Golden Opportunities Patients, Community, You!

The Association for Healthcare Volunteer Resource Professionals (AHVRP), a professional membership group of the American Hospital Association (AHA), is the premier professional membership society for healthcare volunteer services, retail operations and related support services disciplines.

AHVRP provides education, recognition for personal and professional achievements, national networking as well as affiliation and collaboration with the AHA on public policy and advocacy issues.

Whatever marketing mix and business strategy you are looking for, AHVRP will work with you to create a package that fits your strategic plan, message and audience.

Please visit www.ahvrp.org to learn more about sponsorship opportunities, the 50th AHVRP conference, upcoming educational seminars and the value of membership. This is your organization’s opportunity to position itself in front of more than 500 influential industry professionals — directors, managers, volunteer leaders, and supervisors responsible for:

- Healthcare Volunteer Workforce
- Patient Satisfaction and Measurement
- Community Outreach
- Customer Service
- Fundraising
- Retail Gift and Thrift Shops
- Patient Education
- Tea Rooms and Coffee Bars
- Interpreter Services

Benefits Of Exhibiting

- Maximize your exposure to current and prospective customers.
- Network and generate leads for your business product or service.
- Receive customer feedback on products and services you’re developing, launching or refining.
- Introduce your new products and services to a targeted and receptive audience.

Exclusive Exhibit Hours

All program sessions and exhibits will be held at the Hyatt Regency Dallas. Exclusive exhibit hours ensure attendees will have time to thoroughly examine and discuss exhibitor products and services without competing events.

EXHIBIT CONTRACT & APPLICATION IS AVAILABLE ONLINE AT AHVRP.ORG/EXHIBIT

If you have questions about exhibit space or logistics, please contact Linda Griffin at 773.588.4692 or lindacg@me.com.
Although a majority of our members are Director’s of Volunteer Services (DVS), they are also responsible for managing the gift shop managers, auxilians and the guest services department.

The Director of Volunteer Services is responsible for managing volunteers for the entire healthcare facility. This graph depicts the average number of volunteers managed per volunteer director.
Vendor Utilization

Vendors Utilized in a Fiscal Year

- Fundraising (Jewelry)
- Uniform Vendor
- Promotional Items Vendor
- Volunteer Tracking Software Vendor
- Volunteer Engagement Survey Vendor
- Fundraising (Books)
- Background Check Vendor
- Printing Services Vendor
- Graphic Design Vendor
- Equipment Vendor
- Health Screening Lab Vendor

Based on prior survey findings, this graph depicts the percentage of AHVRP members that utilize these vendors in a fiscal year.

How AHVRP Members Learn about Vendors

- Conferences
- Referral
- Hospital Purchasing Dept.
- Websites
- Mailings

Based on prior survey findings, our members rated the best way they learn about new vendors is by attending the exhibit hall at national conference.
Build Your Business By Exhibiting

Exhibit Space Fees
- In-line booths are 8’ x 10’ – $1,750
- $300 savings for each additional booth
- Each open corner – $100 (per corner)
- Full payment is due once application is approved.
- Booths assigned in the order applications are received.

8’ x 10’ Exhibitor Basic Package Includes
- 8’ high back draping with 3’ high draped side rails
- Two chairs, one waste basket, and one 6’ draped table
- Identification sign with your company name and booth number (located in your booth space)
- Company listing in the 2019 Conference Guide
- Four exhibitor badges per 8’ x 10’ space
- Access to breakfast and lunch buffets in exhibit hall for exhibitor staff
- Complimentary attendee mailing labels following completion of exhibitor survey

Exhibitor-Plus Package – $2,750
- Includes a 8’ x 10’ exhibitor package
- Eblast to conference registrants with your logo, description and booth number, beginning April 1st
- Monthly eblast to AHVRP members beginning week of April 1st
- One time use pre and post show attendee mailing list
- One time use full membership mailing list for use between April 1 to Dec. 30, 2019
- Value of $3,000!

