



# ANAC2023

Connect and feed your soul.

## New Orleans Oct. 26-28, 2023

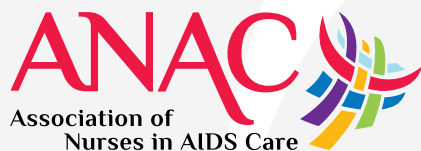
*(pre-conference activities Oct. 25)*

New Orleans Marriott



Exhibitor Prospectus  
[nursesinaidscare.org/conference](https://nursesinaidscare.org/conference)





## Become an exhibitor

### Commercial or Industry rate

\$3,000 on or before Sept. 30, 2023  
 \$3,250 after Sept. 30, 2023

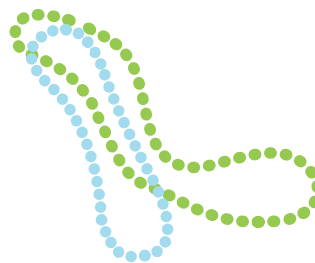
### Nonprofit rate\*

\$1,500 on or before Sept. 30, 2023  
 \$1,750 after Sept. 30, 2023

\* Must show proof of 501(c)(3) status

### All exhibitors receive

- A 10' x 10' booth
- Table and two chairs
- Pipe and drape
- 7" x 44" one-line identification sign
- Floor space with general overhead lighting and air conditioning
- 24-hour security, from move-in through move-out
- Daily cleaning of exhibit hall
- Two full conference registrations
- Listing of company name, address, telephone and product information in final conference program



## Sample exhibitor schedule

### Wednesday, Oct 25, 2023

Noon - 8 p.m. .... Move in

### Thursday, Oct 26, 2023

11 a.m. - 4 p.m. .... Exhibit hall open

11:45 a.m. - 1 p.m. .... Lunch / poster reception

2:30 - 3:30 p.m. .... Break

### Friday, Oct 27, 2023

9 a.m. - 3 p.m. .... Exhibit hall open

9:45 - 10:30 a.m. .... Coffee break / poster reception

2 - 2:30 p.m. .... Break

2:15 p.m. .... Poster winner announced

### Saturday, Oct 28, 2023

8:30 - 9:30 a.m. .... Coffee break

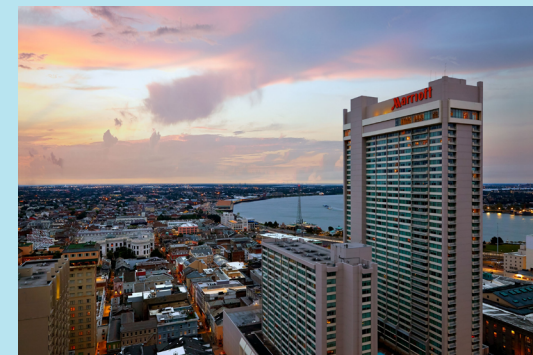
11 - 11:30 a.m. .... Break / raffle drawing

12 p.m. .... Move out

*Exact coffee break and exhibit times will be sent with final exhibitor kit.*

## Why exhibit?

Join us at ANAC2023 in New Orleans, LA Oct. 26-28. More than 500 nurses, students, pharmacists, researchers nurse educators and other healthcare professionals attend this national conference each year. As an exhibitor, you will have many opportunities to interact with attendees during scheduled breaks throughout the conference. Our attendees are important and influential decision makers when it comes to prevention, care and treatment of HIV/AIDS patients. Many have prescriptive authority. **Please join us!**



## Hotel information

### New Orleans Marriott

555 Canal St.  
 New Orleans, LA 70130

### Reserved room rate

\$219 plus tax for all attendees and exhibitors

Room block will close Sept. 28.

Visit [nursesinaidscare.org/conference](http://nursesinaidscare.org/conference) to book your room.

## Advertising opportunities

The ANAC conference program will be distributed to all conference attendees, speakers and exhibitors. The conference program will contain information about conference exhibitors, oral and poster presentations, social events, symposia, sponsors and other information. It serves as the resource for all information about the conference and is used as a tool throughout the year by our attendees. To advertise your product or service, return your completed advertising contract to ANAC by Sept. 1, 2023.

All ads should be sent in a PDF or JPEG format to [erin@anacnet.org](mailto:erin@anacnet.org). Advertising specs are shown at right. All materials must be turned in to ANAC by Sept. 1, 2023 for inclusion in the conference program.

