

*Occupational Health Nursing Across Borders:
Practice, Protection, and Productivity*



AAOHN[®]

2014 NATIONAL
CONFERENCE

May 5–8, 2014 ★ Sheraton Dallas Hotel

Preconference: May 3–5 ★ Global Summit: May 4–5 ★ Exhibits: May 6–7

DEADLINE CHECKLIST

December 3, 2013

Exhibitor space reservation deadline to use priority points

January, 2014

Housing information sent to exhibitors

January 31, 2014

Full booth payment due

February 2014

Exhibitor service kit available

February 7, 2014

Product descriptions due to Exhibit Management

AAOHN Sponsorship Opportunities

AAOHN sponsorship opportunities enhance your organization's image and presence at the meeting and with the AAOHN members. They uniquely position your organization as an Association supporter!

There are many sponsorship opportunities available including webinars, advertising, Diamond – Sapphire, tote bags, cyber café and more. Opportunities are available for every budget.

For more information on sponsorship opportunities, visit the AAOHN website at www.aaohn.org, or contact Donna Deans, CMP, Director of Convention Services, by phone: 800-241-8014 or e-mail: donna.deans@dancyamc.com.

AAOHN 2014 NATIONAL CONFERENCE



Dear Prospective Exhibitor,

You are cordially invited to exhibit at the AAOHN 2014 National Conference sponsored by the American Association of Occupational Health Nurses, Inc. (AAOHN), to be held May 5-8, 2014 at the Sheraton Dallas Hotel in Dallas, Texas.

AAOHN is the primary association for the largest group of healthcare professionals who provide business compatible solutions that result in enhanced employee health and productivity and decreased healthcare costs. These licensed healthcare professionals are responsible for and influence purchasing decisions, as well as the selection of vendors who support program and service delivery.

The AAOHN National Conference is the premier educational and networking event for occupational health nurses and other professionals in related disciplines. By exhibiting at the AAOHN 2014 National Conference, you will have the opportunity to personally interact with this audience.

Benefits to exhibiting include:

- Showcasing your products/services to more than 1,000 attendees.
- Inclusion of your company's contact information, booth location and product description in the Conference Program distributed onsite to each registrant.
- Dedicated time with attendees at the opening reception and lunches, plus other unopposed breaks held for attendees in the Exhibit Hall.
- A complimentary post-show list of meeting attendees for one time use. The list will be provided within 3 weeks after the close of the show.
- Two (2) complimentary exhibitor badges for each 10' x 10' space.

Please use the contact information below to get more details on the benefits of exhibiting at the AAOHN 2014 Annual Conference.

Sincerely,

Kay Campbell, EdD, RN-C, COHN-S, FAAOHN
Executive Director

CONTACT INFORMATION

AAOHN Executive Office/Sponsorships
AAOHN
7794 Grow Drive
Pensacola, FL 32514

Contact: Donna Deans, CMP
Director of Convention Services
Phone: 850-484-9987
E-Mail: donna.deans@dancyamc.com

Exhibit Management
Association & Meeting Solutions
6900 Grove Road
Thorofare, NJ 08086-9447

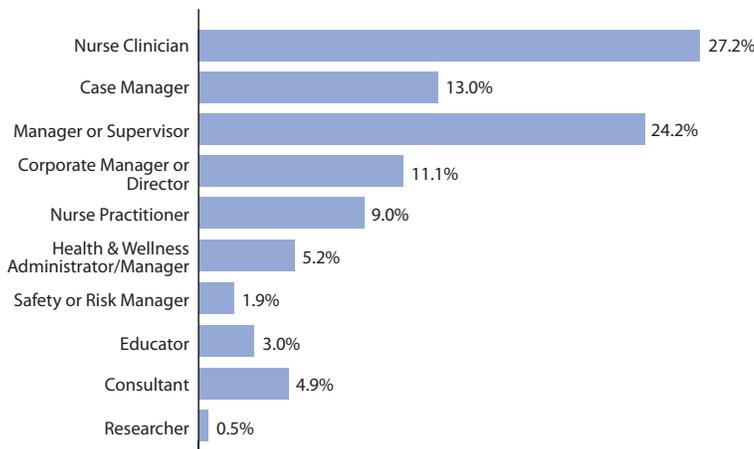
Contact: Donna Rosenstock
Exhibit Manager
Phone: 856-848-1712, ext. 257
Fax: 856-848-3522
E-mail: drosenstock@associationandmeetingsolutions.com

