

American Association of Equine Practitioners



68TH ANNUAL CONVENTION & TRADE SHOW

Exhibitor Prospectus

Convention: November 18-22
Trade Show: November 19-21
Henry B. Gonzalez Convention Center
San Antonio, Texas



WHY EXHIBIT

at the 2022 AAEP Annual Convention and Trade Show?

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The AAEP's 68th Annual Convention and Trade Show is a valuable opportunity to promote your product or service to thousands of equine veterinarians, students and technicians. With more than 300 exhibiting companies returning each year, the trade show facilitates customer connections and increases visibility for businesses that serve the veterinary profession and horse industry.

ABOUT THE AAEP

The American Association of Equine Practitioners, headquartered in Lexington, Ky., was founded in 1954 as a non-profit organization dedicated to the health and welfare of the horse. Currently, the AAEP reaches more than 5 million horse owners through its over 9,000 members worldwide and is actively involved in ethics issues, practice management, research and continuing education in the equine veterinary profession and horse industry.

BENEFITS OF EXHIBITING

- **Live interaction** with more than 3,000 practitioners, students and technicians during the world's largest meeting dedicated to the equine veterinary profession.
- **Complimentary listing** in the Exhibitors Guide in the Annual Convention Program and the AAEP Convention App.
- **Opportunities to advertise** in the Annual Convention Program and the AAEP's scientific journal *Equine Veterinary Education*.
- **Opportunities to promote your brand** through event participation and session sponsorship during the AAEP's Annual Convention.
- **Opportunities for additional marketing** inside the trade show (product demos, display case).
- **Virtual booth options** to help you reach a broader audience.

HEALTH AND SAFETY

The AAEP is working with the Henry B. Gonzalez Convention Center, host hotels and conference partners to create a healthy and safe meeting experience for attendees. Protocols will be updated to reflect the most current recommendations, and changes will be communicated to all confirmed exhibitors.

FOR MORE INFORMATION:

Debbie Miles, Trade Show Coordinator: (859) 705-0423 | dmiles@aaep.org

IMPORTANT DATES

APPLICATION PROCESS TIMELINE

June	Housing and badge registration link emailed to all confirmed exhibitors.
September	Freeman service kits available on the AAEP website exhibitor page.
Sept. 23	Full balance due on all booths. Earn bonus points for full payment. The AAEP must receive a 50-word description for the Annual Convention Program. AAEP reserves the right to edit company descriptions. Any Exhibiting company with an outstanding balance on Sept. 23 will not be listed in the printed convention program.
Oct. 7	Last day to cancel and receive a full refund, less a \$100 administrative fee.
Oct. 21	Last day to cancel and still receive a 50% refund. No refund will be issued for cancellations received after Oct. 31.

TRADE SHOW TIMELINE

Thursday, Nov. 17 & Friday, Nov. 18	Exhibitor Move-In: 8:00 a.m. – 5:00 p.m.
Saturday, Nov. 19	Exhibitor Move-In: 7:00 – 9:00 a.m. Trade Show Open: 10:00 a.m. – 6:00 p.m. (subject to change)
Sunday, Nov. 20	Trade Show Open: 10:00 a.m. – 6:00 p.m. (subject to change)
Monday, Nov. 21	Trade Show Open: 10:00 a.m. – 4:00 p.m. (subject to change) Move-Out: 4:00 – 8:00 p.m.
Tuesday, Nov. 22	Move-Out: 8:00 a.m. – Noon

All companies must have booths set up completely by 9:00 a.m. on Saturday, Nov. 19. Empty booths will be considered a no show, space will be forfeited and no monies will be refunded. All companies are expected to keep their booths intact and staffed until the close of the show on Monday, Nov. 21. Any company that is found breaking down or moving out early will forfeit their booth selection for the following year.



HOTEL AND TRAVEL

The AAEP's 68th Annual Convention and Trade Show will take place at the **Henry B. Gonzalez Convention Center**. Complete information regarding hotels will be sent early June to all confirmed exhibitors. Hotel accommodations will be made through the Experient Registration website. We encourage you to wait and book hotel rooms through this site once it opens. Book inside the AAEP block for lower rates; by booking directly with the hotels, you are not guaranteed the AAEP-contracted rate.

