One City - Two Conferences - Four Days

Crossroads: Preventing Suicide and Building Lives Worth Living

You are invited to join hundreds of your colleagues in Portland, OR to participate in a conference of people interested in suicide prevention, intervention, postvention, and research. This unique event is specifically designed to meet the diverse interests and needs of attendees, while creating a powerful opportunity for networking, learning, and moving the field of suicidology forward.

1 53rd AAS Annual Conference
The AAS Annual Conference begins on Tuesday, April 21st with two special preconference workshops, and continues on Wednesday, April 24th with full and half-day offerings. NEW FOR 2020 are two special full day programs: The Inaugural Crisis Services Continuum Conference and The Power of Postvention Preconference. The AAS Annual Conference continues with a combination of plenary and break-out sessions on Thursday, Friday, and Saturday.

2 AAS/AFSP/TAPS 31st Healing After Suicide Loss Conference
The AAS/AFSP/TAPS Healing After Suicide Conference will take place all day on Saturday, April 25th. Saturday’s program will begin with a plenary session. The rest of the day includes sharing/educational sessions in the morning followed by a luncheon, with concurrent workshops and a closing ceremony in the afternoon.

Interested in Increased Visibility?
Check out the Sponsorship Opportunities at www.aasconference.org or contact Colleen Creighton, ccreighton@suicidology.org or 202-237-2280
Exhibitor Overview

Exhibit Logistics

Exhibitor Set-Up
Exhibitors may set up on Tuesday April 21st between 8:00am and 5:00pm.

Exhibitor Hours
The program schedule at #AAS20 affords day-long opportunities for interacting with attendees. Exhibitors are welcome in The Exhibit Hall Wednesday through Friday, 7:30am to 7:00pm; 7:30am to 5:00pm on Saturday.

Exhibitor Tear Down
Exhibitors may tear down after 12 noon on Saturday April 25th. Exhibitors departing prior to 5:00pm must arrange for all trash and materials to be removed from their exhibit space.

Wireless Internet
Complimentary BASIC Wi-Fi will be provided throughout the meeting space at no charge. Exhibitors needing access to media streaming, media rich mobile apps and large file downloads should contract with Encore Event Technologies for Superior Wireless Internet Connectivity. Daily cost is $50/person up to 15Mbps. Encore may be reached at 503-499-6384 or eventspdx@encore-uscom. Please reference the AAS 53rd Annual Conference in all communications.

Equipment Rental
Encore Event Technologies is the in-house audio-visual provider at the Marriott.

For pricing on equipment rental or other exhibition services, please see additional information in this packet or contact Encore directly at 503-499-6384 or eventspdx@encore-uscom. Please reference the AAS 53rd Annual Conference in all communications.

Visibility Maximized

The Exhibit Space will be located in a prime high traffic area, providing maximum exposure to those in attendance. Exhibiting partners are placed strategically in the same space as food breaks, networking, posters, and book sales, thus creating a one-stop conference community, with open access to all, beginning first thing in the morning, and continuing throughout the day.
Opportunities Abound

Exhibitor Opportunities

The 2020 Annual Meeting of the American Association of Suicidology (AAS) provides a unique outreach and marketing opportunity -- access to professionals and laypersons involved in the fields of suicide research, treatment, prevention programs, crisis intervention, lived experience, loss, and aftercare.

Attendance at the AAS Annual Meeting has increased 30% over the past eight years, and we are anticipating this growth to continue! Over 1,800 psychologists, psychiatrists, social workers, counselors, crisis interventionists, and school and public health/prevention personnel are expected to convene in Portland!

The venue for this year’s event is the Marriott Waterfront in Downtown Portland, located in the heart of the city.

Enclosed you will find information on a wide range of exhibiting and advertising opportunities. In addition to specific benefits as outlined in the attached document, all conference partners will receive exposure in the conference app and networking opportunities with attendees.

Exhibitors can increase exposure by adding push notifications to go to attendees before and during the event.

