



2018 PPS
Annual Conference & Exhibition
THE BROADMOOR
Colorado Springs, Colorado
November 7-10, 2018

SPONSORSHIP/PURPOSE

The Private Practice Section, APTA brings the PPS Annual Conference & Exposition to you. The purpose of the exhibit is to complement the program sessions by informing and educating physical therapists and practice administrators about the latest developments of products and services in this field. The name "Private Practice Section" or "PPS" when used herein or in subsequent material shall mean the Private Practice Section of the American Physical Therapy Association, its committees, agents, or employees acting for the management of the conference.

EXHIBIT CRITERIA

Exhibiting firms and companies will be limited to those providing services, products, or publications, which have direct application to the field of physical therapy and/or managing a private practice. PPS reserves the right to decline any exhibit application or to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of PPS, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the charter and objectives of PPS, the conference, and the exhibit.

BOOTH RENTAL RATES AND DEPOSITS

Space will be charged at a rate in accordance with the application form. No space will be assigned without a deposit of 50% of the total booth space rental fee. Fees must be paid in full by **June 1**. All applications submitted after **June 1** must be accompanied by full payment of exhibit space fee. No booth assignments will be made until these conditions are met. If assigned space is not paid for in full by **June 1**, it is subject to reassignment to another exhibitor at the option of PPS without refund of deposit. Checks should be made payable to the Private Practice Section and mailed to: **Att: PPS 2018 Exhibits, Private Practice Section, APTA, 1055 North Fairfax Street, Suite 204, Alexandria, VA 22314**. All checks are to be drawn on U.S. banks in U.S. currency. Payment by MasterCard or Visa will be accepted.

ASSIGNMENT OF BOOTH SPACE AND FLOOR PLAN

All applications will be date stamped upon receipt. Exhibit space will be assigned on a first-come, first-serve basis according to the date the application and deposits are received. PPS reserves the right to make the allocation of exhibit space or to change the space allocation at any time based on space availability or other considerations in the overall interest of the exhibit. The failure to allocate, to an Exhibitor, its requested space will not in any way affect the enforceability of this Agreement. The floor plan submitted is believed to be generally accurate, but PPS makes no warranties or representations with respect to actual measurements.

CANCELLATION BY EXHIBITOR

If an Exhibitor cancels its contract in writing by emailing malisa.minetree@me.com on or before **May 1**, PPS will refund 50% of the full space rental charge. If an Exhibitor cancels its contract after **May 1**, the exhibitor will forfeit 100% of the space rental charge to PPS. PPS reserves the right to occupy, resell said space to another exhibitor without any rebate or allowance to the canceling Exhibitor except as provided above. All cancellations of exhibit space must be submitted in writing and will be applied on the date of receipt.

CONTRACTOR SERVICES

The PPS Official Service Contractor shall prepare and distribute to Exhibitors an Exhibitor Service Kit containing general and technical information regarding the Exposition, instructions, rules, regulations, order forms, and other pertinent information prior to the Show's commencement date.

EXHIBITOR'S REPRESENTATIVE

Each Exhibitor must identify one representative to have charge of the Exhibit, and who hereby accepts and assumes responsibility for such representatives, or alternatives, being in attendance at its exhibit throughout exhibit periods.

EXHIBIT DIMENSIONS

Exhibit booths are not to exceed 10 feet in depth, 8 feet in height, and 10 feet in width (or as determined by the facility's fire marshal). Side rail dividers that are 8 feet high may not extend more than 3 feet forward from the back wall of the booth so as not to obstruct the view of other exhibits. If an Exhibitor wishes to have a display exceeding these dimensions, a sketch or schematic drawing must be submitted to PPS for approval no later than 75 days prior to the commencement of the Exhibit. If constructed display fails to meet the requirements, PPS reserves the right to authorize removal or relocation of the display.

INSTALLATION/DISMANTLE

All booths must be fully installed prior to the official opening time of the Exhibit as specified by PPS. Exhibitors may not dismantle their booth or pack any portion of their exhibit prior to the official closing hour of the Exhibit. Delivery or removal of any part of an exhibit is prohibited during official show hours unless prior consent has been given by PPS.

FAILURE TO OCCUPY SPACE

Any space not occupied within the allocated set up time as specified by PPS will be forfeited by the Exhibitor, and that space may be resold, reassigned, or otherwise used by PPS without refund of rental price, unless arrangements for delayed occupancy have received prior written approval by PPS.

