Dear ICAAP Supporter,

On behalf of the 2,000 members of the Illinois Chapter, American Academy of Pediatrics (ICAAP), we invite you to participate in the ICAAP Annual Educational Conference on March 6, 2020. We are excited to be celebrating our twelfth year as one of the only conferences developed specifically for pediatricians and pediatric primary care providers in Illinois.

Approximately 150-200 pediatricians and other healthcare providers representing hospitals, universities, community health centers, and private practices throughout Illinois will be on hand to hear from local and national experts in children’s health. Your support as an exhibitor is critical, not only in creating opportunities for attendees to learn about the newest pediatric products and services, but in helping ICAAP offer an attractively-priced, professional, high quality event with excellent speakers.

Register before January 15, 2020 and receive $50 off the basic exhibit fee!

Upgrading to a Premium Exhibitor at the ICAAP Annual Educational Conference will allow you access to ICAAP’s full membership list, acknowledgment in ICAAP’s biannual newsletter and monthly update, and enhanced recognition during the Annual Conference.

We look forward to seeing you on March 6, 2020!

Sincerely,

Mariana Glusman, MD, FAAP
President, Illinois Chapter, American Academy of Pediatrics
ALL PREMIUM EXHIBITORS RECEIVE THE FOLLOWING UPGRADED ENHANCEMENTS:

- Sponsor names and company description appear in the conference program
- Registration to Annual Conference sessions
- Choice of exhibit location
- Recognition on exhibit floor
- Recognition during sponsored event
- Two additional representatives at no charge
- Complimentary internet and electricity

GOLD LEVEL (Breakfast): $4,000

- Complimentary exhibit space for three company representatives
- Access to ICAAP membership mailing list
- Half-page ad in conference agenda
- Half-page advertisement in the Illinois Pediatrician, ICAAP’s newsletter
- Recognition in Annual Conference e-newsletter
- Premium enhancements (see box)

SILVER LEVEL (BREAK): $3,000

- Complimentary exhibit space for two company representatives
- Quarter-page ad in conference agenda
- Quarter-page advertisement in the Illinois Pediatrician, ICAAP’s newsletter
- Premium enhancements (see box)

BRONZE LEVEL: $2,000

- Complimentary exhibit space for two company representatives
- Business card size ad in conference agenda
- Quarter-page advertisement in the Illinois Pediatrician, ICAAP’s newsletter
- Premium enhancements (see box)

EXHIBITOR INFORMATION

LOCATION: NIU Naperville
Northern Illinois University
1120 E. Diel Road
Naperville, Illinois 60563

EXHIBIT TIMES:

Friday, March 6, 2020
6 – 7:00am  Setup
7 – 8:00am  Registration
9:30 -10:00am  Morning coffee break
11:00 - 11:45pm  Poster session break
12:45-2:15pm  Lunch
2:15-2:30pm  Break

AD SPACE DATES:
Conference Agenda  February 1, 2020
Distributed at conference to all attendees, faculty and exhibitors

QUESTIONS? MORE INFORMATION?
Cindy Ogrin
312/733-1026, ext 211 or
cogrin@illinoisaap.com
EXHIBITING TERMS

Art Work
Art work, logos and ads must be received by dates indicated. Images and logos should be sent in high resolution pdf or jpg files. Any mailings sent to ICAAP members must first be approved by ICAAP staff.

Contract and Payment
The exhibitor agrees to comply with all rules, guidelines and regulations outlined below. ICAAP must receive full payment of exhibiting funds to reserve space. An exhibitor’s application for space, once received by ICAAP, constitutes a contract for the right to use the space, subject to receipt of full payment for space rental. Payments must be made payable to Illinois Chapter, American Academy of Pediatrics or ICAAP. Exhibitor fees must be paid by February 15, 2020.

Cancellation/Refund Policy
Cancellations must be received in writing to Illinois Chapter, American Academy of Pediatrics. Because of the many advance preparations in connection with the conference, there will be no refunds for cancellations received after February 15, 2020.

Space Assignment
All official exhibit space is located in the exhibit area. Assigned spaces may be transferred or changed by ICAAP in its sole discretion in response to reasonable requests (e.g., to avoid congestion, to prevent confusion in organization names, to solve competitive conditions, or for similar reasons). Space is limited. ICAAP reserves the right in its sole discretion to select and approve all exhibitors.

