

General AABP Tradeshow Information

1. Trade Show Location:

2019 AABP Tradeshow
Cervantes Convention Center at America's Center
701 Convention Plaza
St. Louis, MO 63101

Web: <https://explorestlouis.com/meetings-conventions/americas-center/>

2. Official Supplier/Decorator:

George Fern Company
1147 S. White River Pkwy East Drive
Indianapolis, IN 46225-1482
Tel: (317) 635-9606
Fax: (317) 634-0993
Representative: Kelly Weldy
E-mail: kweldy@fernexpo.com

Services Provided by George Fern Company:

All services customarily required by exhibitors are available. The Exhibitors' Service Kit will include order forms or information for:

- Information and Shipping Form for Official Carrier, Fern Transportation
- Labor
- Signs
- Hanging Banners
- Furniture Rental
- Special Cleaning & Porter Services
- Electrical
- Telephone
- Internet Access
- Television/ Audiovisual Equipment
- Floral
- Map to the Loading Docks
- Parking Information
- Exhibitor Safety and Security Information
- Early Placement of Onsite Promotion

After February 1st, the Exhibitor's Service Kit will be available by direct link from the AABP Exhibitor's Homepage and will be mailed on request to exhibitors by George Fern Company. Additionally, the Service Kit can be accessed at www.georgefern.com.

3. Badges for Exhibitor Representatives

A badge is required for every exhibitor representative attending the tradeshow. Complimentary badges and lunch vouchers are available to exhibitor representatives who have hotel reservations in the AABP room block. Hotel reservations can be made by going to aabp.org and clicking on the 'Exhibitors' menu on the right side of the webpage and then clicking on 'Conference Housing'. The names of the representatives must be entered by the exhibit contact into the online contract by 5 pm EST on August 22nd. Any names entered after this date, including any exchanges, will be charged the full price of the name badge and no concessions are provided for any exhibitor representatives after August 22nd. The badges will be available at the exhibit registration desk during check-in. For certified CE, including access to clinical forums, exhibitors must register for the conference as an attendee.

Commercial Exhibitor Badge Fees

Exhibitors representatives not in the AABP designated room block pay \$200 per badge.

Exhibitor representatives who do not submit names in the online contract prior to August 22nd pay \$200 per badge.

Exhibitor representatives receive a complimentary name badge who complete the following (note there is no limit to the complimentary badges a company can receive as long as the following is completed for each representative):

- Reservation in the AABP block that has the representatives name by August 22nd at 5 pm EST. If the representative does not make the reservation or is sharing a room they **MUST** be listed on the reservation with the housing bureau to receive a complimentary badge.
- Submit names in the online contract prior to August 22nd at 5 pm EST and **DO** have a room reserved in the AABP room block are provided a complimentary name badge (no limit).
- Please note: name exchanges at conference cannot be made for complimentary badges. All names submitted after August 22nd at 5 pm EST are charged \$200 per badge including exchanges.

Educational Exhibitor Badge Fees

Exhibitors representatives not in the AABP designated room block pay \$150 per badge.

Exhibitor representatives who do not submit names in the online contract prior to August 22nd pay \$150 per badge.

Exhibitor representatives receive a complimentary name badge who complete the following (note there is no limit to the complimentary badges a company can receive as long as the following is completed for each representative):

- Reservation in the AABP block that has the representatives name by August 22nd at 5 pm EST. If the representative does not make the reservation or is sharing a room they **MUST** be listed on the reservation with the housing bureau to receive a complimentary badge.
- Submit names in the online contract prior to August 22nd at 5 pm EST and **DO** have a room reserved in the AABP room block are provided a complimentary name badge (no limit).
- Please note: name exchanges at conference cannot be made for complimentary badges. All names submitted after August 22nd at 5 pm EST are charged \$150

per badge including exchanges.

Exhibitor Name Badges for Commercial and Educational Exhibitors Provides:

- Access to the Exhibit Area; including access to the Reception in the Exhibit Area Thursday from 5:30-6:30 pm
- Access to refreshment breaks
- One lunch voucher per person for Thursday and Friday.

4. Mailing Lists

The AABP sells mailing lists of members (approximately 4500 veterinarians) for \$1000 USD for registered exhibiting companies only. Requests for an AABP membership mailing list can be made by emailing Geni Wren, AABP Communications Specialist at gwren@aabp.org. Mailing lists are in Excel format and include name and mailing address only and provided as a one time use only. Sorting of data is the responsibility of the exhibiting company. Pre-approval of the literature piece to be distributed is required before the mailing list is sent.

Exhibitors may obtain one complimentary mailing list of Annual Conference registrants which includes the name and mailing address of attendees in the above format. The number of registrants varies depending on the time of request. It is suggested to not request the mailing list until after the pre-registration close date. Requests can be made by emailing Dr. K. Fred Gingrich II at fred@aabp.org.

6. Hotel Accommodations for Exhibitors

Hotel reservations can be made by going to aabp.org and clicking on the ‘Exhibitors’ menu on the far right side of the webpage and then clicking on ‘Conference Housing’. The AABP Housing Bureau will open tentatively on May 1st and close on August 29th. Exhibiting companies are encouraged to stay in the AABP hotel block to minimize financial risk to AABP. Exhibitors who have a valid reservation in the AABP hotel block receive concessions on name badges (provided before August 22nd) as well as receive points for each room reserved (one point for each room for the conference regardless NOT the number of room nights).

Companies who wish to reserve a housing block of 10 or more rooms, must work directly with the hotel. The AABP strongly recommends these companies discuss the room block with our meeting management partner, Experient. Hotel assignments of 5 or more rooms will be required.