

19TH ANNUAL  
**ACTHIV**

AMERICAN CONFERENCE  
FOR THE TREATMENT OF HIV

2025

A State-of-the-Science  
Conference for Frontline  
Health Care Professionals  
in Scientific Collaboration  
with Multiple Federal and  
Independent Agencies



**CHICAGO,  
ILLINOIS**

**MAY 1-3, 2025**

**HYATT REGENCY O'HARE CHICAGO**

**ACTHIV.org**



**SUPPORTER  
PROSPECTUS  
& ADVERTISING  
OPPORTUNITIES**

## EXHIBIT OPPORTUNITIES

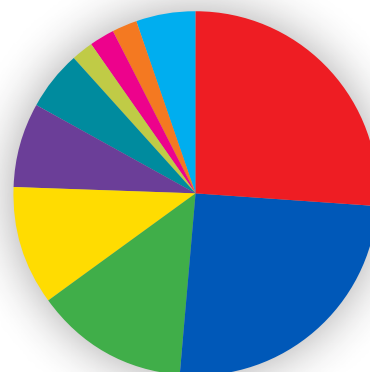
The American Conference for the Treatment of HIV® (ACTHIV®) invites you to exhibit at the 2025 Conference. This conference is uniquely designed for the frontline HIV care team, including physicians, NPs, PAs, nurses, pharmacists, and medical case managers who provide HIV care for various populations. Educational sessions at the conference are certified for continuing education credits. This state-of-the-science conference, held in scientific collaboration with multiple federal and independent agencies, will deliver information on new developments and research findings that can be rapidly transferred to the clinical setting.

### ACCESS • NETWORKING • VISIBILITY • POSITIONING

- Gain access to approximately 525+ frontline clinicians who provide HIV care and support to diverse populations
- Support the conference and earn your organization a high level of visibility, not only to attendees, but also through potential regional and national press coverage
- Great networking opportunities will be possible throughout the conference and during the receptions, luncheons, and poster sessions.
- Conference support will position your organization as a leader in HIV care

### Expected attendee profiles:

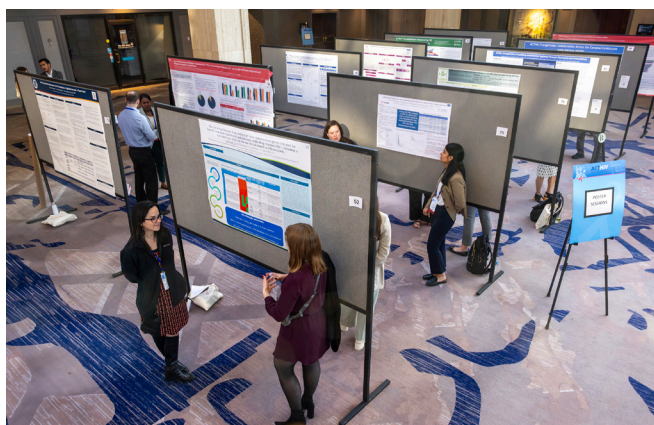
Nurses/NPs .....	25%
Physicians.....	24%
Advanced Practice Pharmacists.....	13%
Industry.....	10%
PAs.....	7%
Nurses.....	5%
Case Managers/ Social Workers.....	2%
Administrators .....	2%
Scientists/Researchers ...	2%
Other Team members ..	5%



The following pages outline the ACTHIV® 2025 Conference sponsor opportunities available to you. Make the most of your participation! Reserve a booth early and please note that all opportunities are available on a first-come, first-served basis.

*"This conference helps me stay current. Although I get lots of email updates, I don't always have time to read them. Attending ACTHIV® is a good way to catch up over 3 days on the most recent data and guidance on caring for people with HIV."*

**Pharmacist**



*"I loved the conference and found the topics very relevant. This was my first time attending and getting updates from experts who are not only doing the studies and but are also caring for patients was really helpful. I also liked that the conference really embraced the team approach to care."*

**Pharmacist**



## EXHIBITOR INFORMATION AND PRICING

THANK YOU for your interest in exhibiting at the upcoming ACTHIV® 2025 Conference, scheduled May 1-3, 2025 at the Hyatt Regency O'Hare Chicago in Rosemont, IL. Companies and organizations may purchase a 20'x20', 10'x20' or 10'x10' exhibit booth while space is still available. Requests for multiple booths will be accepted space permitting. Many of our meals and hospitality functions will be held in the Exhibit Hall throughout the conference to maximize booth traffic. The 2025 conference schedule allows for a minimum of 6.5 hours of exhibit hall/attendee exposure.

