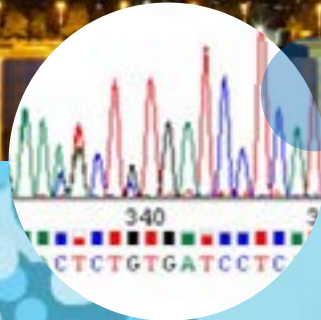
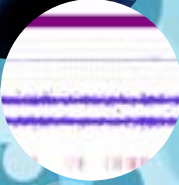
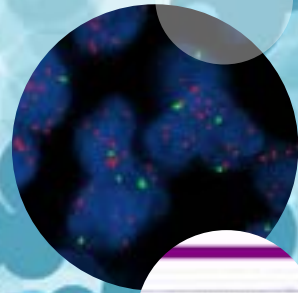




THE ORGANIZATION FOR CYTOGENETIC
& MOLECULAR PROFESSIONALS

AGT 42nd Annual Meeting



June 15-17, 2017

**St. Louis Union Station Hotel
St. Louis, MO**

June 15-17, 2017
St. Louis Union Station
St. Louis, MO

AGT 42nd Annual Meeting

June 15-17, 2017
St. Louis Union Station

1820 Market St.
St. Louis, MO 63103
314-231-1234

Click [here](#) to reserve your room online.

For Additional Reservation help,
please call: 1-800-222-TREE

AGT invites you to participate in its 42nd Annual Meeting, June 15-17, 2017.

AGT is an international membership association with more than 1,300 members who are technologists, supervisors, directors and students in the areas of cytogenetics and molecular and biochemical genetics.

This prospectus includes information and order forms for:

- Meeting Support/Sponsorship
- Exhibit Space
- Final Program Advertising & Mailing Lists
- Affiliate Group Event Space
- Job Fair

The AGT Annual Meeting provides a forum for continuing education. Participants are exposed to a wide variety of topics through attendance at scientific sessions as well as pre-conference and in-depth workshops. To compliment the educational content, the Annual Meeting also serves as a venue for participants to meet with vendors to learn about the latest advances in laboratory equipment, methodology and services in genetics. To increase exposure for our vendors, the Exhibit Hall will only be open for the designated hours, driving attendees to the Exhibit Hall. All dedicated Exhibit Hall hours will be in conjunction with food and beverage events. Exhibit Hall hours include the Welcome Reception on Thursday, June 15, from 6:00 p.m. – 8:00 p.m. and refreshment breaks on Friday, June 16, and Saturday, June 17.

AGT offers several ways to increase your organization's visibility to meeting attendees. AGT Annual Meeting support, advertising and exhibiting continue to be the best value for marketing opportunities in the industry. These opportunities are outlined here for your review. Using any or all of them will help better connect your company's products or services to our meeting attendees.

Important Deadlines

Friday, February 4, 2017

- Exhibit Early Bird Registration Deadline

Friday, April 7, 2017

- All 50-word descriptions, logos and advertising copy due to be guaranteed in final meeting materials
- Affiliate Group Event Registration Deadline

Friday, May 5, 2017

- Advertising and Meeting Support Due Date
- Exhibit Registration Deadline
- Job Fair Due Date

Friday, May 2, 2017

- Hotel Room Reservation Cut-off
- Exhibit Booth Representative Forms Due

Exhibit Hall Hours

Thursday, June 15, 2017

- 12:00 p.m. – 4:00 p.m. Set-Up
- 6:00 p.m. – 7:00 p.m. Exhibit Hall Open

Friday, June 16, 2017

- 7:00 a.m. – 4:00 p.m. Exhibit Hall Open

Saturday, June 17, 2017

- 7:00 a.m. – 2:00 p.m. Exhibit Hall Open
- 2:00 p.m. – 4:00 p.m. Exhibit Hall Tear-Down*
- 4:00 p.m. All dismantling completed

THIS SCHEDULE IS SUBJECT TO CHANGE.

*Please note:

Early dismantling for any reason, including travel schedules, is strictly prohibited. Exhibitors will be fined and invoiced \$250 for dismantling any part of their booth prior to teardown time.

Meeting Support

Support of an AGT event is the most effective way to show your potential/current customers that you support AGT. AGT offers many different levels of support and because registrations, advertising and various levels of recognition are included as part of the fee, sponsorship remains the best “bang for the buck” available. See page 4 for opportunities and further information.

