

AAMFT Spotlight MFT Booth & Reception

The Spotlight MFT Reception will showcase the many new, and existing, ways to engage in the association. This includes COAMFTE accredited programs, geographic engagement programs that represent members states or provinces, the Minority Fellowship Program, the Family TEAM, as well as our brand new topical interest networks.

This event is free for attendees and will take place in the exhibit hall. Best of all- there will be free food (and a cash bar)!

Those interested in participating in this event should plan to be at their table to network with attendees and talk about the benefits of your program.

The spotlight MFT reception will be held on **Friday, November 16th, from 6:00 - 7:30 p.m.** in the exhibit hall.

Make the most of this opportunity to connect with colleagues, expand your professional network, and promote your COAMFTE program.

Reservation deadline for any type of booth is October 5, 2018. Space is extremely limited so early registration is advised.

You will NOT be able to purchase any of these items after the October 5, 2018 deadline or on-site due to limited space and necessary vendor furniture orders. No exceptions will be made.

Send signed contract, order forms and check or credit card information by email to marketing@aamft.org, by fax to (703) 253-0509 or mail to 112 South Alfred Street, 3rd Floor, Alexandria, VA 22314.

AAMFT Spotlight MFT Booth & Reception

COMPANY INFORMATION

Company Name: _____

Contact Person: _____

Email: _____ Website: _____

Phone: _____

Option #1 - Spotlight MFT exhibit Booth (\$350)

What you get: 8' x 8' booth, participation in the spotlight MFT reception, opportunity to exhibit the entire conference.

Spotlight exhibitors can choose from booths 50 - 98 (booths indicated in gray on map).

Please list your booth choice in order of preference. If none of your preferences are available a booth will be automatically assigned to you.

Choice #1 _____ Choice #2 _____ Choice #3 _____ Choice #4 _____

Option #2 - Upgrade to a standard booth (\$1,100)

What you get: 10' x 10' standard booth, additional booth in the spotlight MFT reception for the 1 hour and 30 minute networking event, opportunity to exhibit the entire conference, prime location closer to the front of exhibit hall and the main exhibit area.

Upgrade to a standard (booths indicated in light blue color on map)

Please list your booth choice in order of preference. If none of your preferences are available a booth will be automatically assigned to you.

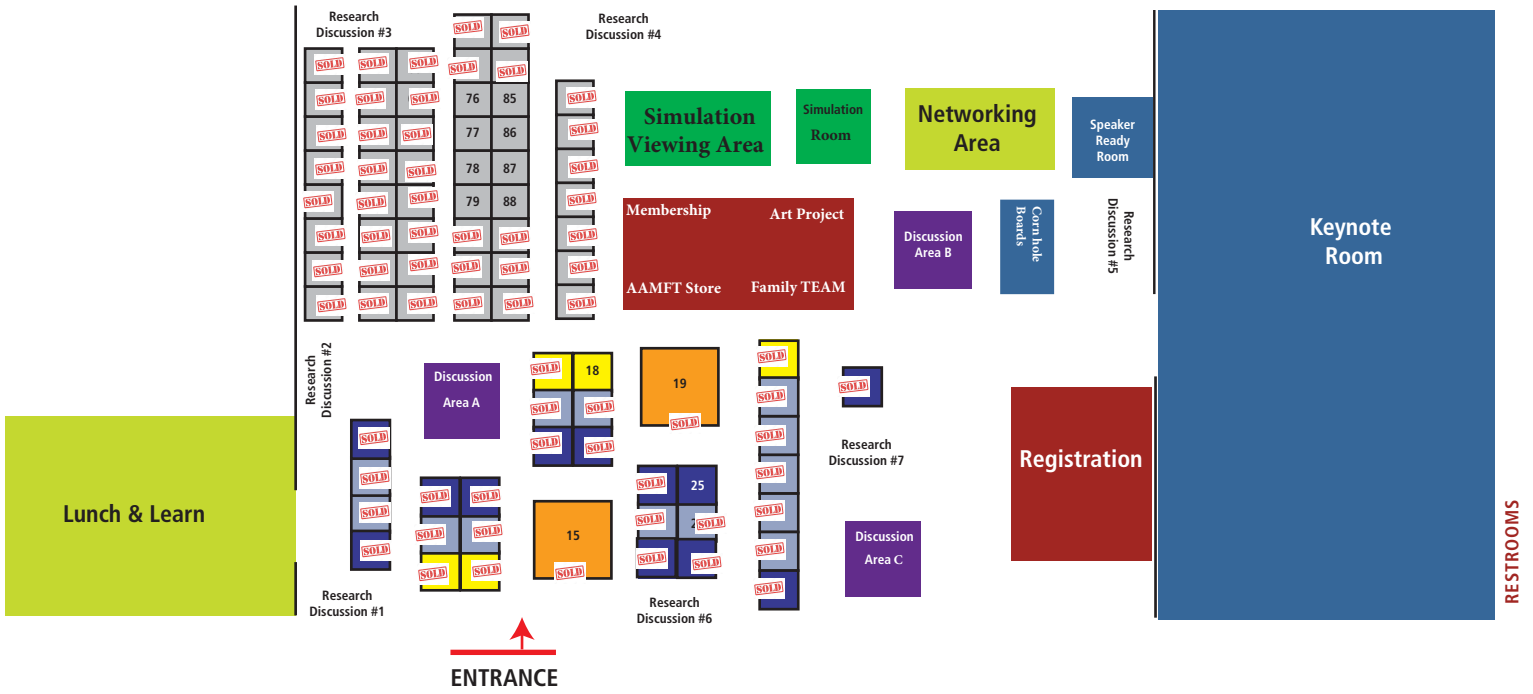
Choice #1 _____ Choice #2 _____ Choice #3 _____ Choice #4 _____

