**AALHE 2022 Exhibitor and Sponsor Kit**

Welcome to our community of assessment practitioners! We value your important contribution to the AALHE community, and we invite you to reach out to Kathleen Gorski at [info@aalhe.org](mailto:info@aalhe.org) with any questions about the information detailed in this kit.

[Conference Day/Time 2](#_Toc92889580)

[Registration 2](#_Toc92889581)

[Hotel Reservations 3](#_Toc92889582)

[Conference Platform Login and Material Due Dates 3](#_Toc92889583)

[Exhibitor and Sponsor Package Details 3](#_Toc92889584)

[Premier Plus - $12,000 4](#_Toc92889585)

[Premier- $8,000 4](#_Toc92889586)

[Elite - $6,000 5](#_Toc92889587)

[Exhibitor Plus - $2,500 6](#_Toc92889588)

[Exhibitor - $1,000 6](#_Toc92889589)

[Exhibitor Lite - $500 6](#_Toc92889590)

[A La Carte Offerings 7](#_Toc92889591)

[Whova Platform Exhibitor and Sponsor Areas Set Up 7](#_Toc92889592)

[Exhibitor Area 7](#_Toc92889593)

[Sponsor Area 8](#_Toc92889594)

[Policies 10](#_Toc92889595)

[Cancellations and Refunds 10](#_Toc92889596)

[Use of Space 10](#_Toc92889597)

[Operation of Exhibits 11](#_Toc92889598)

[Social Activities 11](#_Toc92889599)

[Sponsor responsibilities and liabilities 11](#_Toc92889600)

[Exhibitor/Sponsor Responsibilities and Liabilities 11](#_Toc92889601)

[Indemnification 12](#_Toc92889602)

[Conference Sponsor Agreement – if required by your organization 13](#_Toc92889603)

[Conference Admin Contacts 14](#_Toc92889604)

# Conference Day/Time

The AALHE 2022 Conference – *Communities of Assessment: Reengaging and Learning Together* will take place Monday, June 6 – Thursday June 9, 2022 as a hybrid experience.

* **In-person** engagement will take place at the Omni Hotel in Providence Rhode Island with live sessions and networking June 6- 9, 2022.
  + Conference Hours at the Omni Providence are tentatively:
    - Monday, June 6 – Pre-Conference Workshops 9 a.m. – 4 p.m. Eastern; Welcome, Keynote, and Reception 5 p.m. – 8 p.m. Eastern
    - Tuesday, June 7 – General Sessions 7 a.m. – 5 p.m. Eastern
    - Wednesday, June 8 – General Sessions 7 a.m. – 5 p.m. Eastern
    - Thursday, June 9 – 7 a.m. – 11:30 a.m. Eastern
  + Tentatively, exhibitor and sponsor check-in and set up will be from 8 a.m. – 12 p.m. Eastern on Monday, June 6. On-site exhibitor and sponsor check-in and set up times are being determined and will be shared with registered exhibitors and sponsors when finalized.
  + On-site exhibitor and sponsor tear down may take place anytime on the morning of Thursday, June 9. The deadline by which on-site exhibitor and sponsors must vacate their booth area will be shared with registered exhibitors and sponsors when finalized.
  + The Whova Platform will serve as the conference schedule app and will be the site of **virtual** engagement opportunities for all attendees, sponsors, and exhibitors during the conference and the 30 days following. All exhibitors and sponsors should also set up their profile and upload materials to the Whova platform as described in more detail in the **Conference Platform Login and Materials Due** section below.
* **Online** engagement will take place on the Whova Platform with on-demand sessions, virtual networking, and discussion boards available during the conference June 6-9, 2022 and 30 days following.

# Registration

Exhibitors and sponsors planning to attend in-person should register their attendees and submit payment for their selected package no later than May 16, 2022, pending continued space availability. Exhibitors and sponsors planning to attend online only should register their attendees and submit payment for their selected package no later than May 30, 2022. Early registration is strongly encouraged to maximize your exposure and ensure you can take part in all your packages benefits. Some opportunities are limited in availability and are offered on a first-come, first-served basis.

