The mission of the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) is to create a safer world through prevention of infection. The association’s more than 15,000 members direct infection prevention programs that save lives and improve the bottom line for hospitals and other healthcare facilities. APIC advances its mission by pursuing the strategic goals of patient safety, implementation science, competencies and certification, advocacy, and data standardization. Visit APIC online at www.apic.org.

KEY CONTACTS

EXHIBITS
Colleen Campbell,
Exhibits Manager
703-964-1240, Ext. 160

Melissa Charity,
Exhibits Coordinator
703-964-1240, Ext. 170
APICexhibits@conferencemanagers.com

GENERAL SERVICE
CONTRACTOR – FREEMAN
Exhibit Services Department
773-473-7080
FreemanChicagoES@freeman.com

OFFICIAL HOUSING BUREAU* – MEET MINNEAPOLIS
1-888-947-2233
housing@minneapolis.org

*The APIC 2018 Minneapolis Housing Bureau is a part of Meet Minneapolis (Minneapolis’s convention and visitors’ bureau). It is the only official housing bureau for the APIC Annual Meeting, and is handling all hotel reservations for the conference. Reservations may be accessed through our official link at http://ac2018.site.apic.org/hotels-travel/hotels-travel/.

For more information, see page 13.

EXHIBITOR SUB-BLOCKS
612-767-8210
SusanG@minneapolis.org
The largest annual audience of infection preventionists who influence product/service evaluation and purchasing for healthcare facilities.

A complimentary post-event attendee list to keep the conversation going with attendees after the event. (Post event attendee list includes: company name, contact name and mailing address. APIC does NOT distribute phone, fax or e-mail.)

Opportunities to drive your product or service through pre- and post-event promotions.

Exclusive exhibit hall hours, which provide uninterrupted networking time. Workshops and educational sessions are not scheduled during these times, thereby eliminating any competition to the Exhibit Hall. Condensed exhibit hours keep traffic high and the need for additional exhibit staff low.

Complimentary lunch in the hall for attendees, so they don’t have to leave the convention center. This allows them to maximize their time spent with exhibitors.

Quality leads from dedicated infection prevention and control professionals who are eager to learn about your products and services in order to improve outcomes in their facilities.

Attendees rank the Exhibit Hall as one of their primary reasons for attending the APIC Conference.

More than 2,500 Infection Preventionists from around the world are expected to attend APIC 2018 in Minneapolis, MN.
ATTENDEE DEMOGRAPHICS

APIC’s Annual Conference brings together professionals from across the healthcare continuum, including:

- Clinical Pathologists
- Epidemiologists
- Laboratory Technologists
- Microbiologists
- Public Health Professionals
- Dentists
- Infection Preventionists
- Chief Nursing Officers
- Nurses
- Chief Medical Officers

Any healthcare professional whose responsibilities include the prevention of infection

APIC Exhibitors gathered 29,586 leads during last year’s conference—an average of 192 leads each.

Leads obtained at APIC’s Annual Conference will deliver your ROI!

Practice Settings
(Source: 2017 Attendee Post-Conference Evaluation)

- Acute Care Inpatient 38%
- Acute Care Inpatient/Outpatient Program Services 34%
- Other 11%
- Public Health/Community Health 9%
- Industry 8%

Job Function
(Source: 2017 Attendee Post-Conference Evaluation)

- Infection Preventionist 66%
- Registered Nurse (RN) 8%
- Other 5%
- Consultant 4%
- Epidemiologist 3%
- Consultant 3%
- Researcher 3%
- Quality/process improvement 3%
- Administrator/Chief Operating Officer 2%
- Educator 2%
- Chief Medical or Nursing Officer (CMO) 1%
Past Conference Attendance
Figure includes clinical attendees only—does not include guests or exhibitor personnel

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Portland</td>
<td>2,637</td>
</tr>
<tr>
<td>2016</td>
<td>Charlotte</td>
<td>2,468</td>
</tr>
<tr>
<td>2015</td>
<td>Nashville</td>
<td>2,937</td>
</tr>
<tr>
<td>2014</td>
<td>Anaheim</td>
<td>2,572</td>
</tr>
<tr>
<td>2013</td>
<td>Ft. Lauderdale</td>
<td>2,514</td>
</tr>
</tbody>
</table>

Our Attendees Say it ALL!
(Source: 2017 Attendee Post-Conference Evaluation)

- 88% think the exhibit hall is a valuable part of the APIC Annual Conference
- 96% of attendees said the APIC Annual Conference was as good as or better than similar conferences they attend
- 94% thought the exhibits provided useful information for their practice
- 94% thought there was sufficient time to explore the Exhibit Hall
- 92% of conference attendees said they came to the meeting to view new products and/or services being offered by exhibitors
- 85% recommend products or services for their facility
- 79% evaluate products or services for their facility
- 61% make the final purchasing decisions for their facility

Attendees are looking for companies like yours who offer products and/or services in areas such as:

