



EXPLORE
New Frontiers
In Equine Practice



71st AAEP Annual Convention
Denver, CO
Dec. 6-10, 2025

EXHIBITOR PROSPECTUS

Why Exhibit at the 2025 AAEP Annual Convention and Trade Show?

The AAEP's 71st 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, Kentucky, 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 ethic 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 monthly 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)

For More Information

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

71st AAEP Annual Convention and Trade Show

Convention: December 6-10
Trade Show: December 7-9
Colorado Convention Center
Denver, CO



Important Dates

| Application Process Timeline | |
|------------------------------|--|
| June | Housing and Badge Registration link emailed to all confirmed exhibitors |
| September | Freeman Service Kits link emailed to all confirmed exhibitors and will be available on the AAEP website exhibitor page |
| September 20 | Full Balance due on all booths. Earn Bonus Points for full payment by this date |
| October 13 | Last Day to cancel and receive a full refund, less \$100 administrative fee |
| October 24 | Last Day to cancel and still receive a 50% refund. No refund will be issued for cancellations received after October 25. |

| Trade Show Timeline | |
|--|--|
| Friday and Saturday, December 5-6, 2025 | Exhibitor Registration: 8:00 a.m.-5:00 p.m. Exhibitor Move-In: 8:00 a.m.-5:00 p.m. |
| Sunday, December 7, 2025 | Exhibitor Registration: 7:00 a.m.-5:00 p.m. Exhibitor Move-In: 7:00-9:00 a.m. Trade Show Opens: 10:00 a.m.-6:00 p.m. (subject to change) Sessions Break: 10:30 a.m.-1:30 p.m. Trade Show Reception: 4:30-6:00 p.m. |
| Monday, December 8, 2025 | Trade Show Open: 10:00 a.m.-6:00 p.m. (subject to change) Sessions Break: 10:30 a.m.-1:30 p.m. |
| Tuesday, December 9, 2025 | Trade Show Open: 10:00 a.m.-4:00 p.m. (subject to change) Sessions Break: 10:30 a.m.-1:30 p.m. Move-Out: 4:00-10:00 p.m. |

*All companies must have booths set up completely by 9:00 a.m. on Sunday, December 7. 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 Tuesday, December 9. 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 71st Annual Convention and Trade Show will take place at the Colorado Convention Center. Complete information regarding hotels will be sent early July to all confirmed exhibitors. Hotel accommodations will be made through the Maritz 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.

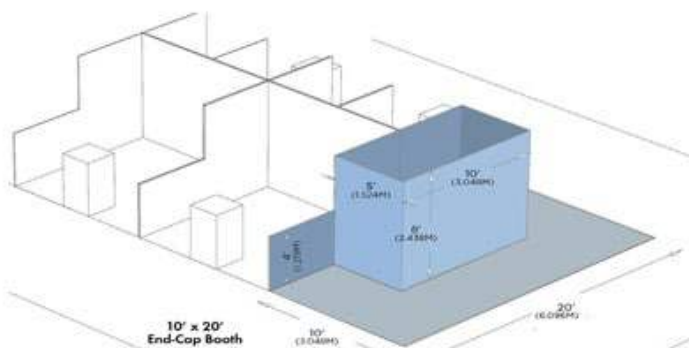
Please be aware of third-party companies claiming to be the official housing or freight company for the AAEP, or offering other services such as the purchase of an official mailing list for the AAEP. **These are scam companies and not affiliated with the AAEP. Any correspondence will come directly from the AAEP, Maritz 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. If more than four (4) badges are needed, please contact Debbie Miles at dmiles@aaep.org for approval. 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

Corner Booth \$3,400.00
Inline Booth \$3,000.00



What's Included With Your Booth Space:

- Pipe and Drape
- Identification Sign
- Listing in the Annual Convention Program, Convention App and Live Floor Plan
- Opportunity to purchase an AAEP mailing list, pre- and post-convention
- Four badges per 10x10 foot space
- Admittance to scientific sessions with CE credits and non-ticketed events, including social and wellness events



Exhibit Service Contractor

Freeman
4493 Florence Street
Denver, CO 80238

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 companies. An Exhibitor Service Kit, containing a complete set of order forms and information, will be available online in July. A link to the kit will be sent to all exhibiting companies in July and will be available online on the AAEP Convention website. Exhibitors are encouraged to pre-order any furniture, labor, electricity, signs, shipping arrangements, etc. at least two weeks before move in.

