EXHIBITOR PROSPECTUS

APC 2018 ANNUAL MEETING JULY 15-19, 2018

HOTEL DEL CORONADO - SAN DIEGO, CALIFORNIA



About the APC 2018 Annual Meeting

The Association of Pathology Chairs (APC) is excited to welcome sponsors and exhibitors to our APC 2018 Annual Meeting & Exhibits being held at the Hotel del Coronado in sunny Coronado, California (just across the bay from San Diego)!

This year's meeting theme is: Educating Stakeholders on the Roles of Pathologists. Don't miss this onceyearly opportunity to make contact and network with academic Pathology's leaders in an intimate setting for exchanging ideas and innovations on current and emerging topics in practice management, medical education and research missions. In addition to member attendees, we are broadening our audience to include other clinicians, researchers, and other professionals on the health care management team, as well as advocacy and patient groups.

All sponsorship and exhibiting opportunities are outlined in this prospectus - customizable to suit every budget. Apply now to join the premiere meeting for key advocates and major influencers in the academic pathology and medical center enterprise.

Exhibitor Deadlines and Schedule

Exhibit Booth & Sponsorship Contracts

Early deadline:Save 10% before December 31, 2017Regular rates:January 1 - March 31, 2018Late additions:Increase of \$500 after April 1, 2018Space is limited and may sell out prior to these deadlines.Submit your request for space and save today!

Exhibitor Schedule Sunday, July 15

Sunday, July 15	
1:00pm - 4:00pm:	Move-in/Installation
4:30pm - 5:00pm:	APC Council Preview
5:00pm - 7:00pm:	Exhibit Hall Opens for
	Welcome Happy Hour Reception
Monday, July 16	
7:00am - 6:30pm:	Exhibit Hall Open
	Includes breakfast, breaks, reception and
	"Celebrate Exhibitors" lunch
Tuesday, July 17	
7:00am - 11:30am:	Exhibit Hall Open

	Includes breakfast and coffee break
11:30am	Exhibits Close
11:30am - 2:30pm:	Dismantle and Move-out

www.apcprods.org/meetings-2018

APC 2018 ANNUAL MEETING JULY 15-19, 2018

Target Audience

The APC Annual Meeting convenes academic decision-makers and key advocates for implementing systems and platforms, educating and training the workforce pipeline, and administering departments in the most efficient and cost-effective manner. Attendees of past annual meetings reflect the membership of the APC divided among five different professional Sections:

- Department Chairs (APC) and past Chairs (SFG),
- Residency Program Directors (PRODS)
- Department Administrators (PDAS),
- Undergraduate Medical Educators (UMEDS), and
- Residency Program Coordinators (GMEAS).

Other faculty and staff, and executive leadership of pathology organizations, such as the ABP, ASCP, and CAP also attend. Attendees meet concurrently and in overlapping sessions of mutual interest. We encourage you to visit the APC 2018 Annual Meeting website for program developments: **www.apcprods.org/meetings-2018**



Why Exhibit or Sponsor?

Don't miss this once-yearly opportunity to network with academic Pathology's leaders in an intimate setting for exchanging ideas and information on current and cutting edge topics in practice management, medical education and research. By sponsoring or exhibiting at APC's Annual Meeting, your organization will reach over 400 top decision-makers in academic Pathology.

APC recognizes that your marketing and sales dollars must be used to your greatest advantage and we want to make your commitment to attend the APC meeting worthwhile. In 2018, APC offers a variety of exhibit and a-la-carte sponsorship options to fit all budgets, with an array of valuable benefits. We have developed a new pricing structure that easily permits achieving a recognized sponsorship level, i.e., Diamond, Gold, Platinum, or Silver, similar to the package deals in past years, but more customizable to fit your needs!