Please be aware of third-party companies claiming to be the official housing or freight company for the AAEP, or offering other services such as the purchase of an official mailing list for the AAEP. These are scam companies and not affiliated with the AAEP. Any correspondence will come directly from the AAEP, Experient or Freeman. If you are approached by any other housing company, please delete or ignore the message.

EXHIBIT PERSONNEL REGISTRATION

Each exhibiting company may register up to four (4) representatives for each 10-by-10 feet of booth space leased. Each exhibiting company will be provided with four (4) lunch tickets per 10-by-10-foot booth. Additional personnel may be registered at a fee of \$150 each. In the event you wish to rotate representatives during the show, we will prepare a new badge for each old badge turned in to the registration desk. A personnel registration link (your badge order) will be emailed to all confirmed exhibitors this summer. In order to avoid delays on-site, we strongly encourage you to register booth personnel prior to arrival. Booth staff checking in at exhibitor registration will need to show ID before receiving their badge.

BOOTH PRICING

We continue to offer zone pricing. Please see the booth application for zones and booth prices.

What's Included?

Commercial Exhibitor:

- Pipe and drape
- Identification sign
- Listing in the Annual Convention Program (50-word description must be received by Sept. 23) and AAEP Convention App
- Opportunity to purchase an AAEP mailing list, pre- and post-convention
- Four badges per 10-by-10-foot space
- Four lunch tickets per 10-by-10-foot booth
- Admittance to scientific sessions with CE credits and non-ticketed events, including social and wellness events

Non-Profit Exhibitor:

- Pipe and drape
- Identification sign
- Listing in the Annual Convention Program and AAEP Convention App
- Four badges provided per 10-by-10-foot space
- Admittance to scientific sessions with CE credits and non-ticketed events, including social and wellness events

EXHIBIT SERVICE CONTRACTOR

The official exhibit service contractor for the AAEP is:

Freeman
3323 IH 35 N, Ste.120
San Antonio, TX 78219
Ph: (800) 423-8416

Freeman will maintain a service desk in the exhibit area and stand ready at all times during set-up and throughout the show to be of assistance to representatives of exhibiting firms. An Exhibitor Service Kit, containing a complete set of order forms and information, will be available online in September. A link to the kits will be on the AAEP website exhibitor page. The link also will be e-mailed to all confirmed exhibitors. Exhibitors are encouraged to pre-order any furniture, counters, labor, signs, etc. at least two weeks before installation.

Union labor may be required for certain aspects of your exhibit handling and install/dismantle.

Please contact Freeman or show manager Debbie Miles if you have any questions about labor, material handling, set-up, or any other issue related to San Antonio and charges associated with these services.

HOW BOOTH SPACE IS ASSIGNED

If you are exhibiting in 2022, you will receive information regarding the 2023 pre-sell booth selection. Each company is assigned a time slot based on a point system (*points are earned for every year exhibited and every booth purchased*). Companies may earn bonus points for paying full booth balance by Sept. 23. All remaining booths after the show are sold on a first-come, first-serve basis. Pre-sell will occur virtually in early 2023; time slots will be sent prior to the pre-sell.

APPLICATION TERMS

1. If you did not participate in the 2022 virtual pre-sell, please complete an application and return to the AAEP.
2. The application must be signed where indicated. Timely application for booth space does not guarantee inclusion in the trade show.
3. As a private organization, the AAEP reserves the right to exclude any exhibitor for any reason. The completion and delivery of the application form, together with the deposit, shall constitute an offer subject to acceptance by the AAEP.
4. If you are exhibiting with the AAEP for the first time, you must complete a First-Time Exhibitor form. You may be asked to provide literature, product info and references from other trade shows. AAEP's decision to allow a new company to exhibit is based on the company's product and must be applicable and related to the equine veterinary industry.

Once your application has been reviewed and, if accepted, you will be assigned an available booth space and a confirmation will be mailed to you.

5. If a company is found to be exhibiting or demonstrating a product other than what was approved by the AAEP, the company can be asked to leave the show.

At its sole and absolute discretion, the AAEP may revoke its acceptance of the applicant's offer or may terminate

any contract arising from this application by delivery of written notice and the refund of the applicant's deposit, in which event the AAEP shall have no liability to the applicant for damages for any other remedy.

The AAEP shall not, as a result of any breach of any obligation arising from this agreement, be liable to the applicant in an amount exceeding \$500.

BOOTH GUIDELINES

The AAEP follows the rules/guidelines of the International Association of Exhibitions and Events.