	Platinum Level (\$10,000+)	Gold Level (\$5,000)	Silver Level (\$3,000)	Bronze Level (\$1,500)
Complimentary advertisement in the Annual Meeting Final Program	Back Cover (color)	Full-Page (black/white)	Full-Page (black/white)	Half-Page (black/white)
Complimentary, black and white advertisement in the Third Quarter 2017 issue of the <i>Journal of the Association of Genetic Technologists (JAGT)</i>	Full-page	Half-page	Half-page	
One-time use electronic mailing list of meeting attendees	Complimentary set of pre- and post-show electronic mailing list	Complimentary set of post-show electronic mailing list	Complimentary set of post-show electronic mailing list	
Complimentary banner advertisement on the AGT website (starts July 1)	6 months	6 months	6 months	3 months
Complimentary booth space with table and two chairs	✓ Preferred space + one additional rep.	✓		
Signage at the meeting acknowledging your support	✓	✓	✓	✓
Acknowledgement of your support in the Annual Meeting Final Program	✓	✓	✓	✓
Recognition as an Annual Meeting Sponsor in the <i>Journal of the Association of Genetic Technologists (JAGT)</i>	✓	✓	✓	✓

Exhibiting at the AGT Annual Meeting

The exhibit area will be located near the scientific sessions for high visibility. We attempt to locate refreshment breaks in or near the exhibit area to promote traffic, depending on space.

Exhibit Booth – Your exhibit booth fee includes two booth representative badges, which includes all events held within the exhibit hall and two tickets to the Awards Dinner. Exhibitors who would like to sit in on a session or two are welcome to do so. If exhibitors plan to attend all scientific sessions and collect continuing education, they must register for the meeting as an attendee. Each booth also receives the AGT-discounted sleeping room rate (based on availability at the time of booking) and security during the hours the exhibit hall is closed. The exhibit space is a 10'x10' area for you to display and/or demonstrate your company's products and services. Pipe and drape will be provided.

Additional Booth Representatives – Additional booth representative badges can be purchased for \$75 each and include access to the exhibit hall and AGT meals held in the exhibit hall during exhibit days. A Booth Representative Form will be provided to you approximately 6-8 weeks prior to the meeting for you to register your specific booth representatives and pay for any additional representatives.



Sponsorship/Support Opportunities

Below is a detailed list of the meeting support opportunities for the 42nd Annual Meeting. Support is accepted on a first-come, first-serve basis. AGT will attempt to meet your request; however, we cannot guarantee availability. If you are interested in partial support of one of these options or in supporting an option not listed, please contact AGT's Executive Director, Monica Evans-Lombe, at 913-222-8636 or mevanslombe@kellencompany.com. We appreciate your support of the 42nd Annual Meeting and AGT!

See Page 4 for a detailed description of each item.

Platinum Level (\$10,000+)

- P1** Welcome Reception Host – \$15,000 (partial sponsorship also available)
- P2** Awards Banquet & Dance Host – \$15,000 (partial sponsorship also available)
- P3** *Networking Lunch Host – \$10,000 (two available)

Gold Level

- G1** *Continental Breakfast – \$5,000 (two available)
- G2** Hotel Key Cards – \$5,000
- G3** Workshop or Training Luncheon Sponsorship – \$5,000
- G4** Video/Audio Recording of Sessions for Online Education – \$5,000
- G5** Trivia Night – \$5,000

Silver Level

- S1** Annual Meeting Tote Bags – \$3,000
- S2** *Refreshment & Connection Break – \$3,000 (four available)
- S3** Welcome Amenity – \$3,000
- S4** Name badge/Lanyards – \$2,500

Bronze Level

- B1** Annual Meeting App – \$2,500
- B2** Scientific Session Speaker – \$2,000
- B3** Commemorative Item in Tote Bag – \$1,500
- B4** Meeting Signage – \$1,500
- B5** Vendor Demonstration - \$1,500

Please submit your company logo in both EPS and JPG (300 dpi) formats to AGT-info@kellencompany.com by April 7, 2017.

* AGT will contact you to select the day of your breakfast, luncheon or day/ time of your break. Please contact the AGT Executive Office for menu selections and cost of additional items if so desired.

Advertising in the Final Program

The Annual Meeting Final Program is the essential guide to the meeting and is distributed to all registered individuals. It contains information about workshops, scientific sessions, speakers, special events and includes abstracts. Meeting participants use the Final Program during the meeting and take it back to their laboratories for reference after the meeting. The Final Program provides an effective way to expand your presence at the meeting and to highlight your position in the marketplace.

