

EXHIBITOR & SPONSORSHIP PROSPECTUS



**AMCA**

**91<sup>ST</sup> ANNUAL MEETING**

**San Juan,  
Puerto Rico**

**MARCH 3 - 7, 2025**





## 2025 SPONSORSHIP OPPORTUNITIES

SPONSORSHIP LEVEL	DIAMOND \$55,000	PLATINUM \$38,500	GOLD \$27,500	SILVER \$16,500	BRONZE \$11,000
Annual Meeting Booth Space	8 - 10X10	8 - 10X10	4 - 10X10	2 - 10X10	1 - 10X10
Credit to spend on Combination of sponsor items and AMCA Events (Annual Meeting and Washington Days)	\$38,500	\$27,500	\$16,500	\$11,000	\$5,500
Credit to spend on AMCA Ad or marketing (webinars, website, newsletter and JAMCA)	\$15,000	\$10,000	\$7,500	\$4,000	\$2,500
Registrations to the Annual Meeting	16	16	8	4	3
Recognition in Marketing Materials, Conference Signage and Program, Annual Meeting Website, E-Newsletter Following the Annual Meeting and Recognition at Plenary and Banquet	LOGO	LOGO	LOGO	LOGO	LOGO
Banquet Table Sponsorship for Annual Meeting	X	X	X	X	X
Conference Bag Insert for Annual Meeting	X	X	X	X	X
Mobile App Sponsorship for Annual meeting	X	X	X		
<b>TOTAL VALUE</b>	<b>\$71,523</b>	<b>\$55,523</b>	<b>\$34,367</b>	<b>\$21,039</b>	<b>\$12,714</b>

PLEASE NOTE: Funds donated to Research fund, Industry Travel Stipends, Young Professionals Fund, Latin American Fund or Student Competition are not included in credits to spend on Sponsorship items. Any funds collected for these programs are donated directly to those programs.

If you wish to purchase additional booth space, package sponsors are eligible to purchase at half off.



## DEAR VALUED VENDOR

**We invite you to reserve your booth for AMCA's 91st Annual Meeting! We will meet March 3-7, 2025 at the Puerto Rico Convention Center and we want you there!**

As an exhibitor, you'll have direct access to hundreds of mosquito and vector control field workers, researchers and educators. Expected attendance is approximately 1,000! Please read on to learn about some exciting changes for 2025.

### EVENT LOCATION

**AMCA 2025 Annual Meeting**  
**Puerto Rico Convention Center**  
100 Convention Blvd.,  
San Juan, 00907, Puerto Rico

### HOST HOTELS

**Sheraton Puerto Rico Resort & Casino**  
200 Convention Blvd.,  
San Juan, 00907, Puerto Rico

### Aloft San Juan

250 Convention Blvd.,  
San Juan, 00907, Puerto Rico

**Hotel Reservations Link can be found in your registration confirmation email.**

### BOOTH FEES

All booths are 10' x 10' or multiples thereof.

<b>First Booth:</b>	\$1,680
<b>Additional Booths:</b>	
AMCA Corporate Sustaining Members:	\$1,320
Non-Corporate Sustaining Members:	\$1,550
Package Sponsors Members:	\$660
Package Sponsors Non Members:	\$780
<b>State and Regional Booths:</b>	\$600
<b>Additional Member Personnel for Exhibitors &amp; Sponsors</b>	
<b>BY</b> February 3, 2025	\$485
<b>AFTER</b> February 3, 2025	\$535

### KEY DATES & DEADLINES

<b>Cancellation Deadline:</b>	February 3, 2025
<b>Discounted Housing Deadline:</b>	January 31, 2025
<b>Full Payment Deadline:</b>	January 31, 2025



### EXHIBIT HALL HOURS

*Times subject to change.*

All open exhibit hall hours are dedicated hall hours.\*

#### Monday, March 3, 2025

8:00 am – 3:00 pm **Set-Up**

5:00 pm – 8:00 pm **Exhibit Hall Open** – Grand Opening of the Exhibit Hall & Welcome Reception