### 2025 EXHIBIT HALL HEAVY TRAFFIC TIMES

#### Wednesday, April 30

2:00 pm - 5:00 pm Exhibitor Setup

#### Thursday, May 1

8:00 am - 11:30 am Exhibitor Setup

12:00 pm - 1:00 pm Lunch

2:30 pm - 3:00 pm Coffee Break

5:30pm - 8:00 pm Welcome Networking  
Reception

#### Friday, May 2

10:15 am - 10:45 am Coffee Break

12:30 pm - 2:00 pm Lunch

3:00 pm - 3:30 pm Coffee Break

3:30 pm - 7:00 pm Exhibitor Dismantle

**Total Number of Exhibit Hours: 6.5**

### 2025 EXHIBIT HALL PRICING

#### 20' x 20':

Premium Commercial \$8,500

Government Organization \$5,500

Non-Profit Organization \$3,500

#### 20' x 10':

Premium Commercial \$6,500

Government Organization \$3,500

Non-Profit Organization \$2,500

#### 10' x 10':

Premium Commercial \$5,500

Government Organization \$2,500

Non-Profit Organization \$1,500

### EXHIBIT BOOTH INCLUSIONS

- One (1) 6' Table
- Two (2) Chairs
- One (1) ID Sign
- 3 Complementary Conference Registrations for Booth Staff
- One (1) Waste Basket
- Fully Carpeted Exhibit Hall (Additional carpet options are available for an additional fee)
- E-mail blast announcing a list of exhibitors and locations sent to pre-registered attendees
- A Listing in the Supporter Supplement
- A Listing on the Conference Website
- Conference Bag Insert

*"The beauty of the conference is it speaks to all levels of HIV clinicians and all disciplines. It's different from ID Week or CROI. I really think there is something for everyone. I also like how it starts with basic science, and then moves to therapeutics and more advanced topics. There were things I knew that the conference reinforced, but then there were a lot of new things I hadn't heard before or heard the way that the speakers shared them."*

**Physician**





## SATELLITE SYMPOSIUM OPPORTUNITIES

Don't miss this exciting opportunity to host a Satellite Symposium at the upcoming ACTHIV® conference, May 1-3, 2025. This up to one-hour event is offered free of cost to all attendees of the ACTHIV® 2025 Conference and is separate from the education provided by the conference. See enclosed information in this package for complete details.

### ACCESS

Gain access to approximately 525+ frontline clinicians who provide HIV care and support to diverse populations

### POSITIONING

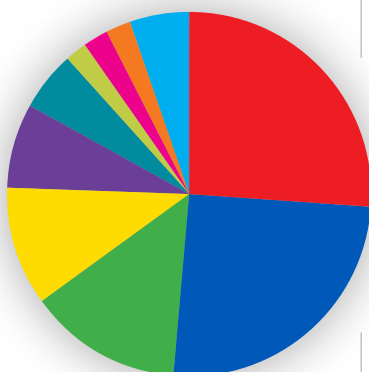
Hosting a symposium will position your organization as a leader in HIV care

### VISIBILITY

Support the conference and earn your organization a high level of visibility networking with attendees and potential exposure to national press coverage

### HIGH PROFILE ATTENDANCE

Nurses/NPs .....	25%
Physicians.....	24%
Advanced Practice Pharmacists.....	13%
Industry.....	10%
PAs.....	7%
Nurses.....	5%
Case Managers/ Social Workers.....	2%
Administrators .....	2%
Scientists/Researchers ...	2%
Other Team members ..	5%



### FACILITIES

- Meeting space to accommodate up to 200 attendees
- Three (3) complementary full conference registrations

### PRODUCTION

- Audio visual package to Include: 5K LCD projector, projection cart, screen (7.5 X 10) front projection, screen dress kit, 1 - DVD

player front projection, screen dress kit, 1 - DVD player with CD, wireless remote for PC, presentation laptop computer, podium and microphone, wireless lavalier microphone, power speakers, audio package, 20 feet of black drape, technical operator for duration of session

\*\*Additional audio visual requested will be quoted based on requirements.