- All booths are 10' wide and 10' deep
- 8' high drapes in the rear and 33" high drape for side railing; all drape is black
- **Standard 10x10 Corner/Inline Booths:** all items 5' or higher must be placed in the back 5' of the booth (to maintain proper sightlines)



- **Island Booths:** While there are no height restrictions, no part of the exhibit may hang over or outside exhibit perimeters.
- The AAEP will no longer allow **End-Cap Booths**.

If there are any questions concerning height restrictions and booth configuration, please contact show manager Debbie Miles prior to the show.

CARPET REGULATIONS

In an effort to maintain an attractive and professional environment on the show floor, **we require all exhibiting companies to either rent or provide carpeting for their booths.** Only the aisles in the exhibit hall will be carpeted. The convention center will provide basic janitorial services for the facility each night, which includes the aisle carpeting; however, individual booth cleaning will be the responsibility of the exhibitor. Nightly booth cleaning provided by Freeman is available for purchase in the Exhibitor Service Kit.

DRUG COMPOUNDING POLICY

Regulations set forth by the AAEP hold that only those compounding pharmacies accredited through the Pharmacy Compounding Accreditation Board (PCAB) will be allowed to exhibit, market or display their products at the 2022 AAEP Trade Show. If drug compounding is part of any company's business and the company is not PCAB-accredited, that company will not be permitted to exhibit in the trade show. A copy of the accreditation letter/certification must be on file with show management prior to move-in. Additionally, products exhibited must be in compliance with FDA regulations with regard to compounded products. Any violations identified could result in immediate dismissal from the trade show and/or suspension from future participation.

AAEP SHOW POLICIES

Hospitality Suites/Meeting Rooms

Hospitality suites, special parties and other exhibitor-sponsored events will be allowed within the AAEP-contracted hotels under the condition they are social in nature or for the employees of the company (e.g. sales meeting, etc.). Exhibiting companies may not use meeting or hotel space for any exhibit or educational purposes, particularly in conflict with regularly scheduled AAEP programming. AAEP does not allow exhibitors to use meeting space within the convention center.

For permission to use space within the hotel, please complete and return the Affiliate Request Form on page 14. AAEP will review these requests and space will be assigned, based on hotel availability, after June 1.

Animal Use Within Exhibit Space

Animals are permitted inside the Henry B. Gonzalez Convention Center only as part of an approved exhibit. Any company using a live animal as part of their exhibit will need permission from show management and must be approved by both the AAEP and the Henry B. Gonzalez Convention Center. Animals may not remain in the convention center overnight, and the exhibiting company is responsible for making accommodations for the animal. Additional paperwork may be required.

Subletting Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allotted without prior written consent of exhibit management. Exhibitors may not display goods or services other than those manufactured or regularly distributed by them, nor may they permit the solicitation of business by others within their exhibit space.

Booth Staffing

Booths must be staffed at all times during the posted show hours. Additionally, the exhibit must remain intact until the close of the show on Monday, Nov. 21.

All activity relating to your company must be confined to your booth space. Costumed personnel, models, employees and other personnel hired by the exhibiting company must restrict all activities to the booth space.

Children are permitted to enter the trade show as long as they are accompanied by an adult. Children are prohibited from being a part of booth staffing.

Children under the age of 18 are not allowed in the exhibit hall at any time during move-in on Nov. 17-18 or during move-out on Nov. 21-22.

Noise

Noise from electrical and other apparatuses must be muffled. Audio-visual or live presentations must be kept at such a level so as not to disturb other exhibitors or interfere with traffic flow in the aisle.

Machinery

Exhibitors must protect machinery and exhibits so that no injury will result to visitors, guests and employees, or to any person or property. No engines may be operated indoors with volatile or combustible fuels. No propane tanks are allowed inside the exhibit hall of the convention center.

Infringement

Interviews, demonstrations, distribution of literature, samples and detailing shall take place only within the confines of the exhibitor's booth. This is to avoid infringement on the rights and privileges of other exhibitors. Any materials found outside an exhibitor's booth space will be discarded by show management.

Character of Exhibits

Character of the exhibits is subject to approval by the Executive Committee of the AAEP. The AAEP reserves the right to refuse or revoke acceptance of applications for exhibits at its sole and absolute discretion.