Though specific opportunities are offered, we will be happy to recognize any individual or business who makes a contribution of any size to the 2020 meeting.

Put your marketing dollars to work at this one-of-a-kind program!

For more information:
Colleen Creighton
Chief Executive Officer
202-237-2280
ccreighton@suicidology.org
Exhibit Space Overview

We are pleased to offer a prime location for organizations and vendors wishing to exhibit at the AAS 53rd Annual Conference. All exhibit tables will be located in high traffic areas, and attendees will have full access to all exhibitors. Exhibits will be co-located in the Exhibit Hall along with the bookstore, breaks, poster sessions/receptions, and networking seating. Booth assignments will be made on a first-come basis.

Exhibits will be located in the Exhibit Hall Directly Steps Away from The Ballroom and Registration Area
(diagram below)
EXHIBITOR OPPORTUNITIES

Added Value
- Exhibitors receive 1 complimentary conference registration – a $600 value!
- All persons staffing exhibits must be registered.
- Up to 3 additional exhibitor registrations may be purchased for a significant discount of $450 each.
- Exhibitors receive a FREE 100-word description on in the mobile app.
- High visibility location near registration and plenary ballroom adjacent to daily continental breakfast and beverage breaks.
- Each exhibit space includes one 6-foot draped table and 2 chairs.

Non-profit/Government $1,150
For-Profit $1,350

Bag Insert $250 per Insert
Conference management will stuff your handout in attendee bag. Vendor must supply 1,800 copies and ship materials to AAS.

Bookstore Display $350
Purchase space in the conference bookstore to include signage, flyers, and a display book. Conference organizers will set up and refresh the display.

Healing After Suicide Loss Packet Insert $75 per Insert
Conference management will insert your handout in the separate Healing After Suicide Loss attendee packet. Vendor must supply 125 copies and ship materials to the hotel.

Push Text through Conference App $250 per Text
Conference management will send a text via the official conference app at a time and date you specify.
After reviewing AAS’ partnership opportunities for the 2020 Annual Conference, ___________________________ (COMPANY NAME) would like to express its commitment to support this effort. Below please find our information and preferences.

POINT OF CONTACT: __________________________________________________________

TITLE: _________________________________________________________________

ADDRESS: ______________________________________________________________

CITY, STATE, ZIP: ______________________________________________________

PHONE: ________________________________________________________________

EMAIL: _________________________________________________________________

ADVERTISING OPPORTUNITIES:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Conference Bag Insert</td>
<td>$250 ea.</td>
</tr>
<tr>
<td>Healing After Suicide Loss Packet Insert</td>
<td>$75 ea.</td>
</tr>
<tr>
<td>Bookstore Display</td>
<td>$350 ea.</td>
</tr>
<tr>
<td>Push text through the Conference App</td>
<td>$250 ea.</td>
</tr>
</tbody>
</table>

SIGNED:

PRINT NAME _____________________ TITLE _______________________________

AUTHORIZED AMOUNT TO CHARGE TO CARD: $ __________________

Visa, Mastercard or American Express #:_________________________ Exp. Date ______

Signature: __________________________

Full amount of sponsorship is due upon application. Make checks payable to AAS (in US funds, please) and return this form NO LATER THAN MARCH 15th.

Mail, Email, or Fax Form to:

Amy Kulp
Chief Operating Officer
AAS
5221 Wisconsin Avenue, NW
Washington, DC 20015
ajkulp@suicidology.org
Phone: 202-237-2280
Fax: 202-237-2282
Exhibit Table Reservations Form

Company Name: ________________________________
Contact Person: ______________________________
Address: ______________________________________
City, State, Zip: ________________________________
Phone: ____________________________ Email:______________________________

Non-Profit/Government Organizations
Non-Profits - Please include a copy of your IRS tax exempt letter or certificate.

