PRIM&R’s Advancing Ethical Research (AER) Conference is widely acknowledged to be the premier event for those in the field of human subjects protections. AER19 will be held November 18-20, 2019, at the Hynes Convention Center in Boston, MA.

We’re expecting more than 2,400 participants from around the globe who represent a variety of perspectives including IRB chairs, members, administrators; HRRP directors and staff; federal agency representatives; industry representatives; researchers and research staff; institutional officials and other key decision-makers; ethicists; and more.

PRIM&R strives to deliver an educational experience that helps attendees better understand and respond to the complexities of a rapidly changing research and regulatory environment. Our supporters and exhibitors play an important role in meeting this goal, so we hope you will consider joining us at AER19!

All AER19 Supporters and Exhibitors will be:

- **Acknowledged** on PRIM&R’s website, in the on-site conference guide, in the conference app, on event signage, and in general session looping slides.
- **Located in a high traffic area**—PRIM&R’s Exhibit Hall, which is home to the receptions, beverage breaks, the poster gallery, bookstore, Demo Theater, PRIM&R Booth, and more.
- **Provided dedicated time with attendees**, and that is advertised on the agenda, to help maximize your interactions with attendees throughout the meeting.
- **Able to further highlight their presence on-site** through several unique engagement opportunities (including several new options for 2019!).
SUPPORTER & EXHIBITOR OPPORTUNITIES/Pricing

STEP 1: Create Your Booth Space

EXHIBITOR PACKAGE*

- **For-Profit Company**: $2,650 (until May 31), $2,750 (June 1 - October 4)
- **Federal Agency/Nonprofit Company**: $1,000 (until May 31), $1,075 (June 1 - October 4)

*Companies that own other companies can purchase a booth and include their subsidiary(ies) within the booth space, but only one company will be listed as the exhibitor/supporter. For companies wishing to have distinct acknowledgement in the conference guide and/or on support opportunities, you must purchase a booth space.

**Documentation of 501 (c) (3) status must be provided.

The Exhibitor Package includes:

- One carpeted 10’ x 10’ booth with a six-foot table, two chairs, a company nameplate, and a wastebasket.
- Your company description, logo, and website address listed on the event website and conference app, and in the conference guide.
- Your company logo featured on general session looping slides.
- An electronic copy of the attendee list provided before and after the meeting (postal-mail addresses only). Please see guidelines for the use of this list on page 9.
- Two AER19 registrations, which includes access to all sessions, meals, and events. Preconference programs are a separate fee. Additional registrations are available for purchase (see application form).

Note: Telephone, dedicated internet, AV equipment, electric, and shipping/drayage are not included with the booth fee. Order forms for these services will be sent to you six months in advance of the event.

ADDITIONAL BOOTH SPACE(S)

Create a larger space to network with attendees by purchasing an additional 10’ x 10’ booth space. Each additional booth includes carpet, a six-foot table, two chairs, and a wastebasket. Additional booth space(s) must be added next to existing booths and half-walls between the booths will be removed. Additional booths spaces cost:

- **For-Profit Company or Bronze Supporter**: $1,800 per 10’ x 10’ booth
- **Federal Agency/Nonprofit Company**: $1,000 per 10’ x 10’ booth
- **Diamond, Platinum, Gold, and Silver Supporters**: One complimentary 10’ x 10’ booth. Additional booths may be purchased at above rates.

STEP 2: Supporter Levels and Additional Engagement Opportunities (optional)

PRIM&R is pleased to offer additional opportunities to further highlight your presence at the meeting. Select one or more of the opportunities listed to create a customized package that fits your goals and budget. Vendors are welcome to support multiple opportunities, but can only support one opportunity per category. Suggestions for further customizing your participation can be sent to Mariellen Morris.