Once the Exhibitor or Sponsor Package purchase is complete, the organization contact will receive a promo code to register the organization representative(s) who will be attending the conference. The promo code will be good for the number of attendee registrations your package provides.

# Hotel Reservations

Exhibitors and sponsors planning to attend in-person should make hotel reservations at the Omni Providence Hotel no later than **May 15, 2022**, pending availability using the link: [https://www.omnihotels.com/hotels/providence/meetings/aalhe-conference-06052022.](https://www.omnihotels.com/hotels/providence/meetings/aalhe-conference-06052022)

The number of rooms in the AALHE 2022 room block is limited and offered on a first-come, first served basis.

# Conference Platform Login and Material Due Dates

Exhibitor and sponsor logins will first be sent **May 16, 2022** at which time registered exhibitors and sponsors may log in to the conference platform, Whova at:

<https://whova.com/portal/webapp/aalhe_202206/>

Exhibitors and sponsors must update profiles and upload their materials to Whova including any logos, handouts, videos, or links before **May 31, 2022**. Additional details about setting up an exhibitor and sponsor profile is included under the **Whova Platform Exhibitor and Sponsor Areas Set Up** section below.

**Access to the conference platform will be given to attendees June 1, 2022.** Conference events will begin Monday, June 6, 2022.

# Shipping

The Omni Hotel in Providence, Rhode Island will begin accepting packages mailed for conference purposes no earlier than **June 4, 2022**.

Fees of $10.00 per box or $50.00 per pallet will apply for incoming and outgoing handling and may be billed to a guestroom or charged to a credit card. The delivering staff will provide a receipt when packages are accepted at the exhibit space.

All materials must be sealed with the shipping label clearly displayed listed to:

Group Packages: Hold for [Insert Exhibitor/Sponsor Name] AALHE 2022

Conference Dates: June 6-9, 2022

Name of Hotel Contact: Sarah Boyle – Convention Services Manager

Property Address: Omni Providence Hotel

One West Exchange Street

Providence, RI 02903

Number of Boxes: (e.g. Box 1 of 2)

Packages over 50lbs must be approved prior to shipping and the hotel may refuse any shipments of excess size or weight.

There is not a FedEx or UPS store on-site. To ship out, the Omni Providence Hotel only ships out regularly ÷through FedEx. Group/Exhibitors have to package their own shipments and apply Pre-Paid FedEx Labels. The Omni Providence Hotel cannot route FedEx shipping charges to your Master Account. If a group/exhibitor would like to ship out with another transportation company (i.e. UPS, Freight Company), the client will be responsible to schedule a pick up time and pre-pay for the shipment.

# Exhibitor and Sponsor Package Details

**A visual summary of benefits for all packages is provided in the** [**Exhibitor and Sponsor Prospectus**](https://www.aalhe.org/assets/Conference/2022/2022%20Exhibitor%20and%20Sponsor%20Prospectus%20FINAL%203.pdf)**.**