- Environmental Infection
  - Environmental Services
  - Environment of Care
- Hand Hygiene
  - Skin Disinfection
- Diagnostics
  - Microbiology
  - Molecular Diagnostics
  - Screening
  - **in vitro** Diagnostics
- Care Settings
  - Surgical Suite
  - Acute Care
  - Long-Term Care
  - Ambulatory Care
- Decontamination, Disinfection and Sterilization
  - Surfaces
  - Medical Equipment
- HAIs: Types and Pathogens
  - CLABSI
  - CAUTI
  - SSI
  - VAP
  - VRE
  - CRE
  - C. difficile
  - MRSA
- Health Information Technology
  - Surveillance
  - Monitoring
  - Reporting
  - Pre-Operative Prevention

Number of Beds
(Source: 2017 Attendee Post-Conference Evaluation)

<table>
<thead>
<tr>
<th>Beds Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 and above</td>
<td>19%</td>
</tr>
<tr>
<td>200 to 500</td>
<td>30%</td>
</tr>
<tr>
<td>100 to 200</td>
<td>16%</td>
</tr>
<tr>
<td>Under 100</td>
<td>35%</td>
</tr>
</tbody>
</table>

Number of Years in Infection Prevention and Control
(Source: 2017 Attendee Survey)

<table>
<thead>
<tr>
<th>Years</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10+</td>
<td>35%</td>
</tr>
<tr>
<td>6-9</td>
<td>17%</td>
</tr>
<tr>
<td>1-5</td>
<td>35%</td>
</tr>
<tr>
<td>Less than 1</td>
<td>13%</td>
</tr>
</tbody>
</table>

Number of Times Attendees Have Gone to Annual Conference
(Source: 2017 Attendee Survey)

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First time</td>
<td>39%</td>
</tr>
<tr>
<td>1-4 times</td>
<td>38%</td>
</tr>
<tr>
<td>5-7 times</td>
<td>12%</td>
</tr>
<tr>
<td>8+ times</td>
<td>10%</td>
</tr>
</tbody>
</table>

Number of Years of APIC Membership
(Source: 2017 Attendee Survey)