### ADVERTISING / RECOGNITION

- Link to organization provided splash information page via the on-line program
- Signage at registration and at entrance to meeting space
- Symposium reminders included in ACTHIV® e-blast marketing material
- One full page ad in the Supporter Supplement to be distributed to all attendees
- Acknowledgement and link on the conference website
- Special recognition ribbons for company name badges
- Conference attendee list upon completion of the conference for those who opt in
- Platinum \$45,000 Unopposed Breakfast or Lunch program (includes breakfast or lunch buffet)
- Gold \$35,000 Shared Lunch program (includes lunch buffet)
- Silver \$30,000 Evening program (food and beverage is additional)

Package includes a professional meeting management staff to coordinate and manage logistics of the Symposium.



## SYMPOSIUM SCHEDULE AND PRICING

### SYMPOSIUM SCHEDULE

Thursday, May 1	7:15 am - 8:15 am	Breakfast
Thursday, May 1	12:00 pm - 1:00 pm	Luncheon
Thursday, May 1	5:30 pm - 6:30 pm	Meeting Only and/or Reception
Friday, May 2	7:15 am - 8:15 am	Breakfast
Friday, May 2	12:30 pm - 1:30 pm	Luncheon
Friday, May 2	5:30 pm - 6:30 pm	Meeting Only and/or Reception

All invitations, promotional materials, and program content must be approved by ACTHIV® prior to distribution.

All Satellite Symposia should include the following statement on the front page of promotional and handout materials: *"This event is not part of the official ACTHIV® conference, as planned by ACTHIV® Program Committee."*

### SYMPOSIUM PRICING

Fee includes all items listed under Symposium Inclusions

- Platinum \$45,000 Unopposed Breakfast or Lunch program (includes breakfast or lunch buffet)
- Gold \$35,000 Shared Lunch program (includes lunch buffet)
- Silver \$30,000 Evening program (food and beverage is additional)

NOTE: Additional costs will apply for CME/CE certification, if eligible.

The purchase of symposia is limited to 1 per organization prior to January 1, 2025.

### IF YOU ARE INTERESTED IN HOSTING A SYMPOSIUM PLEASE CONTACT:

#### Debbie Cooke

American Conference for the Treatment of HIV (ACTHIV®)  
c/o Meeting Masters, Inc.  
Phone: 540-368-1739  
E-mail: Debbie.Cooke@meetingmasters.biz  
Website: www.ACTHIV.org



*"I enjoyed not just getting updates on the latest information about HIV care but also being around people whose focus is treating people with HIV. I got to network with other providers of different experience levels."*

Nurse Practitioner



# ADVERTISING OPPORTUNITIES AND PRICING

## PRINT ADVERTISING OPPORTUNITIES

Advertising for NON-COMMERCIAL (ONLY) organizations in the ACTHIV® Conference Program will be distributed to all conference attendees, speakers and exhibitors. The Conference Program will contain information about the conference, oral and poster presentations, social events, symposia, CME/CE credit and other information. It serves as the resource for all information about the conference and is used as a tool throughout the year by our attendees.

Advertising for COMMERCIAL & NON-COMMERCIAL organizations in the ACTHIV® Supporter Supplement will be distributed to all conference attendees, speakers and exhibitors.

To advertise your product or service, return your completed advertising contract to ACTHIV® by March 17, 2025.

All ads should be sent in a PDF or JPEG format to Kristyn.Short@meetingmasters.biz. All ad copy and logos must be turned in to ACTHIV® by March 28, 2025 for inclusion in the conference program or the Supporter Supplement.

\*Bag insert program: Bag inserts must be received by Friday, April 25, 2025. If inserts are received late, they will not be placed in the attendee bags, but will be available for pick-up at the registration area. No refunds will be given.