$1,150  Booth Choices: 1st _____  2nd _____  3rd _____ 4th _____

Person to Receive Complimentary Conference Registration, including those staffing your booth.
Name __________________________________________ Email ______________________________________________

Additional registrations for those staffing your booth (up to 3 @ $450 each).
Name __________________________________________ Email ______________________________________________
Name __________________________________________ Email ______________________________________________
Name __________________________________________ Email ______________________________________________

Commercial and For-Profit Organizations

$1,350  Booth Choices: 1st _____  2nd _____  3rd _____ 4th _____

Person to Receive Complimentary Conference Registration, including those staffing your booth.
Name __________________________________________ Email ______________________________________________

Additional registrations for those staffing your booth (up to 3 @ $450 each).
Name __________________________________________ Email ______________________________________________
Name __________________________________________ Email ______________________________________________
Name __________________________________________ Email ______________________________________________

Visa, Mastercard, or American Express # ______________________________ Exp. Date _______________ CVV ________
Signature: __________________________________________

Full amount of exhibit is due upon application. Make checks payable to AAS (in US funds, please) and return this form NO LATER THAN MARCH 15th to:

American Association of Suicidology, 5221 Wisconsin Avenue, NW, Second Floor, Washington, DC 20015
Phone: (202) 237-2280  Fax: (202) 237-2282
Exhibitor Agreement

To be completed by all exhibitors

This agreement is executed by and between American Association of Suicidology (hereinafter referred to as AAS) and _______ ____________________________, as representative of ______________________(hereinafter referred to as Exhibitor).

NOW, IT IS THEREFORE AGREED:

PROGRAM:  AAS is conducting a conference titled AAS 53rd Annual Conference (hereinafter referred to as Conference), to be held April 22-25, 2020 at the Marriott Waterfront Downtown Portland, OR. The contact person at AAS is Amy Kulp, and the phone number is 202-237-2280.

FEES AND ADMINISTRATIVE CONSIDERATIONS:
1. Exhibitor will pay to AAS the amount of $________ in total, due upon receipt. This entitles Exhibitor to 1 skirted table in the exhibit area. Two chairs will be provided for each table.
2. Checks should be made payable to: AAS. The AAS federal tax ID number is 95-2930701
3. If Exhibitor cancels exhibit more than five working days prior to the date of the Conference, all fees charged with the exception of $100 per table will be reimbursed to the Exhibitor within 30 days of the Exhibitor’s cancellation. No fees will be reimbursed if Exhibitor cancels within five working days or less of the Conference. To cancel, notify Amy Kulp by phone or letter.
4. Exhibitor agrees to protect, indemnify and hold AAS harmless from any liability arising from the exhibit.

ACCEPTED:

FOR THE EXHIBITOR:

Name: ___________________________ Company: ___________________________
Title: ___________________________ Daytime Phone: _________________________
Address: __________________________

Signature: ___________________________ Date: ___________________________

FOR American Association of Suicidology:

Name: ___________________________

Title: ___________________________

Signature: ___________________________ Date: ___________________________

Please return this form to:
Amy Kulp, COO, AAS
5221 Wisconsin Ave, NW
Washington, DC 20015
Fax: 202-237-2282
**Shipping and Handling**

**Shipment being sent for your Exhibit**
FERN Exposition Services is the exclusive shipping and receiving vendor for the Marriott Waterfront in Downtown Portland. Exhibitors have the option to do Advanced Shipping to FERN or Direct Shipping to the Marriott. All information related to shipments is contained in this packet.

**Return Shipping**
Exhibitors must coordinate outbound shipping with FERN Exhibition Services.

**Additional Needs/Services**
Exhibitors are responsible for making all arrangements for audiovisual equipment, electricity, and internal handling fees directly with the hotel. See information enclosed.