<table>
<thead>
<tr>
<th>Membership</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just Joined</td>
<td>12%</td>
</tr>
<tr>
<td>1-3 years</td>
<td>21%</td>
</tr>
<tr>
<td>4-6 years</td>
<td>14%</td>
</tr>
<tr>
<td>7-9 years</td>
<td>10%</td>
</tr>
<tr>
<td>10+ years</td>
<td>23%</td>
</tr>
<tr>
<td>Not a member</td>
<td>20%</td>
</tr>
</tbody>
</table>
2XL Corporation  
3M Health Care  
AARH  
AAHI  
ABM Healthcare  
Acelity  
Acute Care Pharmaceuticals  
Adhesion Biomedical  
Aerobiology Laboratory  
Aerobiotics, Inc.  
Agency for Healthcare Research and Quality (AHRQ)  
Airista  
ALK  
Alkapure, LLC  
Ambu  
AMD Medicom Inc.  
American Infection Control, Inc.  
American Sentinel University  
American Ultraviolette  
Andersen Products  
AORN, Inc. (Association of periOperative Registered Nurses)  
APIC Consulting Services, Inc.  
Applied Medical  
Aquabiliiti  
Aquaguard  
Aquameds LLC  
qua-tools  
Aquisense Technologies  
ARAMARK  
Aseptica, Inc  
Association for the Healthcare Environment  
B&B Medical Products  
B. Braun Medical  
Bard Access Systems  
Bard Medical  
Basis Glove  
Baxter Healthcare Corporation  
BD  
Beutlich Pharmaceuticals, LLC  
Biocentrins Pharmaceuticals  
obimeiroux, Inc.  
Bioquell, Inc.  
Bioscience International, Inc.  
BioSel, Inc.  
Biovigil Hygiene Technologies  
Boston Scientific  
BOWMAN Dispensers  
Braley-Gray  
Brevis Corporation  
BSN Medical  
Calzuro.com  
Cantel Medical Corp.  
CareFull Products  
Carpenters International Training Fund  
CATH TAG  
CBIC  
Centers for Disease Control & Prevention/DHAP  
CenTrak Inc.  
Centurion Medical Products  
Cepheid  
Chicago Faucets  
Choyce Products Inc  
Cintas Corporation  
CIVCO Medical Solutions  
CKM Healthcare, Inc.  
Clarus Medical, LLC  
Clean Hands Safe Hands  
Cleanis, Inc.  
CleanScan LLC  
CleanSlate UV  
ClorDiSys Solutions, Inc  
Clorex Healthcare  
CMC HYGEA LTD  
Cobetter Filtration  
Cogentix Medical  
Coloplast  
Construction Specialties, Inc.  
Consure Medical  
Contec, Inc.  
Control Company  
ConvaTec  
Cook Medical  
Crede Technologies Inc.  
CS Medical, LLC  
Cupron, Inc  
Cura Surgical, Inc.  
Current Technologies, Inc.  
Curtain Care Plus  
Daniels Sharpsmart, Inc.  
Datalogic  
De Nora  
DebMed  
Dial Corporation, A  
Henkel Company  
Ecolab  
Eloquest Healthcare  
Elyptic, Inc.  
E-Mist Innovations, Inc.  
EMSAL Analytical, Inc.  
Environmental Safety Technologies  
EOSSurfaces, LLC  
eShields Health, Inc  
Esterline Interface Technologies  
EvergreenUV  
Finsen Technologies Ltd  
FloSure Technologies, LLC  
Follett LLC  
GE Healthcare  
Georgia-Pacific Professional  
GETT North America LLC  
GOJO Industries, Inc.  
Haigh  
Halosil International, Inc.  
Halyard Health  
Hardy Diagnostics  
HC Info  
Healthcare Laundry  
Accreditation Council  
Healthcare Purchasing News  
Healthmark  
HealthySoledetecto Scale  
Horizon Pharma  
HRA Healthcare Research & Analytics  
Hygie  
Hygiena  
ICP Medical  
ICU Medical, Inc.  
iHealth  
Inabata & Co., Ltd.  
Indigo-Clean  
Infection Prevention Products  
InnerSpace Corporation  
Inpro  
Inventio Medical, Inc.  
IrriMax Corporation  
Iso-Belt  
ITUS Healthcare  
Johnson & Johnson  
Joint Commission Resources  
Key Source International  
Key Surgical, Inc.  
Kikkoman Biochemifa Company  
Kimberly Clark Professional  
Kontrol Kube by Fiberlock  
Kurin, Inc.  
Kwalu  
LifeAire  
Systems  
Lighthouse  
Healthcare Partners  
LiquiTech  
Loyola University Chicago  
School of Nursing  
Magnolia  
Medical Technologies  
Man & Machine, Inc.  
Maxair Systems  
Medegen Medical Products  
Medical Action Industries  
Medical Indicators  
Mediland Enterprise Corporation  
Medline Industries, Inc.  
Medtronic  
MEIKO  
Merit Medical  
Metrex Research  
Microbiology Specialists Inc.  
MicroChem Laboratory  
Micro-Scientific Industries, Inc.  
Molynckce Health Care  
Nanosonics, Inc.  
Neotech Products, Inc.  
Nephros  
NEXT Medical Products  
NIOSH/National Personal Protective Technology Lab  
Nozin / Global Life Technologies Corp.  
O2COOL, LLC  
Olympus America, Inc.  
On the Right Track Systems, Inc.  
OR Manager  
Outpatient Surgery Magazine  
Oxford Immunotec, Inc.  
Pall Medical  
Path Safety & Quality Healthcare  
Patient Shield Concepts  
PDI  
Pedigo  
PhoneSoap  
Poises Medical  
Precept Medical Products  
Prime Medical  
Process Cleaning Solutions,Ltd.  
Proaptive Medical Innovations Ltd.  
Protech Medical Systems, LLC  
PureWick, Corp.  
Q-Centrix  
Quick Medical & N.W. Medical Partners  
RayVio Corp  
ReadyDock, Inc.  
ReadyList, Inc.  
Resurgent Health and Medical Retractable Technologies, Inc.  
RL Solutions  
Roche Diagnostics  
ROTA Technology, Inc.  
RYMed Technologies, LLC  
Sage Products  
Sanofi Pasteur  
Sanuvox Technologies  
Seal Shield, LLC  
Sealed Air Diversey Care  
Sentri7  
Serim Research Corporation  
Sheathing Technologies, Inc.  
Sherwin-Williams  
Sign 4, LLC  
Silentia Inc.  
SirCare  
Sizewise  
Skytron  
SmartSleeves by ClearBags  
Smiths Medical  
Special Pathogens Laboratory  
SteadMed  
Stericycle, Inc.  
Steriliz UV Disinfection  
STERIS Corporation  
STETHO-SHIELD, LLC  
Strongarm Healthcare  
SunMed  
SureWash  
Surfacide  
Surex  
Swany Medical  
Swan Valley Medical, Incorporated  
SwipeSense  
Symmetry  
Synexis  
Synthetic Biologics, Inc.  
T2 Biosystems, Inc.  
Tangent  
Teleflex  
Teleflex  
The Roman Healthcare Group  
The Ruhof Corporation  
The Society for Healthcare Epidemiology of America  
TheraDoc | Premier  
Theraworx  
Thermomedics, Inc.  
TIDI Products  
Tiex International  
TOMI Environmental Solutions, Inc.  
Trinity Guardion  
TRS A  
Tru-D SmartUVC  
Truven Health Analytics  
TSI, Inc.  
TSIG Consulting, Inc.  
U.S. Micro-Solutions, Inc.  
UC Davis Medical Center  
UMF Corporation / PerfectCLEAN  
University of Portland-School of Nursing  
Verathon  
VidaShield  
VigiLanz Corporation  
Vi-Jon  
Vioguard, Inc.  
Virox Technologies, Inc.  
VitaFlex LLC  
Watekther Holdings, LLC  
Wello Inc.  
Xanitos, Inc.  
Xenex  
*Denotes current APIC Strategic Partner
LINEAR BOOTH SPACE:
Individual 10’ x 10’ linear booths may be combined to create 10’ x 20’, 10’ x 30’, 10’ x 40’, etc. spaces. To calculate the total booth cost, simply multiply the total square footage by $29.50. Be sure to include any corner premium fees that may apply.