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

The **Quick Facts sheet** can be found in the back of this document. It's a good reference document for show dates, shipping and material handling, and other deadlines.

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

Freeman Support

Chat, email and phone information can be found at freeman.com/get-in-touch

How Booth Space is Assigned

If you are exhibiting in 2025, you will receive information regarding the 2026 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 September 20. All remaining booths after the pre-sell process is completed will be sold on a first-come, first-serve basis. Pre-sell will occur virtually in early 2026; time slots will be sent prior to the pre-sell.

Application Terms

1. If you did not participate in the 2025 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 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 emailed 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 railings; 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.
- **End-Cap Booths:** An exhibiting company in an End-Cap booth configuration must have approval from Show Management and sign a form agreeing to End-Cap regulations, and booth display must be approved by Show Management prior to move-in.

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 or approved flooring 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 2025 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 meetings, 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. AAEP will review these requests and space will be assigned, based on hotel availability, after June 1.

Animal Use Within Exhibit Space

With the exception of guide, signal or service animals, animals are not allowed in the facility without prior written approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, the exhibiting company is ultimately responsible for the liability and sanitary needs associated with the animal. 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 Orange County 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 show 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 Tuesday, December 9. 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 and are not permitted to be walking in the aisles.**

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 December 5-6 or during move-out on December 9.*

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 or 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 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 alternation or dismantling of any booth that is in violation of the trade show rules outlined in this prospectus.



Product Claims

Product claims made in the 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 materials 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. Alcoholic beverages are allowed in booth spaces but must be ordered and arranged through the in-house catering company. Exhibitors are not allowed to bring in food and beverage from outside. Show management has the right to shut down any exhibiting company that is found conducting business in the aisle or any part of the convention center and hotels. Contact show manager 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 Orange County 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, including straw and hay bales.

Any exhibit, or parts thereof, found to be unacceptable to the fire marshal 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 1/4 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 – Colorado Tax Sales and Special Event Tax License Information

All exhibitors selling merchandise from the show floor or taking orders on either a wholesale or retail basis must have a valid Colorado Sales Tax License and must adhere to the local laws regarding sales/use tax collections for the City and County of Denver.

1. State of Colorado Special Event Tax Licenses
There are two types of Colorado sales tax licenses. The **Standard License** is for those businesses with one or more permanent locations in Colorado. The **Special Event License** is for businesses that have no permanent place of business but sell goods at fairs, festivals, bazaars, etc. and businesses that meet the requirements for a Standard License, but also sell at other locations. Sales tax licenses provide a sales tax exemption to vendors on items purchased for resale. These licenses also obligate the Licensee to collect all applicable state and local sales taxes and remit the money to the Colorado Department of Revenue.

For information and assistance in determining if your event is subject to sales taxes or is exempt, please contact:

Colorado Department of Revenue
Tax Audit Compliance/Special Events
P.O. Box 13200
Denver, CO 80201-4600
Ph: (303) 866-3711

2. City and County of Denver Special Event Tax License
As a Home Rule City, the City and County of Denver administers and collects its own sales/use tax separately from the State of Colorado. Denver imposes a 5.15% tax on sales and 4% tax on sales of prepared food and beverages. Anyone making retail sales at a special event must have a Denver Special Event Sales Tax License, which is obtained by completing a sales tax application. All show organizers, managers or sponsors of consumer shows, trade shows, conventions or any other type of special event held in our facility should contact the City and County of Denver to determine if they are required to apply for this license.

City and County of Denver Tax Investigations Unit
P.O. Box 17660
Denver, CO 80217-0660
Ph: (720) 865-7046

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 at the end of this document.**

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 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

The balance of the booth costs must be paid by September 20, 2025. If full payment is not received by that date, your assigned booth space may be forfeited or resold. All applications submitted after September 20, 2025, must be accompanied by full payment.

