



Exhibitor Prospectus

Renaissance Nashville Hotel

611 Commerce St, Nashville, TN 37203
October 29 - November 1, 2023

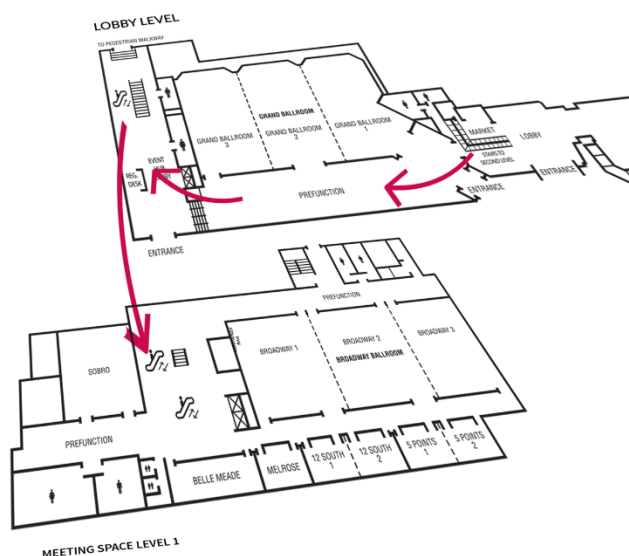
Welcome to Indoor Environments 2023™, Radon and Vapor Intrusion Symposium (formerly the AARST International Radon and Vapor Intrusion Symposium)

The contents of this document can be found online at <https://aarst.org/vendor-prospectus/>

The Exhibit Hall is in the Grand Ballroom, on the first floor of the Renaissance, entering from the hotel lobby.

The entrance to the hall faces the Grand Ballroom foyer. The hall will have two sections, the main hall (3 + 2) for exhibits, open to the far section (1) set for lunches on Monday and Tuesday. The AARST Annual meeting will take place during lunch on Tuesday.

The hotel provides all guests with a virtual tour tool called SelfWalk. Please feel free to acquaint yourself with the hotel layout, as well as the registration area, foyers and lounges, sessions, and breakout rooms we will be using. Check out the tours titled Lobby (look for the blue carpeting which begins the entrance into the Grand Foyer and ballroom), and Meeting Space Level 2. [VIRTUAL TOUR HERE](#)



Priority List and Purchasing for Exhibitors and Sponsors

Exhibitors with 15.1 points or more are listed on the Priority List annually. Exhibitors with the highest number of points select first during pre-determined selection dates and in order to qualify for placement on the Priority List, must be AARST members in good standing. Once the Priority List selection period has ended all other exhibitors with 15 points or less may purchase and be assigned their selections on a first come first serve basis.

Points accrued during the season will total on each "vendor dashboard". All products have points assigned to them. Booth attendee registrations do not accumulate points. Points accrue over the 3 most recent consecutive years (4 until 2024). The 2023 points listed below are calculated from 2022 + 2021 + 2020 + 2019. (2020 equals "0") If exhibitors have not exhibited or sponsored on any given year during the accrual period, that year is represented as "0" in their point calculation. Older points drop from the accrual formula annually.

At the end of each selection period, exhibitors are assigned booth space(s) and sponsorship item(s), based on their place on the PL. Availability is updated at the start of the next week. The Priority Selection period is April 10 – May 19. After May 19th all remaining booths and sponsorships are available to purchase on a first come first serve basis.



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Terms:

Paid in Full: 100% of all fees for Booths and Sponsorships are due at the time of purchase.

Cancellation: Please notify the Symposium Manager immediately.
 Refund Schedule: 100% through Aug 1st, 50% Aug 2nd – Sept 15th. After Sept 15th No Refund.

Exhibitor Hours

Move-in:

Saturday, Oct. 28th, 12 PM – 6 PM
 Sunday, Oct. 29th, 8 AM – 1 PM

Show Hours:

Sunday, Oct. 29th, 6-8 PM (Opening Reception)
 Monday, Oct. 30th, 8 AM – 5 PM
 Tuesday, Oct. 31st, 8 AM - 5 PM
 End 5 PM

Move-out:

Tuesday, Oct. 31st, 5 PM - 9 PM
 Wednesday, Nov. 1st, 8 AM – 12 PM

*Hours are subject to change
 There are *no* Learning Labs

General Information

for exhibitors and sponsors at Indoor Environments 2023™

Exhibitors and sponsors should pre-register with AARST in order to purchase booth(s) and sponsorships. All booth and sponsorship selections are purchased based on a priority point system. Priority exhibitors can purchase before others. (Details below)

Join us #RockingOutRadon

- Priority List (PL) Exhibitors will select all booths and Sponsor Opportunities during the advanced selection process. If a PL exhibitor has not selected during their scheduled time, they forfeit priority. MORE REGARDING THE PRIORITY LIST BELOW
- Booths and Sponsorships may be purchased by any company *after* the PL selection process has been completed; After, Booths and Sponsor Opportunities are first come first serve, and payment is due immediately to lock in both/all purchases.
- All Sponsorship Opportunities are offered A La Carte.
- Premium Sponsor Levels are available only to those exhibiting in person.
- Premium Sponsor Levels are achieved by accruing certain numbers of points during the purchase process. SEE RULES BELOW REGARDING PREMIUM SPONSORSHIP
- Points for all product are indicated throughout the selection process and in the shopping cart.
- Points tally on Vendor Dashboards in real-time.