The Final Program is a spiral-bound, 5½" × 8½" booklet with a glossy cover and non-glossy text pages. Half-page, full-page and cover page ad placement in the AGT Final Program is available. Ads will be printed in color or grayscale depending on their position (see table below). Please provide a press-quality PDF file to AGT-info@kellencompany.com by April 7, 2017. Detailed information is provided below. Please contact the AGT Executive Office at 913-222-8665 or email AGT-info@kellencompany.com.

	Size (Trimmed Ad)*	Size (Bleed)	Rate
Half-Page (horizontal)	5½" wide × 4" high	N/A	\$500 (black and white)
Full-Page	5½" wide × 8½" high	N/A	\$800 (black and white)
Inside Front Cover	5½" wide × 8½" high	5¾" wide × 8¾" high	\$1,000 (color)
Inside Back Cover	5½" wide × 8½" high	5¾" wide × 8¾" high	\$1,000 (color)
Back Cover	5½" wide × 8½" high	5¾" wide × 8¾" high	\$1,200 (color)

* The safe area to accommodate for binding is: Half-Page ad: 4.25" wide × 4" high and Full-Page ad: 4.25" wide × 8.25" high.

Submit Your Ad

PDF Files – Choose "press quality" for your Adobe PDF conversion setting. Edit the compatibility to be Acrobat 5.0 or higher.

EPS Files – Adobe CS6 or below. Convert all fonts to outlines.

TIF or JPG files – Image files must be high resolution (at least 300 dpi)

Please send the final ad to AGT-info@kellencompany.com no later than April 7, 2017. Please include a copy of the ad with your payment. Ads will not be placed if payment is not received.

Pre- or Post-Meeting Mailing Lists

One-time use Electronic Mailing List – \$300 each (email addresses not included)

Post-Meeting Lists will be emailed after July 7, 2017.

Detailed List of Sponsorship/Support Opportunities

Below is a detailed list of the opportunities available for annual meeting supporters to underwrite. Assignment priority is based on sponsorship level and the date requested. AGT will attempt to meet your first choice; however, we cannot guarantee it will be available. If you are interested in securing one of these items, please contact Monica Evans-Lombe at mevanslombe@kellencompany.com or 913-222-8636.

Platinum Level (\$10,000+)

P1 Welcome Reception Host* – \$15,000

As is tradition, the Annual Meeting will launch with the Thursday night Welcome Reception. This kick-off event provides attendees an invaluable opportunity to reconnect with old friends, make new introductions and have engaging conversations all around within the setting of the Exhibit Hall! The event provides hors d'oeuvres and beverages for AGT attendees and exhibitors while they mingle and view the latest innovations in the field.

P2 Awards Banquet & Dance Host* – \$15,000

At the Awards Banquet, colleagues have the opportunity to recognize and honor the achievements of some of AGT's outstanding members through the announcement of the award winners. The event provides dinner and entertainment to attendees. The sponsor of this event will certainly be remembered for bringing the music and good times to the attendees.

P3 Networking Lunch Host* (two available) – \$10,000

AGT offers lunch intended to facilitate connecting members with others in similar professional settings. The opportunity to network is consistently ranked among the top benefits of attending the Annual Meeting, and this lunch is certain to attract maximum-capacity crowds seeking to mix and mingle with colleagues old and new to exchange conversation about issues and trends common to their roles and institutional settings. The sponsor of this event helps facilitate AGT's educational efforts by further enticing attendees with a lunch.

Gold Level

G1 Continental Breakfast* (two available) – \$5,000 each

Attendees get energized for Friday and Saturday's sessions by starting the day off with a cup of coffee, protein, fruit, and breakfast breads and informative chats with the exhibitors! This event draws the attendees into the Exhibit Hall first thing in the morning and is enjoyed by all.

G2 Hotel Keycards – \$5,000

This sponsorship provides continual exposure to all attendees throughout the Annual Meeting as the sponsor's logo and the Annual Meeting logo are placed on two keys per guest room. (AGT produces the hotel keycards, sponsor logo needed.)

G3 Workshop or Training Luncheon Sponsorship – \$5,000

Sponsoring a workshop or training luncheon at the Annual Meeting provides attendees with an intensive focus on material that will provide both practical and problem-solving scenarios and help to define the future direction of the field of genetics. Attendees are given more time to deep-dive into a topic that interests them and leave with valuable skills and knowledge they can apply when they return home. Sponsorship is exclusive; sponsors set content and select speakers for the session. Sponsorship of a workshop or training luncheon allows us to offer these courses to our attendees at no cost to attend.