### Premier Plus - $12,000

* Sponsored Opening and Reception – your logo included on reception signage, acknowledgement on the conference app, and the opportunity to make remarks or show a video (limited to 2 min) at the opening
* A total of three complimentary Conference Registrations (good for three organization representatives to engage in person and/or online)
* Social media promotion; provide AALHE approved text about your products of services to be posted one time to each of AALHE’s social media accounts; Facebook, Instagram, LinkedIn, and Twitter
* Present a 60 min conference session – content should be relevant to assessment; can be presented live in-person and/or pre-recorded online; recommended to present with college/university partner to support application for attendees
* Two registration grants for attendees; attendees applying for grants will be introduced to their sponsors by email before the conference
* Verbal recognition in welcome remarks
* One push notification about your products or services on the Whova platform
* Designated sponsor ribbons for your team
* Banner logo on the Whova platform
* Logo in pre- and post-attendee email
* Logo in pre-keynote slideshow
* Logo on AALHE website and meet the exhibitors/sponsors page
* Attendee opt-in online and in-person registration lists
* Opportunity to connect with attendees during dedicated in-person and online exhibit hall times; In-Person, Tuesday, June 7 from 2:30 p.m. to 3:30 p.m. Eastern and Wednesday, June 8 from 2:15 p.m. to 3:00 p.m. Eastern| Online TBA.
* Ability to create and participate in virtual meet ups, discussion boards, and text chat with attendees in the Whova platform
* 8’ x 8’ in-person exhibitor booth and access to QR code badge scanning
* Virtual sponsor profile on the Whova platform – including ability to list a featured video, brochure, handout, add an interactive live showcase, promotional offer, and text chat with attendees; this is in addition to the virtual booth.
* Virtual booth on the Whova platform – including a video, handout and ability to add an interactive live showcase
* High priority logo listing and booth position - located among the first and logo in a larger size on pages/documents it appears on

### Premier - $8,000

* Sponsored Breakfast – your logo included on breakfast signage and acknowledgement on the conference app
* A total of three complimentary Conference Registrations (good for three organization representatives to engage in person and/or online)
* Social media promotion; provide AALHE approved text about your products of services to be posted one time to each of AALHE’s social media accounts; Facebook, Instagram, LinkedIn, and Twitter
* Present a 60 min conference session – content should be relevant to assessment; can be presented live in-person and/or pre-recorded online; recommended to present with college/university partner to support application for attendees
* Two registration grants for attendees; attendees applying for grants will be introduced to their sponsors by email before the conference
* Verbal recognition in welcome remarks
* One push notification about your products or services on the Whova platform
* Designated sponsor ribbons for your team
* Banner logo on the Whova platform
* Logo in pre- and post-attendee email
* Logo in pre-keynote slideshow
* Logo on AALHE website and meet the exhibitors/sponsors page
* Attendee opt-in online and in-person registration lists
* Opportunity to connect with attendees during dedicated in-person and online exhibit hall times; In-Person, Tuesday, June 7 from 2:30 p.m. to 3:30 p.m. Eastern and Wednesday, June 8 from 2:15 p.m. to 3:00 p.m. Eastern| Online TBA.
* Ability to create and participate in virtual meet ups, discussion boards, and text chat with attendees in the Whova platform
* 8’ x 8’ in-person exhibitor booth and access to QR code badge scanning
* Virtual sponsor profile on the Whova platform – including ability to list a featured video, brochure, handout, add an interactive live showcase, promotional offer, and text chat with attendees; this is in addition to the virtual booth.
* Virtual booth on the Whova platform – including a video, handout and ability to add an interactive live showcase
* High priority logo listing and booth position – located among the first and logo in a larger size on pages/documents it appears on

### Elite - $6,000

* A total of two complimentary Conference Registrations (good for two organization representatives to engage in person and/or online)
* Sponsored Snack Break - your logo included on snack break signage and acknowledgement on the conference app
* One registration grant for attendee; attendee applying for grants will be introduced to their sponsors by email before the conference
* Verbal recognition in welcome remarks
* One push notification about your products or services on the Whova platform
* Designated sponsor ribbons for your team
* Banner logo on the Whova platform
* Logo in pre- and post-attendee email
* Logo in pre-keynote slideshow
* Logo on AALHE website and meet the exhibitors/sponsors page
* Attendee opt-in online and in-person registration lists
* Opportunity to connect with attendees during dedicated in-person and online exhibit hall times; times TBA
* Ability to create and participate in virtual meet ups, discussion boards, and text chat with attendees in the Whova platform
* 8’ x 8’ in-person exhibitor booth and access to QR code badge scanning
* Virtual sponsor profile on the Whova platform – including ability to list a featured video, brochure, handout, add an interactive live showcase, promotional offer, and text chat with attendees; this is in addition to the virtual booth.
* Virtual booth on the Whova platform – including a video, handout and ability to add an interactive live showcase
* Mid-priority logo listing and booth position