Companies that spend $5,000* or more will be designated as conference supporters. The chart below outlines the support levels/spend and what additional benefits come with being a conference supporter.

| Supporter Level Benefits | Bronze Total Spend $5,000-$9,999 | Silver Total Spend $10,000-$14,999 | Gold Total Spend $15,000-$19,999 | Platinum Total Spend $20,000-$29,999 | Diamond Total Spend $30,000+
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional 10’ x 10’ Booth Space</td>
<td>$1,800/$1000</td>
<td>One Complimentary</td>
<td>One Complimentary</td>
<td>One Complimentary</td>
<td>One Complimentary</td>
</tr>
<tr>
<td>A listing in the PRIM&amp;R Member Newsletter</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Additional full-conference registrations</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Advertisement in the Conference Guide*</td>
<td>Complimentary 1/4 page</td>
<td>Complimentary 1/4 page</td>
<td>Complimentary 1/2 page</td>
<td>Complimentary full page</td>
<td>Complimentary 2 full pages</td>
</tr>
</tbody>
</table>

*The price of your booth(s) counts toward your total spend.

**If a vendor counts an ad as part of their total spend, and then that ad becomes free because of supporter status, vendor must still meet the dollar amounts listed for each supporter category.
EVENTS AND EXPERIENCES

SOLD! AER19 Welcome Reception: $12,250
Support the AER19 Welcome Reception held on the first night of the conference. Your company name will be included in the event title displayed in the agenda; your company logo will be printed on custom cocktail napkins and drink tickets (one per attendee); and your company logo will be on signage that acknowledges your support throughout the reception. Food selections are at PRIM&R’s discretion.

NEW! Networking Breakfast on November 19: $12,250
Help support the networking breakfast that will be provided on November 19. Your company name will be included in the event title displayed on the agenda: “Breakfast supported by [Company Name Here]”, and there will be a sign at each table acknowledging your support. A buffet breakfast will be served; food selections are at PRIM&R’s discretion.

Networking Lunch on November 18: $12,250
Help support the networking lunch that will be provided on November 18. Your company name will be included in the event title displayed on the agenda: “Lunch supported by [Company Name Here]”, and there will be a sign at each table acknowledging your support. Either a plated or buffet luncheon will be served; food selections are at PRIM&R’s discretion.

SOLD! Mid-Morning Coffee Break With Branded Coffee Cups: $10,000
Two opportunities
Support the mid-morning coffee breaks taking place in the Exhibit Hall on November 18 or 19. Reusable coffee tumblers branded with your logo will be supplied at the coffee stations, which will be used by attendees throughout the meeting and at home. Your company name will be included in the event title displayed on the agenda: “Coffee Break supported by [Company Name Here]”. Tumblers will be produced by PRIM&R with input from the supporter. Artwork must be received by September 20, 2019, or rush charges will apply. Vendor can upgrade tumblers, if desired, at an additional cost.

Morning or Afternoon Beverage Breaks: $5,000 each
Three Two opportunities available
Help support a conference beverage break (times subject to change). Recognition of your support will be included on the conference agenda, on color signage near the beverage stations, and on branded coffee sleeves (artwork must be received by September 13, 2019, or rush charges will apply). A beverage station will be placed in front of your booth during these breaks (select one):

- November 18: 2:30-3:00 PM (coffee, tea, cold drinks)
- November 19: 3:00-3:30 PM (coffee, tea, cold drinks)
- November 20: 9:30-10:00 AM (coffee, tea)

SOLD! Morning Musical Acts: $1,500 each
Three opportunities available
Support the musical acts that perform each morning of the conference (November 18, 19, or 20), and provide attendees with an upbeat start to their day! Each musical act will perform for one hour, with the first half hour taking place in the on-site check-in area and the second half-hour on stage as attendees gather in general session. Your support will be acknowledged on the conference agenda, in the form of large signage next to the performers, and on the large display screens surrounding the general session stage—which attendees will see as they enter the hall. PRIM&R will be responsible for contracting the musical groups. Note: for this opportunity, a vendor can purchase one, two, or all three performances.

AREAS AND DESTINATIONS

Re-Charging Station: $12,500
Support the on-site Re-Charging Station, which will be located in the Exhibit Hall. The Re-Charging Station is a popular place for attendees to relax and recharge their mobile devices during long conference days. This 20 x 20 hard wall space will have comfortable living-room-style seating with outlets, and can be branded with your desired artwork. You may also place amenities/collateral within the station. PRIM&R will coordinate the design, with the vendor’s input, but vendors will customize the artwork. Artwork must be received by September 20, 2019, or rush charges will apply.