**Items for Bag Inserts--Please label boxes with the following information:**
Attn: Amy Kulp  
Bag Inserts - AAS Conference  
c/o AAS  
5221 Wisconsin Avenue, NW  
Washington, DC 20015

**Boxes must be delivered to AAS no later than Friday April 3rd. Shipments will not be received at the hotel for bag inserts. No Exceptions.**
Meeting Room Packages
AUDIOVISUAL PRICE GUIDE

HD FLAT PANEL VIDEO PACKAGE
46" HD Flat Panel Display with Stand
Media Player (DVD or VHS)
All cabling, extension cords

HD FLAT PANEL DATA PACKAGE
55" HD Flat Panel Display with Custom Stand
25' VGA Cable
Extension cord / Power Strip

CONFERENCE ROOM LCD PACKAGE
HD LCD Projector (4000 lumens)
Screen (size appropriate for room)
Projection Cart
All Cabling / Extension Cords
Technical Assistance

CONFERENCE ROOM PRESENTER SUPPORT PACKAGE
(For customers providing own LCD projector)
Screen (size appropriate for room)
Projection Cart
25' Extension Cord w/ Power Strip,
Technical Assistance Availability
(Upgrade to Custom VIP Widescreen for an additional $50.00 or Fastfold screen for an additional $100.00)

CONFERENCE ROOM SOUND PACKAGE
House Sound System Patch
4-6 Channel Audio Mixer
Wired Microphone

BASIC LIGHTING PACKAGE (For podium lighting or stage wash)
4 Source 4 Ellipsoidal and / or Par
6 Channel Dimmer Pack
Dimmer Board

$475.00
$575.00
$590.00
$175.00

A 24% Service Charge applies to all items with the exception of labor.
# A la Carte

**AUDIOVISUAL PRICE GUIDE**

## Video and Data Components

**PROJECTORS**
- HD LCD 4000 Lumen: $450.00
- HD DLP 7000 Lumen: 850.00
- HD DLP 8000 Lumen: 1000.00

**MONITORS**
- HD Flat Panel Display 46": $450.00
- HD Flat Panel Display 55": 500.00
- Display Stand: 75.00

**CAMERAS**
- Mini Digital Video Camcorder: $250.00
- Broadcast Quality Camera Kit: Call for details

**VIDEO/DATA SWITCHING AND DISTRIBUTION**
- Scan Converter/Switcher: $550.00
- DVD Player: 75.00

**SCREENS/DRAPE**
- Encore Custom VIP Wide Screen 4'8"x8.6" or 5'4"x9'6": $175.00/225.00
- 9'x12' Fastfold Screen w/Dress Kit: 275.00
- 8'6"x14'4" Deluxe Wide Screen w/Dress Kit: 350.00
- 10'x17" Deluxe Wide Screen w/Dress Kit: 450.00
- Drape, Black Velour 12’x16’ Panel – Price per foot: 18.00

**MISCELLANEOUS SPEAKER SUPPORT**
- Flipchart w/Pad and Markers: 75.00
- Flipchart w/Post-It Pad and Markers: 85.00
- Laser Pointer: 45.00
- Wireless Slide Advancer/Laser Pointer: 50.00
- Speaker Timer (Large Clock): 200.00

**OFFICE EQUIPMENT**
- Laptop Computer: $250.00
- B/W Laser Printer: 250.00
- Color Laser Printer: 350.00
- B/W and Color Copier: Call for details

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*A 24% Service Charge applies to all items with the exception of labor.*

www.encore-us.com    rigging.encore-us.com    P: 503-499-6384    F: 503-499-6393    E: eventspdx@encore-us.com
A la Carte continued

AUDIOVISUAL PRICE GUIDE

Audio Components

MICROPHONES
Wired Microphone (podium, table, floor)  $60.00
Wireless UHF (Laveliere & Handheld)    155.00

MIXERS
4-6 Channel Stereo Mixer               $65.00
12-14 Channel Stereo Mixer             135.00
24-32 Channel Stereo Mixer             Call for details

SPEAKERS
Powered Speaker w/Stand                $125.00
House Sound Patch (Encore Equipment Only)  100.00
Large Venue Sound System w/Sub-woofers  Call for details

PLAYERS/RECORDERS
Digital Audio Recorder                  $250.00

MISCELLANEOUS AUDIO COMPONENTS
Di Box for Laptop Sound Patching        $65.00

All microphones and playback audio (e.g. laptop audio, MP3 players, etc.) must have an audio mixer and house sound patch/speaker for amplification.