Exposure to Attendees

To maximize your exposure to attendees, the Exhibit Hall (Ocean Ballroom) will be the central hub for the Welcome Happy Hour Reception, breakfasts, breaks, the "Celebrate Exhibitors" lunch, and the Networking Reception. Additionally, accepted abstracts related to the educational program for poster presentations will be on display throughout the Exhibit Hall. First authors will be presenting during the receptions. NEW in 2018 is a walk-through preview of your exhibit booth with APC Council leadership prior to opening...be ready to pitch your company's best lines to engage the leaders of APC! Need a more private time with attendees? We have NEW options for a dedicated Demo Room (limited quantities and space)!

Exhibit Hours for Attendees:

Sunday, July 15:	4:30pm - 5:00pm (APC Council)
	5:00pm - 7:00pm
Monday, July 16:	7:00am - 6:30pm
Tuesday, July 17:	7:00am - 11:30am

The Exhibit Hall will be open during the hours stated above. APC recommends that exhibits be staffed during breakfasts, morning and afternoon breaks, lunches, and receptions. Information on the timing of the meals and breaks will be available in the final Meeting Program and mobile app. Exhibit staff are welcome to attend any of the public sessions as part of the education program.

Exhibitor Information and Policies

EXHIBIT SPACE RENTAL	By December 31, 2017 10% savings	January 1 through March 31, 2018	April 1, 2018 and later All rates increase!
Premium Location - All	\$3,600	\$4,000	\$4,500
Standard Location - For-Profit	\$2, 700	\$3,000	\$3,500
Standard Location - Non-Profit Organizations	\$2,25 0	\$2,500	\$3,000

EXHIBIT SPACE PACKAGE includes:

- One (1) 8' (deep) x 10' (wide) space
- One (1) 6' draped table (3 sides)
- Two (2) contour chairs
- One (1) waste basket
- One (1) ID Sign (17" x 11")
- Pipe and drape for 8' high back wall and 3' high siderails

Space is limited and may sell out prior to these deadlines.

- Two (2) meeting badges for booth representatives (includes public sessions, breakfasts, and receptions)
- Recognition through signage on-site (produced by APC)
- Recognition on the APC meeting website
- Listing in the mobile app and program pocket guide

PRELIMINARY FLOOR PLAN: All exhibit spaces are sold on a limited, first-come, first-served basis to the first organizations who submit applications that are approved, along with full payment to the APC Administrative Office. For organizations applying simultaneously for the same benefits and placement, priority will be given to previous sponsors and exhibitors with the highest level of prior commitment. An invoice for payment online will be emailed after the application is approved, typically within one week. Only approved applications with payment in full are guaranteed to receive an exhibitor space, sponsorships, and/or advertising, if selected, for the APC 2018 Annual Meeting. Every effort will be made to assign exhibitors to their preferred spaces on this preliminary floorplan, as well as separating competing businesses. APC reserves the right to make final decisions on the exact booth space of exhibitors. While locations for "Premium" and "Standard" are indicated on this preliminary floor plan, there is no guarantee for attendee traffic flow, visibility, and activity.



Official Exhibit Show Contractor: Global Experience Specialists, Inc. (GES)

Material Delivery/Handling: All exhibit materials must be sent in advance to the GES warehouse. Direct to show site shipments will not be accepted at the Hotel del Coronado. Hotel del Coronado does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the Hotel del Coronado will be consigned to GES and you will be billed the appropriate material handling charges by GES. Exhibitors may also be billed an additional receiving charge by the Hotel del Coronado for any items sent directly to the Hotel del Coronado. For shipments inadvertently delivered directly to the GES facility after the deadline, a late arrival surcharge will apply to each shipment not received within the deadlines. GES will deliver materials to your exhibit booth space on Sunday, July 15th no later than 1:00pm.

GES will be available during installation and removal of exhibits and will provide the following services: Exhibitor Service Kit, labor, installation/dismantling of exhibits, and material handling. All show management information will be included in the Exhibitor Service Kit directly sent by GES no later than two months prior to the conference. The kit will include Hotel del Coronado related services, electrical, phone, Internet, and other general exhibits guidelines and information. Exhibitor Service Kits will only be sent to companies that are paid in full.