REACH YOUR BEST PROSPECTS

Attendees by Industry

Business Sector 1.6%	Independent Medical Clinic 17.0%
Agriculture 0.5%	On-site Medical Clinic 35.6%
Construction 3.8%	Manufacturing 0.8%
Insurance/Finance 4.3%	Mining 1.1%
Educational Organization (e.g., university, college) 3.5%	Retail/Wholesale 7.3%
Transportation/Communication 12.9%	Government/Military 4.3%
Hospital/Medical Center 1.9%	General Business 13.5%

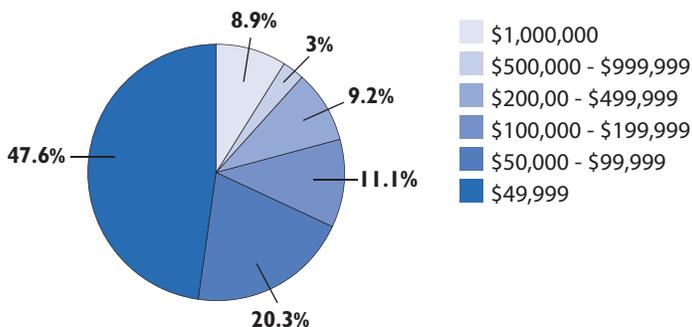
Attendees by Job Description



Attendees' Purchasing Power

	Purchase Products	Recommend Products
Pharmaceuticals	59.9%	40.1%
Therapeutic Products	57.9%	42.1%
Trauma Treatment	53.1%	46.9%
Examinations/Tests	54.8%	45.2%
Safety/Protective Products	37.9%	62.1%

Attendees' Annual Budget for Occupational Health and Safety-Related Products & Services



Data from 2013 AAOHN Attendee Survey

EXHIBITOR BENEFITS

Interact with your target audience

Your company will have personal and direct contact with more than 1,000 occupational health professionals. No other event offers such a large gathering of occupational and environmental health nurses and professionals.

Generate greater ROI with increased exposure

Your participation in this conference will create a notable presence for your products and services among attending professionals. Exhibitor contact information, booth locations, product descriptions and category information will be included in the AAOHN Program Guide and distributed onsite to each registrant.

The following exhibit hall events are designed to increase participant traffic:

- Opening reception held in the exhibit hall
- Unopposed lunch held in the exhibit hall
- Unopposed breaks held in the exhibit hall
- Poster entries for the Mary Louise Brown Practice and Research Awards on display

Contribute to daily practice decision-making

Just as attendees use this meeting's program content to guide their clinical and financial decision-making, they'll look to your products and services to improve patient care and update their business expertise. The AAOHN Annual Conference will help attendees enhance their skills in:

- Case management
- Counseling and crisis intervention
- Health promotion and risk reduction
- Legal and regulatory compliance
- Worker and workplace hazard detection
- "Healthy" bottom lines

RESERVING EXHIBIT SPACE

The application for exhibit space must be completed in its entirety and a check or credit card payment for 50 percent of the total cost of the booth fee must accompany the application.

PRODUCT DESCRIPTION

A description of the products and/or services to be displayed, as well as category information, must be submitted by February 7, 2014 to be included in the information distributed to AAOHN Conference attendees onsite. Write the description in the space provided on the application.

ASSIGNMENT OF SPACE

Priority for space assignment will be based on a priority point system, which allocates one point per 10' x 10' space occupied at past conferences. Application and deposit must be received by December 3, 2013 to qualify for assignment utilizing priority points. After December 3, 2013, space will be assigned on a first-come, first-served basis. Deposit must be received before space assignment is confirmed.