SPECIAL RESTRICTIONS

Circulars, advertising materials, etc. may be distributed, and patronage solicited only within the space assigned to the Exhibitor presenting the material. All booth personnel must remain inside the space assigned while selling and/or promoting products and/or services of the exhibiting company. Exhibit space may not be occupied by or sublet to any firm other than the firm which originally contracted for said space. Exhibitors are prohibited from using amplifying equipment of any nature without permission from PPS; if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities in the exhibit hall. If the premises are defaced or damaged by an act of negligence by any Exhibitor, its agents or guests, the Exhibitor will pay the sum deemed necessary for complete restoration to previous conditions.

COPYRIGHT INDEMNIFICATION

The Exhibitor is responsible to secure permission from copyright holders for the use of any copyrighted materials (including but not limited to printed matter, music, video, and software) during the Exposition. Exhibitor must provide proof of said certification or licensing. The Exhibitor agrees to indemnify, defend and hold harmless PPS from and against any and all demands, claims, suits, cause or causes of action, whether at law or in equity costs, expenses and attorney's fees and any liability to PPS arising from improper use of copyrighted matter during Exposition hours.

EXHIBIT DESIGN REGULATIONS

Please read carefully the accompanying Booth Design Rules and Regulations for design and setup for displays at the PPS Annual Conference and Exposition. PPS has adopted these rules and regulations from the International Association for Exposition Management.



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HOSPITALITY EVENTS

Exhibitor agrees that hosting social events, sales meetings, client presentations, etc. during official conference program hours and in an area outside of the official exhibit space assigned to the exhibitor is detrimental to the overall conference, the other exhibiting companies, and attendees. For this reason, exhibitors are prohibited from hosting conflicting events during official conference program hours. Hospitality functions may be sponsored and/or hosted during approved times and dates set by PPS. Hospitality events sponsored/hosted by exhibiting companies must be approved by PPS. Marketing materials/invitations issued by the exhibiting company related to approved hospitality events must be approved by PPS. Requests must be in writing to be considered.

LIABILITY AND SECURITY

Each Exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment, and display at all times. Security personnel will be on duty during the setup, show days, and dismantling. PPS expressly disavows any responsibility for any theft or other damage occasioned by the negligence of such security personnel. PPS strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booths and display items during transportation to and from this conference as well as during installation, exhibit days, and dismantling. Neither PPS, the employees thereof, nor the officers, agents, and contractors, the service contractors, the employees thereof, nor any member of PPS annual conference program committee, nor the Host Facility will be responsible for any injury, loss, or damage that may occur to the exhibit or the Exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the gross negligence or wilful misconduct of one or more the aforementioned parties. The Exhibitor expressly releases the foregoing names, associations, individuals, committee and firms from any agreement to indemnify it against any and all claims for such loss, damage, or injury. It is expressly agreed that neither PPS, nor the service contractor, nor the Host Facility shall be held liable or accountable for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to any Exhibitor, including (but not limited to) any agent, employee, or representative of any Exhibitor. The Exhibitor expressly agrees that he/she will hold, keep, save harmless, and indemnify PPS and the service contractor from any and all such claims. The Exhibitor agrees to defend, indemnify and hold harmless PPS, the Host Facility, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damage or charges resulting from Exhibitor's use of property. Exhibitor's liability shall include losses, costs, damages, or expenses arising from or 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 the exhibition premises, the Hotel or any part thereof.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Host Facility, its owners or managers that results from any act or omission of Exhibitor.

INSURANCE

Each Exhibitor is required to insure itself against property loss or damage and against liability for personal injury. Proof of a Certificate of Liability Insurance covering the exhibitor for a minimum of one million dollars (\$1,000,000) MUST be made available to PPS upon request if not submitted with the Exhibit Application. Failure to do so will result in delay in booth assignment.

AMERICAN WITH DISABILITIES ACT COMPLIANCE

The Exhibitor agrees to comply with ADA guidelines in ensuring their booth is safe and accessible to persons with disabilities. Reasonable accommodations include but are not limited to: wheelchair access into the booth including proper ramping to raised platforms; listening systems for hearing disabled persons; no architectural barriers or protruding objects dangerous to visually disabled persons; display counter or touch screen display heights accessible to disabled persons. PPS reserves the right to require ADA non-compliant exhibitors to modify their booth where readily achievable and technically feasible.

HOTEL RESERVATIONS

Hotel accommodations for all participants have been arranged by PPS at a special Conference rate. Call the Host Hotel directly and refer to the "Private Practice Section, APTA Annual Conference and Exposition" to make hotel reservations. PPS does not guarantee space available in the host hotel; this special rate will likely sell out.

ON-THE-FLOOR SALES

Exhibitors are encouraged to offer information that is educational, professional, and instructional. Exhibitors who sell merchandise are responsible for obtaining any state, and/or local sales tax permits, if required, and for paying the resulting tax on gross sales as required by law.