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- Featured Island (20' x 20')
- Corner Booths (10' x 10')
- Reserved for COMAFTE Accredited Programs and Interest Networks
- Premium Booths (10' x 10')
- Standard Booths (10' x 10')

Layout of exhibit hall and exhibit hall events are subject to change. Map is not to scale.

Deadline to register is October 5, 2018

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ANNUAL CONFERENCE PROMOTIONS

Please circle your selections.

PROMOTION	PRICE	QUANTITY
Bag Inserts	\$500	
Keynote Ad Slides	\$400	
Keynote Chairs Reach more attendees by having your piece of literature on each chair at one of the keynote sessions.	\$375	

CONFERENCE ONSITE GUIDE	PRICE	QUANTITY
Front Inside Cover	\$2,000	
Back Inside Cover	\$2,000	
Back Outside Cover	\$3,000	
Full Page	\$900	
½ Page	\$500	

CONFERENCE ONSITE GUIDE APPLICATION AND ARTWORK DUE October 1, 2018

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CREDIT CARD AND AUTHORIZATION PAGE

****ALL ORDERS MUST BE PRE-PAID FOR YOUR REQUEST TO BE ACCEPTED. BOOTH SPACE OR AD SPACE CANNOT BE RESERVED UNTIL PAYMENT IS RECEIVED.**

MasterCard Visa American Express Check: _____

Name on Card: _____

Card Number: _____ Expiration Date: _____ Vcode: _____

Please charge my credit card the following amount: \$ _____

Billing Address: _____

City: _____ State: _____ Zip: _____

I agree to authorize AAMFT to charge my credit card the total amount for all exhibit space, sponsorship and/or ads selected above.

AGREEMENT AND SIGNATURE

As the representative of the company/organization named on page one of this application, I have read and agree to abide by all of the **terms and conditions** stated by AAMFT.

Submitted by (please print): _____

Signature: _____ Date: _____

Please Note: *All orders must be paid within 30 days from the date this order form was submitted. If you are paying by check, your check must be received by AAMFT within 30 days from the date this order form was submitted or the invoice date (if an invoice was requested).*

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KEY EXHIBIT INFORMATION

EXHIBIT SET UP

Wednesday, November 14

2:00 – 5:00 p.m. (optional for those who wish to arrive early)

Thursday, November 15

7:00 - 7:30 a.m. (mandatory, all exhibitors must be moved in by 7:30 a.m).

EXHIBIT BREAK DOWN

Saturday, November 17

2:45 - 4:00 p.m. (optional for those who wish to leave early)

7:00 – 8:00 p.m. (All exhibitors must be out by 8:00 p.m.)