#### Tuesday, March 4, 2025

10:00 am – 10:30 am **Break in Exhibit Hall**

12:00 pm – 1:45 pm **Lunch with Exhibitors**

3:15 pm – 4:00 pm **Ice Cream Social & Break in Exhibit Hall**

#### Wednesday, March 5, 2025

10:00 am – 10:45 am **Break in Exhibit Hall**

12:15 pm – 1:45 pm **Poster Session & Lunch in Exhibit Hall**

3:15 pm – 4:00 pm **Donut Social & Break in Exhibit Hall**

4:00 pm – 5:00 pm **Vendor Meeting**

#### Thursday, March 6, 2025

8:30 pm – 10:45am **Exhibit Hall Open**

10:00 am – 10:45am **Break**

10:45 am – 4:00pm **Breakdown and Load Out**

\*Exhibitors will have access to their assigned booth space from 8am-5pm on Monday – Thursday. Exhibitor badges will be required to gain entry into the hall during these times.

All booths must be kept open and properly staffed during open exhibit hours. Premature packing and/or dismantling will not be permitted.



## DESCRIPTION OF BOOTHS/FURNISHINGS

- 10' deep by 10' wide cloth drapery material with an 8-foot high back wall and 3-foot high side walls.
- One six-foot drape table
- Two chairs
- One wastebasket
- Standard one-line company sign
- Two full conference registrations for booth personnel

## PAYMENT

It is expressly agreed upon that full payment for requested exhibition space must be made to AMCA no later than January 31, 2025. Space will not be assigned or held without the application and full payment. AMCA reserves the right to refuse an exhibitor their exhibition space for reason of non-payment at time of installation.

## BOOTH ASSIGNMENTS

Sponsoring exhibitors of a Bronze Level or higher, will be able to select their booths in order of priority based on level and booth size. All other exhibitors will be assigned a booth space based on membership, years exhibiting, sponsorship, and size of booth. Booth assignment processes will begin November 2024.

## INSURANCE

AMCA Requires that all exhibitors provide proof of liability insurance at least 30 days prior to set-up.

## BADGES

Exhibitors will receive two complimentary registrations with the first 10' x 10' booth space. Exhibitor registration allows entry to all educational sessions, access to all meal functions, meeting program and bag. Each additional 10' x 10' space purchased earns one additional registration. Set-up crew should report to registration for temporary set-up badges (free). AMCA does not offer an exhibit-hall-only badge.

## EXHIBITOR SERVICES MANUAL

The Exhibitor Services Manual will be sent to exhibitors electronically. This manual will contain information on shipping, set-up, materials, furniture and electrical connections.

## VENDOR MEETING

Exhibiting companies are encouraged to send a representative to the on-site vendor meeting to be held onsite in San Juan. The vendor meeting provides an open forum for sharing feedback and suggestions with AMCA staff. The vendor meeting will be held on Wednesday, March 5th from 4pm – 5pm.

## CANCELLATION

If an exhibitor is unable to occupy and/or use the exhibit space contracted for, and should that exhibitor notify AMCA in writing on or by February 3, 2025, all fees paid by the exhibitor, less a processing fee of 50 percent of the net contract price, will be refunded. No refund of any fees will be made if notice is received after February 3, 2025. In the event that the premises where the exhibition is to be held shall, in the sole discretion of AMCA show management, become unfit or unavailable for occupancy, or shall be substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, act of terrorism, fire, state of emergency declared by any government agency, by reason of any municipal, state or federal law or regulation, or by reason of any other occurrence beyond the control of show management, show management may cancel or terminate the exhibition. In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against show management for damages or expenses and agrees to accept in complete settlement a refund of all amounts paid by the exhibitor to show management in accordance with this agreement.

## LABOR INFORMATION

### Installation and Dismantle Labor

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature within their booth for as long as necessary.

Full-time employees of the exhibiting company may set their exhibit. If full-time company personnel are utilized to set an exhibit, they must carry positive identification, such as medical ID card or payroll stub. You may not utilize workers hired from a non-union agency or company. Any labor services that may be required beyond what your full-time employees can provide must be rendered by union labor. Your labor requirements can be ordered on the enclosed Order Form for Installation and Dismantling Labor.