Lighting Components

BOARDS/DIMMERS
12 Channel Dimmer Board                 $175.00
4 Channel Dimmer Power Packs            75.00

LIGHTING INSTRUMENTS
Source 4 Ellipsoidal or Par             $60.00
LED Up-light                            75.00

Labor

SET/STRIKE  (Rates are per hour)
Straight Time (Mon.-Sat. 7:00am-5:00pm) $75.00
Overtime (Mon.-Sat. 5:00pm-7:00am, and all day Sun.) $112.50
Holiday                                    $150.00

OPERATOR
Operating Technician – Per day            $850.00

A 24% Service Charge applies to all items with the exception of labor.
## Networking Services

**AUDIOVISUAL PRICE GUIDE**

### wiﬁsimpliﬁed

#### Portland Marriott Downtown Waterfront Wi-Fi Grid

<table>
<thead>
<tr>
<th>Number of Participants (estimated per session)</th>
<th>Daily Wireless Internet Usage</th>
<th>SUPERIOR*</th>
<th>SIMPLE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;25</td>
<td>Media streaming, media rich mobile apps and large file downloads</td>
<td>$50/person (up to 15 Mbps)</td>
<td>$30/person (up to 8 Mbps)</td>
</tr>
<tr>
<td>26 – 50</td>
<td></td>
<td>$35/person (up to 25 Mbps)</td>
<td>$20/person (up to 12 Mbps)</td>
</tr>
<tr>
<td>51 – 100</td>
<td></td>
<td>$25/person (up to 40 Mbps)</td>
<td>$15/person (up to 20 Mbps)</td>
</tr>
<tr>
<td>101+</td>
<td>We are happy to assess your large meetings to develop a customized solution.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* - Bandwidth usage is for the entire group and are not per person
* - All pricing is inclusive of Service Charge
* - Wiﬁ access priced separately

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardwire Connection Single user</td>
<td>125.00 per day</td>
</tr>
<tr>
<td>Hardwire Network (multiple users)</td>
<td>Call for details</td>
</tr>
<tr>
<td>Switches</td>
<td>125.00</td>
</tr>
<tr>
<td>Cables</td>
<td>10.00/piece</td>
</tr>
</tbody>
</table>

**TELEPHONE SERVICES**

(Standard toll charges are applied to master account where applicable)

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone with DID line</td>
<td>$150.00</td>
</tr>
<tr>
<td>Polycom Speaker Phone</td>
<td>$185.00</td>
</tr>
</tbody>
</table>

*A 24% Service Charge applies to all items with the exception of labor.*

www.encore-us.com   rigging.encore-us.com   P: 503-499-6384   F: 503-499-6393   E: eventspdx@encore-us.com

Portland Marriott Downtown Waterfront
1401 Southwest Naito Parkway, Portland, Oregon 97201
p: (503) 226-7600
53rd AAS ANNUAL CONFERENCE
April 22 - 25, 2020
Portland Marriott Downtown Waterfront
Portland, Oregon

FERN EXPOSITION SERVICES
Phone: 503-228-6800
Fax: 206-431-4846
portland@fernexpo.com
PAYMENT SUMMARY

EXHIBITOR INFORMATION
I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name

Booth #(s)

Address

City ______________________ State _______ Zip __________ Phone ______________________

Fax # ______________________ E-mail ______________________

Prepared by (Print Name) ______________ Date ______________________

Signature

CREDIT CARD AUTHORIZATION
By signing, exhibitor has accepted the Fern Payment and Exhibitor Terms and Conditions. Exhibitor also agrees that Fern may place credit card on file to be used for additional services/products ordered for the duration of the event.