### Exhibitor Plus - $2,500

* One complimentary Conference Registration (good for one organization representative to engage in person and/or online)
* One registration grant for attendee; attendee applying for grants will be introduced to their sponsors by email before the conference
* Logo in pre- and post-attendee email
* Logo in pre-keynote slideshow
* Logo on AALHE website and meet the exhibitors/sponsors page
* Attendee opt-in online and in-person registration lists
* Opportunity to connect with attendees during dedicated in-person and online exhibit hall times; times TBA
* Ability to create and participate in virtual meet ups, discussion boards, and text chat with attendees in the Whova platform
* 8’ x 8’ in-person exhibitor booth and access to QR code badge scanning
* Virtual booth on the Whova platform – including a handout and ability to add an interactive live showcase
* Mid-priority logo listing and booth position

### Exhibitor - $1,000

* One complimentary Conference Registration (good for one organization representative to engage in person and/or online)
* Logo on AALHE meet the exhibitors page
* Attendee opt-in online and in-person registration lists
* Opportunity to connect with attendees during dedicated in-person and online exhibit hall times; In-Person, Tuesday, June 7 from 2:30 p.m. to 3:30 p.m. Eastern and Wednesday, June 8 from 2:15 p.m. to 3:00 p.m. Eastern| Online TBA.
* Ability to create and participate in virtual meet ups, discussion boards, and text chat with attendees in the Whova platform
* 8’ x 8’ in-person exhibitor booth and access to QR code badge scanning
* Virtual booth on the Whova platform – including a handout and ability to add an interactive live showcase
* Standard priority logo listing and booth position

### Exhibitor Lite - $500

* One complimentary Online Conference Registration (good for one organization representative to engage online only)
* Logo on AALHE meet the exhibitors page
* Attendee opt-in online only registration list
* Opportunity to connect with attendees during dedicated online exhibit hall times; times TBA
* Ability to create and participate in virtual meet ups, discussion boards, and text chat with attendees in the Whova platform
* Virtual booth on the Whova platform – including a handout and ability to add an interactive live showcase
* Standard priority logo listing and online booth position

### A La Carte Offerings

***Keynote Sponsor - $7000***

* Sponsor acknowledgement on in-person signage and online platform for the keynote
* Option to provide a 60 second promotional video immediately before or after presentation

***Health & Safety Sponsor - $4,000***

* Includes hand sanitizer and/or masks branded with your logo along with the AALEH logo for in-person attendees

***Conference Notebook Sponsor - $4,000***

* Notebook distributed to all in-person attendees with your logo along with the AALHE logo

***Name Badge Sponsor - $3,000***

* Canvas wallet name badge distributed to all in-person attendees with your logo along with the AALHE

***Wi-Fi Sponsor - $3,000***

* Sponsored Wi-Fi for in-person attendees for one day, with your logo listed in the attendee daily announcement for the selected day

***Registration Grant Sponsor - $600***

* Registration grant for an AALHE member who ahs applied for an in-person or online grant with AALHE
* Grant recipients will be introduced to their sponsors by AALHE by email before the conference

***Social Media Promotion - $400***

* Provide AALHE approved text about your products of services to be posted one time to each of AALHE’s social media accounts; Facebook, Instagram, LinkedIn, and Twitter

# Whova Platform Exhibitor and Sponsor Areas Set Up

The conference platform for AALHE 2022 Conference, Whova, includes areas in which Exhibitors and Sponsors may connect with attendees and feature information about their organization and their products and services.