## FREIGHT HANDLING

Only the official AMCA general contractor will be responsible for the loading and unloading of all trucks, trailers, common and contract carriers as well as the handling of empty crates and the operation of handling equipment. Exhibitors may hand carry their own material from POV's (privately owned vehicles). They are not permitted to use any material handling equipment, including dollies, carts or other mechanical equipment. Only full-time employees of the exhibiting company will be allowed to hand carry items. Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will always have priority at the unloading areas .



## 2025 SPONSORSHIP OPPORTUNITIES

### NETWORKING SPONSORSHIPS

#### Welcome Reception • \$21,000

This Monday night reception kicks off the AMCA Annual Meeting and is the grand opening of the exhibit hall. A complimentary drink ticket is provided to each attendee. This sponsor will be recognized both verbally and on signage at the reception and the sponsor's logo will appear on each attendee's complimentary drink ticket. This sponsor will also have the opportunity to place two door greeters at the exhibit hall entrance who may hand out the sponsor's literature (final approvals at the discretion of AMCA show management).

#### Poster Session Luncheon • \$1,000 each | Unlimited Spots

Scientific posters will be on display the length of the meeting in the exhibit hall. The lunch and poster session will take place Wednesday afternoon. These joint sponsors will be recognized digitally and on signage at the event.

#### Tuesday Session Luncheon • \$1,000 each | Unlimited Spots

This Tuesday Luncheon allows new friends to meet, mingle and old acquaintances to catch up while interacting with the exhibiting companies and sponsors. These joint sponsors will be recognized digitally and on signage at the event.

#### Networking Breakfast Sponsor • \$1,000 each | Unlimited Spots

The Networking Breakfast is an offering for our attendees hosted by the Diversity and Inclusivity Sub Committee. The Breakfast will take place on Wednesday morning. These joint sponsors will be recognized digitally and on signage at the event.

#### Pre-Banquet Social/Drink Ticket Sponsor • \$2,750 each | 2 sponsorships available

This event will be held immediately prior to the Banquet in the concourse. These sponsors will be recognized on signage at the social and the sponsors logos will appear on each attendee's complimentary drink ticket. The Pre-Banquet sponsor will also be verbally recognized at the start of the banquet. Each sponsoring company will receive 1 reserved banquet table and 5 additional drink tickets.

#### Refreshment Breaks • \$3,500 per break

Each day at least one refreshment break will be offered between sessions. Refreshment breaks include coffee and juice. Sponsors will be recognized with signage during the breaks. Multiple breaks available.

**BREAK AVAILABILITY:** \*Upgrade options available

<b>Tuesday, March 5th</b>	Plenary Session Break	Afternoon Session Break
<b>Wednesday, March 6th</b>	Morning Session Break	Afternoon Session Break
<b>Thursday, March 7th</b>	Morning Session Break	Afternoon Session Break
<b>Friday, March 8th</b>	Membership Meeting Refreshments	

#### Trustees/Commissioners Tour • \$3,300

This tour is held on Wednesday and will accommodate approximately 50 Trustees on a tour of the local area with lunch and a speaker. This sponsor will be recognized both verbally and on signage at the event.

#### Ice Cream Social • \$10,500

Sponsor the always popular ice cream social on Tuesday. Sponsor will receive logo on signage during the ice cream social and on the ice cream social tickets. Sponsor will have the ability to collect the tickets and serve the ice cream.

#### Donut Social • \$10,500

Sponsor the Wednesday snack social. Sponsor will receive logo on signage during the donut social. Sponsor will have the ability to collect the tickets. Donut display will be held in sponsors booth

#### Young Professionals Social • \$3,300

The Young Professionals Social will take place after the YP Symposium. The YP Symposium will be followed by a networking social with light refreshments. This sponsor will be recognized on signage and can attend the social with as many company representatives as they like to mingle with the Young Professionals.

#### Young Professionals Dinner • \$5,500

This YP-only event is ticketed for entry. Sponsor this event and fund the YPs Dinner and host this exclusive event. YPs are responsible for locating the venue and picking out the menu.



