Dear Prospective Exhibitor,

We look forward to having you join us at the 13th annual Southwest Symposium, held at the AT&T Executive Conference Center in Austin, Texas. The Southwest Symposium is a wonderful opportunity to share your company’s products and services with a large community of healthcare professionals.

With world-renowned speakers, the Southwest Symposium brings together over 350 licensed acupuncturists, doctors, nurses, and massage therapists for 3 days of exceptional continuing education courses. Our attendees come from across the nation, and internationally, to enhance their knowledge and skills, gain insight into current best practices, and discover the benefits of your products and services.

Exhibitors are always a special attraction for our attendees, so we hope you’ll join us. And don’t forget - we’re offering special opportunities for your company to increase their exposure at the symposium. Sponsor a break and strategically market your company at the forefront of our refreshment service.

Enclosed you will find all the information needed to complete your exhibitor registration. Contact me today to reserve your space as our exhibit booths sell out every year.

We look forward to seeing you in February!

Warmly,

Meera Hoffman
Director of Continuing Education

https://www.aoma.edu/southwest-symposium
symposium@aoma.edu
512-492-3009 (direct)
512-454-7001 (fax)

AOMA Graduate School of Integrative Medicine
Attn: Southwest Symposium
4701 West Gate Blvd
Austin, TX 78745
Southwest Symposium – February 22-24, 2013
Exhibitor Information

CONFERENCE & EXHIBIT HALL LOCATION
AT&T Conference Center at the University of Texas, Austin
1900 University Avenue, Austin, TX, 78705
866-539-0036

EXHIBIT HALL SETUP
Friday, February 22, 2013 7:00 am - 10:00 am

EXHIBIT HALL HOURS
The hours listed below are the designated exhibit hall times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Friday, February 22, 2013</th>
<th>Saturday, February 23, 2013</th>
<th>Sunday, February 24, 2013</th>
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</thead>
<tbody>
<tr>
<td>10:00 – 10:30 am</td>
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<tr>
<td>5:00 – 7:00 pm</td>
<td>5:00 – 6:00 pm</td>
<td>3:30 pm Breakdown</td>
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5:00 – 7:00 pm *Happy Hour in the Exhibit Hall to precede Friday’s 7pm Plenary Session*

BOOTH PRICES

1-Table Booth:
- **Silver Package ($900)**
  - One 6’ table
  - One 3-day class pass

2-Table Booth:
- **Gold Package ($1600)**
  - Choose 2 available adjacent booths.
  - Two 6’ tables
  - Two 3-day class passes
  - Logo on website & in program

3-Table Booth:
  - Choose 3 available adjacent booths
  - Three 6’ tables location
  - Three 3-day class passes
  - Logo on website & in program

ALL BOOTH PACKAGES INCLUDE
- 1 yr. hyperlink to your company’s URL (or logo) on our website
- Listing in the Exhibitor Guide (logo and 50-word company description)
- Tote Bag Insert (flyer or product sample)
- 3-day class pass* – quantity depends on booth selection
- 1 Table & 2 Chairs
- Electricity
- Complementary Wi-Fi Internet Access

*Class passes do not include lunch
Southwest Symposium – February 22-24, 2013
Exhibitor Information

EXHIBIT HALL LAYOUT

![Classroom 103 and 104 layout]

BOOTH AVAILABILITY SUBJECT TO CHANGE

EVENT SPONSORSHIP OPPORTUNITIES

*INCREASE YOUR EXPOSURE* at the Southwest Symposium through one of the following event sponsorship opportunities. You will receive verbal recognition at the General Opening Session and signage with your company name/logo at the event site. Prices indicate co-sponsorship of the event. If you would like to be the primary sponsor, please contact us for details.

- Break Service ($250)
- Friday Evening Happy Hour Sponsor ($500) – Two (2) Sponsorships available for *Happy Hour in the Exhibit Hall* to precede Friday’s 7pm Plenary Session. Sponsors will receive drink coupons to pass out to participants.

SOUTHWEST SYMPOSIUM TOTE BAG INSERT – DEADLINE – JANUARY 11, 2013

Please make sure to submit flyers and/or products for the Symposium tote bags. Submit materials for 350 tote bags to:

AOMA Graduate School of Integrative Medicine
Attn: Southwest Symposium
4701 West Gate Blvd
Austin, TX 78745
**Company Logo, Description, and URL**
Please submit a print quality company logo as well as brief company description (50 words or less) for inclusion in our Exhibitor Guide. In addition, please send us your companies URL so we may create a hyperlink from www.aoma.edu/sws.