Rules for Premium Sponsorship:

Earn 80 points on Booth(s) and at least 1 Sponsored item = Diamond
 Earn 40 points on Booth(s) and at least 1 Sponsored item = Platinum
 Earn 20 points on Booth(s) and at least 1 Sponsored item = Gold
 Earn 15 points on Booth(s) and at least 1 Sponsored item = Silver
 Earn 10 points on Booth(s) and at least 1 Sponsored item = Bronze
 Individual Sponsor Opportunities may be purchased without being a Premium Sponsor.

All Sponsorships and Premium Sponsors levels include:

1. **Logo Visibility:** On symposium signage and website, and in the program.
2. **Symposium Emails:** Beginning in June.
3. **Featured in:** The Radon Reporter Issue #2.
4. **Sponsor Appreciation Email:** One-time dedicated email, featuring the symposium sent the week before to all registered attendees, messaging includes: sponsor logo, booth #, and hotlink.
5. **Social Media Post:** One social media post across all AARST social media channels highlighting you as a sponsor (Twitter, LinkedIn, Facebook) in the two months preceding the Symposium.

Premium Sponsors also receive: 1 free ad in the Symposium Program: Diamond, Platinum, and Gold receive a 1 full-page ad, Silver a 1 half-page ad, Bronze a 1 quarter-page ad.

Priority List and Purchasing

Exhibitors with 15.1 points or more are listed on the Priority List annually. Exhibitors with the highest number of points select first during pre-determined selection dates. In order to qualify for placement on the Priority List annually, exhibitors must be AARST members in good standing. Once the Priority List selection period has ended all other vendors with 15 points or less may purchase and be assigned their selections on a first come first serve basis.

Points accrued during the season will total on each “vendor dashboard”. All products have points assigned to them. Booth attendee registrations do not accumulate points. Points accrue over the 3 most recent consecutive years (4 until 2024). The 2023 points listed below are calculated from 2022 + 2021 + 2020 + 2019. (2020 equals “0”) If vendors have not exhibited or sponsored on any given year during the accrual period, that year is represented as “0” in their point calculation. Older points drop from the accrual formula annually. The Priority List (below) represents four years of accrued points (which includes 2020 as “0”, which will drop off by 2024.)

Exhibitors are assigned a week to select

At the end of each selection period, exhibitors are assigned booth space(s) and sponsorship item(s), based on their place on the PL. Availability is updated at the start of the next week. Priority Selection period is April 10 – May 19. After May 19th all remaining booths and sponsorships are available to purchase on a first come first serve basis.

Choosing your booth: The booth store has options during the checkout process for 1st, 2nd, and 3rd choices for booths. Choices are ranged in rows or specific large booth numbers.

Priority List Schedule

Company	Points	Selection dates
RadonAway, AccuStar, Air Chek	237.7	4/10/2023
Radon Supplies	202.45	4/13/2023
Fantech, Inc.	115.95	4/17/2023
Festa Radon Technologies Co	78.7	4/20/2023
Radonova, Inc.	70.95	4/24/2023
SunRADON	67.25	4/24/2023
Wholesale Radon Distributors	65.2	4/24/2023
Professional Discount Supply	53	5/1/2023
Alpha Energy Laboratories, Inc.	46.2	5/1/2023
Ecosense, Inc.	39	5/3/2023
Protect Environmental, LLC	36.2	5/3/2023
Radon Environmental Management Corp.	30.8	5/8/2023
Bowser-Morner, Inc.	28.55	5/8/2023
Vapor Pin Enterprises, Inc.	24.3	5/10/2023
Airthings America Inc	20.75	5/10/2023
National Radon Program Services	20	5/10/2023
Obar Systems	17.5	5/15/2023
Citizens for Radioactive Radon Reduction, Inc.	17	5/15/2023
Environmental Instruments Canada, Inc.	16.75	5/15/2023
Rad Elec Inc.	16.75	5/15/2023
CERTI	15.5	5/15/2023