SOLD! Computer Lounge: $12,500
Support the onsite Computer Lounge, which will be located in the Exhibit Hall. The Computer Lounge will provide tables where attendees can use one of the laptops provided, or plug in their own. This 20 x 20 hard wall space will include tables, chairs, computers, and outlets, and can be branded with your desired artwork. PRIM&R will coordinate the design, with the vendor’s input, but vendors will customize the artwork. Artwork must be received by September 20, 2019, or rush charges will apply.
**SOLD! NEW!** Conference Meet-Up Lounge: $9,750
Support the conference meet-up lounge located on the third floor near the breakout session rooms. The meet-up lounge will provide a place for attendees to relax and/or network during/after sessions, and will be composed of soft seating and branding opportunities (signage, furniture, clings, etc.). You may place amenities/collateral within the lounge. PRIM&R will coordinate the design, with the vendor’s input, but vendors will customize the artwork. **Artwork must be received by September 20, 2019, or rush charges will apply.**

**Conference Bookstore and Bag Bookmarks: $7,000**
Support the Conference Bookstore, which sells books related to human subjects protections and research ethics. Your support will be acknowledged in conference announcements, on bookstore signage, and with a bookmark noting your support and that will be placed in each attendee bag. Bookmarks will be produced by PRIM&R with artwork supplied by the vendor. **Artwork must be received by September 20, 2019, or rush charges will apply.**

**Demo Theater Presentation: $2,500**
Looking for a chance to capture an audience to show off your services and/or demo your products? Purchase a 20-minute presentation slot in our demo theater, located in the Exhibit Hall. Presentations will take place between sessions and will be advertised on the conference agenda, as well as on signage next to the demo theater. Your company will have an opportunity to choose a presentation time slot after the conference agenda is finalized—selection priority will be based on date of sign-on. You may advertise your demo presentations in your collateral, such as handouts or conference guide ads. **Description and title of your demo is due by August 23, 2019, in order to guarantee inclusion in the conference guide.**

**PROMOTIONAL ITEMS AND HANDOUTS FOR ATTENDEES**

**SOLD! Conference Notebook: $12,250**
Support notebooks for conference attendees. This helpful resource will be used during the meeting and long after the conference concludes, providing maximum marketing impact. The notepad will be branded with your company logo and placed in every attendee bag. Notepads will be produced by PRIM&R with input and artwork from the vendor. **Artwork must be received by September 20, 2019, or rush charges will apply. Vendor can upgrade notepads, if desired, at an additional cost.**

**Conference Pens: $9,750**
Support the conference attendee pens, which will be used during the meeting and after the conference concludes, providing maximum marketing impact. Your company logo will be printed on a pen that will be placed in each conference attendee bag. Pens will be produced by PRIM&R with input and artwork from the vendor. **Artwork must be received by September 20, 2019, or rush charges will apply. Vendor can upgrade pens, if desired, at an additional cost.**

**Conference Peppermint Gum or Mints: $9,750**
A perfect thing to have while networking at the conference! A mint or sugar-free mint gum pack (your choice!) will be placed in each attendee bag and will be branded with the company’s logo. Gum/mint tins will be produced by PRIM&R with input and artwork from the vendor. **Artwork must be received by September 20, 2019, or rush charges will apply. Vendor can upgrade gum/mints, if desired, at an additional cost.**

**ADVERTISING AND BRANDING**

**SOLD! Conference Wi-Fi $9,750**
This branding opportunity is a perfect way to ensure every conference attendee with a smart phone, tablet, and laptop knows your organization’s name. The wireless internet password will be customized to your company name, your company logo will appear on the Wi-Fi splash page, and, once signed-on, attendees will be re-directed to your company webpage. **Artwork must be received by September 20, 2019.**

**SOLD! AER-SBER19 Virtual Meeting $7,000**
Help support the Virtual Meeting for those individuals who cannot attend the conference in person. The Virtual Meeting webpage will feature the vendor’s logo and a link to their website, and the company’s support will be recognized in all publicity for the Virtual Meeting, and in the instructions emailed to every attendee. The Virtual Meeting is composed of select content including keynote addresses, plenary sessions, and some breakout sessions for both SBER19 and AER19. **Artwork must be received by September 20, 2019.**
**SOLD! Conference App:** $5,000
Support the AER19 App, which provides attendees with access to important logistical details, Supporter/Exhibitor information, and conference materials before, during, and after the conference. Your support will be recognized in conference announcements and information, and your logo will appear on the app splash page, on a full-width banner ad on the main app page, and in the instructions emailed to every attendee. **Artwork must be received by September 20, 2019.**