We encourage you to let your customers know you’ll be joining us, so put the Southwest Symposium link on your website!

**Raffle and Silent Auction**
Donations to the raffle and silent auction are a great way to increase the visibility of your company's products and services! Winners will be announced daily and during the Saturday evening event. All proceeds raised from your donations help the AOMA Student Association keep students engaged in AOM at the national level. Please contact Natalie Villarreal (nvillarreal@student.aoma.edu) to make a donation or to learn more.

**Registration for Classes**
If you would like to attend any classes or luncheons, please register online at www.aoma.edu/sws. Click ‘Register Now’ and follow the steps outlined. Make sure to select ‘Exhibitor’ as your contact type as you proceed through the registration. Remember, lunches are not included in your class pass. You may purchase lunch for an additional fee.

**Hotel Reservations – Deadline – January 22, 2013**
Make your hotel reservations before January 22, 2013. After that date, our block of rooms will be released. Be sure to request the Southwest Symposium special rates when you book your reservation. Call 877.744.8822 or make reservations online at https://resweb.passkey.com/go/aomaaa0213 For information about parking at the hotel, please visit the AT&T Conference Center Parking webpage.

**Shipping Information**
All packages sent to the AT&T Conference Center should be sent to arrive no more than 3 days prior to the event. We recommend using a carrier who will provide accurate time in transit information. All packages should be marked “2/22 - 2/24 Southwest Symposium”, as well as your company name and booth number.

Please read this fee schedule carefully and share it with the representative from your company who will attend the show. The AT&T Conference Center form included in this PDF requires a credit card # in advance of shipment. However, if there are any discrepancies between what is included on the form and what is received at the show, the conference center may seek payment from the representative at your booth.

$3.00 fee per package under 50 lbs.
$25.00 fee per box for rolling hard cases, equipment or boxes over 50 pounds.
$140.00 handling fee per pallet
All other miscellaneous items will be subject to additional handling fees on a case by case basis.

**Please fill out the included exhibitor / shipping form and return it to the AT&T Center.***
***This form must be filled out if shipping/receiving any boxes to/from the hotel***
**Booth Policies**

- **VERY IMPORTANT** - If you have a display that is wider than 8’, you **cannot** fit into a Silver Package. You will be required to purchase a two (2) table “Gold” booth.

- Booth Locations will be assigned on a first-come, first served basis. The Southwest Symposium reserves the right to make all final decisions on booth locations.

- Booth Sharing – If two vendors want to share a booth, they must both complete and sign the booth registration form. The combined booth exhibits must fit within the size of the booth area reserved.

- Payment is due at time of registration.

- The Southwest Symposium will make the final determination for any dispute regarding booth size or appearance.

**Cancellation Policy**

Cancellation for booth space or sponsorship must be submitted in writing or email. Telephone cancellations will not be accepted. Your full payment, less a $200.00 processing fee, will be refunded to you. **No refunds will be made after January 20, 2013.** All refunds will be processed by March 30, 2013. Refund payment will either be a credit back to your credit card account or a mailed check.
Southwest Symposium – February 22-24, 2013
Exhibitor Application & Contract

Company Name: ____________________________________________________________

Contact Person: ____________________________________________________________

Names for ID Badges: _______________________________________________________

Street Address: ____________________________________________________________

City: ___________________ State: _________ Zip: ______________________________

Phone: ___________________ Fax: ___________________________________________

Email: ____________________

Website: __________________

Booth Preference:  1st Choice __________  2nd Choice __________  3rd Choice ________

EXHIBIT TABLES:
☐ $900 Silver Package (Your exhibit must not exceed 8’ in width as outlined in Booth Policies.)
☐ $1600 Gold Package
☐ $2000 Platinum Package

ADDITIONAL SPONSORSHIP OPPORTUNITIES
☐ $250 Break Sponsor
☐ $500 Friday Evening Sponsor (Happy Hour in the Exhibit Hall)

$ __________ TOTAL

BILLING INFORMATION:
Full payment must accompany this application in order to reserve your space. Payments can be made by Visa, MasterCard, or check payable to: AOMA

☐ Check enclosed in the amount of $ ___________________________ Check #: ____________________