## 2025 SPONSORSHIP OPPORTUNITIES

### Young Professionals Workshop • \$5,500

The Young Professionals Workshop takes place on the Monday of the Annual Meeting. This sponsorship helps fund the AV, Food and Beverage, and room rental for the workshop. The sponsor will be invited to attend the workshop and give a speech to the YPs in attendance.

### Plenary Welcome Sponsor - \$6,600

Sponsor the Plenary session and have a 2-minute commercial welcoming the attendees to the Meeting. Sponsors Logo will also be displayed upon attendee's entrance. Please note that all sponsors will be thanked generally by the speaker during the program and their logos displayed during the presentation.

### Banquet Welcome Sponsor - \$6,600

Sponsor the Banquet and welcome the attendees to dinner with a 2-minute welcome speech. Your logo will also be displayed upon attendee's entrance. Please note that all sponsors will be thanked generally by the speaker during the program and their logos displayed during the presentation.

### BRAND EXPOSURE SPONSORSHIPS

#### Audiovisual • \$500 (Multiple Available)

This sponsorship opportunity helps AMCA order and operate the audiovisual equipment needed to run the entire meeting. These sponsor logos will appear on a PowerPoint slide on all breakout session room projector screens prior to the start of each session. That's 35+ sessions!

#### Wi-Fi Sponsor - \$500 (Multiple Available)

This opportunity helps provide Wi-Fi to the AMCA Attendees. The Sponsors logo will appear on signage for the Wi-Fi along with password and log in information.

#### Meeting Mobile App • \$500 each

Be in the palm of every attendee's hand! The 2025 Meeting Mobile App will be the direct access point for reviewing all the presented abstracts, scheduling your daily activities. Sponsors of the mobile app will receive 1 rotating banner ad and 1 push notification during the event, as well as recognition on signage onsite with instructions for downloading the app.

#### Meeting Bags • \$3,300

The Annual Meeting bag, carried during the meeting and afterwards, will be distributed to all registrants and will contain all meeting materials. This sponsor is responsible for selecting and purchasing of the bags (with approval from AMCA). This sponsor's logo will be printed on the bag along with the meeting name and AMCA logo.

#### Pens and Notepads • \$1,100 for either item (\$1,650 for both)

The Annual Meeting Pen and Notepad will be distributed to all registrants within the meeting bag along with other meeting materials. This sponsor is responsible for selecting and ordering the notepad and pen (with approval from AMCA). This sponsor's logo can be included on the notepad and pen along with the meeting name and AMCA logo.

#### Badge Holders • \$3,500

Badge holders will be distributed to all attendees. This sponsor's logo will be printed on the badge holder, as determined by AMCA and the sponsor.

#### Banquet Table • \$300 | 20 Available

Sponsor a banquet table and receive a reserved table during the banquet towards the front of the ballroom. Sponsors can invite clients and attendees to sit at their table. AMCA will not be able to set table for more than allotted number of seats. Sponsor will have logoed centerpiece, identifying reserved table. Sponsors will also receive 5 additional drink tickets. Bartenders will service sponsored tables. NOTE: Banquet tickets are NOT included with this sponsorship.



# AMCA

MARCH 3-7, 2025

# 91<sup>ST</sup> ANNUAL MEETING San Juan, Puerto Rico

## 2025 SPONSORSHIP OPPORTUNITIES

### Conference Bag Insert • \$850 / \$1,650

Include a piece of literature (\$750) or Promotional Item (\$1,500) in every attendee's meeting bag. Some restrictions apply.

### Hotel Keycards • \$6,600

Company provided sponsor message will appear on hotel guestroom keys who book their room in the official AMCA hotel block at the Host Hotel. Key specifications will be provided, and sponsor will have the ability to provide artwork for the keys.

### Column Branding • \$4,000 – Reference A

Catch the eye of AMCA Attendees as they enter the convention center. Your company's branding will be wrapped around the foyer columns. Price includes printing of materials and installation only. Graphics are 95"W x 158"H.