Further, the AAEP reserves the right to close or request alteration of exhibits or parts of exhibits that are not germane to the practice of veterinary medicine, or that reflect adversely on the character of the AAEP or its trade show or for any other reason at its absolute and unqualified discretion. This reservation of discretionary authority applies to displays, signage, literature, advertising, novelties, souvenirs, conduct of personnel, etc. Show management may request alteration or dismantling of any booth that is in violation of the trade show rules outlined in this prospectus.

Product Claims

Product claims made in AAEP publications or booths must be in accordance with the standards and approvals of appropriate U.S. Government regulatory agencies.

Drawings or Lotteries

Drawings are permitted; however, prizes other than company products or services must be approved. Requests must be made in writing and submitted to show management for approval. Exhibitors are responsible for notifying winners.

Literature Distribution and Signs

Posting of notices, demonstrations or samples or distribution of other material to attendees by exhibitors is not allowed in any part of the convention hotels or convention center, with the exception of the exhibitor's leased booth space. Dispensing of food and beverages may be allowed with permission/approval of show management. Show management prohibits the use of alcohol in booth space. Show management has the right to shut down any exhibiting company that is found conducting business in the aisles or any part of the convention center and hotels. Contact Debbie Miles with any questions.

Protection of the Building

Exhibitors will be held liable for any damage caused to property. No material shall be posted, tacked, nailed, taped, screwed or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorative walls. The use of live animals within the trade show must be approved by show management prior to the event.

Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

If any controversy arises as to the need or propriety thereof, the exhibit manager and the event coordinator of the Henry B. Gonzalez Convention Center will be the final judges thereof, and their decision shall be binding on all parties concerned.

Fire Protection and Combustible Materials

All materials used in the exhibit area must be flame-proof and fire-resistant to conform to local fire ordinances.

This includes drapes, banners, all decorative fabrics, poster paper, foam-core board, plastics and all other decorative material.

Any exhibit, or parts thereof, found to be unacceptable to the fire marshall may be ordered dismantled and removed. Display vehicles must conform to state and city fire codes as it pertains to fuel tanks and battery connections. Vehicles that remain in the exhibit as part of a booth display must have the battery cables disconnected; gas tanks must be taped shut or have a lockable gas cap and may not contain more than ¼ tank or 10 gallons of fuel, whichever is less.

It is the responsibility of the exhibiting company to obtain necessary paperwork and permits from the fire marshal. Contact show manager Debbie Miles for more information.

Please inform exhibit management prior to coming on-site if a vehicle is part of the display within your booth space.

Liability

The AAEP will not be responsible nor liable for injury to the person or property of the exhibitors, their guests, invitees, employees or agents. Furthermore, the exhibitor agrees to hold harmless and defend the AAEP, its directors, employees and agents from any liability of personal injury and loss or damage to property. All property of an exhibitor is understood to remain in his/her care, custody and control in transit to or from or within the confines of the exhibit hall. If any exhibit material fails to arrive, the exhibitor is nevertheless responsible for the booth rental and staffing.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of personal injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the convention center and shall indemnify and hold harmless the AAEP, the convention center, agents, servants and employees from any and all such losses, damages and claims.



Security

A 24-hour security guard is provided to prevent entry to exhibit areas by anyone not authorized by the AAEP or not wearing the proper badges for admission to such areas. The security service provided does not guarantee exhibitors against loss, nor does it imply an assumption of liability for exhibitors' property by the AAEP. An exhibiting company's representative should be on hand to supervise during set-up and dismantling of equipment and other items of high value. Small items of great value should be removed from the exhibit or placed in an appropriate locked enclosure during hours when exhibits are not staffed by the exhibitor. Exhibitors concerned about security are encouraged to hire security services for their booth.

Selling and Taking Orders – Texas Tax Information

The purpose of the AAEP Trade Show is to further educate veterinarians on new technologies in the industry through display. Sales and orders are permitted during the show. Exhibiting companies are responsible for permits and paying for sales tax, if applicable. Exhibitors need a Texas Sales and Use Tax permit if selling taxable items or services, taking orders for taxable items or taxable services, or using the show to promote sales of taxable items or taxable services. Exhibitors meeting any of these criteria must apply for a Texas Sales and Use Tax permit through the Texas Comptroller of Public Accounts website at comptroller.texas.gov/taxpermit. The San Antonio sales and use tax rate is 8.25%.

Insurance

To protect an exhibit from loss by fire, flood, explosion damage or theft, exhibitors should contact an insurance carrier concerning an "Extra-Territorial" rider as part of their policy.