☐ Bill my credit card in the amount of $ _________________________________________________

Credit Card Number: ____________________________

Expiration Date: ___________________________ 3 Digit V-code: ________________

Name on Card: ____________________________

Signature: ________________________________

Billing Address (if different from above): ________________________________________________

RETURN COMPLETED AGREEMENTS
If paying by credit card, send completed application via fax (512-454-7001) or email (symposium@aoma.edu)

If paying by check, mail completed application to: (Make checks payable to - AOMA)
AOMA Graduate School of Integrative Medicine
Attn: Southwest Symposium
4701 West Gate Blvd
Austin, TX 78745

PAYMENT IS REQUIRED TO COMPLETE YOUR REGISTRATION AND RESERVE YOUR BOOTH 6
Southwest Symposium – February 22-24, 2013

EXHIBITOR TERMS AND CONDITIONS

- Backdrops may not exceed 10 feet in height or exceed width of assigned booth.
- No signs or articles can be affixed, nailed or otherwise attached to walls, doors, etc. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage they may cause to property owned by The Hyatt Regency Austin. The Southwest Symposium is not responsible for any hotel arrangements made by exhibitor.
- All exhibitors conducting retail sales (over-the-counter delivery) at Southwest Symposium must obtain the proper sales tax permit and abide by state laws pertaining to tax collection and reporting.
- The Southwest Symposium is not responsible for any and all items missing or lost when shipped for The Southwest Symposium.
- The Exhibitor Hall will be locked at night. Anything left at your booth overnight is at your own risk. The Southwest Symposium is not responsible for lost, damaged or stolen items.
- The foyer booths will not be secured. Exhibitor may move items into main Exhibit Hall for overnight storage. Must coordinate with the Symposium Facilities Coordinator.
- Photography, videotaping, or entry into another exhibitor’s booth without permission is prohibited.
- Exhibitor booth personnel will wear their badge at all times during set-up, show hours and tear down, for entry into the exhibit hall.
- No distribution of any promotional items, including (but not limited to) advertisements, literature and souvenir items, are permitted in the classrooms.
- Failure to comply with these or any other regulations or amendments thereto may be sufficient cause for The Southwest Symposium to require immediate removal of the offending company. That company will forfeit all rights to exhibit at future Southwest Symposium programs. All fees and space will be released to The Southwest Symposium.
- The Southwest Symposium agrees to indemnify and hold harmless the Exhibitor from and against all claims, actions, cause of action, or liabilities, arising out of or resulting from any act undertaken or committed by The Southwest Symposium. The Southwest Symposium agrees to indemnify and hold harmless the Exhibitor from any liability resulting from any claim, action, or cause of action, which may be asserted by third parties arising out of The Southwest Symposium’s performance pursuant to this agreement, except for those actions or liabilities which are due to the misconduct or negligence of the Exhibitor. Exhibitor agrees to indemnify and hold harmless Southwest Symposium from and against all claims, actions, cause of action, or liabilities arising out of, or resulting from any act undertaken or committed by Exhibitor. Exhibitor also agrees to indemnify and holds harmless Southwest Symposium from any liability resulting from any claim action, or cause of action, which may be asserted by third parties arising out of Exhibitor’s performance pursuant to this agreement, except for those action or liabilities which are due to misconduct or negligence of The Southwest Symposium.
- Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Hyatt, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, The Hyatt, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor’s use of the property. Exhibitor’s liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of exhibition premises, The Hyatt or any part thereof.
- In case of cancellation of the exhibition or unavailability of the exhibit space for the specified uses due to war, governmental action or order, acts of nature, fire, strike, labor dispute, terrorist act or any other causes beyond The Symposium management’s control, this agreement shall terminate, and the Exhibitor shall be entitled to the return of the rental fee for the exhibit space, less the pro rata share allocable to the exhibit space of the expenses incurred by Symposium management in connection with the exhibition.

SIGN AND RETURN WITH EXHIBITOR APPLICATION

I agree to all of the guidelines, terms and conditions listed above and to the policies set forth by the Southwest Symposium.

Company Name:__________________________________________

Company Representative:__________________________________

Phone:__________________________________________________ Email:__________________________________________________

Signature:________________________________________________ Date:__________________________________

PAYMENT IS REQUIRED TO COMPLETE YOUR REGISTRATION AND RESERVE YOUR BOOTH