### Railing Graphics • \$2,000 – Reference B

As attendees enter the Convention Center, your Branding will be hanging from the 2nd or 3rd floor railings. Price includes printing of materials and installation only. Graphics are 8' W X 42" H.



### Escalator Wrap (Exterior only) • \$2,500 per Railing – Reference C

Grab attendee's attention as they use the hotel escalators entering the event space. Sponsors message will appear on the escalators glass. Price includes the printing of materials and installation. Does not include design work.



### Floor Clings • \$1,300

Make your logo prominent on the floors throughout the halls guiding attendees to different parts of the venue for our conference. Pricing includes printing and installation for a 7 floor clings that are 2'X2'. Artwork not included.

## AMCA SUPPORT OPPORTUNITIES

### Young Professionals Group Fund • Any amount over \$500 (Open to multiple sponsors)

The purpose of the fund is to support and further engage students and young professionals starting out in mosquito control. Contributors will be acknowledged on signage at the Young Professionals session during the Annual Meeting.

### Student Competition Fund • Any amount over \$500 (Open to multiple sponsors)

The purpose of the fund is to fund the awards given at the Annual Meeting for winners of the student paper competition. Contributors will be acknowledged on signage at the session.

### Latin American Symposium • Any amount over \$500 (Open to multiple sponsors)

The purpose of the fund is to support the Latin American symposium and cover costs of translation. Sponsors will be recognized verbally during the session and on signage outside the room.

### Latin American Student Competition • Any amount over \$500 (Open to multiple sponsors)

The purpose of the fund is to fund the awards given at the Annual Meeting for winners of the Latin American Student competition. Contributors will be acknowledged on signage at the session.

### \*AMCA Research Fund • Any amount

The AMCA Research Fund is currently accepting contributions for future research on mosquito control and related topics. Contributors are recognized in the printed Annual Meeting program and online.

### \*Industry Travel Stipend • \$1,000

Sponsor a young professional to attend the Annual Meeting and show them around. Introduce them to industry professionals and help guide their experience at the Annual Meeting.

\*Donate to an AMCA Research Fund or Travel Stipends and get recognized for your special contribution in the Presidents Circle during the Annual Meeting or Washington Days. You will also get a free Conference bag insert for either meeting



## ANNUAL WASHINGTON CONFERENCE | 27TH ANNUAL CONFERENCE



### Benefits of Sponsorship

The AMCA holds the Washington Conference, to an audience of 100 attendees, from the United States. The Washington Conference is the leading education and networking event for AMCA members to meet to discuss issues that can only be resolved at the Federal level. The Washington Conference is geared towards those US AMCA members concerned with the impacts of the decisions the federal government makes that have an effect on mosquito control and public health pesticides.

#### For their contributions, Washington Conference sponsors will be receiving:

- Recognition with company logo on the Washington Conference program and on the Washington Conference website
- Recognition at the Washington Conference on signage and presentation slide
- Verbal and logo recognition during the opening remarks
- Exposure, networking and contact with conference attendees including industry decision makers
- Inclusion in post-event email to all attendees with sponsor logo

### KEYNOTE SPEAKER • \$1,100

Sponsor the Washington Conference Keynote Speaker! You will get the opportunity to introduce the speaker and your logo will be prominently displayed.

### PENS AND NOTEPADS • \$1,100

The Washington Conference Notepad and Pen is distributed to all registrants at registration. This sponsor is responsible for selecting and ordering the pens and notepads (with approval from AMCA). This sponsor's logo will be printed on the notepads/pens along with the meeting name and AMCA logo.

### CONGRESSIONAL HANDBOOKS • \$1,800

Congressional Handbooks will be distributed to all attendees. A sticker with this sponsor's logo will be placed on the front cover of all handbooks.

### BADGE HOLDERS • \$1,100

Badge holders will be distributed to all attendees. This sponsor's logo will be printed on the badge holder, as determined by AMCA and the sponsor.

### WELCOME RECEPTION • \$6,000

Help AMCA greet the incoming guests and kick off the DC conference. This event will host a drink ticket and appetizers. The sponsors logo will be on drink tickets, signage and listed in the program.

