

EXHIBITOR SESSION FORM

Take exhibiting to the next level by participating in these sessions that allow you to showcase your products and services with more in-depth information and hands-on instruction. Sessions are available only to companies exhibiting at AFP ICON 2024. Assignments are made on a first-come, first-served basis. AFP makes no guarantees as to the attendance or the popularity of these sessions.

WHAT AFP PROVIDES

- Laptop
- Space and schedule
- Space signs
- Directional signs to Exhibitor Session location
- LCD projector with screen
- Two (2) microphones
- HS wired internet connection
- Theater-style setup for up to 75 attendees; space cannot be reconfigured
- Listing of your company name, title of the session and a brief description on the AFP conference website and mobile app

Please note that AFP cannot guarantee attendance at these sessions. AFP will send instructions for providing company details and workshop descriptions.

WHAT YOU NEED TO PROVIDE

- Additional audiovisual arrangements and associated costs
- Promotion of the workshop
- Adherence to the workshop schedule and clearance of the room immediately after your session
- Presentation working title, description and lead presenter name/ email must be provided to AFP show management by no later than February 29, 2024

GENERAL INFORMATION

Company Name

Key Contact Name

Title

Address

City

State

Zip

Phone

Fax

E-mail

SESSION INFORMATION

Indicate your preferred session date/time below. Your Account Executive or AFP show management will confirm your selection(s). Sessions are **\$2,500 each**, 30-minutes in length and take place in a Learning Lab within the EXCHANGE.

Sunday, April 7, 2024

- ☐ 11:15-11:45 am
- ☐ 12:00-12:30 pm
- ☐ 3:15-3:45 pm
- ☐ 4:00-4:30 pm

Monday, April 8, 2024

- ☐ 9:15-9:45 am
- ☐ 10:00-10:30 am
- ☐ 10:45-11:15 am
- ☐ 11:30 am-12:00 pm
- ☐ 12:15-12:45 pm
- ☐ 1:00-1:30 pm
- ☐ 1:45-2:15 pm
- ☐ 2:30-3:00 pm
- ☐ 3:15-3:45 pm
- ☐ 4:00-4:30 pm

Tuesday, April 9, 2024

- ☐ 9:15-9:45 am
- ☐ 10:00-10:30 am
- ☐ 10:45-11:15 am
- ☐ 11:30-12:00 pm

PAYMENT

An invoice for your confirmed contracted purchase amount will be provided in no more than 3 business days from the time of receipt of completed contract. The contracted total is due in full and required to be remitted within net 10 upon receipt of your invoice. Payments can be made via check, ACH or credit card.

A 3% surcharge will be applied on all credit card transactions, which is not greater than our cost of acceptance. No surcharge is applied to payments made via ACH.

SIGNATURE & AGREEMENT

By signing below, exhibitor agrees to abide by the responsibilities set forth in this agreement. In the event the exhibitor violates any portion of this agreement, the exhibitor will not be released from liability and will forfeit to AFP all monies that have been paid. In addition, the exhibitor forfeits the right to occupy the meeting space.

Authorized By (Please Print)

Date

Authorized Signature

Submit completed contract to
afp@theygsgroup.com or your account executive