### Exhibitor Area

**The Exhibitor area includes entries for all organizations who have purchased any of the sponsor or exhibitor packages.**

Whova has a helpful guide to support you in setting up your Exhibitor area : <https://whova.com/pages/whova-app-exhibitor-guide/>

In the Exhibitor area you can add:

* Company name, slogan, description, website, address and phone number
* A primary contact name and email – this will need to be the organization contact who is registered to attend the conference
* Logo – recommended dimensions 256 px x 256 px (Max 1000 px x 1000 px); .jpg, .jpeg, .png file types accepted
* Add a live product demo at a specific day and time to take place in-person at your booth or online on the Whova platform using a virtual meeting link such as Zoom, WebEx, or GoToMeeting
* Add Handouts; maximum 2 with 10 MB file size limit
* “Deals and Offers” button creates a dialogue button that allows you to enter a giveway or coupon attendees can apply in the booth

Using the Whova app and QR code scanning of in-person attendee badges you can also collect, save, and export leads. For more about lead generation and retrieval visit this Whova guide: <https://whova.com/resources/how-to-guide/leadgen-tutorial/>



*Example of Exhibitor area entry with contact information.*

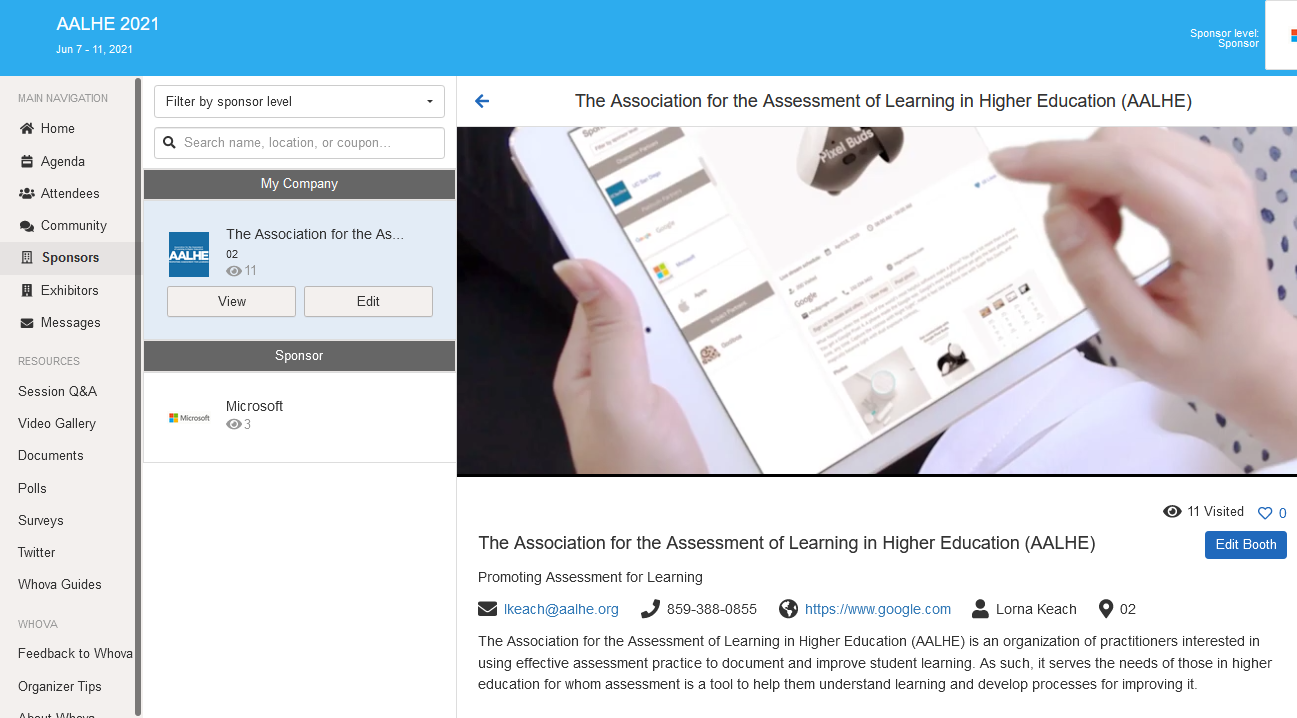
### Sponsor Area

**The Sponsor area includes entries for all organizations who have purchased any of the sponsor packages (Premier Plus, Premier, or Elite).**