### FIRST DAY BREAKFAST • \$2,300

Breakfast includes coffee, juice and hot breakfast. Sponsor will be recognized with signage during the breakfast. Breakfast is served prior to the start of the education day

### FIRST DAY BREAK SPONSOR • \$2,250

Sponsor Beverage breaks on the first day of the conference. Coffee, water, tea throughout the day (excluding meals). Sponsor will be recognized in signage and verbally.

### FIRST DAY RECEPTION • \$6,000

This reception is held after the first full day of the conference and provides an opportunity for attendees to discuss the topics of the day. Hors d'oeuvres and refreshments will be available, and the sponsor will be recognized verbally as well as on signage during the reception

### SECOND DAY BREAKFAST • \$2,300

Breakfast includes coffee, juice and hot breakfast. Sponsors will be recognized with signage during the breakfast. Breakfast is served prior to Capitol Hill office visits.

### \*WASHINGTON CONFERENCE TRAVEL STIPEND • \$1,000

Help a member attend the Washington conference and learn about the crucial aspects that Legislative and Regulatory efforts have on this industry.



# AMCA

MARCH 3-7, 2025

# 91<sup>ST</sup> ANNUAL MEETING San Juan, Puerto Rico

## EXHIBITOR RULES & REGULATIONS

### 1. INTERPRETATION OF RULES

The following rules and regulations apply to exhibitors and staff participating in the AMCA Annual Meeting, March 3- March 7, 2024 and are considered binding upon return of the signed exhibit contract. AMCA shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the rules and regulations shall be subject to the final judgment and decision of AMCA. These rules and regulations can be amended at any time by AMCA and the amendments so made shall be binding upon the exhibitor equally with the rules and regulations listed herein, and shall become a part thereof, provided the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the AMCA Annual Meeting, and will be provided to any authorized agent of the exhibitor.

### 2. PURPOSE OF EXHIBITS

The purpose of the AMCA exhibits is to complement the educational sessions by enabling attendees to evaluate the latest development in products and/or services presented for use by vector control researchers, professionals, and educators. AMCA maintains the right to deny exhibit space to any company and/or product it sees as not in line with AMCA's mission and the purpose of exhibits.

### 3. ASSIGNMENT OF SPACE

AMCA show management reserves the right to make any revisions necessary to the floor plan including, but not limited to, relocating exhibitors, when such action is deemed to be in the best interest of the total exhibits.

### 4. SHARING/SUBLETTING SPACE

The subletting of the whole or any part of an exhibitor's space by the exhibitor is strictly prohibited. Exhibitors may not advertise or display goods in their booth other than those manufactured or carried by them in the regular course of business. Exhibiting companies who maintain an ongoing collaboration or partnership are permitted to share space, provided that the space is at least 10-feet x 20-feet. In order to have both company names appear in the program listing, each company must pay the initial booth cost and split the additional booths. For example, if two companies would like to share a 20-foot x 30-foot space (six booths), each company would pay \$3,300 (first booth for \$1,300, two additional booths for \$1,000 each).

### 5. BOOTH CONSTRUCTION AND ARRANGEMENT

Exhibits shall be so arranged as to not obstruct the general view nor hide the exhibits of others. No display material exposing an unfinished surface to neighboring booths or pedestrian aisles will be permitted. If, at pre-show inspection, a display is found to expose an unfinished surface to a neighboring booth or to a pedestrian aisle, draping material will be obtained at the exhibitor's expense to conceal the unfinished surface. Any specialty-built displays or unusual configurations must be submitted to AMCA show management for approval prior to ordering construction. No part of any booth/display may hang over or jut out into an aisle. A booth space's perimeter extends from the floor to the ceiling, and all exhibitors must observe this perimeter. The ceiling height of the exhibit hall (ballroom) is 25 feet. Companies occupying an island configuration should be sure their displays do not exceed 23 feet.