Conference Program Ad Type (Non-Commercial Only)	Dimensions	Exhibitor Cost	Non-Exhibitor Cost
Full Page .....	8 1/2" x 11" .....	\$1,500 .....	\$1,700 .....
1/2 Page .....	8 1/2" x 5 1/2" .....	\$800 .....	\$1,000 .....
1/4 Page .....	4 1/4" x 5 1/2" .....	\$500 .....	\$600 .....
Inside Back Cover .....	8 1/2" x 11" .....	\$1,800 .....	\$2,000 .....
Inside Front Cover .....	8 1/2" x 11" .....	\$2,000 .....	\$2,200 .....
Add Four-Color Process .....		+\$650 .....	+\$650 .....
<b>Supporter Supplement Ad Type</b>			
Full Page .....	5 1/2" x 8 1/2" .....	\$600 .....	\$800 .....
Inside Back Cover .....	5 1/2" x 8 1/2" .....	\$1,600 .....	\$1,800 .....
Inside Front Cover .....	5 1/2" x 8 1/2" .....	\$1,800 .....	\$2,000 .....
Add Four-Color Process .....		+\$450 .....	+\$450 .....
<b>Commercial &amp; Non-Commercial</b>			
Bag Insert* .....		\$1,500 .....	\$1,800 .....



*"We had several  
of our team  
attend and  
we came back  
supercharged  
by what we  
heard."*  
**Physician**



## ADDITIONAL SUPPORTER OPPORTUNITIES

- E-blast to ACTHIV's® 5000-person email list - \$2,500
- Mailing to list of conference attendees who opt in (sponsor is responsible for the cost of printing and shipping) - \$2,500
- Sponsor a 1-hour webinar during the 2025 calendar year, advertised to the ACTHIV® 5000 person mailing list (not limited to conference attendees) - \$7,000
- Additional conference passes - \$300
- Conference Attendee Room Drop - \$15/room/item
- Unopposed Conference Attendee Room Drop - \$20/room/item
- Customized Lanyards (Non-corporate logos only) - \$5,000
- Customized Key Cards - \$5,000
- Conference Bags to include sponsor logo - \$7,500
- Sponsor the Poster Session - \$7,500
- Branded bottles of water in sleeping rooms (based on 2 bottles per room) - \$5,000
- Branded charging station - \$5,000



*"I truly enjoyed the ACTHIV® conference. This is my second year attending, and compared to previous conferences I've been to in the past - I feel that I am able to learn/take so much from this conference. Additionally, this conference has continued to provide relevant, up-to-date and evidence-based data that I am able to take back to my practice immediately. I have truly appreciated this conference in my journey with HIV care and I look forward to next year."*

**Physician Assistant**



# SUPPORTER APPLICATION

**PLEASE COMPLETE ALL FOUR SECTIONS AND RETURN THIS FORM WITH PAYMENT BY:**

**Symposium:** Friday, January 31, 2025 • **Exhibits:** Friday, March 28, 2025

**Advertising:** Monday, March 17, 2025

An online application is available at <https://mm.swoogo.com/ACTHIV2025SponsorRequest>

## SECTION 1: YOUR INFORMATION

Company Name		Contact Person	
Email		Phone	
Street Address	City	State	Zip

## SECTION 2: SUPPORTER OPPORTUNITIES

### Exhibit Booth Options

#### 20' x 20' Booth

- \_\_\_\_\_ \$8,500 Premium Commercial
- \_\_\_\_\_ \$5,500 Government Organization
- \_\_\_\_\_ \$3,500 Non-Profit Organization

#### 20' x 10' Booth

- \_\_\_\_\_ \$6,500 Premium Commercial
- \_\_\_\_\_ \$3,500 Government Organization
- \_\_\_\_\_ \$2,500 Non-Profit Organization

#### 10' x 10' Booth

- \_\_\_\_\_ \$5,500 Premium Commercial
- \_\_\_\_\_ \$2,500 Government Organization
- \_\_\_\_\_ \$1,500 Non-Profit Organization

### Satellite Symposium Options

#### \$45,000 Platinum

Unopposed Lunch program  
(includes breakfast or lunch buffet)

#### \$35,000 Gold

Shared Lunch program  
(includes lunch buffet)

#### \$30,000 Silver

Evening program (food and  
beverage is additional)