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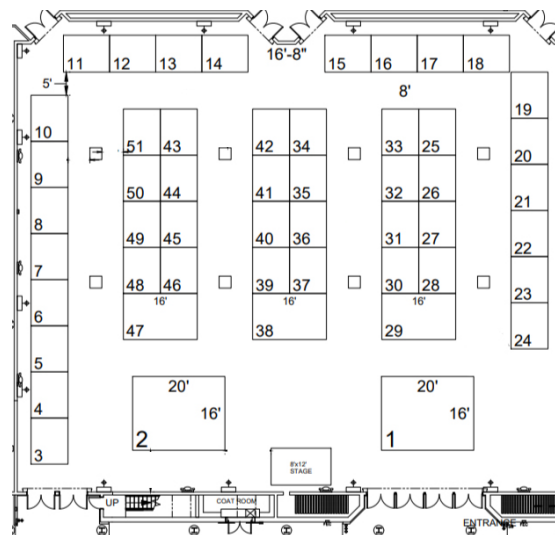
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Booths

The Exhibit Hall is in the Grand Ballroom, on the first floor of the Renaissance, entering from the hotel lobby.



Booths and Sponsorships are purchased and assigned according to the Priority List

Exhibitors are contacted with the selection schedule. All exhibitors not on the Priority List, may purchase once the selection weeks have passed, on a first come first serve basis. Details for the Priority List and Schedules may be found on the Prospectus page.

Floorplan

The floorplan includes a total of 51 booths: a combination of Standard booths, Island booths, and End Cap booths. The following events will take place in the hall: Opening Reception, Monday and Tuesday Breaks.

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Vendor Dashboard

All Exhibitors listed on the Priority List have been pre-registered to use the "Vendor Dashboard" and "Vendor Store". Sign in to MY ACCOUNT. Set up a password to access your personal Company Dashboard and proceed to the "Vendor Store".

Booth Pricing

Island Booth And Camper (#1): 16' x 20' Island + retro camper in foyer – \$9,000 – 45 POINTS

Fee includes: No drapery unless requested, 6 x 6' tables with 12 chairs, wastebasket, sign, and 6 Free registrations, and up to 12 additional registrations for additional Booth Attendees at \$595 each.

Island Booth (#2): 16' x 20' – \$7,600 – 38 POINTS

Fee includes: No drapery unless requested, 4 x 6' tables with 8 chairs, wastebasket, sign, and 4 Free registrations, and up to 8 additional registrations for additional Booth Attendees at \$595 each.

End Caps (#'s): 16' W x 10' D – \$3,200 – 16 POINTS

Fee includes: Back wall draped (8' H x 16' W), 2 x 6' tables with 4 chairs, wastebasket, sign and 2 Free registrations, and up to 4 additional registrations for additional Booth Attendees at \$595 each.

Standard Booth: 10' W x 8' D \$1,500 – 7.5 POINTS

Fee includes: Back wall draped (8' H x 10' W), 3' H side walls draped, 1 x 6' table draped with a white skirt, 2 chairs, sign, and wastebasket. and 1 Free registration and up to 2 additional registrations for additional Booth Attendees at \$595 each.

Partner/Non-profit (4 available): 10' W x 8' D \$1000 – 5 POINTS – 1 per company. Fees include the same as the Standard Booth.

Please refer to all 2023 Exhibitor Rules and Guidelines. Rules must be agreed/signed and uploaded onto Vendor Dashboard with a signature *before* purchase(s).

Booth Attendee Registration

Register booth attendee's free and discounted tickets through the VENDOR DASHBOARD. No codes needed. Vendors will be notified when registration opens. One attendee is FREE with each booth. Combo booths will have multiple free attendees. Booths must be purchased first before any attendee can be registered. Your Dashboard will indicate the free and discounted booth attendees allotted, based on your booth purchase(s).

Booth Selection & Priority List

Booth selection begins at the start of the Priority List selection. All booths and sponsorships must be paid in full at the time of selection. Vendor selections of booth(s) and location(s) and any sponsorship item(s) will be assigned based on their position on the Priority List. Payment must be received to secure your selection(s).

All Exhibitors who have not selected during the Priority List process or new vendors making selections after May 19rd will get booth(s), location(s) and sponsorship item(s) of their choice, on a first come first serve basis..

Sponsors

Premium Sponsor Levels are Diamond, Platinum, Gold, Silver, and Bronze. Vendors who achieve these levels will be recognized in all media. Sponsors who are not Premium Sponsors will be acknowledged as event sponsors and acknowledged accordingly.

- Sponsorships may be purchased by any company during or after the Priority List selection process; these are first come first serve, and payment is due immediately to lock in booth selection(s) and sponsorship(s).
- **All Sponsorship(s) are available, À La Carte.**
- Sponsorships and booths have specific Point Values assigned to them.
- Points are represented throughout the selection process and in the shopping cart.
- Points tally on Vendor Dashboards in real-time.
- As companies make their purchases, the Premium Sponsorship Level(s) will be indicated once they achieve the point threshold indicated below.