**SOLD! Escalator Clings:** $5,000
Brand the main bank of escalators at the Hynes Convention Center, which helps attendees transition between floors two and three, and ensure attendees see your name while outside the Exhibit Hall. The vendor has the opportunity to customize the artwork. **Artwork must be received by September 20, 2019, or rush charges will apply.**

**NEW! Wall Clings:** $2,500
Four opportunities available—one per company
Create a 11’7” x 10’9” wall cling that will be displayed outside the plenary ballrooms on the third floor of the Hynes Convention Center, and ensure attendees see your name while outside the Exhibit Hall. The vendor has the opportunity to customize the artwork. **Artwork must be received by September 20, 2019, or rush charges will apply.**

**Attendee Bag Insert:** $1,500
Five opportunities available—one per company
Including a paper insert in the attendee conference bag is the perfect way to expose your company to more than 2,400 attendees. Your company is responsible for production of the insert and its final delivery to the convention center. PRIM&R must approve inserts before production begins; see PRIM&R’s collateral guidelines on page 9. Inserts must arrive in time to be included as part of PRIM&R’s conference preparation process. Deadline dates and shipping information will be provided once it becomes available.

**Conference Scholarship Program:** Any amount of your choosing
Make a donation to the conference scholarship program, which provides fee waivers and other financial forms of support to members of the research, academic, and medical communities, who could not otherwise attend due to budget constraints.

**Conference Guide Advertisement:** Pricing varies; see page 6
By placing an ad in our conference guide, your company will reach more than 2,400 attendees in the fields of human subjects protections and research ethics more broadly. Ad artwork will be produced by the company, with review by PRIM&R (see page 9 for more information). **All ads must be submitted to PRIM&R by October 4, 2019.**
AER19 SUPPORTER & EXHIBITOR APPLICATION

In order to guarantee inclusion in the conference guide and on-site signage, applications must be received by October 4, 2019. After this date, PRIM&R will take applications on a rolling basis, but we cannot guarantee information is included in/on the aforementioned items. A 50% deposit is due with the application in order to hold a vendor’s spot. All vendors must be paid in full by October 4, 2019. Send completed applications to Mariellen Morris.

COMPANY INFORMATION

Company Name: 
Address: 
City, State, Zip: 
Company Phone: 
Company Website: 

PLANNING CONTACT INFORMATION

(This person will receive all communications related to planning; notify us immediately if there is a staffing change.)

Planning Contact Name: 
Planning Contact Email: 
Planning Contact Phone: 

EXHIBITOR BOOTH SPACE

<table>
<thead>
<tr>
<th>Booth Space Selection</th>
<th>Regular Rate: Deadline: May 31, 2019</th>
<th>Late Rate: Deadline: October 4, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Package: For-profit</td>
<td>$2,650</td>
<td>$2,750</td>
</tr>
<tr>
<td>Exhibitor Package: Nonprofit/Government</td>
<td>$1,000</td>
<td>$1,075</td>
</tr>
<tr>
<td>Additional Booth Space: For-profit</td>
<td>$1,800</td>
<td></td>
</tr>
<tr>
<td>Additional Booth Space: Nonprofit/Government</td>
<td>$1,000</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL ENGAGEMENT OPPORTUNITIES