Requests received via fax or telephone are considered tentative. All tentative reservations will be held for 10 working days only. Within this time period, the application and deposit must be forwarded to AAOHN Exhibit Management or tentative reservations will be released. A floor plan of the exhibit area is included in this prospectus. Review the diagram carefully and note the locations of entrances, exits, columns, etc. before indicating your preferred booth on the application.

AAOHN Exhibit Management, on behalf of AAOHN, will make every effort to assign your preferred booth location. If this space is not available, you will be contacted to discuss alternative space. Exhibitors who wish to avoid assignment of space adjacent to a specific competitor should indicate that on the application. Careful consideration will be given to all such requests, but we are unable to make any guarantees.

AAOHN reserves the right to relocate or reassign exhibit booths at any time for the overall benefit of the exhibition.

All booths will be equipped with 8' backdrop and 3' side drapes. The basic rate includes: general hall security, daily cleaning of aisles, general lighting, ventilation, heat, a 44" x 7" two line sign, and two complimentary exhibitor badges.

FEES – TAKE ADVANTAGE OF THE RATE FREEZE!

10' x 10' Inline Booth	\$1,750
10' x 10' Corner Booth.....	\$1,850
Island Booth.....	\$18/sq.ft.
Non-Commercial	\$625

The applicant agrees to pay 50 percent of the rental fee with this application, with the remaining balance of 50 percent due on January 31, 2014. If assigned space is not paid for by the specified dates, it may be reassigned to another exhibitor. No exhibitor may assign, sublet the whole or any part of the space allotted, nor exhibit therein any goods other than manufactured or handled by the exhibitor in the regular course of business. If space is purchased after January 31, 2014, the full booth fee is due with the application. Booth fee must be paid in full or set-up will not be permitted.

NON-COMMERCIAL

A non-commercial exhibit is defined as educational, informational and/or scientific in nature, represented and conducted by a non-profit, voluntary organization. The purpose of this exhibit must be to provide a forum for the exchange of data. Non-profit organizations that exhibit for recruiting purposes are not eligible for the reduced rate. Non-commercial exhibitors who meet these requirements must submit a copy of their 501(c)3 status with their application.

PAYMENT POLICY

The exhibitor agrees to enclose, with this application, the required deposit. Additional payments will need to be paid as outlined. **Payments must be made payable to AAOHN** and forwarded to AAOHN Exhibit Management, 6900 Grove Road, Thorofare, NJ 08086-0088, Attn: Donna Rosenstock, Exhibit Manager.

CANCELLATIONS/REDUCTION

Cancellations/reductions must be submitted to AAOHN Exhibit Management in writing. The date of receipt of an exhibitor's written notice of cancellation/reduction by AAOHN Exhibit Management will be considered the official cancellation/reduction date. Exhibitors who request cancellations/reductions agree to the following schedule of charges:

Prior to December 3, 2013:
\$350 processing fee per 10' x 10' unit

December 3 – January 31, 2014:
50% of total booth fee

After January 31, 2014:
100% of total booth fee

EXHIBITOR BADGES

All exhibitors must be registered. Admission to the exhibit area will be by badge only. A special exhibitor registration area will be provided on-site. Exhibitors will receive 2 complimentary exhibitor badges per 10' x 10' booth space. Additional badges may be purchased for \$125.00 each.

Each representative who is issued an exhibitor's badge must be employed by the exhibitor or have a direct business affiliation. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered. Exhibitor badges will not be issued to registrants who should pay the registration fee or to those wishing to enter the exhibit hall for the purpose of making contacts, without a booth space.

A form will be in the exhibitor service kit for you to complete to register your exhibit staff.

EXHIBIT RULES/REGULATIONS

Applications for exhibit space are subject to the approval of AAOHN. Specific products and/or services must be listed on the application form. All products and services exhibited must be relevant to the practice of occupational health and safety. The integrity of the exhibits is subject to the approval of AAOHN. AAOHN reserves the right to refuse applications from companies not meeting standards required or expected,

as well as the right to close exhibits or parts of exhibits that reflect unfavorably on the character of the Conference. This applies to displays, literature, advertising, novelties, souvenirs, personal conduct, etc.