Rules for Premium Sponsorship:

Earn 80 points on Booth(s) and at least 1 Sponsored item = Diamond

Earn 40 points on Booth(s) and at least 1 Sponsored item = Platinum

Earn 20 points on Booth(s) and at least 1 Sponsored item = Gold

Earn 15 points on Booth(s) and at least 1 Sponsored item = Silver

Earn 10 points on Booth(s) and at least 1 Sponsored item = Bronze

All Sponsorships and Premium Sponsors levels include:

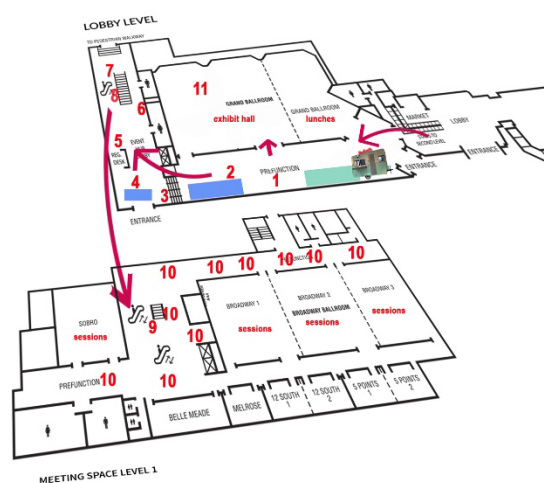
1. **Logo Visibility:** Symposium signage, website, Sched.org and symposium program.

2. **Symposium Emails:** Beginning in June.
3. **Featured in:** The Radon Reporter Issue #2.
4. **Sponsor Appreciation Email:** One-time dedicated email featuring conference symposium, sent the week before to all registered attendees. Messaging includes sponsor logo, booth # and URL.

Premium Sponsor levels also include:

1. **Social Media Post:** One social media post across all AARST social media channels highlighting you as a sponsor, (Twitter, LinkedIn, Facebook) in the two months preceding the Symposium.
2. **Ads in the Symposium Program:** Diamond, Platinum, and Gold receive a full page ad, Silver receives a half page ad, and Bronze receives a quarter page ad.
3. **Swag Bag Inserts:** All Premium Sponsors levels, once achieved, may have a small item included in the swag bag. Items are to be shipped to the hotel.

All sponsorship opportunities are offered à la carte, and may be purchased based on the placement a vendor holds on the Priority List. Once the Priority List Selection period has ended, all items not yet purchased are available to anyone on a first come first serve basis.




The floor plan illustrates general space use for all sessions and the exhibit hall. Many sponsor opportunities are indicated by RED numbers for specific sponsorship locations (Locations and sizes are approximate).

Join us #RockingOutRadon

	<p>Sunday Hospitality 1 Available – \$850.00 / 4.25 Points</p>	<p>Sponsor Sunday October 29th C.E. classes with coffee and tea. AARST hosts private educators for Sunday C.E. courses attended by upwards of 120-160 students. Beverages are served to students at the start of classes. Sponsorship includes: Your brand indicated on the signage for the hospitality tables, and listed on the website and agenda.</p>
	<p>Friends and Family Day Out Sponsor 2 Available – \$1,000.00 / 5 POINTS</p>	<p>Sponsor one of the most fun traditions at the symposium! This is a 6-hour event where friends and family of attendees go out and have some fun. They connect over lunch and enjoy the sights while sessions are running. The event and cost are set by the Planning Committee. The sponsor of this event kicks it off and may participate with attendees. Sponsorship includes your brand on signage at the symposium registration counter, website, and agenda. The event runs on Tuesday and includes up to 4 tickets for your team.</p>

	Opening Reception Sponsor 1 Available – \$3,000.00 / 15 POINTS	<p>Welcome attendees at Sunday's Opening Reception in the exhibit hall, October 29th from 6:00 – 8:00 PM. The Opening Reception kicks off attendee arrivals who are gearing up for sessions, meals and networking. Make a great impression with your brand. All reception promotional materials, announcements and the official welcome, feature you.</p>
	Drink Ticket Packs Pack of 10 drink tickets – \$150.00 / 1 POINT (unlimited available)	<p>Prepurchase branded drink tickets for you to hand out to your customers. Attendees receive 1 drink ticket for the Opening Reception, but your tickets will keep the party going! Beverages may be soft as well, so let your customers know. (This pack discounts the drink price.) No refunds for unused tickets. These tickets are good for Sunday's Opening Reception and Monday's Line Dancing Lessons (5-6 PM).</p>
	#RockingOutRadon Selfie Stage \$2,000.00 / 10 POINTS	<p>The Exhibit Hall stage is set with a large guitar backdrop prop and an assortment of guitars. Attendees can have fun taking selfies throughout the symposium days, and hashtag them #rockingoutradon on their socials! Help spread radon awareness and conference fun by sponsoring this symposium feature! Your @brand will be visible as part of the backdrop/prop</p>
	Keynote Speaker Sponsor 1 Available – \$1,200.00 / 6 POINTS	<p>Sponsor the Keynote Speaker. Your brand is displayed in the program and acknowledged in the Speaker introduction. This Sponsorship includes a welcome basket of goodies for our VIP in their room upon check-in from you!</p>
	Break Sponsor Mon AM, PM, Tue AM, PM 4 Available – \$850.00 / 4.25 POINTS	<p>Sponsor Symposium breaks in the exhibit hall, Monday, October 30th, and Tuesday, October 31st. Scheduled in the mornings and afternoons of each day, there are 4 breaks available. Breaks include hot beverages in the morning and cold beverages in the afternoon. Breaks are not shared. Sponsorship includes your brand on event signage and paper napkins.</p>