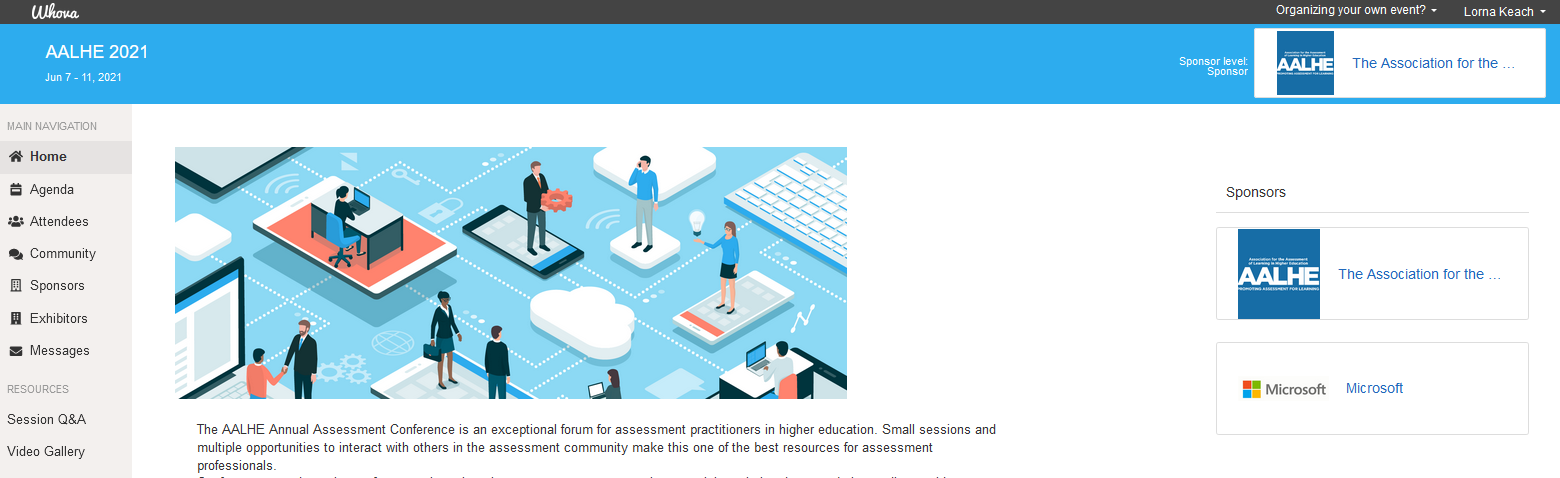
Whova has a helpful guide to support you in setting up your Sponsor area: <https://whova.com/pages/whova-sponsor-guide/>

In the Sponsor area you can add:

* Company name, slogan, description, website, address and phone number
* A primary contact name and email – this will need to be the organization contact who is registered to attend the conference
* Logo Banner– recommended dimensions 700 px x 210 px (Max 1000 px x 1000 px); .jpg, .jpeg, .png file types accepted
* Add a live product demo at a specific day and time to take place in-person at your booth or online on the Whova platform using a virtual meeting link such as Zoom, WebEx, or GoToMeeting
* Add Handouts; maximum 2 with 10 MB file size limit
* Add an organization video file; may be a local computer file or a link published on a service such as YouTube or Vimeo
* AALHE will additionally set up your sponsor logo to display on the conference homepage of Whova



*Example of Sponsor area video with contact information.*



*Example sponsor logo in header and sidebar.*

*Exhibitor vs Sponsor areas*

The Sponsor area will include organizations who have purchased sponsor packages only (Premier Plus, Premier, and Elite). According to Whova, “The Sponsor Center's main goal is to increase the sponsor company's brand awareness. Sponsor banners are shown throughout the Whova mobile and web apps.”