### Print Advertising Options

Conference Program Ad Type (Non-Commercial Only)	Dimensions	Exhibitor Cost	Non-Exhibitor Cost	Quantity	Amount Due
Full Page .....	8 1/2" x 11" .....	\$1,500 .....	\$1,700 .....	_____	_____
1/2 Page .....	8 1/2" x 5 1/2" .....	\$800 .....	\$1,000 .....	_____	_____
1/4 Page .....	4 1/4" x 5 1/2" .....	\$500 .....	\$600 .....	_____	_____
Inside Back Cover .....	8 1/2" x 11" .....	\$1,800 .....	\$2,000 .....	_____	_____
Inside Front Cover .....	8 1/2" x 11" .....	\$2,000 .....	\$2,200 .....	_____	_____
Add Four-Color Process .....	.....	+\$650 .....	+\$650 .....	_____	_____
<b>Supporter Supplement Ad Type</b>					
Full Page .....	5 1/2" x 8 1/2" .....	\$600 .....	\$800 .....	_____	_____
Inside Back Cover .....	5 1/2" x 8 1/2" .....	\$1,600 .....	\$1,800 .....	_____	_____
Inside Front Cover .....	5 1/2" x 8 1/2" .....	\$1,800 .....	\$2,000 .....	_____	_____
Add Four-Color Process.....	.....	+\$450 .....	+\$450 .....	_____	_____
<b>Commercial &amp; Non-Commercial</b>					
Bag Insert* .....	.....	\$1,500 .....	\$1,800 .....	_____	_____

- continued -





# SUPPORTER APPLICATION

*continued*

## Additional Supporter Options

(Write in desired option and cost listed on page 6)

Supporter Option: \_\_\_\_\_ Cost: \_\_\_\_\_

## SECTION 3: SIGNATURE

**Please read the attached Terms & Conditions and sign below.**

I am an authorized representative of the company named above with the full power and authority to sign and deliver this application. I further acknowledge that ACTHIV® reserves the right, in its absolute discretion, to reject this application. This application shall not become a binding contract until fully executed by both parties (the advertiser and the conference).

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Send this completed form to:

ACTHIV®, Attn: Kristyn Short, Exhibits Manager  
Scan / Email: Kristyn.Short@meetingmasters.biz

## SECTION 4: PAYMENT INFORMATION

All supporter purchases will be invoiced. You will receive an emailed invoice as confirmation of your order with payment information. If you have any questions, please contact Kristyn Short at Kristyn.Short@meetingmasters.biz.



# TERMS AND CONDITIONS

## ADHERENCE TO REGULATIONS

It is the responsibility of each exhibitor to be aware of and abide by all applicable ACCME Standards for Integrity and Independence in Accredited Continuing Education, FDA, Pharmaceutical Research and Manufacturers American (PhRMA) Code, Advanced Medical Technology Association (AdvaMed) Code guidance on interaction with healthcare professionals.

## GENERAL EXHIBITOR INFORMATION

In accordance with the following terms, conditions and regulations, the undersigned hereby makes application for exhibit space(s) which, when accepted by ACTHIV®, becomes a contract. The undersigned agrees to abide by all rules, requirements, restrictions and regulations as set forth in this agreement or as may especially be designated by ACTHIV® or the Hyatt Regency O'Hare Chicago. Failure to abide by such rules and regulations results in forfeiture of all monies paid or due to ACTHIV® under terms of this agreement. The exhibitor/sponsor agrees that all provisions are part of a formal contract for support. All of the above opportunities are exclusively reserved for ACTHIV® exhibitors.

The exhibit booth rate includes 3 Complementary Conference Booth Staff Registrations that include attendance to all educational sessions as well as all ACTHIV® meals and events. The Exhibits Manager will contact you with instructions on how to register your 3 complementary booth staff. Representatives of ACCME-defined Ineligible Companies (ie those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients) may attend CME activities at the discretion of ACTHIV® Institute/American Academy of CME, Inc. for the direct purpose of the representatives' own education; however, they may not engage in sales or marketing activities while in the space or place of the educational activity. Information on the identity of learners at CME activities is considered to be the confidential property of ACTHIV®. Information on learners will only be released to third parties when learners have prospectively opted-in to the release of information. Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. Advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Learners shall not be forced to interact with exhibitors and/or promotional activities. Representatives of Ineligible Companies are not allowed to engage in sales or promotional activities while in the space or place of the CME activity.

Exhibitors will receive a listing in the Exhibitor Supplement and conference website. All exhibitors must email a description of their company organization (1 - 2 short paragraphs) to Kristyn.Short@meetingmasters.biz. Organizations that do not meet the ACCME's definition of Ineligible Companies may also email their logo in both EPS and JPG format for inclusion.