EXHIBITION HOURS

Thursday, November 15

10:00 a.m. – 7:00 p.m.

Friday, November 16

11:30 a.m. – 8:00 p.m.

Saturday, November 17

10:30 a.m. – 7:00 p.m.

**schedule subject to change*

CONFERENCE LOCATION

Kentucky International Convention Center
221 South Fourth Street
Louisville, Kentucky 40202

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TERMS AND CONDITIONS

EXHIBITOR AND EVENT ADVERTISING POLICY

1.00 General Policies.

1.01 Reservation of Rights and Compliance with Applicable Laws. AAMFT reserves the right to reject an exhibitor application for any reason at any time. AAMFT reserves the right to cancel any advertisement in any AAMFT publication for any reason at any time. AAMFT complies with all applicable laws prohibiting discrimination. AAMFT will not accept advertisements that, at AAMFT's sole discretion, appear to be libelous, slanderous, sexually explicit, or in conflict with AAMFT policies.

1.02 Academic Programs.

1.02.1 Currently Accredited Programs. Only programs that are currently accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) are eligible to sponsor AAMFT events.

1.02.2 Programs Applying for Accreditation. In order to avoid any perceived or actual conflict of interest, programs that are applying for accreditation are not permitted to sponsor AAMFT events.

1.02.3 Non-Accredited Programs. Programs that are not COAMFTE-accredited are permitted to exhibit at events and advertise in AAMFT publications, but AAMFT reserves the right to indicate on advertisements, event signage, and other locations, as determined by AAMFT, that a program is not COAMFTE-accredited.

2.00 Exhibitor Cancellation and Refund Policies. All cancellations must be submitted in writing. In order to receive a refund of 50%, cancellations must be sent prior to July 16, 2018. No refunds will be made on cancellations received after July 16, 2018. AAMFT reserves the right to dismiss exhibitors from the exhibit area. If an exhibitor is dismissed from the exhibit area, no refund shall be made.

3.00 Decorator & Drayage. Each exhibitor will receive a complete service kit from the decoration and drayage company prior to the event. This kit will contain order forms, rental costs for extra booth furniture, additional draping, and accessories, as well as information on special work (such as electrical work, internet access, audiovisual equipment rental, etc.), labor regulations, payment terms, and information on shipping your materials.

4.00 Payment. Unless otherwise stated on the order form, all orders must be pre-paid for your request to be accepted. Neither booth space nor ad space can be reserved until payment is received. Checks, Visa, MasterCard, American Express, or money orders are all acceptable forms of payment. Payment shall be made in US currency. Payment for any additional costs incurred by AAMFT must be paid 30 days from the invoice date. AAMFT reserves the right to cancel order due to delinquency. Rates are subject to change without notification.

5.00 Placement of Booths. AAMFT cannot guarantee that competitors will not be placed near each other in the exhibit hall, but AAMFT will make reasonable attempts to avoid such placements.

6.00 Refunds on Event Advertisements. There is no refund for ads that are placed.

7.00 Cancellations or Changes to Event Advertisements. Cancellations or changes must be submitted in writing. Cancellations must be submitted 15 days prior to date art work is due. Changes must be submitted two weeks prior to date art work is due.

8.00 Indemnification. The exhibitor shall indemnify and hold harmless AAMFT and its publications from and against any and all claims, damages, losses and liabilities, including reasonable attorney's fees and costs, arising out of the publication of the exhibitor's advertisement or the acceptance of the exhibitor's request to exhibit at an AAMFT event.

9.00 Disclaimer of Endorsement. Acceptance of advertisements or an exhibitor shall not be construed as any type of endorsement of the advertising, the advertiser, the exhibitor, or the advertiser's or exhibitor's organization, product, system or service, by AAMFT, COAMFTE, or the AAMFT Foundation.

10.00 Disclaimer of Liability. AAMFT is not liable for print quality of advertisements that do not meet the ad specs specified on the order form.

11.00 Applicability of Policy. This policy applies to all AAMFT events and publications, including electronic and print materials.

INCLUSIVITY STATEMENT

The AAMFT Board of Directors has adopted the following Inclusivity Statement that applies to all AAMFT interactions. Registrants of this event must read and agree to the statement before completing registration.