$200 corner premium applies to any corner linear booth space.
$2,950 per 10’ x 10’ space

ISLAND BOOTH SPACE:
$15,200 per 20’ x 20’ island
$22,800 per 20’ x 30’ island
$30,400 per 20’ x 40’ island
$34,200 per 30’ x 30’ island
$45,600 per 30’ x 40’ island
$60,800 per 40’ x 40’ island
$76,000 per 30’ x 50’ island
$91,200 per 40’ x 60’ island

RESERVE YOUR BOOTH
1. Go to www.apic.org/ac2018
2. Click “Exhibits/Sponsorships,” then “For Exhibitors/Sponsors.”
3. Complete the Application for Space. If your company isn’t listed on the website, or you don’t know your password, email APICexhibits@conferencemanagers.com
4. At the end of the online application process, you’ll be asked to supply payment for a 50% deposit of your anticipated booth fees. The following payment options will be accepted online.

CREDIT CARDS: Amex, Visa, and MasterCard
CHECK: Select the “check” payment option at the end of the online application process and make the check payable to “APIC” and mail to: APIC 2018 Exhibits Department, 512 Herndon Parkway, Suite D, Herndon, VA 20170

BOOTH PACKAGE DETAILS
- 4 complimentary exhibitor booth staff registrations per 10’x10’ booth:
- Exclusive exhibit hall hours: No educational sessions will be held during this time.
- Booth identification sign: Complimentary 7” x 44” ID sign with company name and booth number.
- Complimentary Exhibit Hall Only VIP passes for clients: 20 passes per company.
- Draped back wall and side rails.
- 24-hour perimeter security services.
- Company name, description, product, and brand name listing in onsite Exhibitor Directory, as indicated in the application and contract for exhibit space.*
- Ability to rent the APIC 2018 pre-show attendee list: Only signed-up exhibitors are permitted to rent the pre-show attendee list. The service manual will contain an order form for the list. APIC does not distribute attendees’ phone, fax, or email addresses in attendee lists. This information, however, may be captured when attendees visit your booth and you scan their badge using a lead retrieval unit. Lead retrieval machines may be rented using the order form found in the exhibitor service manual.
- Complimentary one-time use of the APIC 2018 post-show attendee list: Exhibitors are automatically sent the list within two weeks of the show. APIC does not distribute attendees’ phone, fax, or email addresses in attendee lists.
- Preferred selection time to reserve booth space for the 2019 APIC Annual Conference (June 12-14, in Philadelphia, PA) before space opens to non-exhibiting companies.

*Subject to printing deadline.

Become an APIC Strategic Partner to receive discounted booth rates!
BEFORE SUBMITTING:
Please read the enclosed exhibit rules and regulations prior to submitting a signed contract. Also review the floor plan enclosed in this prospectus, as well as the online floor plan at www.apic.org/2018floorplan

AFTER SUBMITTING:
Once your contract is received, a booth confirmation will be emailed to the contact’s email provided within 10 business days.

RESERVATION DEADLINE:
There is no deadline to reserve a booth. APIC will continue to sell booths until the hall sells out. Potential exhibitors are encouraged to submit applications early so they secure their booth of choice and to ensure a listing in the exhibitor directory. The deadline to be listed in the exhibitor directory is April 13, 2018. Any application received after this date will be processed; however, it may not be listed in any onsite publications.

CANCELLATION POLICY:
Any exhibitor who cancels all of purchased booth space on or prior to March 8, 2018, will forfeit and pay to APIC, as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor’s booth space. Any exhibitor who cancels all of their booth space after March 8, 2018 will forfeit and pay to APIC, as liquidated damages, a sum of money equal to 100% of the full price of said exhibitor’s booth space. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a further lease for the space involved. Cancellation requests must be submitted in writing to the Exhibits Manager.

SPACE REDUCTION
Should an exhibitor reduce the size of its contracted booth space on or before March 8, 2018, a 10% service charge of the original contract price will be assessed by APIC. Payment previously received will be applied to revised booth fee balance. Any remaining balance less the revised space fees and 10% service charge will be refunded up to a maximum of $5,000. After March 8, an exhibitor is permitted to reduce the size of their contracted space; however, no refunds will be given and there will be no service charge. Show Management has the right to reassign the exhibitor to a different booth space based on revised size requirements. Space reduction requests must be submitted in writing to the Exhibits Manager.

BOOTH SELECTION
Pick 5 scattered booth numbers and indicate them on your application. APIC does not permit End-cap booths, meaning a 10’ x 20’ booth that is exposed to aisles on three sides. APIC does not permit exhibitors to purchase linear booth spaces that are across the aisle or diagonal from one another. Individual 10’ x 10’ linear booths may be combined to create 10’ x 20’, 10’ x 30’, 10’ x 40’, etc. spaces. To calculate the total booth cost, simply multiply the total square footage by $29.50. Be sure to include any corner premium fees that may apply.