Exhibits must be staffed at all times during scheduled breaks. Canvassing or distributing advertising matter outside the exhibitor's own booth is not permitted. Solicitation of business by non-exhibiting firms anywhere at the conference meeting facility is prohibited.

An exhibitor who conducts any activities outside of their booth without written permission from AAOHN will be immediately expelled from the exhibit hall. Exhibitors are required to demonstrate professional behavior at all times throughout the exhibition.

Electrical or other mechanical apparatus must be muffled so that noise does not interfere with other exhibitors.

Market research companies must indicate on the exhibit application the companies for which they are conducting market research. No exhibitor may enter another exhibitor's booth without permission. Exhibitors may not photograph or examine another exhibitor's equipment without permission.

Scents may trigger severe responses in those with chemical sensitivities (such as: asthma, allergies, sinus problems, rhinitis and migraine headaches). AAOHN encourages all men and women to avoid wearing scented personal care products such as perfume, aftershave, scented lotions, fragranced hair products, and/or similar products when attending this event and associated activities.

GIVEAWAYS

Distribution of descriptive product literature, notepads, pens and pencils is permitted without approval. Other items may be distributed from the booth only with written approval by the Exhibit Manager prior to the exhibition. No unapproved items may be distributed. Any exhibitor found distributing materials that have not been officially accepted will be required to cease distribution immediately.

LIABILITY

The exhibitor assumes entire responsibility and liability for losses and damages,

and hereby agrees to protect, indemnify, defend and hold AAOHN, Association & Meeting Solutions, its employees and agents, and The Sheraton Dallas Hotel harmless against all claims, losses and damages to persons or property, governmental charges, or fines and attorney's fees arising out of, or caused by, exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the convention center, its employees and agents. In addition, the exhibitor acknowledges that AAOHN, Association & Meeting Solutions or The Sheraton Dallas Hotel do not maintain insurance covering the exhibitor's property and that it is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

INSURANCE

Exhibitors wishing to insure their exhibit materials, goods and/or products of exhibits against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (liability and fire/theft) in such amounts deemed appropriate to comply with its obligations hereunder and for its own protection.

As a courtesy to exhibitors, a security service for the exhibit area will be furnished as deemed necessary by Exhibit Management. The furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

FIRE PROTECTION

All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper and corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspections by the Fire Prevention Bureau. Any exhibits or exhibit parts thereof found

not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations or fire extinguisher equipment are not to be covered or obstructed.

EXHIBIT PERSONNEL

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. The number of badges issued to each exhibitor may be limited by AAOHN and Association & Meeting Solutions

SECURITY

Security coverage shall be furnished by Management to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor.

EXHIBITOR SERVICE KIT

Exhibitors will receive an exhibitor service kit approximately 60 days prior to the opening of the exhibition. The exhibitor service kit contains information on labor union rules and regulations, shipping and drayage services, as well as order forms for the rental of booth materials and services.

LABOR GUIDELINES

Full-time employees of exhibiting companies may hand carry their own materials into the facility without the use of dollies, flat trucks or mechanical equipment. Carolina Tradeshow Decorators will control dock access and will handle any unloading/reloading at the dock of any contracted carriers.

Full-time employees may also set up their own exhibits without assistance of the union. Any labor services that may be required beyond what regular full-time employees can provide must be rendered by the union.

GENERAL

All matters and questions not covered by these regulations are at the discretion of Management. These regulations may be amended at any time by Management, and all amendments shall be equally binding on all parties upon publication.