## GENERAL

The term "ACTHIV®" shall mean the American Conference for the Treatment of HIV®, and includes "ACTHIV® Institute, A Division of American Academy of CME, Inc. officers, committees, agents or employees acting for it in the management of the Exhibition. The term "Exhibition" shall mean ACTHIV® and the Exhibition to be held in Chicago, IL from May 1-3, 2025. The term "Exhibitor" shall mean any person, organization or other entity that is approved to maintain an Exhibit at the Exhibition. ACTHIV® shall have full power in the interpretation and enforcement of all TERMS AND CONDITIONS governing the Exhibition. All matters and questions not covered by these TERMS AND CONDITIONS shall be subject to the final judgment and discretion of ACTHIV®. ACTHIV® will establish the schedule for setting up, opening, closing and dismantling of the Exhibits. These TERMS AND CONDITIONS may be amended at any time by ACTHIV® upon written notice to such Exhibitors as may be affected by them.

## INSURANCE

Exhibitors wishing to insure their exhibit materials, goods and/or wares of exhibits against theft, 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 and fire/theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

## LIABILITY

The exhibitor agrees to protect, save and keep ACTHIV®, American Academy of CME, Inc., Hyatt Regency O'Hare Chicago, and the General Contractor, forever harmless for any damage or charges imposed for violation of any law or ordinance by the exhibitor, his/her employees or agents. Exhibitor also agrees to strictly comply with the applicable terms and conditions contained in this agreement between, against and from any and all loss, cost, damage, liability, or expense which arises out of, from, or by any reason of any act or omission of exhibitor, their employees or agents.

## AMERICANS WITH DISABILITIES ACT

Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act within their assigned exhibit space.

## SELLING OF PRODUCTS AND SERVICES

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. No signage or advertising of product pricing will be allowed. Products for sale must be the exhibitor's own, unaltered, marketed products and the products or services must be pertinent to the attendee's professional interest. ACTHIV® reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors are responsible for complying with all business license, sales and tax requirements.

## REFUND FOR CANCELLATION

All cancellations by Exhibitors must be in writing and must be submitted to ACTHIV® Management office by Friday, March 28, 2025. A \$500.00 cancellation fee for each booth space is non-refundable regardless of date of notice of cancellation. Persons whose written cancellations are received by the ACTHIV® Exhibit Management office after Friday, March 28, 2025 shall forfeit all payments made and be obligated in full for the total Exhibit rental fee. If the Exhibition is cancelled for any reason beyond the control of ACTHIV®, ACTHIV® will refund each Exhibitor's rental payment on a prorated basis after all related Exhibition expenses incurred to that date have been met, thereby canceling the rental charge and lease of space. The Exhibitor agrees that this prorated refund shall release the exhibitor from its obligations under its contract with ACTHIV® and shall release the ACTHIV® from any liability to the Exhibitor.

- continued -



# TERMS AND CONDITIONS

## continued

### EXHIBIT SPACE DISPLAY

No Exhibit will be permitted to interfere with the light, space, comfort or view of another Exhibit. Displays shall comply with the following:

- (a) Back wall shall not be higher than 8 feet overall.
- (b) Sidewalls shall not be higher than 36 inches except on island spaces.
- (c) All back wall illumination must either be indirect or muted by translucent panels.
- (d) Aisles must be kept clear from flooring to ceiling.

Floodlights, if used, must be directed to shine entirely within the booth area so that no interference with neighboring booths results. All draperies, carpets, decorations, etc., used in the display must be of a nonflammable nature. Animated signs or flashing lights (other than animation of product or actual product operation) are prohibited on or in the area of the Exhibit floor. Signs, handbills or other devices are strictly limited to the booth space assigned. Loudspeakers will not be permitted. Musical instruments, radios, projection machines, record players, VCRs, DVD players, televisions, computers or other electronic devices or any noise creating device or amplifying systems shall be operated only at a level which will not interfere with other Exhibitors or add unduly to general acoustic inconvenience, and their operation must conform to the Exhibit Manager's requirements. All audiovisual and sound devices must be relevant to the Exhibitor's products. Each Exhibitor must keep an attendant in the display booth during the open hours of the Exhibit. Attendants must be bona fide employees or representatives of the Exhibitor. The restriction on the number of attendants per booth is 3; and attendants must wear Exhibit badges and be fully registered as Exhibitors. The Exhibitor must pay all costs incurred in the operation of its booth. This provision specifically covers expenditures incurred for lights, power, internet, water and other utilities or services in connection with its own booth. Measurements shown on the floor plan of the Exhibitor's Prospectus are not warranted but are as accurate as possible. The Exhibit Manager reserves the right to modify these plans, as necessary, to meet the needs of Exhibitors and the Exhibition.