AD TYPE	DIMENSIONS	EXHIBITOR COST	NON-EXHIBITOR COST
Full page	4.75" x 7.75"	\$800	\$1,000
½ page	4.75" x 3.75"	\$500	\$600
¼ page	2.25" x 3.75"	\$300	\$400
Back cover	5" x 8 ½"	\$1,600	\$2,000
Inside back cover	5" x 8 ½"	\$1,150	\$1,500
Inside front cover	5" x 8 ½"	\$1,550	\$1,800
Tab page		\$1,050	\$1,300
Four-color process		\$650	\$650
Bag insert*		\$1,500	\$1,500

**\*Bag insert program:** Bag inserts need to be reserved by Sept. 30, 2023. If inserts are received late, they will not be placed in the attendee bags, but will be available for pickup at the registration area. No refunds will be given.

### Why buy an ad?

Placing an ad in the conference program is a great way to get your company's name or products in front of the top HIV/AIDS care providers, researchers and educators in the country. A program ad will keep your name top-of-mind for attendees and lasts beyond the weekend, as attendees use their programs to take notes throughout the conference.

**FULL PAGE**  
4.75" x 7.75"

**QUARTER PAGE**  
2.25" x 3.75"

**HALF PAGE**  
4.75" x 3.75"

**ARTWORK**  
Print-ready advertisements should be submitted as a high res (300 dpi/ppi) PDF or JPG file. We request that ads be built using these specific dimensions. Ads that are submitted outside of these perimeters will be modified to fit their determined size.

All ads will appear in the program in black and white unless the ad space has been purchased as full color. Black and white ads may be accepted in full color, however they will be converted to grayscale for one-color printing.

If you are unable to provide a print-ready advertisement, design services are available upon request. Please provide the information you would like to include (including any high res logos, photos, etc.) at the requested time.

**Send completed form by:**

**MAIL:** Association of Nurses in AIDS CARE (ANAC)  
11230 Cleveland Ave. NW #986, Uniontown, OH 44685

**EMAIL:** Kristyn Short, Exhibit Coordinator at kristyn.short@meetingmasters.biz

**FAX:** Kristyn Short, 330.670.0109

Questions? Kristyn Short: 404.545.7299

Contact \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Payment information**

Total Due (Booth, Ad, Sponsorship and Donation) \_\_\_\_\_

- Check (payable to ANAC)  
 Credit Card       Visa     MasterCard     Discover     AmEx

Name on credit card \_\_\_\_\_

Billing address \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration \_\_\_\_\_ CVV number \_\_\_\_\_

Authorized signature \_\_\_\_\_

Email \_\_\_\_\_

**Conference program options**

AD TYPE	EXHIBITOR COST	NON-EXHIBITOR COST	QTY.	AMOUNT DUE
Full page (B&W)	\$800	\$1,000		
½ page (B&W)	\$500	\$600		
¼ page (B&W)	\$300	\$400		
Back cover (FC)	\$1,600	\$2,000		
Inside back cover (FC)	\$1,150	\$1,500		
Inside front cover (FC)	\$1,550	\$1,800		
Tab page (B&W)	\$1,050	\$1,300		
Add four-color process	\$650	\$650		
Bag insert	\$1,500	\$1,500		
Total due for program ad:				\$

**Exhibit options**

SPACE TYPE	COST	QTY.	AMOUNT DUE
Booth (on or before Oct. 1)	\$3,000		
Nonprofit booth (on or before Oct. 1)	\$1,500		
Booth (after Oct. 1)	\$3,250		
Nonprofit booth (after Oct. 1)	\$1,750		
Additional personnel	\$300 / person		
Total due for exhibit space:			\$

**I am unable to participate in ANAC2023 but wish to make a donation for conference scholarships in the amount of:** \_\_\_\_\_

**Booth information**

Personnel attending: Indicate the names of the two individuals per booth who will be attending. No changes to personnel may be made after Oct. 9, 2023. Changes to representatives (including, but not limited to substitutions or additions) will result in a \$50 per change fee.

Name \_\_\_\_\_ Name \_\_\_\_\_

**Additional personnel**

Your organization may list up to four additional booth personnel at \$300 per person

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

**Company sign** — Sign will be printed EXACTLY as it is entered.

Company name \_\_\_\_\_

**Product information** for conference program \_\_\_\_\_



\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For information about sponsorship opportunities, please visit [nursesinaidscare.org/sponsorships](https://nursesinaidscare.org/sponsorships).

## Hotel accommodations

Special conference room rates have been established.

New Orleans Marriott  
555 Canal St.  
New Orleans, LA 70130

Room rate for ANAC2023 attendees is \$219 plus tax/ night. Room block closes Sept. 28.