All exhibiting companies must be responsible for carrying a General Liability insurance policy in the amount of \$1 million. A copy of your Certificate of Insurance (COI) must be provided to AAEP prior to move in. AAEP can be listed as the certificate holder. Exhibiting companies may use an Exhibitor Appointed Contractor (EAC) form and must provide proof of liability insurance prior to move in. A sample COI and an EAC form can be found on pages 12 and 13.

Interpretation and Violation

Any points not covered in this prospectus are subject to interpretation and settlement by show management. Any violation of the rules and regulations outlined in this prospectus by any exhibitor will void the agreement for booth space, and such exhibitor will forfeit all monies that have been paid or are due under this contract. Show manager Debbie Miles shall have the right to terminate the agreement for booth space, re-enter and take possession of the space occupied by an exhibitor, and remove all persons and goods from the space at the expense of

"Exhibiting at AAEP provides us with a wealth of opportunities to educate, network, obtain quality leads and expand our product reach. We wouldn't miss it!"

—Barrie Hartman, Pulse Veterinary Technologies LLC

the exhibitor, for serious violations of these rules. Written notice by the association to terminate the agreement for booth space and of re-entry is not required.

Entire Agreement/Contract Modification

This prospectus and application represent the entire agreement between the exhibiting company and the AAEP and supersedes all prior negotiations, representations or agreements, either written or oral.

Furthermore, no modifications or change of any provisions in this contract shall be made unless such modification is mutually agreed to in writing by the exhibiting company's representative and the show manager and is incorporated as a written amendment to this contract and approved by the show manager prior to the effective date of such change or modification. Memoranda of understanding shall not be construed as amendments to this contract.

Severability

All parts of this agreement shall be self-sustaining and capable of separate enforcement despite invalidity of any other part.

Acceptance

Submitting an application for booth space or an authorized signature on the official application form indicates the exhibitor has read, understands and agrees to abide by all rules, regulations and restrictions outlined in the application and prospectus.

Policy Violation

Should any violation of the policies contained within this prospectus occur, show management will ask the violator to cease. If the infringement continues, the AAEP reserves the right to terminate the booth rental agreement and expel the exhibitor from the show, thus forfeiting all monies already paid to the AAEP.

Accessibility

Based on the premise of section 302 of the Americans with Disabilities Act (ADA), show management asks that exhibitors warrant that their exhibits are accessible to the fullest extent of the law and will comply with the ADA and its regulations. Information about ADA compliance is available at ada.gov/index.html.

PAYMENT TERMS

A deposit of \$250 per 10-by-10-foot booth space must accompany all applications or be forwarded within 14 days after mailing the application. If the assigned booth space is not acceptable to the exhibitor, the entire deposit amount will be refunded provided that the exhibitor requests cancellation within two weeks of notification of assignment.

The balance of the booth costs must be paid by Sept. 23, 2022. If full payment is not received by that date, your assigned booth space may be forfeited or resold. All applications submitted after Sept. 23, 2022, must be accompanied by full payment.

Send your payments to: Debbie Miles, AAEP
4033 Iron Works Parkway, Lexington, KY 40511

SPONSORSHIPS

The AAEP has a comprehensive sponsorship program available exclusively to AAEP exhibitors. Below are just a few of the sponsorships available during the 2022 Annual Convention:

BINGO – Incentivize attendees to visit your booth and earn a stamp by including your company logo as a tile on each Trade Show BINGO card provided within every attendee backpack. Cost: \$900

Bonus Bag – Increase exposure and traffic to your booth by providing promotional materials for inclusion in a handy bag distributed to trade show visitors. Cost: \$990 to \$1,900

Big Screen Advertising – Deliver your message through a rotating 4-color advertisement on two 90-inch, hi-def monitors placed strategically within the convention center throughout the duration of the convention. Cost: \$1,500/ad

Educational & Business Sessions – Align with expert information that characterizes the session and further develop your company's relationship with the AAEP and its members. Cost: \$TBD

Contact Dana Kirkland at dkirkland@aaep.org or (859) 705-0431 for more information.

ADVERTISING OPPORTUNITIES

Exhibitors are invited to advertise in the Annual Convention Program and the AAEP's monthly scientific journal, *Equine Veterinary Education (EVE)*.

