

alzheimer's association™

January 30, 2009

Dear Friends of the Alzheimer's Association,

The Alzheimer's Association of Colorado invites you to join us in supporting our 20th Annual Training Symposium on Friday, May 8, 2009, by purchasing an exhibit table.

The conference will be at the Crowne Plaza (formerly Holiday Inn DIA Convention Center), at I-70 and Chambers. We will host an exhibitor hall that will house all of our exhibitors, bookstore, and refreshments. This exhibitor hall will be a hub of activity with café tables and a more diverse group of exhibitors than ever before.

The symposium attracts 500+ participants from throughout Colorado. Participants include family and professional caregivers. The exhibit area enhances our symposium by highlighting companies and services that meet the needs of caregivers of persons with Alzheimer's disease. There will be a high degree of visibility for exhibitors throughout the conference.

Exhibit tables cost \$350 each. This price includes a skirted table and chairs, draping around the booth as well as one registration for the one-day conference valued at \$99. Registration includes a sit-down lunch and all conference materials. Exhibitors will also be listed in the online conference manual.

To reserve your exhibit space, please return the signed agreement and payment no later than **March 31, 2009**. Exhibit spaces fill up fast so we urge you to reserve your space early.

We appreciate your support of this symposium and look forward to working with you. Please call me at 303-813-1669 or email amelia.schafer@alz.org if you have any questions.

Sincerely,

Amelia Schafer

Amelia Schafer, MS
Education Director

Sue Pappas

Sue Pappas, NHA
Symposium Volunteer

Enclosures: (2)



Annual Education Symposium
Friday, May 8, 2009
Crowne Plaza (formerly Holiday Inn DIA)
I-70 & Chambers

Exhibitor Information Sheet

Exhibit Table Registration

Reservations will consist of an agreement signed by an authorized representative and payment being received by the Alzheimer's Association, Colorado Chapter **no later than Friday, March 31, 2009**. The registration fee is \$350 for a 6' by 30" skirted table with pipe and draping around your booth. Standard electrical hookups are available at an additional charge of \$50. If you plan to use an electrical hookup, we suggest you bring a power strip and an extension cord. If you require a phone line, please call Amelia for pricing information.

The Alzheimer's Association of Colorado reserves the right at its sole discretion to approve exhibitors to insure quality and variety of the exhibit area. The Alzheimer's Association also reserves the right to request an exhibitor to remove any decoration or signage that does not comply with the fire codes or the Association's philosophy of promoting dignity and respect when caring for individuals with Alzheimer's disease.

Exhibit Area

The exhibit area will be open on May 8 from 8:00 a.m. through 4:30 p.m. All exhibitors will be located on the same level of the hotel with high visibility throughout the conference.

Space Assignment

The Alzheimer's Association reserves the right to make the final determination of all space assignments. The Association will attempt to accommodate all exhibitors, but space is limited and may require the return of exhibit table applications if space runs out. No exhibitor shall transfer, assign, sell, share or barter space without the express consent of the Alzheimer's Association.

Included in the Registration Fee

- 6' by 30" skirted table with pipe and draping behind and around the booth
- Two (2) chairs
- One (1) symposium registration fee, including 1 sit-down lunch

Exhibit Table Set-up and Take-Down Schedule

Exhibit set-up may occur on Thursday, May 7, between 1:00 p.m. and 7:00 p.m. or the morning of May 8 between 7:00 a.m. and 7:30 a.m. All exhibits must be set and ready by 7:30 a.m. on Friday, May 8. Exhibits are to remain intact for the entire day. Break down of exhibits may commence after 4:00 p.m. on Friday, May 8.

Exhibitor Attendance at Meetings

One person representing the exhibitor may attend the conference program and luncheon on May 8.

Cancellation by Exhibitor

Reservations canceled before March 31, 2009 will be refunded only if space is resold. Reservations cancelled after March 31, 2009 are non-refundable.

Cancellation by Alzheimer's Association

In the event the 2009 Annual Symposium is cancelled, the Alzheimer's Association will refund, in total, all exhibit space payments made by exhibitors. In return, the Association shall be released from all liability due or related to such cancellation.

If the Association is unable to provide the agreed upon space due to events beyond its control including, but not limited to, building damage, labor disputes or natural disaster, the Association shall have the right to cancel the exhibit with no liability other than the refund of space rental payments received by the Association from the exhibitor.

Loss or Damage

The Alzheimer's Association of Colorado, the Crowne Plaza, symposium sponsors or their representatives shall not be held liable or accountable for any damage, loss, harm or injury to the exhibitor, exhibitor's representatives or exhibitor's equipment from theft, fire, water, accident or any other cause.

Unoccupied Space

Any exhibit table not occupied by 8:00 a.m. on Friday, May 8, shall become the property of the Alzheimer's Association, which shall use the space in the best interest of the symposium without liability to the exhibitor.

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Annual Education Symposium
Exhibit Table Agreement
May 8, 2009

Please type or print.

Company Name _____

Contact Person _____

Name of the person/persons attending as exhibitors _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Reminder: Each exhibitor is entitled to one free symposium registration. If you plan to send more than one person to the symposium, you will need to separately register and pay for these individuals. If you plan to have more than one person attend lunch, please add an extra \$25.00.

We hereby apply for exhibit space on May 8, 2009, at the Alzheimer's Association of Colorado Annual Education Symposium. We agree to be bound by and comply with Alzheimer's Association rules and regulations as specified in the Information Sheet.

_____ \$350 exhibitor fee payable to the Alzheimer's Association

_____ Additional lunches if more than one exhibitor will be attending (\$25.00 per person)

_____ We will need electricity and understand that an additional fee of \$50 is required

Total \$ _____ Please Bill us _____ Payment is being mailed or is enclosed

The Alzheimer's Association will send an acceptance form back to each exhibitor.

I have read the Information Sheet and will comply with the rules and regulations.

Signature

Date

Please print name and title

The Alzheimer's Association of Colorado sincerely appreciates your support of this symposium.

Please mail this agreement and payment by no later than Tuesday, **March 31, 2009**. Mail completed form to Amelia Schafer, Alzheimer's Association, 455 Sherman Street #500, Denver, CO 80203 or fax to 303-813-1670.