

# EXHIBITOR GUIDELINES

## REGISTRATION & PAYMENT

All exhibitors are required to register online at <http://apexexhibits.com> and pay at that time, unless paying by check. An invoice can be requested at time of registration. If paying by check, mail check within 10 days. Any registrations received without payment will be held for 14 business days for receipt of check payment, after which the registration will be cancelled if payment is not received. *Exhibit space must be paid for in full by May 31, 2019.*

## EXHIBITOR SELECTION & FLOOR PLAN

American Pharmacies reserves the right to reject any exhibitor application. Booth assignments are made solely by APRx, and we make every effort to ensure that competing exhibitors are not close to one another. The exhibit hall layout is subject to change. APRx reserves the right to increase or decrease the number of booths.

## CANCELLATION & REFUNDS

Date of Cancellation	Refund
Up to April 30, 2019:	100%
May 1-31, 2019:	75%
After May 31, 2019:	50%

*If the exhibit is cancelled due to forces beyond the control of American Pharmacies, exhibit fees will be refunded in full and APRx will have no further liability.*

## NO-SHOW POLICY

Exhibitors that do not occupy their booth space by 4 p.m. on June 14, 2019, will be considered no-shows. At that time, APRx reserves the right to resell or reassign the booth space. Refunds are not provided for no-shows.

## BOOTH SET-UP & TEAR-DOWN

Exhibitors must set up and tear down their booths during scheduled hours. Booths should be set up and operational by 3:30 p.m. on Friday, June 14, 2019. Tear-down of booths should not begin until after 2:15 p.m. on June 15, 2019, and must be completed by 5:00 p.m. All portable materials should be removed from the booth by 3:30 p.m.

## EXHIBITOR SERVICES

Freeman Event Services is the provider of all exhibitor services for APEX. Exhibitors may order electricity, Internet access and booth furnishings from Freeman:

210-554-2021 FAX | 469-621-5611  
[FreemanSanAntonioES@freeman.com](mailto:FreemanSanAntonioES@freeman.com)

Shipping is handled by the on-site FedEx Office:

210-497-3457 | <https://local.fedex.com/tx/san-antonio/office-5510>

## EXHIBIT SPACE & MARKETING

Exhibits, sales presentations and demonstrations should not obstruct neighboring exhibits, impede the flow of traffic through the exhibit area or create noise levels that intrude on neighboring exhibitors. Advertising and promotional materials must be contained within the exhibitor's booth space. Materials may not be distributed for companies that are not registered as exhibitors. *Absolutely no promotional activities or conversations will be permitted in the educational rooms immediately prior to, during or after any continuing education session.*

## EXHIBITOR BADGES

All exhibitors are expected to wear the official 2019 APEX badge at the trade show or any other APEX function. Each exhibiting company will receive a minimum of two badges with its registration. Extra badges may be purchased online for \$150 through June 10, 2019, or for \$200 on-site after that date. Each exhibiting company certifies that its registered attendees are authorized representatives of the company.

## HOLD HARMLESS CLAUSE

American Pharmacies assumes no responsibility for damage to, loss of, or theft of property of exhibitor, or exhibitor's agents, employees or guests. Exhibitor assumes all responsibility and liability for losses, damage and claims arising from injury, or damage to exhibitor's displays, equipment, and other property brought into the hotel, and shall indemnify and hold harmless American Pharmacies from any losses, damages and claims.

## PRINT DEADLINES

Each exhibitor is expected to provide a high-resolution logo, company description and a one-page 8.5" x 11" ad insert for use in conference materials no later than June 3, 2019. Acceptable logo formats include .EPS, .AI, .PDF or a high-resolution (300 dpi or greater) JPEG or .PNG. Ads should be in .PDF format. Descriptions are limited to 120 words. *APRx cannot guarantee that logos, descriptions or ad inserts will be included in materials if received after the print deadline of June 3, 2018.*

## RIGHT TO REVISE GUIDELINES

American Pharmacies reserves the right to make changes to these Guidelines. Any matters not specifically covered above are subject to decision by APRx at its sole discretion. APRx will notify exhibitors of any changes, amendments or additions to these guidelines.