the Dinner with Attendee Program?* ___ Yes ___ No

PLEASE TYPE:

Company: _____

Contact: _____ Title: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email Address: _____

Products/Services to be exhibited: _____

A complimentary badge is provided with each tabletop ordered. Please list the name and address of the individual who will staff your exhibit. (For those with a double tabletop, please attach additional name):

Name: _____

Address: _____

City/State/Province/Zip/Postal Code: _____

Additional badges are available at a cost of \$75 per badge. Please attach a list of the names and addresses of the additional individuals who will staff your exhibit.

QUESTIONS ? Call ABVP at 615/254-3687.

Please send completed form and check payable to ABVP to the address below.

American Board of Veterinary Practitioners

618 Church Street, Suite 220

Nashville, TN 37219

Credit card payments may be sent by fax to 615/254-7047

The terms and conditions printed on this form are hereby incorporated by reference; the sponsor agrees to be bound thereby, and will comply with all exhibit rules and regulations.

Signature

Date

PAYMENT:

AMOUNT ENCLOSED: \$ _____

Check enclosed payable to ABVP (US funds on US bank only)

Credit Card: _____ MasterCard _____ Visa _____ American Express

Card Number: _____ Exp. Date _____

Signature _____

FOR OFFICE USE ONLY

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