BASIC EXHIBIT INFORMATION:
All exhibitors receive:
- A six-foot draped table
- One complimentary conference registration for an exhibit representative
- A copy of conference materials
- A list of meeting attendees with mailing addresses
- Contact information listed in conference agenda

BASIC EXHIBIT FEES:

<table>
<thead>
<tr>
<th>Commercial Companies and For-Profit Organizations</th>
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</thead>
<tbody>
<tr>
<td>EARLY BIRD SPECIAL</td>
<td>$900</td>
<td>(Full fee must be received by January 15, 2020)</td>
<td></td>
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<tr>
<td>Regular fee</td>
<td>$950</td>
<td>(Fees received after January 15, 2020)</td>
<td></td>
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<table>
<thead>
<tr>
<th>Non-Profit Organizations (501(c)3 only)</th>
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</thead>
<tbody>
<tr>
<td>EARLY BIRD SPECIAL</td>
<td>$450</td>
<td>(Full fee must be received by January 15, 2020)</td>
<td></td>
</tr>
<tr>
<td>Regular fee</td>
<td>$500</td>
<td>(Fees received after January 15, 2020)</td>
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Exhibitor Registration
All exhibitors must register at the registration desk located inside the exhibit hall where badges and conference materials will be distributed. All representatives are required to wear badges while in the exhibit area. The registration desk will be open at 7am on Friday, March 6, 2020 for attendees. Exhibitors can begin set up at 6am.

Electricity and Internet
There is a $15 fee for electrical set up in your booth. Please indicate on the registration form if your exhibit needs access to an electrical outlet. Any fees associated with electrical access will be the responsibility of the exhibitor. Access is complimentary for Premium exhibitors. There is no charge for internet.

Badges
Exhibitors will be allowed the number of complimentary badges as indicated in the exhibitor level per exhibit space. Any additional representatives may attend for a $25 fee.

Staffing
Exhibit spaces must be staffed at all times during the exhibit hours by representatives of the sponsoring company. Those solely staffing their exhibit may take brief breaks.

Shipping and Storage of Materials
Exhibitors will receive additional information related to shipping materials to NIU prior to the conference. ICAAP assumes no responsibility for the shipping or storage of sponsor/exhibitor materials.

Disclosure of Investigation Uses of Products, Devices or Procedure: All exhibitors are required to follow the Food and Drug Administration (FDA) rules and regulations on displayed products. These rules require disclosure of current FDA status by appropriate labeling and pharmaceuticals. Further information may be obtained by the FDA.
**Company Information**

<table>
<thead>
<tr>
<th>Company:</th>
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<tbody>
<tr>
<td>Street Address:</td>
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</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Cell phone:</td>
</tr>
<tr>
<td>Local contact:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Cell phone:</td>
</tr>
<tr>
<td>Name Badge:</td>
<td>(Premium exhibitors only)</td>
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<tr>
<td>Name Badge:</td>
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</tr>
<tr>
<td>Name Badge:</td>
<td>(Premium exhibitors only)</td>
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</tbody>
</table>

**Indicate your exhibit level and co-hosting choice**

<table>
<thead>
<tr>
<th>Premium Exhibitor</th>
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<tbody>
<tr>
<td>$4,000</td>
<td>Gold</td>
</tr>
<tr>
<td>$3,000</td>
<td>Silver</td>
</tr>
<tr>
<td>$2,000</td>
<td>Bronze</td>
</tr>
</tbody>
</table>

**Exhibitor Information**

| $900 | Exhibitor, Profit/Commercial – Early Bird  
**Full fee must be received before January 15, 2020** |
| $950 | Exhibitor, Profit/Commercial  
**Fees received after January 15, 2020** |
| $450 | Exhibitor, Non-Profit/Government – Early Bird  
**Full fee must be received before January 15, 2020** |
| $500 | Exhibitor, Non-Profit/Government  
**Fees received after January 15, 2020** |

**Additional Information**

| Electricity | Does your exhibit need access to an electrical outlet?  
If yes, please add $15.00 to your registration fee.  
*Complimentary for Premium Exhibitors. All others are responsible for any fees*  
Y or N |
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<tbody>
<tr>
<td>Internet</td>
<td>No Charge</td>
</tr>
<tr>
<td>Additional Representatives</td>
<td>General exhibitors include one representative. Additional Representatives may attend for $25.</td>
</tr>
</tbody>
</table>

AGREEMENT: The undersigned hereby authorizes ICAAP to reserve exhibit space and sponsorships for use by this company during the ICAAP 2020 Annual Educational Conference. The undersigned acknowledges receipt of and agrees to abide by the policies attached to this contract. *Early bird fees must be received by January 15, 2020. All fees must be paid by February 17, 2020.*

Authorized Signature______________________________

Title:___________________________________________

Printed Name:____________________________________
Please specify a form of payment below and enter the payment amount.

- Mail contract with check payable to ICAAP to:
  
  Illinois Chapter, AAP  
  Attn: Cindy Ogrin  
  310 S. Peoria Street, Suite 304  
  Chicago, IL 60607  

  - Check or money order enclosed -- Amount: ________________________________

  OR

- Credit Card  
  - Visa  
  - MasterCard  
  - Discover  
  - American Express

  Printed Name on Credit Card ____________________________________________

  Company ______________________________________________________________

  Billing Address _________________________________________________________

  City ______________________ State ________________ Zip ____________________

  Phone Number _________________________________________________________

  Card Number ____________________________ Exp. Date ______________________

  Authorized Amount ___________________________ Security Code____________

  Email ________________________________________________________________