PURPOSE

AAMFT aims to be inclusive to all participants of AAMFT interactions, live and online, to ensure a comfortable, safe, and respectful environment by reflecting the diverse interests of our membership. We are committed to providing an inclusive environment for all, regardless of gender, age, gender identity, race, health status, national origin, relationship status, sexual orientation, disability, ethnicity, socioeconomic status, and religion.

This Inclusivity Statement outlines our expectations for all those who participate in AAMFT interactions, as well as the handling of unacceptable behavior. "AAMFT interactions" in this policy includes, but is not limited to, AAMFT live events, including meetings, continuing education or other courses, conferences, AAMFT pre-recorded events, AAMFT online courses, forums, and any other interaction involving AAMFT.

"Participant" in this policy refers to anyone present at AAMFT interactions, including staff, contractors, vendors, exhibitors, venue staff, members, and all attendees.

EXPECTED BEHAVIOR

We expect all participants of AAMFT interactions (staff, contractors, vendors, exhibitors, venue staff, members, and all attendees) to abide by this Inclusivity Statement in all venues of AAMFT interactions, including ancillary or other events in any official capacity, both live and online.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert AAMFT staff if you notice a dangerous situation, someone in distress, or violations of this Inclusivity Statement.

UNACCEPTABLE BEHAVIOR

Unacceptable behaviors includes:

- Intimidating, derogatory or demeaning speech, or actions by any participant of AAMFT interactions, at all related events and in one-on-one communications. Event venues may be shared with members of the public; please be respectful to all participants of these locations.
- Harmful or prejudicial verbal or written comments or visual images related to gender, age, gender identity, race, health status, national origin, relationship status, sexual orientation, disability, ethnicity, socioeconomic status, and religion.
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides).
- Deliberate stalking or following.
- Harassing photography or recording.
- Sustained disruption of talks or other events.
- Unwelcome and uninvited attention or contact.
- Physical assault (including unwelcome touching or groping).
- Real or implied threat of physical, professional or financial damage or harm.

Exhibitors in the exhibit hall, sponsor or vendor booths, or similar activities are also subject to the Inclusivity Statement.

Retaliation for reporting an incident is a violation of the Inclusivity Statement. Reporting an incident in bad faith is a violation of the Inclusivity Statement.

HANDLING OF UNACCEPTABLE BEHAVIOR

Unacceptable behavior from any participant of AAMFT interactions will be met with empathy and practicality in a serious manner. To ensure that no participant of AAMFT interactions feels unsafe or uncomfortable, these are the parameters for handling the unacceptable behavior explained above.

- AAMFT staff, or its proxies, will be trained in handling incidents involving unacceptable behavior, both live and online.
- AAMFT staff, or its proxies, will provide assistance to those participants to which the incident occurred.

- AAMFT staff, or its proxies, will attempt to resolve the issue in a civil manner for those scenarios which call for such treatment. This means resolving the issue will allow for productive conversation in which both parties may come to a peaceful conclusion.
- If the participant believes an AAMFT member has violated the AAMFT Code of Ethics, they may file a complaint per the AAMFT Procedures for Handling Ethical Matters.
- AAMFT staff, or its proxies, reserve the right to remove an individual from any AAMFT interaction without refund, and to prohibit an individual from future participation in AAMFT interactions.

IF YOU ARE SUBJECT OR WITNESS TO UNACCEPTABLE BEHAVIOR

If you are feeling uncomfortable or unsafe, witness any inappropriate behavior, or have any other concerns, please contact an AAMFT staff member onsite or email exec@aamft.org and address your comments to the Chief Executive Officer or Chief Operations Officer.

If possible, provide the following information in writing on the provided form:

- Identifying information (name/badge number, appearance) of the participant who allegedly violated this policy.
- The behavior that was in violation.
- The approximate time of the behavior.
- The circumstances surrounding the incident.
- Other people involved in or witnessing the incident.

ADDRESSING GRIEVANCES

If you feel you have been falsely or unfairly accused of violating this Inclusivity Statement, notify AAMFT staff. AAMFT staff will take steps to resolve the issue internally.