The Exhibitor Center will include exhibitor and sponsor organizations who have purchased any exhibitor or sponsor package. According to Whova, “The Exhibitor Center's main goal is to help participants generate leads. It allows exhibitors to collect leads info when attendees sign up for the exhibitor's offering or when an exhibitor scans an attendee's QR code.”

# Policies

## Cancellations and Refunds

Exhibitor and sponsor packages are non-refundable, with the exception that AALHE may cancel or postpone the Conference due to insufficient enrollment or other unforeseen circumstances. In the case of such unforeseen circumstances, the fees will be fully refunded to the registrant in the form of the original payment method or the registrant may choose to apply the funds to a future exhibit or sponsorship opportunity for a future event; however, AALHE will not be responsible for other additional costs, charges or expenses, including cancellation/change fees assessed by airlines and/or travel agencies.

## Use of Space

No exhibitor shall assign, sublet or share the virtual or physical exhibit space allotted with another business or firm unless approval has been obtained in writing by AALHE. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the exhibitor’s display, parent or subsidiary companies accepted. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation of demonstration of an exhibitor’s display, identification of such article shall be limited to the usual or regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the virtual or physical exhibit space.

## Operation of Exhibits

AALHE reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, displays or provides unsuitable material, is determined by AALHE to be objectionable to the successful conduct of the exposition as a whole. All demonstrations or other promotional activities must be confined in the limits of the virtual exhibit space.

**Sales.** Exhibitors are solely responsible for collecting and paying all related taxes, compliance with local laws, acquiring all necessary licenses, security of property including cash and credit cards. Aggressive solicitation of products in the exhibit space is strictly prohibited.

**Contests and Lotteries.** All unusual promotional activities must be approved in writing by AALHE no later than sixty (60) days prior to the opening of the exposition.

**Booth Representatives.** Booth representatives, including models or demonstrators**,** must be properly registered.

## Social Activities

Any social function or special event planned by an exhibiting company, to take place during the Show, must be pre-approved by AALHE. Exhibitors agree to withhold sponsoring functions during official conference and exposition activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by AALHE.

## Sponsor responsibilities and liabilities

## Exhibitor/Sponsor Responsibilities and Liabilities

The safety of personnel and exhibit materials from theft, damage, accident, fire, or other such causes are the exhibitor/sponsor’s responsibility for insuring. Exhibitors who wish to carry insurance must do so at their own expense. Neither the host property nor AALHE maintains insurance covering the exhibitor/sponsor’s property.

It is expected that the Exhibitor will comply with local, city, and state fire, safety, and health ordinances regarding the installation and operation of equipment. All measures shall be taken by exhibitor/sponsor to prevent personal injury to spectators. No flammable or hazardous materials should be used in displays.

Exhibitor/sponsor agrees not to affix items to walls, floors, or other parts of the building or furniture. An exhibitor/sponsor who does not comply with this request will be responsible for damages to the host property.

Exhibitor/sponsor is responsible and will defend AALHE and the host property and their respective employees and agents against any claims, damages, or expenses arising out of exhibitor/sponsor’s use of the premises.

Exhibitor agrees to wear a mask at all times in the exhibitor and conference areas, with the exception of while consuming food or beverage.

## Indemnification

Exhibitor/sponsor agrees that it will indemnify and hold and save AALHE, whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against AALHE on account of injury or damage to person or property to the extent that any such damage of injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor/sponsor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express of implied invitation or permission of Exhibitor/sponsor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased

hereunder. Such indemnification of the AALHE by Exhibitor/sponsor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of AALHE. Exhibitor/sponsor covenants and agrees that in case AALHE shall be made a party to any litigation commenced by or against Exhibitor/sponsor or relating to this lease or the Premises leased hereunder, then Exhibitor/sponsor shall and will pay all costs and expenses, including reasonable attorney’s fees and court costs, incurred by or imposed upon AALHE by virtue of any such litigation.