QUESTIONS?
APIC 2018 Annual Conference Exhibits Department
512 Herndon Parkway, Suite D
Herndon, VA 20170
Phone: 703-964-1240 ext. 170
Fax: 703-964-1246
APICexhibits@conferencemanagers.com
BADGE ALLOTMENTS

<table>
<thead>
<tr>
<th>Badge Type</th>
<th># of Badges included per 10'x10' space**</th>
<th>Exhibit Hall Access</th>
<th>Education Session Access</th>
<th>Ability to Earn Continuing Education for Attending Sessions</th>
<th>Conference Materials (totebag, program, proceedings, etc.)</th>
<th>Lunch Tickets &amp; Access to Welcome Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Registration</td>
<td>4</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Exhibitor Directory Only</td>
<td>No (Tickets are available for purchase.)</td>
</tr>
<tr>
<td>Additional Exhibitor Registrations ($125)</td>
<td>unlimited</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Exhibitor Directory Only</td>
<td>No (Tickets are available for purchase.)</td>
</tr>
<tr>
<td>Full Conference Registration ($630)</td>
<td>0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

** For example, a 10’x20’ space would be entitled to eight exhibitor registrations.

EXHIBIT HALL SCHEDULE

Monday, June 11  
8:00 AM - 5:00 PM 
Exhibitor Installation

Tuesday, June 12  
8:00 AM - 5:00 PM 
Exhibitor Installation

Wednesday, June 13  
7:00 AM - 8:00 AM 
Exhibitor Installation

8:00 AM - 10:00 AM 
Show Management Booth Inspections/Show Ready Preparations

10:30 AM - 1:30 PM 
Exhibit Hall Open (exclusive time)

Thursday, June 14  
11:15 AM - 2:15 PM 
Exhibit Hall Open (exclusive time)

Friday, June 15  
10:30 AM - 1:00 PM 
Exhibit Hall Open (exclusive time)

1:00 PM - 7:00 PM 
Exhibitor Dismantle

Saturday, June 16  
7:00 AM - 10:00 AM 
Exhibitor Dismantle

This schedule is tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be notified in writing. A final schedule will be included in your Exhibitor Services Manual and posted on the APIC website.

GENERAL SERVICE CONTRACTOR

Freeman is the official general service contractor for APIC 2018 and will provide all services in the exhibit area. Freeman can be reached at (773) 473-7080 or FreemanChicagoES@freemanco.com. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the exhibitor services manual that will be posted on the Freeman website (www.freemanco.com) in March 2018. An exhibitors’ service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Exhibitors are responsible for all information provided in the exhibitor services manual.
For current booth availability, visit www.apic.org/2018
This floorplan is subject to change. For an up-to-date floorplan showing availability, visit www.apic.org/2018floorplan frequently throughout the year.

**BOOTH SELECTION INSTRUCTIONS:**

- Pick 5 scattered booth numbers and indicate them on your application.
- APIC does not permit end-cap booths, meaning a 10’ x 20’ booth that is exposed to aisles on three sides.
- APIC does not permit exhibitors to purchase linear booth spaces that are across the aisle or diagonal from one another.
- Individual 10’ x 10’ linear booths may be combined to create 10’ x 20’, 10’ x 30’ and 10’ x 40’ spaces. To calculate the total booth cost, simply multiply the total square footage by $28.50. Be sure to include any corner premium fees that may apply.
IMPORTANT DATES

Exhibitor Directory Entry Submissions Begins (link to be provided on this date) . . . . . . February 1

Exhibitor Service Kit Online at www.freemanco.com ............................. March 1

Remaining 50% Exhibit Space Deposit Due (invoice is sent one month prior) .......... March 8

Exhibitor Directory Advertisement Reservation ($) ................................ April 3

Sponsorship Commitment Deadline for recognition in Onsite Program ($) .......... April 3

Exhibitor Sub-Block Housing List Due .................................................. April 11

Exhibitor Directory Entry Due (link to be provided in service manual) ........... April 17

Exhibitor Directory Advertisement Artwork Due ($) ................................ April 17

Advance Warehouse Shipping Begins .................................................. May 16

Housing Deadline ................................................................................... May 19

Advance Warehouse Shipping Cut-Off .................................................. June 4

Move-in Begins ....................................................................................... June 10

On-Site Shipping ..................................................................................... June 11-13

Exhibit Hall Opens ................................................................................ June 13

Exhibit Hall Closes ................................................................................ June 15

Move-out .................................................................................................. June 15 -16

$ = Marketing/advertising opportunity for exhibitors for an additional fee.
For your convenience and to keep costs lower, APIC uses a housing bureau for its attendees and exhibitors. Please do not contact the hotels directly. Hotels cannot make reservations in the APIC block; reservations must be made through the housing bureau. Special APIC 2018 rate deadlines are individualized per hotel. Please refer to the Housing Chart. The APIC Housing Bureau is accessible through the APIC website: www.apic.org/ac2018.