Visa [ ] Mastercard [ ] American Express [ ] CCV # __________

Expiration Date __________ / __________

Account # ______________________

Printed Name on Card ______________________

Credit Card Holder E-mail (REQUIRED) ______________________

Authorized Signature ______________________

PAYMENT TERMS
We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A 20.00% surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of 1.5% per day (which equates to an annual Interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and storage charges.

By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

PAY BY CHECK
Please mail check, including show, booth, and company name to;
Fern, 645 Linn Street, Cincinnati, OH 45203
We cannot accept checks drawn on foreign banks.

Pay by Check [ ] Check# __________

ORDER FORMS

Table, Counters and Risers $ __________

Chairs, Fabric and Accessories $ __________

Carpet Pad / Carpeting $ __________

Graphics + Signage $ __________

Modular Exhibits $ __________

Exhibit Accessories $ __________

Installation + Dismantle Labor $ __________

Other $ __________

Cleaning Services $ __________

Material Handling $ __________

TOTAL $ __________
MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) $ 40.75

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of $0.30/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs) - INCLUDES OVERTIME

Drivers with inbound shipments must check into the Fern warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

<table>
<thead>
<tr>
<th>CRATED MATERIALS</th>
<th>MATERIALS W/ SPECIAL HANDLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 158.00 Minimum Charge</td>
<td>$ 208.00 Minimum Charge</td>
</tr>
<tr>
<td>$ 0.79 each add'l pound over 200 lbs</td>
<td>$ 1.04 each add'l pound over 200 lbs</td>
</tr>
</tbody>
</table>

ADVANCE SHIPMENT DEADLINE DATE: APRIL 17, 2020

DIRECT SHIPMENTS (21-200 lbs) - INCLUDES OVERTIME

<table>
<thead>
<tr>
<th>CRATED MATERIALS</th>
<th>MATERIALS W/ SPECIAL HANDLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 176.00 Minimum Charge</td>
<td>$ 228.00 Minimum Charge</td>
</tr>
<tr>
<td>$ 0.88 each add'l pound over 200 lbs</td>
<td>$ 1.14 each add'l pound over 200 lbs</td>
</tr>
</tbody>
</table>

DIRECT SHIPMENT DATE: APRIL 21, 2020 ONLY

PRICES INCLUDE: Receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier.

SPECIAL HANDLING: These rates apply to any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation, i.e. express carriers such as UPS, Fed Ex or DHL.

RETURN TO WAREHOUSE: Exhibitors will be charged 30 cents per pound ($180 minimum for any shipment that must be returned to the warehouse plus 30 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the Fern warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using Fern Transportation for outbound shipping will have the fee waived.

IMPORTANT

Shipment are subject to re-weigh and will be invoiced based on actual weight. By returning this form or by shipping freight either advance or direct, you are entering into a contract with Fern. Carefully read the Exhibitor Terms and Conditions section of this manual.

CALCULATION OF MATERIAL HANDLING FEES

ADVANCE SHIPMENT [ ] DIRECT SHIPMENT [ ]

Total Estimated Weight (200 lbs minimum) ______ lbs x Rate = $ ______

After Discount Deadline and 100% After Show/Event Move-In Begins.

TOTAL $ ______

Carry this total to payment summary page
SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS: Company Name and Booth Number
53rd AAS ANNUAL CONFERENCE
Fern Exposition
6700 NE 59th Place
Portland, OR 97218

ADVANCE SHIPMENTS ACCEPTED: ACCEPTED 30 DAYS PRIOR TO MOVE IN

ADVANCE SHIPPING DEADLINE: 4:00 PM on APRIL 17, 2020

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING ADDRESS: Company Name and Booth Number
53rd AAS ANNUAL CONFERENCE
c/o Fern Exposition &
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