Exhibitor Premium Package – $4,000
- Includes a 8’ x 10’ exhibitor plus package
- One year (365 days) listing on AHVRP Marketplace Directory (logo, company info, website)

Table Top Option – $1,000
- Includes a 6 foot skirted table with no backwall
- One exhibitor badge
- One chair

Extra Exhibitor Badge
- One for $200

Exhibitor Service Kit
All exhibitors will receive an exhibitor service kit by June 1st. The kit includes complete information on:
- Exhibit installation/removal
- Utilities
- A list of suppliers
- Order forms for various add-on services

Accommodations & Exhibits Facility
Make your hotel reservations as soon as possible and state that you are with the AHVRP conference to receive the group rate. Room rate: $169 plus tax — single or double occupancy based on availability.

Hyatt Regency Dallas — Dallas, TX

Deadline Calendar
Contracts received on or prior to June 30, 2019 will be invoiced for a $1,000 non-refundable deposit per 10’x10’ booth. All submissions after June 30, 2019 will be invoiced for full amount. If you have questions about exhibit space or logistics at SHSMD Connections, please contact Linda Griffin at 773.588.4692 or lindacg@me.com.

Date: May 1, 2019 - Final Balance Due
After May 1st, payment MUST be made in full.
Exhibitor Directory: a 20-word company description is due when payment is processed.

Exhibition Calendar
September 14, 2019
8:00am - 1:00pm (Move-in and Set-up)
3:00pm - 5:30pm (Exhibit Hall Grand Opening Reception)

September 15, 2019
8:00am - 10:00am (Move-in and Set-up)
12:00pm - 1:30pm (Exhibit Hall Lunch)
3:00pm - 4:00pm (Exhibit Hall)

September 16, 2019
11:00am - 1:00pm (Exhibit Hall Lunch)
1:30pm - 6:00pm (Move-out)

RESERVE YOUR SPACE TODAY!
Complete the exhibit application and contract online at AHVRP.org/exhibit.

EXHIBIT CONTRACT & APPLICATION IS AVAILABLE ONLINE AT AHVRP.ORG/EXHIBIT
If you have questions about exhibit space or logistics, please contact Linda Griffin at 773.588.4692 or lindacg@me.com.
These Contract Conditions/Rules & Regulations are a bona fide part of the contract for exhibit space with the Association of Healthcare Volunteer Resource Processionals of the American Hospital Association, who is hereinafter referred to as Show Management. Show Management reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well-being of the Show. Each exhibitor, for himself, his employees, and his contractors, agrees to abide by these regulations and by any amendments or additions hereafter made by Show Management. Show Management reserves the right to decline, prohibit, deny access or remove any exhibit, which in its sole judgment is contrary to the character, objectives, and best interests of the Show or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these rules and regulations and extends to persons, things, printed matter, products, and conduct. Show Management reserves the right to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits that reflect against the character of the meeting. Show Management’s decision and interpretation shall be accepted as final in all cases.

1. VALID APPLICATION FOR SPACE.
Applications for exhibit space are required to execute and forward the Space Application & Contract to Show Management. To be valid, each application must include payment for booth space requested for rental. Applications received after June 30, 2019 must include full payment of booth space.

2. PAYMENT OF SPACE.
Once application is approved, payment must be made within 30 business days of approval. Any deviations from this provision, including but not limited to acceptance by Show Management of any late payments specified herein, shall not be construed as a waiver of Show Management’s rights to cancel exhibitor’s contract for such non-compliance, reassign booth location, take possession of said space without refund or further notification, or otherwise be construed as a modification of any schedule of payments required hereunder. Further, all payments as stated hereunder shall be payable at the address stated in this application.

3. CANCELLATION AND REFUNDS.
All cancellations of space must be received in writing. If space is reduced, the net reductions of space will be treated as a cancellation of that space. If Show Management received a written request for cancellation of space on or before June 30, 2019, the exhibitor will be liable for cancellation processing fee of $500. For cancellations received after June 30, 2019, exhibitors are liable for 100% of the cost of space. Failure to appear at the Show does not release exhibitor from responsibility for payment of the full cost of space rented. In the event of cancellation, space reverts back to Show Management for use at its sole discretion. Show Management’s ability to resell the space shall not affect the refund schedule.