Special note for linear booths:

- Regular and specialty back walls may not exceed an overall height of 8 feet
- The maximum linear booth height of 8 feet may extend out 50 percent of the booth from the back wall
- Height limitations in the balance of the area are 36 inches except for product and equipment on display which in themselves may exceed this height

### 6. EXHIBIT HALL ACCESS BY EXHIBIT STAFF

Exhibitor personnel will be permitted onto the exhibit floor between the hours of 8am-3pm beginning Monday, March 4 and concluding on Wednesday, March 6 provided they are wearing proper exhibitor badge identification. Exhibitor personnel will not be allowed into the exhibit hall outside of these times for security reasons. Temporary staff hired for set-up or teardown must register at the AMCA desk and receive a temporary badge.

### 7. DELIVERY AND SHIPMENT OF MATERIALS

Storage facilities for packing cases, crates, and boxes are not available at the hotel. Exhibitors agree to ship and store their materials at their own risk and expense. Information regarding shipping and storage of exhibit material will be furnished in the Exhibitor Manual.

### 8. FAILURE TO APPEAR

It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her space by the time specified, AMCA show management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem appropriate. If the exhibitor is not present but the exhibitor's materials are on property, AMCA may also choose to order that the exhibit be erected at the expense of the exhibitor.

### 9. INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than the official AMCA general contractor must notify AMCA in writing no later than 30 days prior to the meeting. The company name, address, telephone number, Certificate of Insurance, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) is required. Independent contractors must abide by the following:

- Perform all services in a timely manner, in accordance with AMCA and the AMCA general contractor established deadlines
- Not engage in solicitation of business on the exhibit floor for present and/or future conventions
- Provide a Certificate of Insurance to the AMCA general contractor and AMCA no later than January 31, 2025.
- Register all employees and temporary help at the registration desk (no charge for setup/breakdown)

### 10. EXHIBITOR EVENTS/ACTIVITIES

Exhibitors may not schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia, and hospitality suites that are in conflict with the official AMCA program, whether such activities are held on site or away from the hotel. Exhibitors must submit in writing to AMCA show management 90 days prior to the exhibit dates any program exhibitor intends to hold at, or in conjunction with, its exhibit. Exhibitors may not promote any event outside of their exhibit booth. Unless approved in writing by management, no signs are permitted outside of the exhibitor's booth. All events must be approved by show management in advance of the meeting.

### 11. STAFFING YOUR BOOTH

Exhibits must be staffed at all times during open exhibit hours. Companies that do not keep their booth properly staffed and operating during all open exhibit hours will risk being placed at the end of the lottery in future years. Repeat offenses may be grounds for a company's banishment from exhibiting at future AMCA meetings.



# AMCA

MARCH 3-7, 2025

# 91<sup>ST</sup> ANNUAL MEETING San Juan, Puerto Rico

## 12. CHILDREN'S ADMISSION TO THE EXHIBIT HALL

Children may accompany a registered attendee or exhibitor during show days and hours, but not during set-up or teardown periods. The accompanying adult is responsible for the child and assumes all responsibility for damage to exhibits and equipment and for the safety of the child. If minor is of the age requiring a stroller; strollers will be permitted but should be controlled by the registered participant at all times. If stroller is required, minor should be confined to stroller at all times. Attendee assumes all responsibility for damage to exhibits and equipment caused by the stroller and for the safety of the child in the stroller.

## 13. EXHIBITOR/CLIENT MEETINGS

Exhibiting companies wishing to set up private meetings over the dates of the AMCA meeting must notify AMCA in writing at least 30 days prior to the meeting. If AMCA does not have sufficient space available, the company will be charged a fee so that AMCA can secure space from the hotel. Fees will be determined based on space needs.

## 14. INSURANCE

The exhibitor acknowledges that neither the American Mosquito Control Association (AMCA), Association Headquarters Inc., nor the Puerto Rico Convention Center shall be obligated to maintain property, liability, or business interruption insurance covering any exhibitor or exhibiting company. Exhibitors wishing to insure their exhibit materials and goods against theft or damage by fire, accident or loss of any kind must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (liability, fire, and theft) in such amounts deemed appropriate to comply with its obligations hereunder. AMCA requires that all exhibitors provide proof of liability insurance at least 30 days prior to set-up. Coverage must be carried through the duration of the exhibit program, and the certificate must name AMCA and the Puerto Rico Convention Center as an additional insured party. The certificate must state a minimum insurance of 1 million USD and the territory of coverage must include the United States. The exhibitor agrees to make no claim of any nature, for any reason whatsoever, against AMCA for loss, theft, damage, or destruction of goods, nor for damage of any nature, nor for any negligence, malfeasance or misfeasance, nor for failure to hold any portions of the meeting, in part or in total, as scheduled.