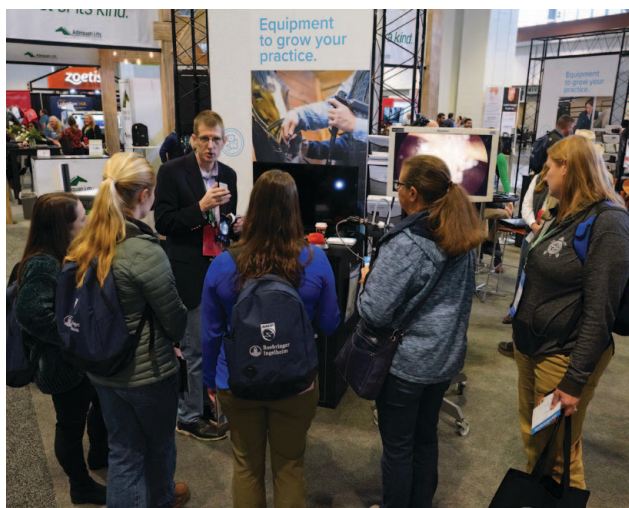
Why advertise in EVE?

Gain exposure to the most trusted veterinary professionals in the equine industry—AAEP members. The journal is mailed to approximately 8,000 domestic and international licensed veterinarians. Space is available in spread, full-page, ½-page and ¼-page options.

As an added benefit and at no additional cost, advertisements will also appear in the digital version of EVE on the AAEP website and in the members-only AAEP Publications App. Ad will link directly to a website if a URL is included within the ad.

To advertise in EVE, contact: **Dana Kirkland**
Phone: (859) 705-0431 • Email: dkirkland@aaep.org

To advertise in the Annual Convention Program, contact: **Yvonne Long**
Phone: (859) 276-6701 or (800) 866-2361
Email: ylong@thehorse.com



CANCELLATION POLICY

If written notice of cancellation is received:

- **By Oct. 7:** All funds, less a \$100 administrative fee, will be refunded.
- **By Oct. 21:** The AAEP will retain 50 percent of the booth cost.
- **After Oct. 31:** No refunds will be made.

It is the AAEP's desire to work with all exhibitors in a fair and equitable manner. Companies with outstanding balances will be given every reasonable opportunity to make final payment; however, the AAEP has a responsibility to potential exhibitors on a waiting list. Companies who are unable to make final payment by Sept. 23, may be canceled. If final payment has not been received by this date, the AAEP maintains the right to re-sell the booth space to the next company on the waiting list.

Any company with an outstanding balance after the final due date may not be listed in the printed convention program.

Sample Certificate of Insurance (COI)

The COI must meet ALL mandatory requirements shown in red to exhibit at The AAEP.

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance provider name and address here. Provider must be registered to do business in the U.S.	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC #
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				Policy start date	Must expire after event end date.	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$1,000,000 USD PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

Additional Insured: American Association of Equine Practitioners
Location: Henry B. Gonzalez Convention Center, November 17-22, 2022

CERTIFICATE HOLDER AAEP 4033 Iron Works Parkway Lexington, KY 40511	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Handwritten Signature
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68TH ANNUAL AAEP CONVENTION

EXHIBITOR APPOINTED CONTRACTOR FORM

THIS FORM IS DUE BY OCTOBER 17, 2022.

If your company plans to use a firm who is not our official service contractor (Freeman), please complete this form and mail, fax or email to the address listed below.

Company Name _____ Booth # _____

Contact at Show _____

Exhibitor Appointed Contractor _____

Address _____

Phone _____ Email _____

Type of Service to be Performed _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

RETURN COMPLETED FORM BY FAX, EMAIL OR MAIL TO:

Debbie Miles, Trade Show Coordinator
AAEP
4033 Iron Works Parkway
Lexington, KY 40511
dmiles@aaep.org
Fax: (859) 233-1968



68TH ANNUAL AAEP CONVENTION

Affiliate Meeting Space and Suite Request Form

Please use this form to request meeting space for social events during the AAEP convention. Once approved, it will be forwarded to the Catering Manager at the requested hotel. You will be contacted by the hotel upon receipt of the approved form. All arrangements are made directly between the company and the hotel. **Space will be available beginning July 1, 2022.** A company must be a confirmed exhibitor in San Antonio to qualify for meeting space or suites.

Company:		On-site Contact:
Group Contact:		On-site Contact Cell number:
Phone:	Fax:	On-site Contact Email:
Email:		Name of Function:

Hotel Preference: Requests will be honored on a first-come, space available basis.