4. SPACE RENTAL AND ASSIGNMENT OF LOCATION.
Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

5. USE OF SPACE, SUBLETTING SPACE.
No exhibitor may assign, sublet or apportion his space to or with another business entity or individual without the express permission in writing from Show Management. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Show any item from a non-exhibiting firm be required for operation of a display, identification of such item shall be limited to the normal name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by contracts show is strictly prohibited and may result in eviction. Management. Exhibitor Plan Review. Booth construction plans and layout arrangements involving other unusual construction features must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

6. OPERATION OF EXHIBITS.
Show Management reserves the right to restrict the operations of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. The includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so called “barkers” or “pitchmen” is strictly prohibited. All demonstrations or other promotion activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor’s booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited. Models. Booth representatives, including models or demonstrators, must be properly registered and wear badges, and be properly and modestly clothed. Excessively revealing attire is prohibited.

Copyright Licensing. Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless AHVRP, and facility against cost, expense, or liability which may be incident to, arise out of or be caused by Exhibitor’s failure to obtain requisite license.

Sound. Exhibits that include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Show Management shall be the judge of what constitutes appropriate sound levels.

Giveaways. In the event that exhibitor advertises, markets, promoted, and/or administers any type of promotion, including but not limited to giveaways, sweepstakes, drawings, contests in connection with the event (collectively “Promotion”), exhibitor agrees that it shall use, publish and make available to entrants official rules for the Promotion which shall include at a minimum the Mandatory Disclosures [set forth in the Exhibitor Services Manual], without change. Exhibitor is solely responsible for: (1) compliance with all applicable laws in the advertising, marketing, promotion, and/or administration of the Promotion; and (2) all costs, damages, liabilities, losses or injuries occasioned by the same. In the event exhibitor does not comply with these provisions relating to Promotions [AHVRP – ex. Show Management] may terminate the Promotion on notice to exhibitor. Exhibitors who sell product or services directly to attendees or other exhibitors during the AHVRP event are responsible for researching and complying with any and all Federal, State, County, Municipalities taxes for such sales.
9. INSTALLATION AND REMOVAL.
Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied one hour prior to the opening day of the Show may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

10. STORAGE OF PACKING CRATES AND BOXES.
Unattended freight in any display space as of one hour prior to Show opening will be removed and stored at the exhibitor’s sole risk and expense. Exhibitors will not be permitted to store Packing Crates and Boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor’s responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as “empty.” Crates, boxes, or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor’s expense. Exhibitors will be billed by Show Management for removal time and materials at prevailing rates. Neither Show Management, the service contractor nor the exhibitor shall assume any liability whatsoever for loss or damage.

11. EXHIBITOR’S AUTHORIZED REPRESENTATIVE.
The exhibiting firm assumes responsibility for its authorized representative to follow all Show Management Contract Conditions/Rules & Regulations. Persons under eighteen (18) years of age will not be admitted to the exhibit halls at any time, including move-in and move-out.

Staff registration allotment:
One (1) staff registrations per Table Top exhibit
Four (4) staff registrations per 8’10” booth
Maximum of 10 staff registrations per island booth

12. LIABILITY AND INSURANCE.
All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

13. INDEMNIFICATION.
Exhibitor agrees that it will indemnify and hold save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or awarded against Show Management on account of injury or damage to person or property to the extent that any such damage of injury may be incident to arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of or any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses including reasonable attorney’s fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.
Property Damage. Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurance casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Use of Certain Property. Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor’s space. Exhibitor shall indemnify, defend and hold harmless Show Management, the City and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys’ fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

14. WAIVER.
Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent or a waiver of any right or remedy on any future occasion.

15. ATTORNEY’S FEES.
Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, Show Management, if it is prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys’ fees.

16. AMERICANS WITH DISABILITIES ACT.
Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter “Act”) to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Show Management and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor’s failure to comply with the Act.

17. SOCIAL FUNCTIONS/SPECIAL EVENTS.
Any social function or special event planned by an exhibiting company, to take place during the AHVRP Annual Conference, must be approved by Show Management. NO OUTSIDE EVENT IS ALLOWED DURING PUBLISHED AHVRP EVENT HOURS.

18. OTHER REGULATIONS.
Any and all matters not specifically covered by the preceding rules and regulations shall by subject solely to the decision of Show Management. THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.