Exhibitor Installation & Registration

- Exhibit Hall (Ocean Ballroom) will be open for Exhibitors at 1:00pm on Sunday, July 15, 2018.
- Exhibit installation must be completed by 4:00pm for APC staff inspection.
- NEW in 2018: Have the opportunity to showcase your exhibit booth and meet the APC Council during a pre-show walk-through at 4:30pm.

Exhibit Hours:

Sunday, July 15:	4:30pm - 5:00pm (APC Council Preview)
	5:00pm - 7:00pm
Monday, July 16:	7:00am - 6:30pm
Tuesday, July 17:	7:00am - 11:30am
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Dismantling of Exhibits

- Exhibits may not be dismantled until after the close of Exhibits on Tuesday, July 17th at 11:30am.
- Exhibits must be dismantled and packed by 2:30pm for GES removal and outbound carrier shipments.



Past Exhibitors include: AAPA, APF, ARP Press, ASCP, ASIP, CAP, Corista, Change Healthcare (McKesson), Elsevier, Genentech, GRM Document Management, Inspirata, ICPI, Kellison & Co., Medusind Solutions, Mopec, Motic, Olympus, Pathcore, Philips, Proscia, QGenda, Sakura, Vachette, ViewsIQ, and Visiopharm.

Exhibitor Space Contract and Rules & Regulations

Exhibitor Badges: Exhibitor badges must be worn at all times. Badges provide access to the educational sessions and the Exhibit Hall.

Promotional Items and Activities: Companies wishing to conduct contests or drawings should contact the APC office for guidelines and permission. Exhibiting companies are permitted to distribute promotional materials and other items at their exhibit location only. All items distributed must be useful to the professional activities of the meeting attendees, and be made available to all meeting attendees as long as supplies last. No soliciting of registrants is permitted in the aisles, in other exhibitors' spaces, or in any other area of the hotel. No distribution of literature or other promotional items at hotel guestrooms, or in any other public or private area of the hotel is permitted.

Subletting Exhibit Space: Subletting any part of the exhibit space by an exhibitor is prohibited.

Exhibit Labor: All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits may fall under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes. This does not apply to the unpacking and placement of merchandise. Full-time employees of exhibiting companies may set their own exhibits provided that one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If the exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, exhibitors must use personnel supplied by the Official Services Contractor. However, please note that when union labor is required, exhibitors may provide company personnel to work along with union installer in Southern California on a one-to-one basis. Any full-time company personnel involved should be prepared to produce some type of company identification when engaged in these activities.

Freight Handling: All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, as well as the reverse process. Full-time employees of exhibiting companies may 'hand carry' material provided that it is limited to only what one person in one trip can carry and they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas. Global Experience Specialists, Inc. will not be responsible for any material we do not handle.

Electrical: All hardwiring ordered outlets to the line side of the exhibitors' equipment is under union jurisdiction. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets. All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor kit.

Gratuities: Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest® Hotline: GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest® hotline at (800) 443-4113 to report fraudulent or unethical behavior.

Sponsorship Opportunities

Opportunities to achieve a **SPONSORSHIP LEVEL**, including opportunities and advertising beyond the Annual Meeting! To qualify for a Sponsorship Level, totals are based on the value of the exhibit space rental during the regular purchase period, January through March 2018, PLUS the sponsorship fees below, which cannot be discounted. Selection of sponsorship item(s) must be included on initial exhibit space application for approval. An invoice for payment online will be emailed after the application is approved, typically within one week. Only approved applications with payment in full are guaranteed to receive an exhibitor space, sponsorship(s), and/or advertising, if selected, for the APC 2018 Annual Meeting. In the event a sponsor reaches \$20,000 or more, they will be designated as a "Crystal Diamond Sponsor."

DIAMOND SPONSOR	\$16,000
PLATINUM SPONSOR	\$10,000
GOLD SPONSOR	\$6,000
SILVER SPONSOR	Exhibit space plus one sponsorship, totaling less than \$6,000

Sponsorship levels will be indicated on signage, the APC meeting website, and listed in the mobile app. Additionally, Crystal Diamond and Diamond Sponsors will be acknowledged by the President during the Awards Lunch program.