AAOHN's success is your benefit

Showcase your products and services to over 1,000 interested professionals. With more than 79 companies exhibiting annually, previous exhibitors know the importance and value generated by AAOHN meeting exposure. The 2013 exhibitors were:

AAOHN	Healogics, Inc.	OMI
AAOHN Foundation	Honeywell Safety Products	Oxford Immunotec, Inc.
American Board for Occupational Health Nurses, Inc.	Innocorp, Ltd.	Passport Health, LLC
American Heart Association	Integritas, Inc.	Reed Group
American Substance Abuse Professionals	Intercell USA, Inc.	Retractable Technologies, Inc.
Arthritis Foundation	JHP Pharmaceuticals	RYAN Associates
Axion Health	Job Accommodation Network	SAS Shoemakers
BackJoy Orthotics, LLC	Johnson & Johnson	Select Medical
Bayer Diabetes Care	Kelly Services	SKC-West, Inc. - Rapid Fit
Benson Medical Instruments Co.	Laboratory Corporation of America	SLACK Incorporated
Brooks Wellness Group	Legacy	Spiramid, LLC
Cardio Partners	LifeScan, Inc.	T K Group, Inc.
Cerner Corporation	Live Healthy America	Take Care Health Systems
Clinical Reference Laboratory	Masimo	Tremetrics
Clinical Resources, LLC	Medcor, Inc.	TSI, Inc.
CMI, Inc.	Medgate, Inc.	UL PureSafety
Concentra	Medical Informatics Engineering, Inc.	US Physical Therapy
Contour Design	Medique Products	Vaxserve
Corporate Health Resources	Meditrax	Vitalograph
Council for Accreditation in Occupational Hearing Conservation	Moore Medical	Walden University
Crucell Vaccines	MorTan, Inc.	WellAdvantage
Depisteo, LLC	National Library of Medicine	Work Loss Data Institute
DISA Global Solutions	National Safety Council	WorkCare, Inc.
The EI Group	Noble Medical, Inc.	Workplace Integra, Inc.
Examinetics, Inc.	NorMed, Inc.	Workplace Vitamins
The Gideons International	Occfit Solutions	Yoh Health Care
	OHD, Inc.	Zoll Medical Corporation

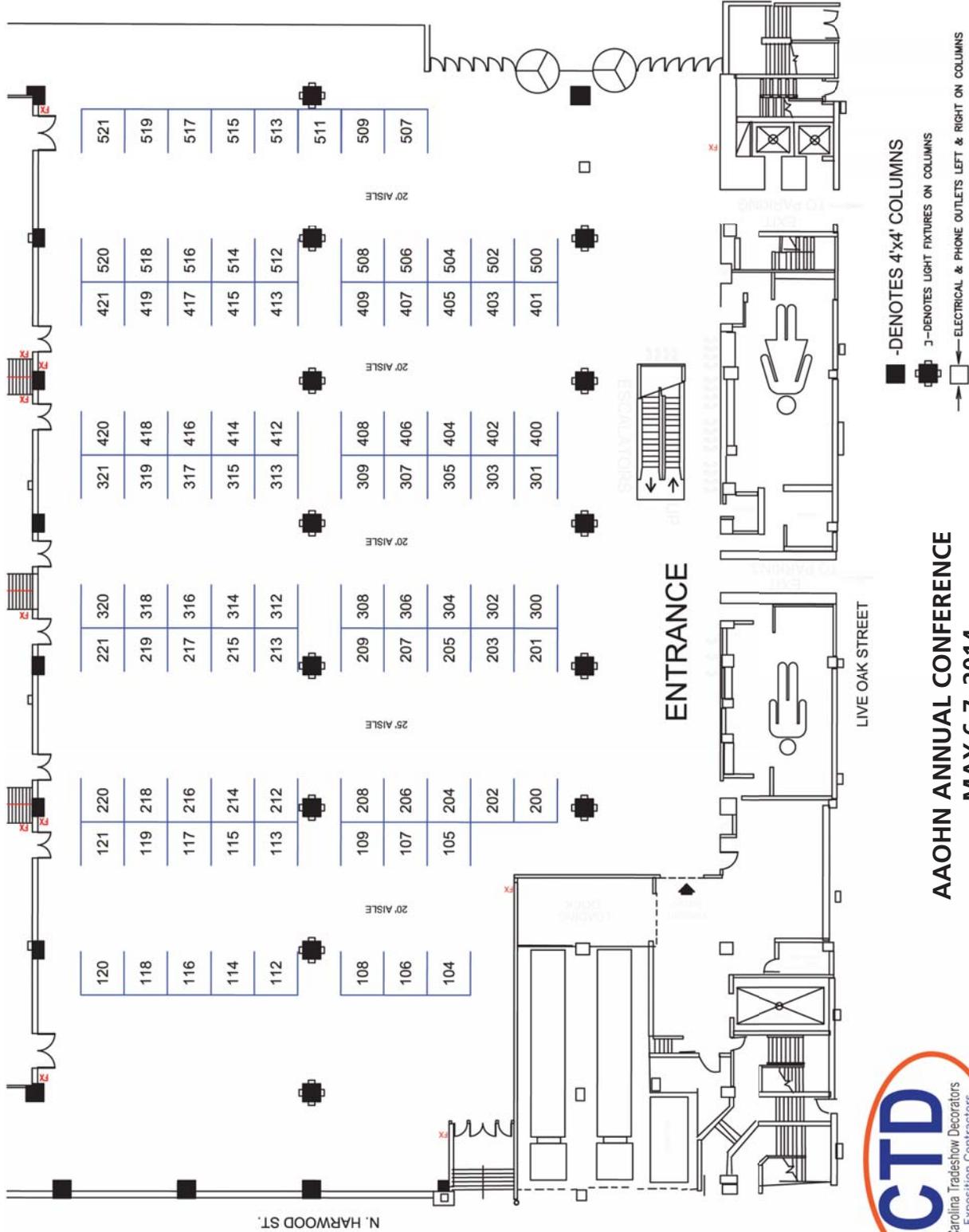
EXHIBIT SCHEDULE* (SUBJECT TO CHANGE)