### BOOTH CONSTRUCTION AND ARRANGEMENT

Exposed parts of the display must be finished so as not to be objectionable to other Exhibitors and/or ACTHIV® or such parts will be ordered draped by ACTHIV® and billed to the Exhibitor. Equipment or products exceeding the height limitation may be permitted for island Exhibitors provided written approval is granted by ACTHIV®. Overhead canopies or simulated ceilings cannot extend out over the front two feet of the booth space. Sidewalls of booths are limited to the same height as the back wall, but to within 4 feet of the front line and from that point to the aisle— 42 inches. No display equipment over 42 inches in height may be placed in the front 2 feet of Exhibit space. In all single booth corner locations, the back wall is considered the same as the back wall of all other booths in the same continuous row except for those Exhibitors that have reserved the two end corner booths adjoining each other. Electrical, pneumatic and hydraulic equipment must meet requirements of all electrical, safety and other applicable codes.

### EXHIBIT DISMANTLING

Exhibits will close promptly at 3:30 p.m. on Friday, May 2, 2025 and must be dismantled/packed or removed no later than 7:00 p.m. Shipping labels and shipping bills of lading must be prepared and provided for the return of all crates, cartons, etc. Company employees must be present for the dismantling and packing of the displays until the booth area is empty.

### EARLY TEARDOWN POLICY

Early teardown or dismantling of booths by exhibitors is strictly prohibited. Early teardown or dismantling disrupts the integrity of the show and endangers attendees still in the exhibit hall. By signing the booth space agreement, exhibitors agree to remain on the exhibit hall floor with their booths fully in place until the official close of the trade show, as stated above. Any exhibitors dismantling their booths prior to the scheduled time will be penalized a \$300 fine. This fine must be paid before the exhibitor may apply to exhibit at future conferences. Show Management will monitor and enforce this policy. Please plan your travel accordingly.

### CONTRACTOR SERVICE AND INFORMATION

ACTHIV® has an official contractor to provide service to Exhibitors. The contractor will provide labor, equipment and supervision. Complete information, instructions and schedule of prices regarding shipping and drayage, labor for erecting and dismantling, electrical, furniture and carpet rental, cleaning, etc., will be included in the Exhibitor's Service Kit to be posted at ACTHIV.org. Show management will provide vacuum sweeping of aisles once each night during open days. Aisles will be maintained during show hours. Any individual booth cleaning shall be contracted at the Exhibit Service Coordinator Service desk.

### CIRCULATION AND SOLICITATION

Distribution of circulars or promotional material may be made only within the booth assigned to the Exhibitor presenting such material. No organization will be permitted to solicit business within the Exhibit area unless it has assigned space at the Exhibition.

### EXHIBIT INSPECTION

All Exhibits will be subject to inspection by the Exhibit Manager one hour before the opening of the Exhibits. Exhibitors found to be in violation of the rules will be requested to comply, or dismantle their Exhibits.

### REPAIR OF DAMAGES

The cost of repairing any damage caused by the Exhibitor, its employees, representatives or agents to the property of others and the Hyatt Regency O'Hare Chicago, shall be the responsibility of the Exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture or property of others or of the Exhibit area.

### SECURITY

General overall 24-hour access control will be provided by ACTHIV® for the Exhibition period including move-in and move out. However, ACTHIV® is not responsible for the loss of any material by or for any cause, and urges the Exhibitor to exercise normal precautions to discourage pilferage. Exhibitors will be provided specified time periods, prior to each day's show opening and subsequent to each day's show closing, to prepare, adjust, alter, etc. their Exhibit area. Only registered Exhibition Attendees and Exhibitors and registered guests will be authorized to enter during Exhibit periods.