	Sponsorship Item and Description Those noted with an asterisk (*) may be purchased without an Exhibit Space Rental.	Fee	Quantity Available
NT	Welcome Happy Hour Reception in the Exhibit Hall at Opening on Sunday, July 15. Includes recognition on signage and drink tickets, exclusively with your company name/logo, distributed to all attendees and at your Exhibit Booth.	\$8,000	1
URISHMEN	Networking Reception in the Exhibit Hall on Monday, July 16. Includes recognition on signage and drink tickets, exclusively with your company name/logo, distributed to all regular attendees and at your Exhibit Booth.	\$8,000	1
NON	*Society of '67 Benefit Event : Sponsored fundraising event on Tuesday, July 17. Includes recognition on signage, five passes to attend event, and acknowledgement during program. To learn more about the Society of '67, visit: www.apcprods.org/societyof67	\$16,000	1

TERS	Demo Room: A dedicated small conference room at the Hotel del Coronado to serve your private meeting needs with current or potential clients! See details on next page. Available Sunday through Thursday, July 15-19, 2018. Save 10% for each additional day you purchase.		5 per day	
EDUCA ENCOU	*"Industry Update" Webinar: A new pilot program for the APC! A 1 hour webinar to be scheduled in 2018. See details on next page.	\$5,000	6	

Meeting Badge Lanyards: For hanging each attendee's name badge. Company logo will be \$3,000 1 added in combination with the APC imprint. Mobile App Advertising: Company logo on mobile app banner seen by everyone who uses the Up to 6 PRINT AND DIGITAL \$500 meeting app! The majority of attendees in 2017 downloaded the mobile app as we transition more after 12/31/17 **ADVERTISING** to a digital program book. Ask about an exclusive buy-out sponsorship at \$3,000 by 12/31/17! Pre-Meeting Email Message: Sent to all pre-registered attendees; to be scheduled within a \$1,500 8 preferred set of dates no later than July 12 (pre-approval required; message sent by APC) Post-Meeting Email Message: Sent to all registered attendees; to be scheduled no later than \$1,500 8 9/31/18 (pre-approval required; message sent by APC) Attendee List with names, affiliation, and email addresses (PDF format), either pre-meeting on \$500 n/a July 9th or post-meeting by July 31st. May not be used for messaging. *Advertisement in APC newsletter, "Paths to Progress" - Full page (8.5"x11") Color Ad; Spring (12/31/18 deadline) and Fall (8/31/18 deadline) distributed to all members. Printed copies \$1,000 n/a distributed at other venues where APC is present, e.g., APC, AAMC, USCAP, ASIP meetings.

EXAMPLE PACKAGES....Customize your own package!

DIAMOND SPONSOR	(example)		
	Value	Discounted Price	
Premium Exhibit Space	\$4,000	\$3,600	10% discount; purchased in
Networking Reception	\$8,000	\$8,000	Early Bird period!
Demo Room (2 days)	\$3,000	\$2,850	10% savings per additional
Pre-Meeting Email Message	\$1,500	\$1,500	Demo Room day
Qualifying Total:	\$16,500	\$15,950	SAVED \$550!
PLATINUM SPONSOR	(example)		Discounted
		Value	e Price
Premium Exhibit Space		\$4,000	
Mobile App Advertising		\$500	
Welcome Happy Hour Recept	tion	\$8,000	
Qualifying Total:		\$12,500	⁽⁾ \$12,100
Purchased during Early Bird Rate	period, a \$40	0 savings!	
PLATINUM SPONSOR	(example)	Value	
Standard For-Profit Exhibit S	pace	\$3,000	
Demo Room (1 day)		\$1,500	<u>SILVER</u>
Networking Reception		\$8,000	<u>SPONSOR</u>
Meeting Badge Lanyards		\$1,000	(example)
Purchased during Regular Rate per	<i>iod</i> Total	\$13,500	Premium Exhibit
			Space: \$4,000
GOLD SPONSOR (exam		Value	Pre-Meeting
Standard For-Profit Exhibit Sp	pace	\$3,000	Message: \$1,500
Attendee List		\$500	Total: \$5,500
"Industry Update" Webinar	• 1 / 11 1	\$5,000	
Purchased during Regular Rate per	<i>iod</i> Total	\$8,500	