## 15. AMERICANS WITH DISABILITIES ACT

Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold AMCA and Association Headquarters harmless from any consequences of exhibiting company's failure in this regard. AMCA will use its best efforts to provide reasonable accommodations for attendees with disabilities with prior notice. Please contact AMCA at [meetings@mosquito.org](mailto:meetings@mosquito.org) if you have any special needs.

## 16. POLICY ON USE OF AMCA NAME, LOGO, AND/OR ACRONYM

The names, logos, and acronyms of the American Mosquito Control Association and the AMCA meeting are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is expressly prohibited without the written permission of AMCA. Permission to the use the names, logos, and acronyms of AMCA must be requested in writing at least 30 days prior to the meeting, and prior to the actual printing of any collateral material.

## 17. BOOTH CONDUCT AND RESTRICTIONS

AMCA show management has the right to restrict or remove exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the meeting. This reservation includes persons, things, conduct, printed matter, or anything AMCA show management judges to be objectionable, exceeding the bounds of good taste or inconsistent with the principles and its public reputation.

In the event of such restrictions or evictions, AMCA show management is not liable for any refund of any amount paid hereunder. In-booth demonstrations must be arranged such that gathering crowds do not block any aisles or neighboring exhibits.

AMCA does not endorse in any manner any of the products or services related to the exhibits that have been accepted for display during the meeting.

## 18. CONTESTS/GAMES/RAFFLES

Contests of any kind must be approved in writing by AMCA show management at least 30 days prior to the meeting.

## 19. FIRE REGULATIONS

All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper, corrugated paper (flameproof or otherwise) is not permitted. All displays are subject to inspection by the Fire Prevention Bureau or the Fire Marshall. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

## 20. LIABILITY

Each exhibitor agrees to protect, save, and keep AMCA and the Puerto Rico Convention Center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, his employees or agents as well as to strictly comply with the application terms and conditions as contained in the agreement between AMCA and Puerto Rico Convention Center regarding the exhibition premises; and further, the exhibitor shall at all times, protect, indemnify, save, and keep harmless AMCA and Sheraton Dallas against and from any and all loss, cost, or expense that arises out of or from, or by any reason of any act or omission of the exhibitor, his employees or agents. AMCA and the Sheraton Dallas and their agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employee or representatives. Further, AMCA and the Sheraton Dallas and Casino will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of exhibit space by the exhibitor or his or her assignees, and the exhibitor shall indemnify and hold harmless AMCA and the Sheraton Dallas of all liability which might ensue from any cause whatsoever. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder.

## 21. PHOTOGRAPHY

Professional video, digital, or photography image and sound capturing equipment is prohibited in the exhibit hall during set-up, hall hours, and teardown. Photos may only be taken by AMCA staff or with special permission by AMCA. Please contact AMCA for permission.

## 22. SECURITY/BADGE CHECKERS

AMCA volunteers will check badges at the exhibit hall entrance during show hours and the service of a security guard will be acquired in the exhibit hall during off hours. However, this does not protect or guarantee exhibitors against loss by theft or otherwise. Please remain in your booth during open hours and remove or lock up all valuable items in your booth during off hours to prevent loss/theft.

## 23. VIOLATIONS

Violation of any of these regulations on the part of the exhibitor, his employees, or agent, shall annul the right of the exhibitor to occupy space and such exhibit will forfeit to AMCA all monies that may have been paid. Upon evidence of violation, management may re-enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the expense of the exhibitor. The exhibitor shall pay all expenses and damages that AMCA may incur thereby. In the event of a violation, AMCA reserves the right to refuse exhibit privileges for the following year.