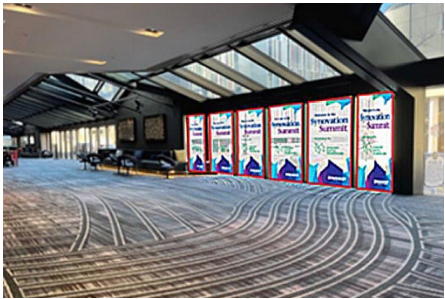
	<p>Monday Lunch Sponsor 2 Available – \$1,800.00 / 9 POINTS</p>	<p>Your brand will be visible during Monday's lunch on signage and in the program, acknowledging your sponsorship of this social dining event. Sponsors may distribute special engagement flyers on lunch tables for attendees. (If flyers are left at the end of the meal, they will be cleared.)</p>
	<p>Monday Line Dancing Lessons 5-6 PM 1 Available – \$1,500.00 / 7.5 POINTS</p>	<p>Your brand will get the party started by sponsoring Nashville Line Dance instructors to teach a few dance steps. The symposium will offer a fun end-of-Monday event, getting people moving after a day of sitting. Nashville Line Dance will teach dance steps so attendees can get ready for a fun night and dance at parties and Honky Tonk "hopping". This event will have a cash bar set up for people to enjoy – Branded Drink Tickets can also be used for this event!</p>
	<p>Tuesday Lunch Sponsor 2 Available – \$1,800.00 / 9 POINTS</p>	<p>Your brand will be visible during Tuesday's lunch on signage and in the program, acknowledging your sponsorship of this social dining event. Sponsors may distribute special engagement flyers on lunch tables for attendees. (If flyers are left at the end of the meal, they will be cleared.)</p>
	<p>Welcome Registration Desk Sponsor 1 Available – \$1,800.00 / 9 POINTS</p>	<p>Located in the center of the Event HUB, the registration desk is the first thing attendees see when they check-in. Your brand is displayed with AARST's Nashville brand. SEE #5</p>
	<p>WIFI 1 Available – \$3,600.00 / 18 POINTS</p>	<p>Sponsor the event WIFI and your brand is on the customized splash page every attendee signs in to WIFI, and the PASSWORD everyone uses to access WIFI in the event spaces.</p>

	<p>Mobile app 1 Available – \$3,600.00 / 18 POINTS</p>	<p>Attendees use the mobile app! Our app can create customized schedules for attendees and is used to message attendees daily. Daily messages include your brand. The following is TBD depending on which app AARST uses; attendee communities, exhibitor interaction, online social opportunities, and more. Your brand connects attendees through their smart devices, enabling them to access the online Agenda and not-to-miss, daily activities.</p>
	<p>AV Sponsor 4 Available – \$1,250.00 / 7.5 POINTS <i>General Session</i> <i>Practice and Policy Track</i> <i>Science and Research Track</i> <i>Vapor Intrusion Track</i></p>	<p>Sponsor the AV required to run the sessions on Monday and Tuesday's Track. The moderators will acknowledge your sponsorship during the Housekeeping in the track with your brand on signage and in the program.</p>
	<p>Swag Bag Sponsor 1 Available – \$3,000.00 / 15 POINTS</p>	<p>Everyone receives a swag bag at check-in, and they carry them throughout the event. Your brand shares (primary) space on the swag bag imprint area with the symposium year/location brand. Bag style and color is TBD, dependent on availability (the image shown is for illustrative purposes only).</p>
	<p>Brand Projection in the Event HUB 1 Available – \$2,400.00 / 12 POINTS</p>	<p>This is a rotating projection of your company brand (3 slides max) on a wall in the event space. The projection is from Sunday through Wednesday. Located across from the escalators and registration desk in the Event HUB. Attendees see your brand as they move from sessions to breaks and lunch. Sponsorship includes your brand projection and promotion in the program as a sponsor. SEE #6</p>
	<p>Key Card Folio 1 Available – \$1,800.00 / 9 POINTS</p>	<p>This is a unique opportunity to have your brand in every symposium hotel guest's pocket! Customize the room key folio with your brand on the front and back. Inside will have AARST Symposium brand. Folio is full color and full coverage front and back.</p>