"Industry Update" Webinars

- A 1 hour webinar to be scheduled in 2018 before or after the APC 2018 Annual Meeting, excluding the month of July.
- An APC webinar production form must be completed and submitted within 2 months of targeted date.
- Scheduling coordinated with APC staff, includes:
 - $\,\circ\,$ A 1 hour practice session with speakers/moderator and technical staff.
 - 0 A 1 hour live broadcast (recorded), plus 15 minutes prior and afterwards for green room preps and debriefing with the speakers/moderator and technical staff.
- Promotional announcements include:
 - o 1 month prior: Save-the-Date/registration email announcement to target audience (Section of APC) approved and sent by APC staff.
 - o Reminder announcements: Two weeks and three days prior, sent by APC staff.
- Recording will be posted on APC website for one year. File of recording will be shared with company host.

"Demo Room" Details:

- Only includes room set-up (tables/chairs arrangement); limited to xyz capacity at any given time, depending on room configuration.
- All other services, such as electric, A/V, internet, and food/beverage orders, are NOT included. Exhibitor must purchase directly with hotel services. APC will provide hotel services contact information in April upon selection and payment for this opportunity.
- A brief overview plan for use of the Demo Room must be submitted for approval at the time of application. Include: purpose, target audience, general scheduling (or method of scheduling), and day(s) to be reserved.
- APC will include description of your Demo Room purpose in our Elective Events Survey (launched June 1st) and solicit interest. APC will share names, affiliations, and emails of interested respondents with you after June 25). APC does not guarantee participation or attendance of respondents to the Elective Events Survey. Alternatively, consider buying the sponsorship option of a "Pre-Meeting Email Message" to capture interest directly!



MOBILE APP ADVERTISING

High visibility of mobile app advertising with prime banner location in rotation with APC's banners. Exclusive sponsorship available through 12/31/17.



Application Form

Company Name				
Company Ivanie	To appear in the APC Annual Meeti	ng Program, web	osite, mobile app, on exhibi	itor badges, and on signage.
Acronym/Short Name, if any:				
Company URL/Webpage:				
Company/Product Description:				
A 60-word description of products or				
services. Descriptions exceeding 60 words				
may be edited by the APC				
Administrative Office.				
Company Logo:	Please email image files for web (200x200 pixels) and printed (300 dpi) materials to exhibits@apeprods.org.			
Contact Individual			Email Address:	
	This person will receive all exhibitor/sponso	or correspondence, i	ncluding the invoice for payme	nt after the application is approved
Role/Position/Title				
Direct Phone				
Street Address				
City		State/		Zip/Postal
City		Province		Code
Country				

EXHIBIT STAFF: If not known at this time, indicate "TBD." Names and emails must be provided no later than June 22, 2018.		
Exhibit Staff #1 Full Name (for badge)	Email:	
Exhibit Staff #2 Full Name (for badge)	Email:	
Badges for additional exhibit booth personnel must be purchased at the "Exhibit Staff" registration rate no later than		
June 22, 2018 (see: www.apcprods.org/meetings-2018 for rates). Please note, only up to 3 exhibit staff are permitted		
within your 8'x10' exhibit booth at any given time. Badges must be worn at all times during the APC 2018 Annual Meeting.		
List names and emails of additional	Email:	
	Email:	
staff, if known at this time:	Email	

Email:

EXHIBIT SPACE RENTAL	Indicate location and number, e.g., "Premium #4" or "Standard #5"	Please circle fee depending on location, company or organization category, and deadline dates
1 st Choice		<u>Premium (All):</u> Before Dec. 31, 2017: \$3,600
2 nd Choice		January - March 2018: \$4,000 April 2018 and later: \$4,500
3 rd Choice		Standard For-Profit:
List any potential exhibitor(s) you wish to be near:		Before Dec. 31, 2017:\$2,700January - March 2018:\$3,000
List any potential exhibitor(s) you DO NOT wish to be near:		April 2018 and later: \$3,500 <i>Standard Non-Profit:</i>
Other comments, if any		Before Dec. 31, 2017: \$2,250 January - March 2018: \$2,500 April 2018 and later: \$3,000

Hotel Accommodations

The APC 2018 Annual Meeting will be held at the Hotel del Coronado in San Diego, CA. Upon payment of your exhibit rental space and/or sponsorships, you will receive a direct URL for the discounted group meeting rate.

	Fee	Comment
Welcome Happy Hour Reception (Sunday, July 15, 2018)	\$8,000	
Networking Reception (Monday, July 16, 2018)	\$8,000	
Society of '67 Benefit Event (Tuesday, July 17, 2018)	\$16,000	
Demo Room: 10% off each additional day! Indicate day(s) requested: Sun, 7/15Mon, 7/16Tue, 7/17Wed, 7/18Thu, 7/19	\$1,500 per day	
"Industry Update" Webinar. Indicate preferred month(s) in 2018: JanFebMarAprMayJunAugSepOctNov Dec	\$5,000	
Meeting Badge Lanyards	\$3,000	
Mobile App Advertising Buy-out exclusive space for only \$3,000 if purchased prior to 12/31/17!	\$500	
Pre-Meeting Email Message Indicate preferred timeframe prior to July 12:	\$1,500	
Post-Meeting Email Message Indicate preferred timeframe prior to September 30:	\$1,500	
Full Attendee List. Indicate date requested: Pre-meeting, July 9th OR Post-Meeting, by July 31st	\$500	
Advertisement in APC newsletter, "Paths to Progress"	\$1,000	

Exhibit Space Rental + Sponsorship Subtotal + Advertising Subtotal = **GRAND TOTAL:** \$_

An invoice for payment online will be emailed after the application is reviewed and approved, typically within one week after acknowledgement of receipt. Only approved applications with payment in full are guaranteed to receive an exhibitor space and sponsorship or advertising, if selected, for APC's 2018 Annual Meeting. The application process is not considered complete nor is space guaranteed until payment is received. Space will not be held without payment for more than 7 days after an invoice is generated. Accepted forms of online payment are: MasterCard, Visa, or American Express. Checks are also acceptable by postal mail, but must be received prior to securing a space.

Cancellation Policy: Cancellations of exhibit space, sponsorships, or advertising opportunities received by written notification, prior to February 1, 2018, will receive a refund (less a \$100 cancellation fee). Due to the commitment of space, sponsorships, and advertising to contracted exhibitors, no refunds will be offered after February 1, 2018, unless a new exhibitor is located and their payment for the exhibit space, sponsorship, or advertising is received prior to April 1, 2018.

In accordance with the terms, conditions, and regulations governing exhibits, sponsorships, and advertising related to the Association of Pathology Chairs 2018 Annual Meeting & Exhibits Program, Hotel del Coronado, San Diego, CA, July 15-19, 2018, the undersigned hereby makes application for exhibit space(s), sponsorship, and/or advertising that, when accepted by APC Administrative Office, becomes a contract. All rules and regulations as outlined in the APC Annual Meeting Exhibitor Prospectus, as well as any amendments published by the APC, are part of this contract. Failure to abide by such rules and regulations results in forfeiture of all monies paid to APC Administrative Office under terms of this agreement.

Signature: ____

Date: ____

Submit completed Application for Exhibit Space Rental, Sponsorship, and Advertising Opportunities for review to: exhibits@apcprods.org

Mel Limson, PhD, Director of Programs and Development Association of Pathology Chairs, 100 West 10th Street, Suite 603, Wilmington, DE 19801 Office: 302.660.4940 | Direct Phone: 302.660.4944 | Web: www.apcprods.org