<table>
<thead>
<tr>
<th>Option</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Charging Station</td>
<td>$12,500</td>
</tr>
<tr>
<td>Computer Lounge</td>
<td>$12,500</td>
</tr>
<tr>
<td>AER19 Welcome Reception</td>
<td>$12,250</td>
</tr>
<tr>
<td>Networking Lunch on November 18</td>
<td>$12,250</td>
</tr>
<tr>
<td>Conference Notebooks</td>
<td>$12,250</td>
</tr>
<tr>
<td>Networking Breakfast on November 19</td>
<td>$12,250</td>
</tr>
<tr>
<td>Mid-Morning Coffee Break with Branded Coffee Cups</td>
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<td>Conference Bookstore and Bookmarks</td>
<td>$7,000</td>
</tr>
<tr>
<td>Morning or Afternoon Beverage Breaks (2 left!)</td>
<td>$5,000 each</td>
</tr>
<tr>
<td>Morning Musical Acts (3)</td>
<td>$1,500 each</td>
</tr>
<tr>
<td>Attendee Bag Inserts (3 left!)</td>
<td>$1,500 each</td>
</tr>
<tr>
<td>Conference Scholarship Program Donation</td>
<td>$________</td>
</tr>
<tr>
<td>Wall Clings (2 left!)</td>
<td>$2,500 each</td>
</tr>
</tbody>
</table>

CONFERENCE GUIDE ADVERTISEMENT

All ads must be submitted to PRIM&R by October 4, 2019 in order to be guaranteed inclusion in the conference guide. PRIM&R will review all ads before they go to print, and reserves the right to not publish ads as submitted. See page 9 for more information.

<table>
<thead>
<tr>
<th>Size (dimensions)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page (8” w x 10.5” h)</td>
<td>$750</td>
</tr>
<tr>
<td>Half Page, no bleed horizontal (8” w x 5” h)</td>
<td>$425</td>
</tr>
<tr>
<td>Quarter page, no bleed (3.75” w x 5” h)</td>
<td>$275</td>
</tr>
<tr>
<td>Supporter ad upgrade (note upgraded size)</td>
<td>Price varies</td>
</tr>
</tbody>
</table>
ADDITIONAL REGISTRATIONS

Full-access conference registrations for AER19 only are included as part of your overall package:
- Exhibitors = 2 registrations
- Bronze and Silver Level = 3 registrations
- Gold and Platinum Level = 4 registrations
- Diamond Level = 5 registrations

Additional AER19 registrations and/or SBER19 or preconference program registrations may be added below (or purchased separately at a different time). Vendors will receive a discounted rate (member, regular rate)

- [ ] Full day AER19 preconference program/two half day programs (Nov. 17): $310
  Number: ______  Course(s): _______________________

- [ ] Half day AER19 preconference program (Nov. 17): $155
  Number: ______  Course(s): _______________________

- [ ] SBER19 (Nov. 17): $335
  Number: ______

- [ ] Additional pass to AER19 (Nov. 18-20): $900
  Number: ______

BOOTH SELECTION (see map (forthcoming))

Note below three preferred booth locations (in order of preference, see map (forthcoming)). We will work to confirm your first choice, but want back up choices in the event we need to move booths. Each booth number signifies one 10’x10’ booth (if your package includes more than one 10’x10’ space, provide more than one booth number in your choices (and depending on number of booths purchased)).

First Choice Booth(s): # ____________

Second Choice Booth(s): # ____________

Third Choice Booth(s): # ____________

PAYMENT INFORMATION

PACKAGETOTAL
(total all items listed above this line to determine whether a supporter level was achieved (see page 2))

- [ ] I am enclosing check number: ____________

Mail to: PRIM&MR, P.O. Box 8425203, Boston, MA, 02284-5203, Attn: Mariellen Morris

- [ ] I am paying by credit card:  [ ] Visa  [ ] Master Card  [ ] Amex

Print Card Holder’s Name

Credit Card Number  Expiration Date

AGREEMENT AND SIGNATURE

PRIM&MR Agreement Terms: All terms and conditions are agreed upon and enforced by company signature below. Vendor agrees to abide by all provisions set forth in these terms as part of this contract. Please read the supporter and exhibitor procedures on the subsequent pages; signature below implies agreement with these procedures. PRIM&MR reserves the right to withdraw participation from companies who do not adhere to these procedures. If in violation, consequences include, but are not limited to: a written warning, cancellation of participation in the AER Conference, or prohibition from participation in future PRIM&MR events. In addition, vendors who are asked to leave the conference as a result of a violation and/or who have their participation cancelled in advance will not receive a refund of their payment.

- [ ] In accordance with Canada’s Anti-Spam Law and the General Data Protection Regulation, by checking yes, you are providing express consent for PRIM&MR to collect the data you provide and to receive messages from PRIM&MR regarding exhibitor/supporter opportunities. You can withdraw your consent at any time by writing to us at 20 Park Plaza, Suite 720, Boston, MA, 02116, or via email at privacy@primr.org.