CANCELLATION OF EXPOSITION

Should any situation beyond the control of PPS arise to prevent the Exposition from being held, either in whole or in part, PPS will not be held liable for any expenses incurred by the exhibitor except the fee for rental booth space less a proportionate share of expenses incurred and committed by PPS. Such situations include but are not limited to destruction or damage of the exhibit hall, or strike, lockout, emergency, injunction, act of God, act of war, act or threat of terrorism, or any other cause beyond the control of PPS.

VIOLATIONS

Violations of any of these regulations or prevailing laws on the part of the exhibitor, his/her employees, or agents shall, at the option of PPS, annul the right to occupy space and such an Exhibitor will forfeit to PPS all monies paid. PPS may re-enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's risk and Exhibitor shall pay all such expenses and all damages which PPS may incur, and forfeit all monies paid or due to PPS on account thereof. The exhibitor waives any right to written notice from PPS of its intention to terminate this agreement and repossess space occupied by the Exhibitor by reason of such violation.

AMENDMENTS

PPS may at any time amend these terms and conditions and documents included herein by reference and each exhibitor shall be bound thereby. In the event of any amendments or additions to these regulations, written notice will be given by PPS to such exhibitors as may be affected by them. In addition, PPS may post or publish notice of such amendments as it may think appropriate or find practical.

EXHIBIT CONTRACT AND POLICIES

The PPS reserves the right to render all interpretations and decisions, should any question arise, and to establish further regulations as may be deemed necessary to the general success and well being of the Conference. All matters and questions not covered in these policies are subject to the final judgment and decision of PPS.

Thank you for your support of The Private Practice Section of APTA and this Exposition.



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The following Booth Design Rules and Regulations have been developed to assist in effectively administering the exposition and to promote continuity in exhibit design and setup for displays at the PPS Annual Conference and Exposition. All Exhibitors are considered equal regardless of size and are given equal opportunity, within reason, to present their product in the most effective manner to the audience. Exhibit Management has adopted the following booth dimension rules and regulations from the International Association for Exposition Management in an effort to make this possible while still allowing the greatest flexibility in the overall exhibit. Exhibits will be so arranged as not to obstruct the general view, nor hide the exhibits of others.

DISPLAY REGULATIONS

Line of Sight

Signs, displays, products, and fixtures for all exhibit configurations located within an area 5' from the aisle and 10' from a neighboring exhibit can be no more than 4' high.

Types of Booths

Linear Booth

Linear Booths have only one side exposed to an aisle arranged in a series along a straight line. They are also called "in-line" booths. Linear Booths are 10ft wide and 10ft deep, i.e. 10ft by 10ft. A maximum back wall height limitation is 8ft. Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

End-cap Booth

An End-cap Booth is exposed to aisles on three sides and comprised of two booths. End-cap Booths are 10ft deep by 20ft wide. The maximum back wall height of 8ft is allowed only in the rear half of the booth space and within 5ft of the two side aisles, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle.

Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. A Peninsula Booth is 20ft by 20ft or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths. The maximum height allowance is 16ft, including signage for the center portion of the back wall.

Contact PPS Management for more information and details at (800) 517-1167.



Linear Booth

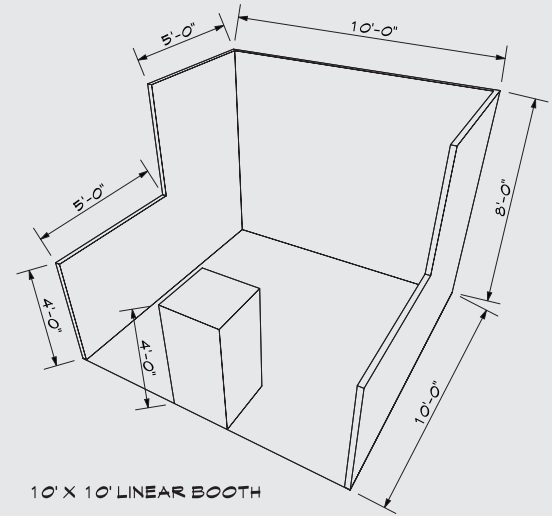
Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of ten feet (10') has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum backwall height limitation of eight feet (8') is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)