Tuesday, May 6, 2014	8:00 am – 1:00 pm 4:30 pm – 7:30 pm	Exhibitor Registration & Set Up Opening Reception in Exhibit Hall
Wednesday, May 7, 2014	10:00 am – 4:00 pm 10:30 am – 11:00 am 12:00 pm – 1:00 pm 2:30 pm – 3:00 pm 4:00 pm – 9:00 pm	Exhibits Open Morning Break Lunch in Exhibit Hall Afternoon Break Dismantle

*Exhibits must be staffed during posted exhibit hours.

Exhibit Hall Floor Plan

AAOHN 2014



- - DENOTES 4'x4' COLUMNS
 - ⊞ - DENOTES LIGHT FIXTURES ON COLUMNS
 - ⊞ - ELECTRICAL & PHONE OUTLETS LEFT & RIGHT ON COLUMNS
- Fees:**
- 10' x 10' Inline Booth - \$1,750
 - 10' x 10' Corner Booth - \$1,850
 - Island Booth - \$18/sq. ft.
 - Non-Commercial - \$625

AAOHN ANNUAL CONFERENCE
MAY 6-7, 2014
THE SHERATON DALLAS HOTEL
GRAND HALL
DALLAS, TEXAS



www.carolinatd.com
 P.O. Box 220051 P 704-366-9970
 Charlotte, NC 28222 F. 704-635-7099

FREQUENTLY ASKED QUESTIONS

Who is my primary contact for exhibition needs?

Donna Rosenstock manages all aspects of the AAOHN exhibition. She can be reached via e-mail at drosenstock@associationandmeetingsolutions.com or 856-848-1712 ext. 257.

Where is the exhibit hall located?

Exhibits will be in The Sheraton Dallas Hotel, Grand Hall.

What is the contact information for the The Sheraton Dallas Hotel.

The Sheraton Dallas Hotel
400 North Olive Street
Dallas, TX 75201
Phone: 214-922-8000
Website: www.sheratondallashotel.com

When will the exhibition be open?

May 6	May 7
4:30 pm - 7:30 pm	10:00 am - 4:00 pm

When can I set up and dismantle my booth?

Installation	Dismantling
May 6	May 7
8:00 am - 1:00 pm	4:00 pm - 9:00 pm

Who is the general services contractor?