## Official service contractor

Viper Tradeshow Services  
Exhibitor Services Department  
Phone: 847.426.3100  
Fax: 847.426.3111  
www.vipertradeshow.com



## Contractor service and information

Exhibit management has, in the best interest of the exhibitors, selected Viper Tradeshow Services to serve as general contractors to provide various services to the exhibitors. It is further agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreements with the exposition facility or with authorized contractors employed by show management. Complete information, instructions and a schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the exhibitor service manual, to be forwarded after space has been confirmed. An exhibitors' service center will be maintained on the exhibit floor to facilitate requests from exhibitors.

## Installation / dismantling / removal information

The exhibit area of New Orleans Marriott is available for installation of exhibits from 12 p.m. - 8 p.m. on Wed. Oct. 25.

All exhibits are to remain intact until the close of exhibits at 11:30 a.m., Sat. Oct. 28

## Security and liability

Security personnel are on duty at all times. However, each exhibitor must make provisions to safeguard their goods from the time they are placed in their booth until they remove them. Neither Association of Nurses in AIDS Care (ANAC) or New Orleans Marriott are responsible for loss or damage due to any cause. Space is leased with the understanding that the ANAC and New Orleans Marriott will act for exhibitors and their representative only in the capacity of agent, and not as principal; and that the ANAC and New Orleans Marriott assume no liability whatsoever for damages, for any act of omission or commission in connection with said agency, and the exhibitor and his representatives hereby release the ANAC and New Orleans Marriott from any and all liability for loss ensuing from any cause whatsoever. These rules and regulations are to be construed as part of all space contracts. ANAC reserves the right to interpret them as well as make final decisions on all points the rules and regulations do not cover.

## Business activity by companies / facilities

**GENERAL CONDUCT** — The exhibit area and New Orleans Marriott are blocked for the use of ANAC, its exhibitors and its approved activities. No other persons or concerns are permitted to demonstrate their products and services or to distribute advertising materials or place signs in areas utilized by ANAC. Exhibit management will appreciate being informed of any infraction of this policy.

## CANVASSING/CONDUCTING BUSINESS

Canvassing outside your booth is forbidden. Exhibitors may not distribute any materials to other exhibits by walking from booth to booth at any time, either during show hours, setup, or closed times. All such activity must be confined to exhibitor's booth or appropriate hospitality function.

## Cancellation

All applications submitted to ANAC are binding contracts. Any cancellation or reduction of booth space for any reason is subject to the following terms: Cancellation requests must be made in writing. The date the exhibitor's written notice of cancellation is received by ANAC will be considered the official cancellation date.

For cancellations received by Sept. 8, 2023 ANAC will withhold an administrative fee of \$400.

For cancellations received between Sept 9, 2023 and Sept. 22, 2023, ANAC will withhold 50% of the booth cost. Exhibitors who cancel after Sept. 22, 2023 are liable for 100% of the booth cost and no refunds are issued.

## Special regulations

**SUBLETTING OF SPACE** – The subletting or assignment of space is prohibited. Two or more firms may not exhibit in a single space.

**INSTALLATION** – Exhibits should be installed so they will not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits. Helium balloons are not permitted within New Orleans Marriott. Mylar balloons are only permitted if they are affixed to or serve as part of your actual booth structure.

**FIRE SAFETY** – All structural work, such as extra shelving, standards, display racks, signs, spotlights, etc., must be approved and flame-proofed before being used in decoration of any exhibit.

**AUDIOVISUALS** – Video and audio presentations must be arranged so that aisles are not blocked and must be presented so that the neighboring exhibitors are not disturbed.

**EXHIBITOR ACTIVITIES** – Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums and hospitality suites that are in conflict

with the official program of the ANAC conference, whether such activities are held at or away from the hotel, except with written approval of exhibit management. Exhibitor will submit to exhibit management no less than 30 days prior to the exhibit date any program exhibitor intends to hold at or in conjunction with its exhibits for written approval as to time and place.

**CONDUCT** – Unethical conduct or infraction of rules on the part of exhibitors or their representatives or both, will subject exhibitors or their representatives or both to dismissal from the exhibit hall. In this event, it is agreed no refund shall be made by the ANAC and no demand for redress will be made by exhibitor or representatives. Disregard for any rule stated here is considered just reason for ANAC to prohibit an exhibitor from attending all future ANAC activities.

**EXHIBIT MATERIALS** – ANAC reserves the right to review and keep copies of any materials being distributed from your exhibit booth. Per ANAC's discretion, this review may take place either before the conference and/or on site.

**MUSIC** – Exhibitors are responsible for establishing any necessary license agreements for copyrighted music played within their booths or other sponsored events.

**COURTESY** – The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be inside the exhibitor's booth.

## COVID-19 protocols

COVID-19 vaccines are required for all attendees, exhibitors and speakers. We will follow local health guidelines and protocols regarding the use of masks and social distancing at the time of conference.