Hyatt _____	Marriott Riverwalk _____
Marriott Rivercenter _____	Hilton _____

Meeting Space:

Dates	Times	Number of Guest	Type of Function/Description

Suite Request:

Arrival	Departure	Suite Type	Adjoining Room?

Guidelines for Affiliate Meeting Space:

- Affiliates are not allowed to hold any type of event that conflicts with AAEP events
- Decorations/materials are not allowed to be placed anywhere inside the hotel
- Public spaces including hotel lobby, hallways, elevators are not available for company branding

Disclaimer: By submitting this form, you understand that this meeting/request may not be approved should it conflict with an AAEP function. There is no guarantee for meeting space availability and space is at the discretion of the hotel to assign. All expenses associated with this event are the sole responsibility of the company listed above.

Complete and return form to Debbie Miles, Trade Show Coordinator, at dmiles@aaep.org or via fax (859) 233-1968. If you have any questions, please contact Debbie Miles at (859) 705-0423.

Approved By:	Space Assigned:
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2021 EXHIBITORS

20/20 Imaging A division of Konica Minolta	Chi University	Fluxergy
3M Animal Care Products	Christian Iconic Xray	Fovea Digital Radiography
AAEP	Christian Veterinary Mission	Freedom Health LLC
AAEVT	Clarius Mobile Health	FujiFilm Sonosite
AcutePlus	Clipper Distributing	FullBucket
ADM Animal Nutrition	Colorado Serum Company	GerVetUSA Inc.
Advanced Monitors Corp.	ConturaVet	GH2 Equine Architects
Advanced Regenerative Therapies	Core Imaging, LLC	GLC Direct
Advanced Technology Corporation	Covetrus	Grand Circuit Products LLC
Alta Therapeutics	Dandy Products	Grand Meadows Inc.
Akorn Animal Health	Dechra Veterinary Products	BEMER Group
American Association of Small Ruminant Practitioners	Delmarva2000	GVL
American Regent Animal Health	Diagnostic Imaging Systems	Glycoguard/Evolve
Andersen Sterility	Diamond V	Hagyard Pharmacy
Andover by Milliken	Digatherm by ICI	Hallmarq Veterinary Imaging, Inc.
Animal Care Technologies	Doctor Multimedia	Hay Soaker
AniCell Biotech	Dr. Fritz Endoscopes	Haygain USA/ComfortStall Inc.
Arthrex, Inc.	Dragon Veterinary Canada Ltd.	Heska
ASPCA	Draminski S.A.	Hilltop BioSciences Inc.
ASPCA Pet Health Insurance	DynaRad	Horse Dental Equipment
Aspen Lasers	Eagle Link	Horse Gym
Association of Certified Equine Therapies	E.I. Medical Imaging	Hubbard Horse Feeds
Astaria Global	Elsevier	Hygain Feeds
Asteris, Inc.	ELvation USA Vet	IMV Imaging
Asto CT LLC	Endoscopy Support Services, Inc. (ESS)	inRayParts.com
Aurora Pharmaceutical	Enso Discoveries	International Society for Equine Locomotor Pathology
Avante Animal Health	Enova Illumination	International Veterinary Acupuncture Society
Avanti Equine Veterinary Partners, LLC	Epona Biotech Ltd.	iRay Technology
AVMA Trust	EQ Veterinary	Jerry's Equine Dental Tools
BET Laboratories	Equi Fab Carolina	Jorgensen Laboratories, Inc.
BiLumix	Equi-Resp	Karl Storz Veterinary Endoscopy
Bimeda Inc.	Equi-Stem	Kawell USA
BioMetallics/TargetVet	Equilume Ltd.	Kent Nutrition Group
Biovision Veterinary Endoscopy	Equine Blades Direct	Kentucky Equine Research
BioZyme, Inc.	Equine Dental Instruments	Kentucky Performance Products, LLC
Boehringer Ingelheim Vetmedica, Inc.	Equine Diagnostic Solutions, LLC	Kilby's Equine Dental ExTools LLC
Boothwyn Pharmacy	Equine Disease Communication Center	Kinas Medical
Botupharma USA	Equine Eye Supply	Kinetic Vet
Bowie International, LLC	Equine Podiatry Solutions LLC	Kombat Boots
BRL Equine	Equine Sleeve	Lake Immunogenics, Inc.
Brown's Medical Imaging	Equinosis	Larch Hill Laboratory LLC
Breeders Choice	EquinePRP, LLC	Larson Labs/XXTERRA
Business Infusions	Equitarian Initiative	Legacy Building Solutions
Butterfly Network	EQUUS/EquiManagement	Leroy Biotech
Card Calendar Publishing	Esaote North America	Life Data Labs, Inc.
Capps Manufacturing, Inc.	Etalon Diagnostics	LLOYD, Inc.
CareCredit	Excellent Endoscopy	Longmile Veterinary PET Imaging
Cargill	EZ Animal Products	LSU School of Veterinary Medicine
Cascade Wellness Technologies	Farnam Companies Inc.	LubrisynHA Family of Products
Chemometec A/S	Farrier Product Distribution	Magnus Magnetica
	Fear Free, LLC	
	First Business Bank	