Carolina Tradeshow Decorators is the official contractor for AAOHN. They manage exhibit setup, dismantling, furnishing, shipping and all other services at the exhibition.

Phone: 704-366-9970
Contact: Kellie Stefano
Website: www.carolinatd.com

How do I apply?

Complete the application on page 8. The application and a 50% deposit should be mailed to the address listed on the application. Payment by credit card or check is accepted. Full payment is required with the completed application after January 31, 2014.

What does my payment include?

Your payment includes the cost of the physical space rental only with 8' backdrape and 3'sidedrape. Exhibitors are responsible for the cost of furniture, electrical and internet service, etc.

Is the hall carpeted?

Yes, the Grand Hall is carpeted.

Are exhibitors required to register the individuals who will staff the booth?

Yes, all exhibitors are responsible for registering each individual attending the meeting. As an exhibitor you receive (2) complimentary exhibit badges per 10' x 10' space. Additional badges may be purchased for \$125.00 each. An exhibitor registration form will be available in the Exhibitor Service Kit sent out in February of 2014.

How are booth assignments made?

Booths are assigned by the priority point system. The more years you have been an exhibitor at the AAOHN National Convention, the higher your priority points.



2014 EXHIBITOR APPLICATION

Company Name _____

Contact _____

Address _____

City _____ State _____ Zip _____

Submitted by _____ Title _____

Phone _____ Fax _____

E-mail _____ Web address _____

Note: Please direct further correspondence to (if different from above)

Address _____

City _____ State _____ Zip _____

Signature _____

EXHIBIT SPACE

You are hereby authorized to reserve the exhibit space indicated for use in the 2014 AAOHN National Conference. This application is made with the understanding that the applicant agrees to abide by all rules, requirements, restrictions and regulations set forth in this agreement or as designated by AAOHN or Association & Meeting Solutions and their agents. Failure to abide by such rules and regulations results in forfeiture of all moneys paid or due Management under terms of this agreement. Full payment of exhibit space is due by January 31, 2014.

Please list six choices of exhibit space. Because many firms will apply for the same space, please do not concentrate your choices in one area.

Booth Preference 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Cost \$ _____

Total number of booths requested _____ Have you exhibited in the past? _____ yes _____ no

List any exhibitor you wish to be near _____

List any exhibitor you do not wish to be near _____

PAYMENT INFORMATION

Enclosed is my check payable to "AAOHN" paid in U.S. dollars, drawn on a U.S. bank.

Please bill my: Visa MasterCard American Express Amount \$ _____

Account Number _____ Exp. Date _____ 3-4 Digit Security Code _____

Name on Card _____ Signature _____
(please print)

COMPANY DESCRIPTION

Please submit a 2-3 sentence description of your company's services and products. The description will be printed and included with registration materials.

PRODUCT CATEGORY INFORMATION

Please indicate below what product category (or categories) your company should be listed:

- | | | |
|--|---|--|
| <input type="checkbox"/> Certification | <input type="checkbox"/> Ergonomics | <input type="checkbox"/> Recruitment and Employment Services |
| <input type="checkbox"/> Clinical Supplies and Equipment | <input type="checkbox"/> Medications | <input type="checkbox"/> Screening |
| <input type="checkbox"/> Computer Systems and Software | <input type="checkbox"/> Occupational Health Services | <input type="checkbox"/> Other, please describe: _____ |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Personal Protection and Safety | _____ |
| <input type="checkbox"/> Emergency/Trauma | <input type="checkbox"/> Publications | _____ |

**RESERVE
YOUR SPACE
TODAY!**

Please make checks payable to AAOHN
Return form with payment to:
Donna Rosenstock/AAOHN Exhibit Application
6900 Grove Road • Thorofare, NJ 08086-9447
Phone: 856-848-1712, ext. 257 • Fax: 856-848-3522

For office use only
Postal stamped _____ Cost of space \$ _____
Date received _____ 1st deposit received \$ _____
Space assignment # _____ Check # _____
_____ Balance due \$ _____