G4 Video/Audio Recording of Sessions - \$5,000

Many AGT members don't have the opportunity to attend the Annual Meeting each year. This sponsorship would allow AGT to record and archive key presentations from the Annual Meeting to share with those who couldn't attend. The sponsor would be highlighted on the online education site along with a link to the sponsor's website and more information about their products and services.

G5 Trivia Night - \$5,000

This event will provide attendees with an opportunity to network and to show their genetics knowledge during a trivia session. Sponsorship includes food and beverage. The inaugural Trivia Night was a hit in 2016!



Silver Level

S1 Annual Meeting Tote Bags – \$3,000

With so much material to carry around, the Annual Meeting tote bag has become an essential apparel item for each of the 300 attendees. From the time they pick up their registration packets until they depart for the airport, attendees are rarely seen at the Annual Meeting without their tote bags in tow, each emblazoned with both the sponsor's and AGT's logos. Your exposure as the sponsor continues long after the Annual Meeting is over, as attendees continue to use their bags at their home institutions and other local establishments. (AGT produces the tote bag, sponsor logo needed.)

S2 Refreshment & Connection Breaks (four available) – \$3,000

Providing sustenance for attendees is an essential part of making sure they are able to stay alert and get the most out of this professional development opportunity. Sponsors can choose from four break times – two morning breaks and two afternoon breaks. The refreshment breaks, located in the Exhibit Hall, feature coffee, soda, snacks, etc. for attendees and are another dedicated time for them to chat with the exhibitors. We can make it fun! Sponsors might consider an ice cream or popcorn break with the station set up next to your booth!

S3 Welcome Amenity – \$3,000

Start the attendee experience off with a welcome amenity. We can help you find an option that would suit your style. A local themed gift, a beverage as attendees check in or even something as simple as bottled water in their room can make a great first impression and will kick off the meeting in an exciting new way.

S4 Name Badge Holder/Lanyard – \$2,500

If you are looking for maximum exposure during the Annual Meeting, these high-quality lanyards are a sure bet as every attendee will be wearing them with their name badge. The sponsor's logo will be on one side and AGT's logo on the other. (AGT produces the lanyards, sponsor logo needed.)

Bronze Level

B1 Annual Meeting App – \$2,500

AGT has gone mobile! Attendees have the opportunity to download a conference app to their smartphones. The app is free to attendees and includes the meeting schedule, maps, exhibitors, Twitter feeds and more. Well over half of AGT attendees downloaded the app last year and used it an average of four times a day. We anticipate even more activity this year! As the sponsor of the app, you will have a graphic banner at the bottom of the screen as well as your logo on all promotional materials and posters.

B2 Scientific Session Speaker – \$2,000

Through the Annual Meeting, AGT encourages professional excellence, facilitates networking among the membership, provides both practical and problem-solving sessions and helps to define the future direction of the field of genetics. AGT seeks leaders in the field to serve in this role each year by providing scientific sessions. AGT members greatly benefit from their expertise and perspective on the current and future state of genetics. Sponsors have the exclusive pleasure of introducing the speaker, and the sponsorship covers hotel, airfare and a small honorarium.

B3 Commemorative Item in Tote Bag – \$1,500

After picking up their registration materials, first up on attendees' minds is to check out what goodies are in their tote bags! What better way to get your name out there than to provide something that everyone will be sure to use both at the conference and in the days after returning home. Commemorative items available for sponsorship include highlighters, promotional flyers, pens/pencils, post-it notes and notepads. (Sponsor provides the item, and it must be pre-approved by AGT.)

B4 Meeting Signage – \$1,500

Signage at the Annual Meeting is key for making sure attendees get where they need to go. The meeting signage sponsor makes sure that we are able to maintain the high standards to which the attendees have become accustomed. With the sponsor's logo displayed on the signs located outside all concurrent session rooms for the duration of the conference, they will get widespread recognition for their support.

B5 Vendor Demonstration \$1,500

Vendor demonstrations take place during a lunch on Friday. Each participating company has 15 minutes to provide information about their products or services to the entire AGT audience. The price includes helping to fund lunch on Friday during the meeting.



AGT 2017 Marketing, Support & Exhibit Selection Application

STEP ONE: Contact Information

Please type or print legibly and complete all information below. Information will be included in materials distributed to registrants on site.