Official Housing Bureau – Meet Minneapolis
1-888-947-2233 | housing@minneapolis.org

### APIC Annual Conference 2018 Housing Information and Amenities Chart

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>Rate Per Night (single/double occupancy)</th>
<th>Convention Center Distance (miles)</th>
<th>APIC Shuttle to Convention Center</th>
<th>High Speed Internet</th>
<th>Breakfast Included?</th>
<th>Business Center/Fax?</th>
<th>Exercise Facility</th>
<th>Parking</th>
<th>Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilton Minneapolis’ headquarters</td>
<td>$249</td>
<td>0.3</td>
<td>N</td>
<td>Complimentary in guest room</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>$20 self</td>
<td>$27 valet</td>
</tr>
<tr>
<td>Hyatt Regency Minneapolis</td>
<td>$239</td>
<td>0.3</td>
<td>N</td>
<td>Complimentary in guest room</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>$19 self</td>
<td>$38 valet</td>
</tr>
<tr>
<td>Millennium Minneapolis</td>
<td>$239</td>
<td>0.3</td>
<td>N</td>
<td>Complimentary in guest room</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Minneapolis Marriott City Center</td>
<td>$229</td>
<td>1.1</td>
<td>TBD</td>
<td>Complimentary in guest room</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>$26 self</td>
<td>$40 valet</td>
</tr>
<tr>
<td>Doubletree Suites by Hilton Minneapolis</td>
<td>$239</td>
<td>0.4</td>
<td>N</td>
<td>Complimentary in guest room</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>$25 self</td>
<td>N</td>
</tr>
<tr>
<td>Crowne Plaza Minneapolis - Northstar Downtown</td>
<td>$209</td>
<td>0.5</td>
<td>N</td>
<td>Complimentary in guest room</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>$25 self</td>
<td>N</td>
</tr>
<tr>
<td>Hyatt Place Minneapolis Downtown</td>
<td>$209</td>
<td>0.6</td>
<td>N</td>
<td>Complimentary in guest room</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites Minneapolis Downtown</td>
<td>$229</td>
<td>0.9</td>
<td>TBD</td>
<td>Complimentary in guest room</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>$13 self</td>
<td>$34 valet</td>
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</tbody>
</table>

### EXHIBITOR SUB-BLOCK RESERVATIONS
To reserve a group of reservations, please contact call 612-767-8210 or email SusanG@minneapolis.org for a group housing contract. All groups will need to sign a separate housing contract prior to making hotel reservations. All group rooming lists will be due by April 11.

### HOTEL RESERVATION SCAM INFORMATION

The APIC 2018 Meet Minneapolis Housing Department is a part of Meet Minneapolis (Minneapolis’s Convention and Visitors’ Bureau). It is the ONLY official housing bureau for the APIC Annual Meeting, and is handling all hotel reservations for the conference. Any communications coming from Meet Minneapolis Housing Department will be from @minneapolis.org or identified as APIC 2018 – Minneapolis Housing Department.

Please do not give your credit card information or make any reservations with any other housing bureau, housing company or convention housing appearing to represent Meet Minneapolis, the Minneapolis Housing Department, APIC, and/or the APIC 2018 – Minneapolis Housing Department.

These companies, frequently based out of Las Vegas and going by names such as Exposition Housing, Expo Housing Group, Convention Housing, et. al, appear to offer lower rates for hotel rooms and are a SCAM. We are not able to verify the authenticity of such companies, and will not be able to provide resolution to issues related to such reservations.
by the foregoing rules and regulations and by any amendments or additions thereto in
Board of Directors and the APIC CEO or their designee, and all exhibitors must abide by
not covered in these Rules and Regulations are subject to the interpretation of the APIC
permitted on the exhibit floor during installation and dismantle hours.
by a carrier selected by the official drayage contractor. No one under the age of 18 will be
Convention Center in accordance with the instructions provided in the Exhibitor Services
arrangements in accordance with this schedule. If erection of any exhibit has not started
June 15, 2018, and must be completed by 10 a.m. on June 16, 2018. Early dismantle and/
operational and show-ready no later than 8 a.m. on June 13, 2018, for the final inspection
times designated in the Exhibitor Prospectus. All booths must be properly installed, fully
beyond the control of the management causes the exhibit to be cancelled, full refund
in writing to the Exhibits Manager. In the event that fire, strike or other circumstances
set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the
booth space. Any exhibitor who cancels all of their booth space after March 8, 2018, will
as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor's
10' x 20' booke, meaning a 10' x 20' booth that has not been exposed to aisles on
three sides. APIC also does not permit exhibitors to purchase linear booth spaces that are
across the aisle or diagonal from one another. Example: If an exhibitor wants to purchase
two 10' x 20' spaces across the aisle from one another, this would not be permitted.
2. Show Management.
    a. Official Exhibit Schedule

        1. Tuesday, June 11
        2. Wednesday, June 12
        3. Thursday, June 13
        4. Friday, June 14
        5. Saturday, June 15