MAI Animal Health
 Medco Instruments
 Meds for Vets
 Merck Animal Health
 Mg Biologics, Inc.
 MicroVet Diagnostics
 MicroGen Vet LLC
 Midwest Veterinary Supply
 MIE America
 MILA International, Inc.
 Minitube USA
 MinXray, Inc.
 Modern Veterinary Therapeutics
 Multi Radiance
 MXR Imaging, Inc.
 MWI Animal Health
 Nanric
 National Ultrasound
 Neogen Corporation
 Nextmune US LLC
 New England Horse Labs
 NewLane Finance Corp.
 Novidia Veterinary
 Noxsano Restore
 Nucleus Pro Vets
 Nutraworks Equine
 NVA
 OCD Pellets/Doc's Equine
 OnePlace Capital
 Orimtech Ltd.
 Pala-Tech Laboratories, Inc.
 Parasight System
 Patterson Veterinary Supply/Equine
 Division
 Pegasus Therapy Laser
 PetVivo
 Plasvacc USA Inc.
 Platinum Performance, Inc.
 PODOBLOCK USA
 POWERFLOAT
 Precision Canada

PRN Pharmacal
 Professional Embryo Transfer Supply
 Prox Health
 Pulse Veterinary Technologies, LLC
 Purina Animal Nutrition LLC
 Pythium Technologies, Inc.
 QalibraUSA
 Ramard, Inc.
 RegenVET by APEX Biologix
 Repro Scan
 Reproduction Resources
 Research Associates
 Respond Systems Inc. (RSI Equine)
 Revo Squared LLC
 Rood and Riddle Veterinary Pharmacy/
 Rood and Riddle Laboratory
 RX Loupes
 Ryerss Farm for Aged Equines
 Samsung
 Scratchpay
 Second Nature
 ServiceVet Technologies
 Shank's Veterinary Equipment, Inc.
 Silver Horse Care
 Skoped Micro
 SmartPak
 Society for Theriogenology
 Soft Ride LLC
 Sontec Instruments, Inc.
 SOUND-Antech
 SpectraVET Therapeutic Lasers
 Sport Innovations LLC
 Sports Resource Group, Inc.
 StableFeed
 Standlee Hay Company
 Steris Animal Health
 Stone Manufacturing and Supply Co.,
 Inc.
 Summus Medical Laser
 Sure Foot Equine
 Swissvet Veterinary Products

Tek-Collect
 Tenda Horse
 The Equine Practice Company
 The Horse Media Group, LLC
 The Veterinary Club
 The Veterinary Dental Company
 ThoroVet LLC
 Tribute Superior Equine Nutrition
 Trinity Portfolio Advisors
 Triple Crown Nutrition
 Thrive Animal Health
 UC Davis Veterinary Medical Teaching
 Hospital
 Uckele Health and Nutrition
 Udder Tech Inc.
 United Radiology Systems/Poskom
 Universal Imaging
 Universal Surgical Instruments
 University of Kentucky Gluck Equine
 Center
 Vet Rocket
 Vetel Diagnostics
 Veterinary Books by Success Concepts
 Veterinary Practice Transition
 Veterinary Transdermal, Inc.
 Vetcove
 VetGraft
 VetRay Technology by Sedecal
 ViziSites Inc.
 VMRD
 Vue Imaging
 Wedgewood Pharmacy
 Wellness Ready
 W.F. Young (Absorbine)
 Wickliffe Veterinary Pharmacy
 Wise Option
 YuMOVE
 Zarasyl Ltd.
 Zoetis