Primary Contact: _____

Contact Telephone: _____ Email: _____

Company Name: _____

Street Address: _____

City, State, Country/Province, Zip: _____

Telephone: _____ Fax: _____ Email: _____

Company Website Address: _____

Authorized Signature and Date: _____

I have read and agree to the Policies and Procedures on Page 9.

Exhibit Staff Registration: You will receive a form to submit your exhibit booth staff names by March 4; it will be due by May 19, 2017.

STEP TWO: Meeting Support Level

- Level of Support: Platinum – \$15,000
 Platinum – \$10,000
 Gold – \$5,000
 Silver – \$3,000
 Bronze – \$1,500

Number of the activity/item you wish to support (see Page 5): _____

Item/Activity #: _____ Amount: \$ _____

STEP THREE: Exhibit Space Selection

AGT will make its best effort to accommodate your request. Booths will not be assigned until after February 24, 2017; rates go up after this date.

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____
_____ # 10' x 10' preferred (P) booth(s) @ \$1,700 early bird each
_____ # 10' x 10' booth(s) @ \$1,500 early bird each

List any exhibitors you DO NOT wish to be near: _____

Amount: \$ _____

STEP FOUR: Ad Selection and Marketing Fees

Book size is 5½" x 8½".

- Back cover..... \$1,200 (color ad)
 Inside front cover..... \$1,000 (color ad)
 Inside back cover \$1,000 (color ad)
 Full page \$800 (b/w ad)
 ½ page \$500 (b/w ad)
 One-time use Pre-Registration electronic mailing list \$300
(emailed approximately May 22, 2017)
 One-time use Post-Conference electronic mailing list \$300
(emailed approximately July 1, 2017)

Amount: \$ _____

STEP FIVE: Total Fees

TOTAL PAYMENT DUE \$ _____

(Full payment due with application)

STEP SIX: Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. AGT does not accept purchase orders or invoice for services.

AGT Tax ID 94-2668057

Check made payable to AGT – check # _____

Charge payment to the following credit card:

American Express VISA MasterCard Discover

Credit Card Number _____ Expiration Date _____

Name as it appears on Card _____

Signature _____ Date _____

STEP SEVEN: Send in Your Application

Fax: Fax completed application form and credit card payment information to: 913-895-4652.

Mail: Mail completed application form and appropriate fees to:

AGT Executive Office
4400 College Blvd, Suite 220
Overland Park, KS 66211

Please DO NOT mail AND fax your forms.

STEP EIGHT: Logos and Advertising

Email your company logo and 50-word description to AGT-info@kellencompany.com. Please include a high-res, 300 dpi .jpg logo. Sponsors, please send logos in both .jpg and .eps file formats. Logos, descriptions and Final Program advertising copy are due no later than April 7, 2017, in order to be guaranteed for use on show signage and/or in the Final Program.

Friday, April 7, 2017:

- Deadline to submit meeting support & advertising application
- Deadline to submit print- or press-quality artwork
- Deadline to submit company logo and 50-word description

Exhibit Opportunities

Exhibit Booth Prices

Type	Early Bird Deadline (Feb. 4)	Deadline (May 5)
Preferred	\$1,700	\$1,950
Regular	\$1,500	\$1,850
Additional Representatives	\$75 each	

- BOOTH SIZE** 10'x10'
- PREFERRED BOOTH** \$1,700/\$1,950
- STANDARD BOOTH**..... \$1,500/\$1,850
- ADDITIONAL REPRESENTATIVES** .. \$75 each
- OFFICIAL SERVICE CONTRACTOR** . . Viper Tradeshow Services
816-587-1882
- BOOTH EARLY BIRD DEADLINE** . . . Friday, Feb. 24, 2017
- ADS, LOGOS AND DESCRIPTIONS DEADLINE** Friday, April 7, 2017
- BOOTH REGISTRATION DEADLINE** Friday, May 5, 2017

Set-Up/Tear Down

Without exception, exhibitors must follow the set-up and teardown times indicated in AGT plans and correspondence. Exhibitors must have their booths set and ready by the times indicated in booth confirmation letters. If exhibitors have not checked in 30 minutes prior to close of setup and begun to set up their booth, setup labor will be forced at prevailing labor rates. Exhibitors may not dismantle any part of their booths earlier than the expressed dismantle time. Exhibitors who make earlier flight plans must arrange for another party to dismantle their booth. There are NO EXCEPTIONS to this policy. A \$250 penalty for early dismantling will be assessed and invoiced.