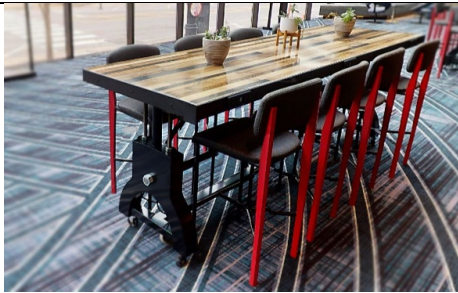
High Bar Tables Sponsor (Foyers)
8 tables Available – \$400.00 each/ 2 POINTS each

Attendees can gather and network at high bar tables strategically placed throughout foyers in the meeting space. Each table will have a round vinyl cling on the surface for your brand! (image represents the cling which will be a 30' diameter circle) Locations are indicated on floorplan. **SEE #10**



Window Clings
Up to 6 windows available. The start pack includes 3 windows
Set of 3 – \$3,500.00 / 17.5 POINTS
Add 1-3 additional windows – \$900.00 per window /4.5 POINTS

Let your brand shine through as attendees go to and from the hotel through the Grand Ballroom Foyer to sessions every day! A series of windows face the main entrance to the Exhibit Hall. Clear colorful clings can be applied with your brand and engagement. 6 Windows: Minimum of 3 Max of 6. **SEE #1**



Rest & Recharge Lounge Grand Ballroom FOYER
1 – \$1,200.00 / 6 POINTS

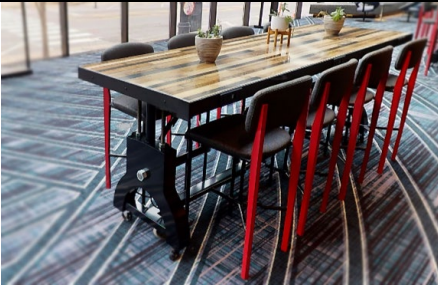


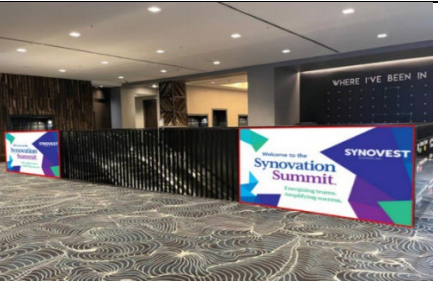

Lounge Areas are prime real estate for attendees. The Grand Ballroom Foyer has two built-in lounge areas on each end, and each is paired with a high long trestle table. All areas have plug-in options to recharge. Indicated by a blue block on the diagram, your branding for this lounge is displayed as three circle clings adhered to the trestle table top and table tent cards in the built-in seating area. (Note: There is a second lounge area in this foyer, indicated by a turquoise block located close to the "camper", and is an extension of the Premium Island Booth.) **SEE #2**



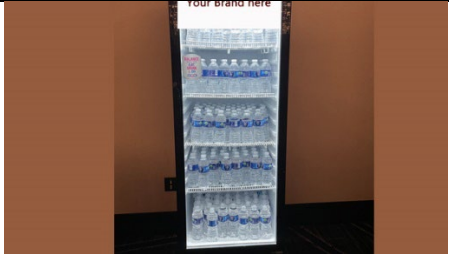


Event HUB Stairs Clings
All 6 stair risers – \$2,000.00 / 10 POINTS


Have fun with your Brand engagement – in 6 different ways! Vinyl clings are placed on the stairway's risers that go from the Event HUB to the Grand Ballroom Foyer and Exhibits. Attendees will come and go this way at least 4 times each day. **SEE #3**