Send your payments to: Debbie Miles, AAEP 4033 Iron Works Parkway, Lexington, KY 40511. An invoice will also be sent electronically for online payment options.

Sponsorships

The AAEP has a comprehensive sponsorship program available exclusively to AAEP exhibitors. Below are just a few of the sponsorships available during the 2025 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 made available to all convention attendees at the registration desk throughout the 2025 Annual Convention. Cost: \$950



CONVENTION BAG INSERT- Increase exposure and traffic to your booth by providing promotional materials for inclusion in a handy bag distributed to trade show visitors near the entrance of the 2025 convention trade show. Cost: \$2,750

BIG SCREEN ADVERTISING- Deliver your message through a rotating 4-color advertisement on two 90-inch, hi-def monitors placed strategically in the AAEP Connect area of the trade show and within the convention center throughout the duration of the convention. Cost: \$1500/ad

EDUCATIONAL SESSIONS- Align with expert information that characterizes the session and further develop your company's relationship through many exposure opportunities with the AAEP and its members. Both on-site and on-demand marketing opportunities provided within the package. Cost: \$6,000

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 available 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 or the Convention program, contact Dana Kirkland at dkirkland@aaep.org or (859) 705-0431



Cancellation Policy

If written notice of cancellation is received:

- **By October 11:** All funds, less a \$100 administrative fee, will be refunded
- **By October 25:** The AAEP will retain 50 percent of the booth cost
- **After October 25:** 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 the waiting list. Companies who are unable to make final payment by September 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.



71st ANNUAL AAEP CONVENTION

EXHIBITOR APPOINTED CONTRACTOR FORM

THIS FORM IS DUE BY NOVEMBER 1, 2025

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 officials 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

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): | FAX (A/C, No): |
| E-MAIL ADDRESS: | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURED Your company name or DBA and address here. | INSURER A : | |
| | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

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 - COMPI/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 RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | WC STATUTORY 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: Colorado Convention Center, December 8-10, 2019

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



71st 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, 2025.** A company must be a confirmed exhibitor in Denver 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 Regency _____
 Le Meridian _____

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: |
|--------------|-----------------|

Booth details

Booth equipment

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Exhibit hall carpet

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo. Show Management requires all exhibitors provide flooring for their booth.

Show schedule

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by November 07, 2025.

Exhibitor move-in

| | |
|-----------------------------|-------------------|
| Friday, December 05, 2025 | 8:00 AM - 5:00 PM |
| Saturday, December 06, 2025 | 8:00 AM - 5:00 PM |

Exhibit hall hours

| | |
|----------------------------|--------------------|
| Sunday, December 07, 2025 | 10:00 AM - 6:00 PM |
| Monday, December 08, 2025 | 10:00 AM - 6:00 PM |
| Tuesday, December 09, 2025 | 10:00 AM - 4:00 PM |

Exhibitor move-out

| | |
|------------------------------|--------------------|
| Tuesday, December 09, 2025 | 4:00 PM - 10:00 PM |
| Wednesday, December 10, 2025 | 8:00 AM - 12:00 PM |

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

Shipping and material handling

Warehouse shipping address:

Exhibiting Company Name / Booth Number
AAEP Annual Conference 2025
C/O Freeman
4493 Florence St
Denver, CO 80238
USA

Warehouse shipping information

- The Freeman warehouse will be closed on Thursday, November 27, 2025 and Friday, November 28, 2025 in observance of Thanksgiving.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning November 05, 2025 at the above address.
- Material arriving after December 02, 2025 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen

subject to change.

storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number
AAEP Annual Conference 2025
Colorado Convention Center
C/O Freeman
700 14th St
Denver, CO 80202
USA

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning December 05, 2025.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

Service contractor contact information

Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

Exhibitor service hours

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Pre-show checklist

Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

subject to change.

During show checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

Move-out checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by December 10, 2025 - 12:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by December 10, 2025 - 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.

subject to change.