Inclusions

Each 10'x10' booth includes pipe, drape and a one-line identification sign. All other materials, including electricity, booth furnishings and freight handling, must be ordered through Viper Tradeshow Services, the official service contractor for the Annual Meeting. Not-for-profit exhibit booths may be located outside the exhibit hall. All locations will be carpeted. Exhibit booth pipe and drape will be blue and black.

Booth Space

Preferred booth space is indicated by the symbol (P). This symbol indicates booth space that is preferable because of its location. These locations are expected to have high exhibit traffic due to the placement of continental breakfasts and refreshment breaks nearby. Please note that booth assignments will not be made until after February 24, 2017, with meeting supporters receiving first priority – then on a first-come, first-serve basis.

Those organizations applying for not-for-profit booth space are required to submit an IRS verification letter of their not-for-profit status.

Exhibit Booth Bingo

Prize drawings will be held during the Awards Dinner on Saturday, June 17, from 6:00 p.m. – 10:00 p.m. using the completed bingo cards turned in by attendees. If your company is interested in 1) participating in Exhibitor Booth Bingo or 2) donating a prize, you will be given the opportunity to indicate this on the Booth Representative form, sent prior to the meeting. Please provide a description of the prize on the form. Your company name will be announced along with the prize. If you would like to present the prize, please note who will represent your company. Prizes should be delivered to the AGT Registration Desk by noon on Saturday. Note: Providing a prize is voluntary and not required to participate in bingo.

Exhibit Application Due Date

The early bird due date to reserve exhibit booth space is February 24, 2017, which includes a \$250 discount. Booth registration deadline is May 5, 2017. After this date, exhibit applications will be accepted based on space availability. All descriptions and logos submitted after Friday, April 7, 2017, are NOT guaranteed to be included in show signage or the Final Program.

Official Service Contractor

Viper Tradeshow Services is the official service contractor for the AGT Annual Meeting. Once you receive your booth application confirmation, the information will be forwarded to Viper Tradeshow Services and an exhibitor packet will be sent to you. Booths will not be assigned until after February 24, 2017. All booth assignment numbers will automatically be sent to Viper and will be updated in their system. You do not need to update Viper with your booth number should you receive it after décor is ordered.

All shipments are to be sent through Viper Tradeshow Services. **ABSOLUTELY NO SHIPMENTS SHOULD BE SENT DIRECTLY TO THE HOTEL. IF YOU SEND YOUR MATERIALS DIRECTLY TO THE HOTEL, THIS COST WILL BE ADDED TO YOUR BILLING BY VIPER TRADESHOW SERVICES.** Contact Belinda Schlueter, Show Coordinator, at Viper Tradeshow Services, at 816-587-1882 or Belinda@vipertadeshow.com.

Exhibit Hours and Floor Plan

Thursday, June 15, 2017

Welcome Reception:

6:00 p.m. – 8:00 p.m.

Friday, June 16, 2017

Exhibits Open:

7:00 a.m. – 4:00 p.m.

Dedicated Exhibit Hours:

7:00 a.m. - 8:00 a.m.
 9:50 a.m. – 10:30 a.m.
 12:10 p.m. - 1:45 p.m. (Lunch)
 3:45 p.m. - 4:20 p.m.

Saturday, June 17, 2017

Exhibits Open:

7:00 a.m. – 2:00 p.m.