	<p>Event HUB Trestle Charging Table 1 Available – \$950.00 / 4.75 POINTS</p>	<p>The Event HUB is the registration area, and this plug-and-charge Trestle Table is located in the HUB! A great place for attendees to wait for friends and meet up, your branding for this table is displayed as three circle clings adhered to the tabletop. Indicated by a small blue block on the diagram. SEE #4</p>
	<p>Escalator Banner 1 – \$1,800.00 / 9 POINTS</p>	<p>The Escalator Banner is located directly about the stair/escalator going from the Event HUB down to the sessions on Meeting Level 1 and is directly above the mini lounges. This is a vinyl banner approximately 19' Wide X 9' High. SEE #7</p>
	<p>Mini Lounge Areas 1 – \$900.00 / 4.5 POINTS</p>	<p>These mini lounges are a set and a cool place to hang out! Cool leather retro lounge seating is tucked into two levels of the beautiful wood-embellished stairway/escalator that goes down from the Event HUB to the Meeting Space Level 1, where all sessions are held. Both levels would have a sign for your brand. SEE #8</p>
	<p>Railing Banners – Meeting Level 1 Left side only 1 – \$1,150.00 / 5.75 POINTS Right only 1 – \$900.00 / 4.50 POINTS Both may be purchased</p>	<p>This pair of branding locations are visible in the foyer of the Meeting Space Level 1, where all sessions will take place. Sponsors have a choice of either or both banner areas. SEE #9</p>
	<p>Vendor Scavenger Hunt – Meeting Level 1 \$350.00 / POINTS 10 Available</p>	<p>Using the “Where I’ve Been” wall behind the escalators on Meeting Level 1, sponsors will have a “tag” hanging on one of the pegs. Your tag presents a specific FAQ about your newest product. All attendees receive playing cards, with your booth location. Visiting you twice to play: once to get your “clue”, then visit the Wall to find the correct peg containing your answer marking it on their card, and returning to you a second time to validate their answer. Attendees may enter game cards only into the drawing if all answers are correct. Prizes may be a special item from your catalog and/or gift card (Vendor supplies prize). There will be three winners! SEE #9</p>

	Professional Headshots 1 \$2,000.00/ 10 POINTS	Attendees can stop by the pop-up professional photography studio (Monday and/or Tuesday, dates and hours TBD) in the exhibit hall (near booths #2 and #3), and walk away from the symposium with a professional headshot they can use in social profiles. Final headshots are emailed to each attendee. Your brand is featured on this unique attendee benefit.
	Exhibit Hall Standing Bar Tables Sponsor 8 tables Available – \$400.00 each/ 3 POINTS each	Attendees can gather and network at high bar tables strategically placed in the Exhibit Hall. Each table will have a round vinyl cling on the surface for your brand! (image represents a 30" diameter circle) Locations are not defined until the Exhibit Hall floorplan is approved. Approximate aisle locations will be published for selection purposes. SEE #11
	Exhibit Hall Water Bottle Cooler 1 – \$900.00 each/ 4.5 POINTS each <i>*Sponsor supplies water bottles</i>	A water cooler is available in a prime location in the Exhibit Hall, to be filled with your branded water bottles! The cooler holds a maximum of 112 bottles and will be stocked once, prior to the Opening Reception. The sponsor will supply AARST with cases of water labeled with your brand. The hotel will stock the cooler. In addition to your branded bottles this sponsored opportunity also includes a vinyl sign on the front of the door, the size represented in the photo is approximate.

Program Advertising

	Full-Page Program Ad Unlimited Quantity Available – \$550.00 / 2.75 Points Half-Page Program Ad Unlimited Quantity Available – \$350.00 / 1.75 Points Quarter-Page Program Ad Unlimited Quantity Available – \$250.00 / 1 Point	Program ads are available for anyone to purchase. Ads are available in Full, Half, and Quarter page sizes.
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Advertising in the symposium program is an additional way to engage your existing clients and attract new ones! Advertising spots are Full, Half and Quarter pages, and are to be supplied as high print resolution images.

- **For Premium Level Sponsors:** All premium Sponsors have (1) ad included in their sponsor package. (refer to package for ad size). Extra desired ads should be purchased separately. All ads will show Premium Sponsor Level.
- **For Non-Premium Level Sponsors:** Ads for Vendors and Sponsors who are not Premium Level Sponsors may be purchased at the following prices: **Full page ad price: \$550.00 Half page ad price: \$350.00, Quarter page ad price \$250.00**
- Advertising counts towards Points.
- Vendors are to supply all art for ads.

2023 AARST Exhibitor Rules and Guidelines

1. LOCATION / DATES / HOURS: The Indoor Environments 2023™ Radon and Vapor Intrusion Symposium will take place at Renaissance Nashville Hotel 611 Commerce St, Nashville, TN 37203. The exhibit hall is open free of charge to registrants: **HOURS Sunday, Oct. 29th, 6-8 PM (Opening Reception), Monday, Oct. 30th, 8 AM – 5 PM, and Tuesday, Oct. 31st, 8 AM – 5 PM. Hours are subject to change.**

2. INSTALLATION / DISMANTLING: Set-up Saturday, Oct. 28th, 12 PM – 6 PM and Sunday, Oct. 29th, 8 AM – 1 PM. Booths must be ready and staffed for Sunday's Opening Reception at 6 PM. Decorator/drayage company is Freeman. **Freeman will be on site for Saturday hours and Wednesday 8 AM – 12 PM ONLY. Exhibitors shipping with Freeman must be onsite for Saturday setup.** Sunday setup is intended for Exhibitors bringing tabletop and pop-up displays only. Breakdown is Tuesday October 31st, following the end of sessions at 5:00 – 10:00 PM through Wednesday morning till noon. **EARLY DISMANTLING IS NOT ALLOWED. All booths must be vacated by noon on Wednesday.**