        7-10 a.m. Exhibitor Dismantle

        7-10 a.m. Exhibitor Hall Open (exclusive time)

        7-10 a.m. Exhibitor Hall Open (exclusive time)

    b. Aisle Designation

        IN-LINE BOOTHS

        In-line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Regardless of the number of in-line booths utilized (e.g., 10' x 20', 10' x 30', 'x 40'), display materials must be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction imposed forward towards the front of the space. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction imposed forward towards the front of the space. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction imposed forward towards the front of the space.

    c. Space Reduction

        Exhibitors, meaning 2018 APIC Strategic Partner companies, space will be rented at the
        rate of $2,950 per 10' x 20' space, which encompasses the greater of the floor area or
        space based on revised size requirements. Space reduction requests must be submitted
        in writing to the Exhibits Manager. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above or, at the option of the either or not the Show Management enters into a further lease for the space involved. Any exhibitor who cancels all of purchased booth space on or prior to March 8, 2018, will forfeit and pay to APIC, as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor’s booth space. Any exhibitor who cancels all of purchased booth space on or prior to March 8, 2018, will forfeit and pay to APIC, as liquidated damages, a sum of money equal to 100% of the full price of said exhibitor’s booth space. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above or, at the option of the either or not the Show Management enters into a further lease for the space involved. Cancellation requests must be submitted in writing to the Exhibits Manager. Should an exhibitor reduce the size of their contracted booth space on or before March 8, a 10% service charge of the original contract price will be assessed by APIC, with the remaining balance less the revised space fees and 10% service charge will be refunded up to a maximum of $5,000. After March 8, an exhibitor is permitted to reduce the size of their contracted space; however no refunds will be given and there will be no service charge. Show Management has the right to reassign the exhibitor to a different booth space based on revised size requirements. Space reduction requests must be submitted in writing to the Exhibits Manager. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of APIC’s liability for such cancellation. All cancellation requests must be submitted in writing to the APIC Exhibits Manager.

7. Contractor Services. An official contractor will provide all services in the exhibit area. Information on the equipment and pricing of services will be made available to exhibitors at each visit to the site. APIC encourages exhibits that are visually complete and aesthetically appealing. Yes, the remaining balance less the revised space fees and 10% service charge will be refunded up to a maximum of $5,000. After March 8, an exhibitor is permitted to reduce the size of their contracted space; however no refunds will be given and there will be no service charge. Show Management has the right to reassign the exhibitor to a different booth space based on revised size requirements. Space reduction requests must be submitted in writing to the Exhibits Manager. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of APIC’s liability for such cancellation. All cancellation requests must be submitted in writing to the APIC Exhibits Manager.

8. Arrangements of Exhibits. Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, exceeds the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape or other covering material will be placed to cover unsightly wires, unfinished backwalls exposed waterpipes or hoses, etc. at the exhibitor’s expense.

9. Booth Design. The regulations listed herein are not intended to unduly restrict exhibits as to either design or utility. The spirit in which the rules are presented is to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, traffic flow, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives. Every effort has been made to ensure the accuracy of all information distributed by APIC; however, due to the ever-changing circumstances, the information in the Minneapolis Convention Center, up-to-the-minute information is not always available. With this in mind, we remind all exhibitors that APIC, the Minneapolis Convention Center and its contractors or agents can make no warranties as to the accuracy of floor plans issued in connection with the setup of exhibit space or have any responsibility or liability for the utilities or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the exhibitor and/or her agent to physically inspect the facility to verify all dimensions and locations.

10. Booking Services. Booking services are not an exception to the rules of this manual. Booking services will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the exhibitor services manual.
must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities, and booths are restricted to 20 feet in height. All booths must be carpeted. Exhibiting companies are responsible for furnishing, cleaning, and carpeting their booths. Any booth(s) not carpeted by 8 a.m., on June 12, 2018, will be carpeted by Show Management the exhibitor’s expense. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1990 (ADA). Any exhibit with raised flooring must be ramped.

10. Subleasing of Space. Exhibitors may not assign, sublet, or apportion to others the whole, or any part of, the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

11. Conduct. All exhibits will be to the interest of APIC members and will be operated in a way that will not interfere with, nor detract from, the purpose of the meeting as a whole. Show management reserves the right to request the immediate withdrawal of any exhibit that APIC believes to be injurious to the purpose of APIC. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable persons or persons. The use of sideshow tactics or other undignified methods considered by APIC to be objectionable are expressly prohibited in the exhibit area and in any meeting room.

12. Type of Exhibiting Companies. The purpose of the exhibit is to further the education of conference attendees through product and service displays and demonstrations. Products or services exhibited must be pertinent to the attendees’ professional interest. APIC reserves the right to restrict any exhibit that may exhibit at the conference and exhibit sale activities that it deems inappropriate or unprofessional. In addition, APIC reserves the right to prohibit any company, association, or entity from exhibiting at the conference, who has products or services that compete with the products and services APIC provides.