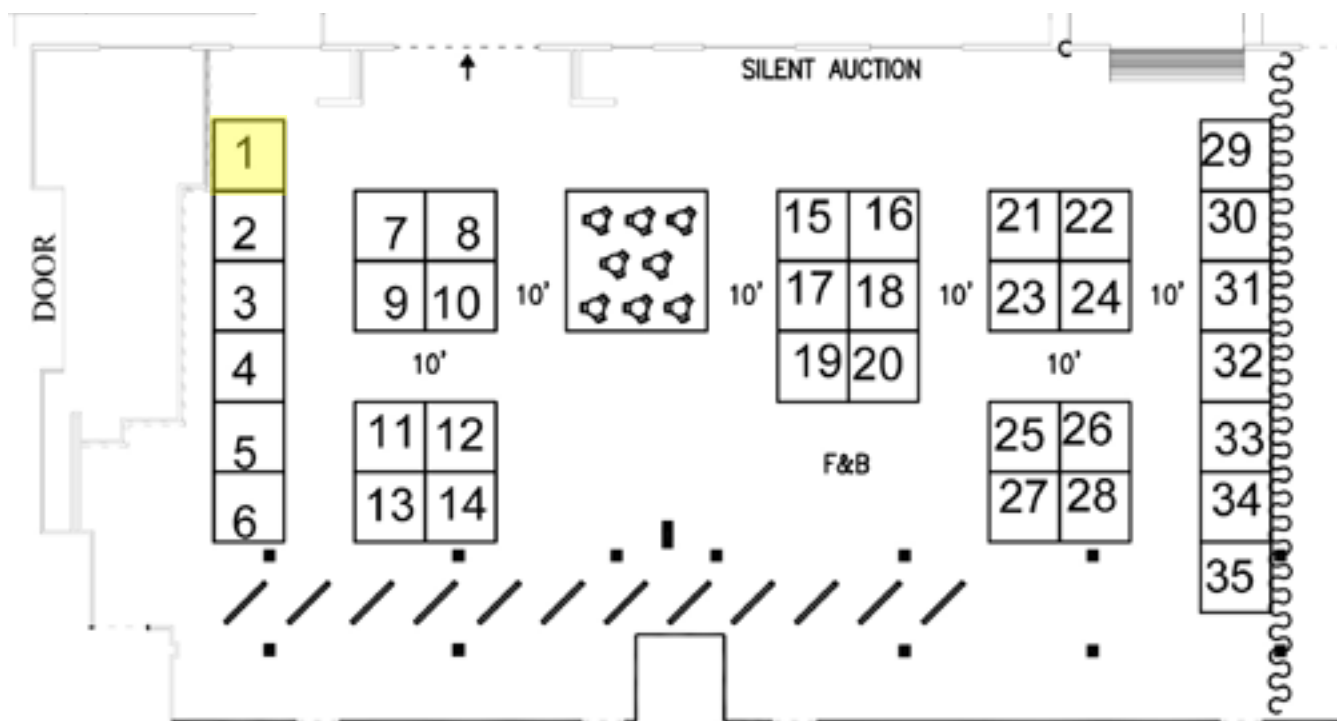
Dedicated Exhibit Hours:

9:50 a.m. - 10:30 a.m.
 12:10 p.m. - 1:45 p.m. (Lunch)

Move-Out:

2:00 p.m. - 4:00 p.m.

THIS SCHEDULE IS SUBJECT TO CHANGE.



Policies & Procedures

Please sign the exhibit application form indicating you have read these policies and procedures. Please retain a copy for your records.

- Exhibit Representatives** Each exhibit booth includes two exhibit hall-only booth representative badges. Exhibitors who would like to sit in on a session or two are welcome to do so. If exhibitors plan to attend all scientific sessions and collect continuing education, they must register for the meeting as an attendee. Additional booth representative badges may be purchased for \$75 each. Exhibit hall-only badges receive access to the exhibit hall and meals held within the exhibit hall only.
- Assignment of Space** Booths will be assigned after February 24, 2017, upon a first-come, first-serve basis and based on sponsorship levels. Every effort will be made to respect the exhibitors' space choices whenever possible, but AGT's (hereafter known as "exhibit management") decisions shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.
- Payment** Full payment made payable to AGT is required with this contract. Mail to: AGT, P.O. Box 19193, Lenexa, KS 66285. All telephone inquiries: 913-222-8665, Fax 913-222-8606. International funds must be submitted in U.S. funds and drawn on a U.S. bank.
- Eligible Exhibits** Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.
- Refund for Cancellation** Should the exhibitor be unable to occupy and use the contracted exhibit space, exhibitor shall promptly notify exhibit management. All sums paid by the exhibitor, less a service charge of 50 percent, will be refunded after the meeting. No refund or cancellation will be made on or after May 5, 2017.
- Booth Equipment and Services** Includes the following: a 10'x10' deluxe booth consisting of polished aluminized telescopic frames with flameproof fabrics. Backdrops are 8' high. Side dividers are 3' high. A 7"x44" ID sign, indicating booth number and company name will be provided for all exhibitors. Show colors are blue and black.
- Contractor Service Information** In the best interest of the exhibitors, exhibit management has selected certain firms to serve as official contractors to provide various services to the exhibitors. It is agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contractors employed by show management.
Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the Exhibitors' Service Manual, to be forwarded after exhibit booth space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor until the opening of the exhibit hall to facilitate service requests from exhibitors.
- Security** Guard service will be provided by exhibit management during the hours the show is closed. However, each exhibitor should make provisions to safeguard his or her goods from the time they are placed in the booth until the time they are removed. AGT will not be responsible for loss or damage due to any cause. Do not leave laptop computers or other valuable equipment in the exhibit hall unattended; exhibit management will not be responsible for loss or damage.
- Booth Construction and Arrangement** Exhibits shall be arranged so as not to obstruct the general view nor hide or obstruct the exhibits of others. Plans for specially built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered.
Regular and specially built back walls, including signs, may not exceed an overall height of 8'. The maximum booth height of 8' may extend out half the depth of the booth from the back wall. Height limitation of the display in the balance of the area is 3', except for product and equipment on display which in itself exceeds this height.
- No dismantling will be permitted before closing time.** It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.
Exhibitors must check-in and have booth set up by timelines given. Booth set-up will be forced at prevailing labor rates if exhibitor has not checked in at least 30 minutes prior to the set-up deadline. No exhibitor shall have the right prior to closing of exposition to pack or remove articles in exhibit. There are NO exceptions to this policy. There will be a \$250 penalty for early dismantling.
- Use of Exhibit Space** Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management, nor to display or advertise goods other than those manufactured or carried by them in the regular course of business.
No persons, firm or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or services,

distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for purposes inconsistent with these regulations.

- Exhibitor Representative** Each exhibitor must name at least one person to be his or her representative in connection with the installation, operation and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Names for representatives must be submitted by May 22, 2017.
- Restrictions** Exhibit management reserves the right to restrict exhibits which are objectionable because of noise, glaring or flashing lights, method of operation or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibition. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted.
Demonstrations must be so located that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management.
- Exhibitor Activities** Company/Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia and hospitality suites that are in conflict with the official program of the AGT, whether such activities are held at or away from the hotel, except with written approval of exhibit management.
Company/Exhibitor will submit to exhibit management one Affiliate Group Events Form per meeting no later than April 7, 2017, detailing any program the exhibitor intends to hold at or in conjunction with the meeting.
- Responsibility** If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.
- Compliance** The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.
- Liability** AGT, St. Louis Union Station, and Kellen, its agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, its employees or representatives. Further, exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever; if the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Hyatt Regency Orange County and shall indemnify and hold harmless the hotel agents, servants and employees from any and all such losses, damages and claims.
Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.
- Cancellation or Termination of Exposition** In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, terrorism, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition.
In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition, including a reserve for future claims and expenses in connection therewith.
- Management** Exhibit management reserves the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the exposition.



Hotel Information

June 15-17, 2017
St. Louis Union Station

1820 Market Street
St. Louis, MO 63103
314-231-1234

Click [here](#) to reserve your room online.

For Additional Reservation help, please call:
1-800-222-TREE

Rate: \$149; rate includes guestroom wireless internet

Deadline: May 22, 2017

Set in the center of St. Louis, the historic AAA Four-Diamond St. Louis Union Station – a DoubleTree by Hilton Hotel is within walking distance to Scottrade Center and Peabody Opera House. This hotel is minutes from Busch Stadium and Ballpark Village and just 20 minutes from Lambert International Airport. Enjoy direct MetroLink access to the airport.

Begin your stay at this St. Louis Union Station hotel with a warm welcome and a delicious chocolate chip and walnut cookie. This hotel features the impressive 'Headhouse' Grand Hall as a lobby lounge area with its sweeping archways, gold leaf detailing, mosaics and art glass windows. Transport back to a time when travel was truly extraordinary. Witness a remarkable 3D projected show on the Grand Hall 65-foot tall ceiling, once an hour between 5pm-11pm daily. The historic beauty helped achieve a top Railway Themed Hotel rating by Condé Nast.

Hotel description from St. Louis Union Station [website](#).

When making room reservations for your company's staff, please do not book more rooms than necessary. Holding a block of rooms that will be cancelled in the last month prior to the meeting may keep many attendees from staying at the headquarters hotel and cause the organization to lose revenue.

Transportation Information

To access the St. Louis Union Station from the Lambert-St. Louis International Airport, we suggest the following methods of transportation to and from the hotel:

GO Best Express Airport Shuttle – \$16 per person one way.
Reservations MUST be made in advance

Taxi – Rates may vary, estimated cost \$52 one way

Parking Information

For the convenience of the guests, St. Louis Union Station is pleased to offer valet parking for \$35. Self parking is available but is not in close proximity to the hotel entrance.