3. BOOTH PACKET EQUIPMENT: Standard Booths are 8 Feet DEEP x 10 Feet WIDE with **3 high side wall and 8' high back draperies**, hotel carpeting, one 6' draped table (White), 2 chairs, wastebasket and a sign. Islands have no draping, and include 2-4 tables with chairs, wastebasket, a sign. End Caps include 2 tables with chairs, wastebasket, a sign, will have a Half centered back drape (8 Feet WIDE CENTERED to keep sightlines clear). Booth Fees include registration for 1 (2, 4 or 6) Booth Attendee(s) access to all sessions, meals and AARST activities. A decorator's/service kit will be provided beginning June. All independent service companies performing work at the show site are required to submit certificates of insurance for both workers' comprehensive and general liability insurance, at amounts established by the state of Tennessee. Deadline for receipt of these materials is three weeks prior to the start of the show. Exhibitors must register all company representatives working in the exhibit area and must adhere to all exhibitor move-in and move-out hours and regulations with the Symposium Manager.

4. ASSIGNED SPACE MAY BE TRANSFERRED by the Symposium Manager to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, or similar reasons. No such transfer will be made without notice to Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named "end product" of another Exhibitor without permission of that Exhibitor and notifying the Symposium Manager.

5. GENERAL REGULATIONS: Displays and signage may exceed 8 feet in height but not exceed 12 feet in overall height. Loud sound displays are prohibited. AARST reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. Serving food and beverages at booths is allowed with advance permission and is not to interfere with, AARST F&B arrangements for Breaks. **Sightline Rules apply: tall signage must not be displayed in the front 4' feet depth of the booth.**

6. PHOTOGRAPHY / FILM: AARST reserves the right to photograph/film for promotional needs. All attempts shall be made to not disrupt visitor traffic to and in booths.

7. FLAME RESISTANT / PROOFING: Exhibit and booth materials must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel/ Conference Center Safety Regulations, and must be flame-proof. All electrical work and electrical wiring must be approved and installed in accordance with State and Local Regulations.

8. SECURITY: Exhibitors shall keep an attendant in their booth during exhibit hours. The Hall will be locked during evening hours.

9. INSURANCE: Neither the Hotel, its employees, or representatives, nor any representative of AARST or its subcontractors will be responsible for any injury, loss or damage to the Exhibitor, his employees or property, however caused. In addition, the Exhibitor must assume responsibility for damages to the Hotel/Conference Center property and indemnify and hold harmless the Hotel/Conference Center from liability which might ensue from any cause whatsoever, including accidents or injuries to Exhibitors, their agents or employees. Exhibitors also assume responsibility for any accident, injury or property damage to any person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the Exhibitor, his agents or employees. Exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.

10. DAMAGE: AARST will cooperate fully; but cannot assume responsibility for damage to Exhibitor's property or lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, while the Exhibitor will remain responsible for booth rent and no refund will be made, AARST will make every attempt to assist with a solution. Exhibitors should carry insurance against such risks.

11. RIGHTS OF REFUSAL / REMOVAL: AARST reserves the right to remove or require modification to any exhibits, sponsorships, advertising, or activities AARST determines not in keeping with AARST Show standards, policies and principles. Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives will subject the Exhibitor or his representatives to dismissal from the exhibit area. In that event, no refund shall be made, and the Exhibitor and his representatives agree to make no demand for redress.

12. LABOR AND TRADE: The Exhibitor will engage at his expense, through the Hotel/Conference Center where the Hotel/Conference Center so requires, all necessary labor and trade performing functions related to the exhibit.

13. CANCELLATION: Refund Schedule: 100% through Aug 1st, 50% Aug 2nd – Sept 15th. After Sept 15th No Refund.

14. DIRECT SALES: Sales of, and order placement for merchandise and services are welcomed in the Hall. AARST reserves the right to restrict sales activities it deems inappropriate or unprofessional. The exhibitor is responsible for compliance with all applicable tax laws.

15. AMERICANS WITH DISABILITIES ACT: Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities and requires access for disabled persons at convention centers including floor exhibits. It is the responsibility of the Exhibitor to be aware of, and follow the rules set forth in this Act. Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each Exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

16. FORCE MAJEURE: If for any reason beyond Management's control (e.g. Act of God, fire, hurricane) the conference is materially curtailed, Exhibitor shall receive a pro-rated refund of fees.

INTERPRETATION AND APPLICATION OF RULES /REGULATIONS: All matters not specifically covered by these Rules and Guidelines, including booth assignments, are subject to the discretion of Nicole Chazaud, AARST Symposium Manager, and Diane Swecker, AARST Executive Director. AARST is a member of the American Society for Association Executives (ASAE)

I Agree to the above Terms

SIGNED: _____ DATE: _____