**Other Regulations**

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of AALHE. The AALHE shall have full power to interpret, amend, and enforce these rules and regulations, provided by amendments, when made, are brought to the notice of exhibitors/sponsors. Each exhibitor/sponsor and their agents, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the proceeding sentence.

**Mailing Lists**

AALHE will provide an Attendee List (the “List”) of the AALHE 2022 Conference to a sponsor/exhibitor as described in the exhibitor and sponsor packages and subject to the terms and conditions of this Policy. AALHE is the sole owner of the List and all the information contained on the List is the sole and exclusive property of AALHE. AALHE will provide the List to a sponsor/exhibitor to promote their participation in the AALHE 2022 Conference. To protect the privacy of our attendee’s personal information, mailing lists will only include information from those who have consented to share their information with exhibitors and sponsors. An exhibitor and sponsor must: (i) not copy or electronically reproduce the List, or

sell, lease, or otherwise distribute it; (ii) not reference AALHE or use any AALHE trademark, logo or slogan in any way in sponsor’s communications with those on the List, without AALHE’s prior written consent; (iii) not make any representation, overt or implied, that AALHE endorses or guarantees an exhibitor/sponsor’s goods or services; (iv) comply with all applicable laws in connection with an exhibitor/sponsor’s use of the List, including, but not limited to, the U.S. CAN-SPAM Act and other anti-spam laws. Failure by an exhibitor/sponsor to adhere to this Policy shall be cause for, at a minimum, permanent disqualification of the exhibitor/sponsor from attending any AALHE event in the future and using any AALHE attendee or membership list in the future. Violation of this Policy may also be grounds for legal action against the exhibitor/sponsor.

## Conference Sponsor Agreement – if required by your organization

This agreement is entered into by and between the Association for the Assessment of Learning in Higher Education (AALHE), a non-profit 501(c)(3) entity, located at 6844 Bardstown Rd. #910, Louisville, Kentucky, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Exhibitor/Sponsor).

AALHE and Exhibitor/Sponsor herby agree:

1. As consideration for the level and opportunities selected above of the above, Exhibitor/Sponsor agrees to pay AALHE the total sum of $ \_\_\_\_\_ no later than May 16, 2022. Agreement must be signed within 5 days of receipt in order to assure that the level requested can be held for exhibitor.
2. No refund will be given if Exhibitor/Sponsor cancels, with the exception that AALHE may cancel or postpone the Conference due to insufficient enrollment or other unforeseen circumstances. In the case of such unforeseen circumstances, the fees will be fully refunded to the registrant in the form of the original payment method or the registrant may choose to apply the funds to a future exhibit or sponsorship opportunity for a future event; however, AALHE will not be responsible for other additional costs, charges or expenses, including cancellation/change fees assessed by airlines and/or travel agencies.

In witness whereof, the undersigned competent representatives do hereby enter into this agreement for use of facilities as the day and year first written above.

AALHE PRINT NAME/TITLE:

SIGNATURE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

SPONSOR GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for reviewing and agreeing to the AALHE 2022 Exhibitor and Sponsor Regulations.

# Conference Admin Contacts

If you have questions or require assistance at any time, the conference admin contacts are below.

* + Kathleen Gorski – AALHE President-Elect, Conference Co-Chair – [kgorski@waubonsee.edu](mailto:kgorski@waubonsee.edu)
  + Administrative Support - [info@aalhe.org](mailto:info@aalhe.org)

**Thank you!**

Your involvement with AALHE 2022 not only adds value to our attendees’ experience, but it also helps bolster a community of assessment practitioners and professionals doing excellent work in their institutions and communities.