DIRECT SHIPMENTS ACCEPTED: APRIL 21, 2020
8:00 AM - 3:00 PM ONLY

Fern Exposition and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.
FERN

RUSH

DO NOT DELAY

DEADLINE DATE APRIL 17, 2020

TO: _______________________

EXHIBITOR NAME

C/O FERN EXPOSITION

6700 NE 59TH PLACE

PORTLAND, OR 97218

WAREHOUSE

53rd AAS ANNUAL CONFERENCE

BOOTH # ___________ # OF PIECES _________

CARRIER ____________________________

FERN

RUSH

DO NOT DELAY

DEADLINE DATE APRIL 17, 2020

TO: _______________________

EXHIBITOR NAME

C/O FERN EXPOSITION

6700 NE 59TH PLACE

PORTLAND, OR 97218

WAREHOUSE

53rd AAS ANNUAL CONFERENCE

BOOTH # ___________ # OF PIECES _________

CARRIER ____________________________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
FERN
RUSH
DO NOT DELAY
NOT BEFORE APRIL, 2020

TO: EXHIBITOR NAME

C/O FERN EXPOSITION
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

SHOWSITE
53rd AAS ANNUAL CONFERENCE

BOOTH # # OF PIECES

CARRIER

FERN
RUSH
DO NOT DELAY
NOT BEFORE APRIL, 2020

TO: EXHIBITOR NAME

C/O FERN EXPOSITION
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

SHOWSITE
53rd AAS ANNUAL CONFERENCE

BOOTH # # OF PIECES

CARRIER

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
EXHIBITOR TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN A CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the "Agreement") between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor; at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

DEFINITIONS:
For purpose of this Agreement, "FERN", "we", or "us" means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. "EXHIBITOR" or "you" means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor ("EAC"). "Order" means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

PAYMENT TERMS:
We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A $20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

To Pay by Check - Please mail check including show, booth, and company name, to:
Fern, 465 Linn Street, Cincinnati, OH 45203
We cannot accept checks drawn on foreign banks.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of 0.57% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR’s display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drapery charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to have not been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

FERN’S RESPONSIBILITIES:
We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

PACKAGING AND CRATES:
We shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

STORAGE:
We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.
EXHIBITOR TERMS AND CONDITIONS

SHOW SITE:
You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet. Neither you nor your EACs may bring or use any kind of lift on the exhibit floor.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked, and specific facility or union guidelines. The normal categories of hourly changes are: straight time, overtime, double time and holiday pay. Such hourly charges shall be set forth on the applicable Order.

INBOUND SHIPMENTS:
Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

We shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper’s signature of receipt.

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:
Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

RE-ROUTED FREIGHT:
In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

INSURANCE:
It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement.

CLAIMS FOR LOSS:
You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to $0.50(USD) per pound per article with a maximum liability of $100.00(USD) per item, or $1,500.00(USD) per occurrence/shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items comprising your shipment(s) or which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or if you have notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.
DECLARED VALUE:
Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:
You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

TERMINATION:
We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

INDEMNIFICATION:
You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney’s fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:

- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

WAIVER AND RELEASE:
You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

SEVERABILITY:
If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

WAIVER:
No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

ASSIGNMENT:
You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purposed assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:
The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:
This Agreement is for the sole benefit of the parties hereof and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

SURVIVAL:
The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

AMENDMENT AND MODIFICATION:
This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:
This Agreement shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.
Exhibitor Checklist

• Submit the Exhibit Table Reservation form on page 7 to AAS, along with Remittance. Non-profit organizations must include a copy of their IRS tax exempt letter or certificate. Be sure to select four exhibit table options. Locations are assigned first come, first served.

• Submit the Exhibitor Agreement to AAS, see page 8.

• Read and review Shipping Instructions and Logistics, see page 10.

• Submit Shipping Forms to

• Email 100-word description to ajkulp@suicidology.org.

• If you require Superior Wi-Fi Access or Equipment, contact Encore Event Technologies, See page 10-13.

Advertiser Checklist

• Submit the Advertising form on page 6 along with Remittance.

• Email relevant content (app text, etc) to ajulp@suicidology.org.