13. Exhibitor-Sponsored Events. No exhibitor-sponsored event, meeting, seminar, reception, focus group or similar function to which conference attendees are invited may be held during the official APIC Conference events or can the topic or event title conflict with an official APIC event. Event conflicts must be scheduled by the exhibitor or notified to the APIC Exhibits Department at least one schedule-of-events, or contact the APIC Exhibits Department at 703-964-1240, ext. 160.

14. Exhibitor’s Personnel. Exhibitor badges will be made available to the official company representatives for distribution to exhibitor personnel. The official APIC badge must be worn whenever a representative is in the exhibit hall. All personnel representing the exhibitor on the exhibit floor must be identified with a name and identification badge. Each exhibit must be fully operational and staffed during the exhibit hours as defined in Rule 1. Booths should be manned by company representatives who are qualified to discuss details of their company’s products or services. The distribution of advertising materials or souvenirs in the exhibit hall by representatives of nonexhibiting firms is strictly forbidden and may result in immediate eviction from the conference.

15. Selling Products/merchandise. Selling products or merchandise on the exhibit floor is strictly prohibited and may result in immediate eviction from the conference.

16. Sound Devices. Light, sound, or any amplification devices that project sound must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Speakers and sound equipment should be turned down into the booth rather than into the aisle. Noise levels must be held to a 70-decibel maximum at all times. Show Management will monitor the 70-decibel regulation onsite. If an exhibitor is in violation of the 70-decibel regulation, they will receive one warning. If the exhibitor continues to operate noise-making exhibits in excess of 70-decibels after the first warning, Show Management reserves the right to shut off the offending mechanism, or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the exhibitor. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor’s display. APIC reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

17. Handout Materials. Promotional give-aways and exhibitor prize drawings will be permitted. All hand-out materials are expected to be of professional nature. APIC reserves the right to disallow any material that it believes to be inappropriate. No exhibitor may use APIC name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of APIC.

18. Solicitation of Exhibitors. No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of APIC.

19. Fire, Safety, and Health. The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be permitted, unless approved.

20. Labor Rules and Regulations. Labor rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displayers, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Manual.

21. Storage. The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibit. APIC assumes no responsibility for damage or loss of packing boxes or crates.

22. Food and Beverage. Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing.

23. Liability and Security. APIC makes no warranty, expressed or implied, that security precautions will avert theft or damage to the property of exhibitors or their representatives or employees from theft, fire, accidents, or other causes. APIC will not be responsible for the theft of any property or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold APIC harmless against such and any loss or damages to the employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold APIC harmless against such and any loss or damages to the employees or for damage to property in their custody, owned or controlled by them.

24. Trademarks. APIC will be held harmless for any trademark, trade name, copyright, or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Minneapolis Convention Center logo, design, trademark, trade name, and/or slogan by the exhibitor must be approved in writing by APIC and the Minneapolis Convention Center marketing department. Use of the APIC logo, design, trademark, trade name, patent, copyrighted work, or symbol must be approved in writing by APIC’s marketing department.

25. Photographing of Exhibits. Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling, and non-exhibit hours, and cameras will not be allowed on the exhibit floor during these times. Only the official photographer permitted to operate noise-making exhibits in excess of 70-decibels after the first warning, Show Management reserves the right to disallow any material that it believes to be inappropriate. No exhibitor may use APIC name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of APIC.

26. List Publication. The list of APIC exhibitors, in whole or in part, shall not be sold, rented or leased to other parties or any addressee. APIC assumes no responsibility for damage or loss of packing boxes or crates.

27. Exhibitor Housing: Exhibitors requiring 10 sleeping rooms or more must complete an APIC sub-block contract. Should the room nights utilized by the requesting exhibitor — on a cumulative basis — after the final adjustment date outlined in the sub-block contract fall below 90% of the initial reservation (block), the exhibitor agrees to the financial responsibility for the unused room nights in the exhibitor’s reservation. APIC reserves the right to disallow any material that it believes to be inappropriate. No exhibitor may use APIC name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of APIC.

28. Faciuty Use. All public function space in the Minneapolis Convention Center and host hotel convention space may be occupied by exhibitors or other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of APIC or other firms or other commercial firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited.

29. Violations. APIC may at its discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents at the discretion of Show Management may be considered a violation of the agreement, and such exhibitor shall forfeit to APIC all monies paid or due. Upon evidence of violation, APIC may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor’s risk. The exhibitor will pay all expenses and damages that may result, without limitation. APIC assumes no responsibility for damage or loss of packing boxes or crates.

30. Seviority. All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained rein.

30. Contact. For questions or more information, please contact: APIC Exhibits Manager, 512 Herndon Parkway, Suite D, Herndon, VA 20170. Phone: 703-964-1240 ext. 160 Fax: 703-964-1246 E-mail: APICExhibits@conferencemanagers.com
Reach the **LARGEST** annual audience of **Infection Preventionists**.

**FUTURE APIC ANNUAL CONFERENCES**

**PHILADELPHIA, PA**  
June 12-14, 2019

**PHOENIX, AZ**  
June 10-12, 2020