Corner Booth

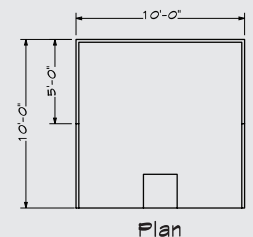
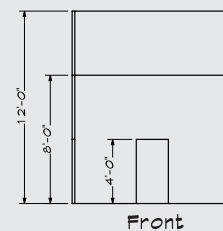
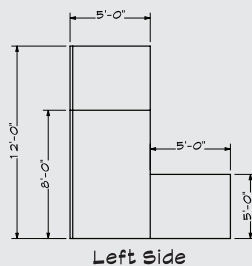
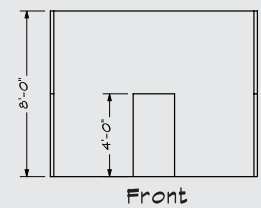
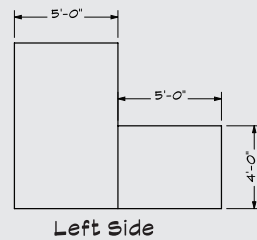
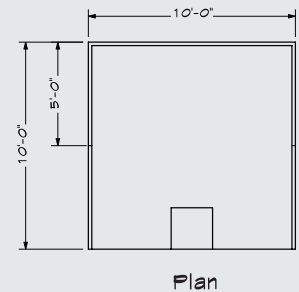
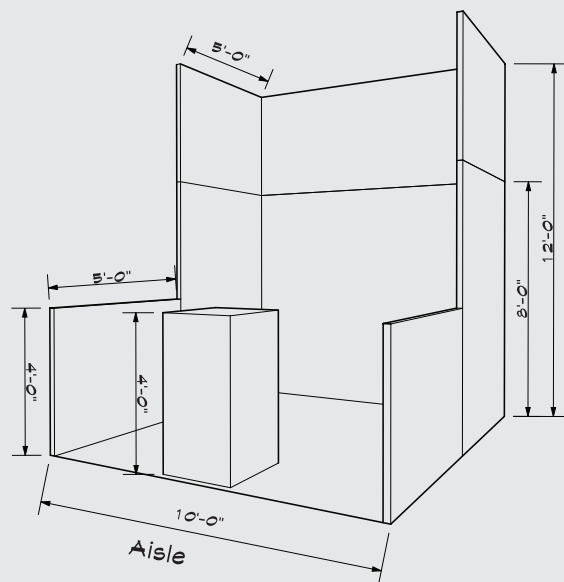
A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

Perimeter Booth

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum backwall height is twelve feet (12').

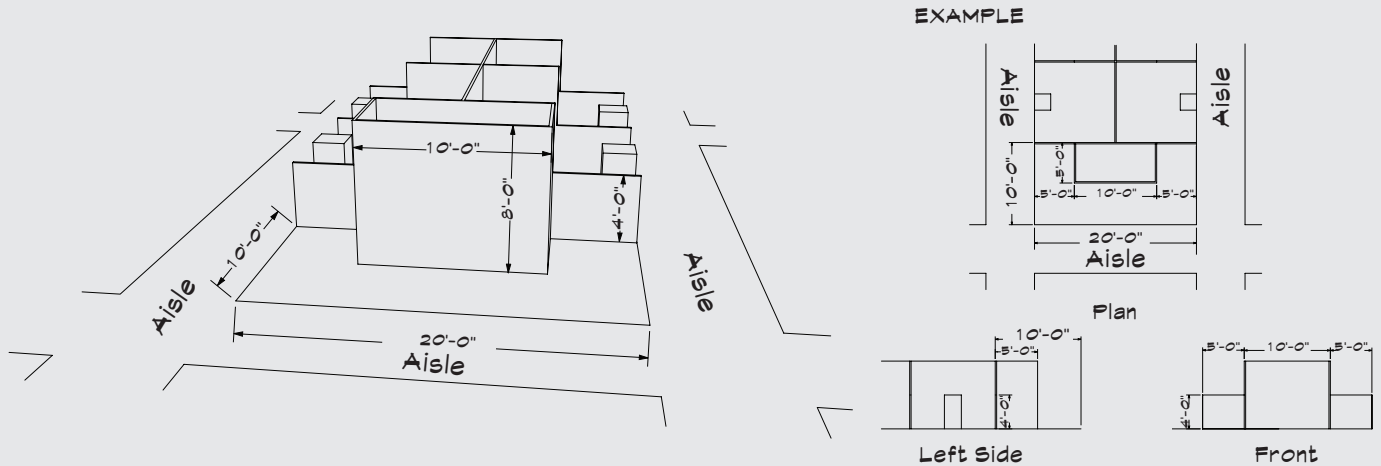


End-cap Booth

An End-cap Booth is exposed to aisles on three sides and composed of two booths.

Dimensions

End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum backwall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs up to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions

A Peninsula Booth is usually 20'x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Sixteen feet (16') is a typical maximum height allowance, including signage for the center portion of the backwall.