Your Organization Name:

Your Signature:  Date:

Your Typed Name:
### SUPPORTER & EXHIBITOR PROCEDURES

All vendors must adhere to the following procedures. These procedures may be amended as PRIM&R deems necessary for the orderly conduct of the exhibit area. Contact Mariellen Morris, PRIM&R’s director of conferences, with questions.

### SET-UP, SHOW, AND TAKE-DOWN HOURS (subject to change)

Below are the times the Exhibit Hall will be open; specific functions in the hall are also listed (hours are subject to change). We defer to vendors on when they want to be at their booths, but recommend being there during the functions listed. A full agenda can be found at [www.primr.org/aer19](http://www.primr.org/aer19).

**MOVE-IN:** Sunday, November 17, 9:00 AM-5:00 PM

**MONDAY, NOVEMBER 18: 7:00 AM-5:00 PM**
- 7:00-9:45 AM: Exhibit Hall officially opens; no events scheduled in hall at this time, but on-site check-in will be open starting at this time. General session starts at 8:00 AM.
- 9:45-10:15 AM: Beverage Break in the Exhibit Hall
- 12:15-12:45 PM: Meet and Greet With Supporters and Exhibitors (note: lunch is from 11:30 AM-12:45 PM in the hall next to the Exhibit Hall)
- 2:15-2:45 PM: Beverage Break in the Exhibit Hall
- 4:00-5:00 PM: AER19 Welcome Reception in the Exhibit Hall

**TUESDAY, NOVEMBER 19: 7:00 AM-6:00 PM**
- 7:00-8:00 AM: Networking Breakfast in the Exhibit Hall (and hall next to Exhibit Hall)
- 9:45-10:15 AM: Beverage Break in the Exhibit Hall
- 12:45-1:45 PM: Attendee lunch on own; Exhibit Hall open
- 3:15-3:45 PM: Beverage Break in the Exhibit Hall
- 5:00-6:00 PM: Networking Reception in the Exhibit Hall

**WEDNESDAY, NOVEMBER 20: 9:30 AM-10:00 AM**
- 9:30-10:00 AM: Beverage Break in the Exhibit Hall

**MOVE OUT:** Wednesday, November 20 at 10:00 AM

### ON-SITE LOGISTICS AND SUPPORTER/EXHIBITOR CONDUCT

<table>
<thead>
<tr>
<th>Booth Set</th>
<th>Each booth space is 10’ wide x 10’ deep and is carpeted. Exhibits cannot project beyond the space and aisles must be kept clear. Electricity, dedicated internet lines, additional furniture, and audio visual equipment are NOT included in the setup. Information on ordering these services will be sent to vendor approximately six months before the conference. Additional booths, whether purchased or part of a supporter package, must be added next to existing booth and half-walls between the booths will be removed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Plan and Booth Assignments</td>
<td>Booths are assigned on a first come basis—as applications are processed with deposit/payment; preference will be given based on support level. PRIM&amp;R reserves the right to make modifications to the floorplan that may be necessary to meet the needs of the exhibit area. PRIM&amp;R has the right to assign space among vendors and to relocate exhibits after initial assignment, if circumstances warrant, at its sole discretion. If you do not want to be near a specific vendor, note this on the application form next to your preferred booth space. We will do our best to accommodate preferences, but we cannot guarantee placement.</td>
</tr>
<tr>
<td>Badges &amp; Staff Registration</td>
<td>Vendor staff must wear their conference badges for identification. Conference registrations will allow your representatives access to all events and programming at AER19, excluding the Preconference Programs and SBER19 on November 17. Vendors may add preconference or SBER19 registrations and/or additional AER19 registrations to their package at an additional price (see pricing on page 7). Information on how to register staff will be provided once the event registration opens (do not register online).</td>
</tr>
<tr>
<td>On-site Conduct</td>
<td>Vendors agree to keep exhibits properly staffed during the show hours. Setting up or dismantling your booth outside of the designated move-in/move-out times is strictly prohibited, as it is disruptive to attendees and other vendors. PRIM&amp;R reserves the right to prohibit or restrict exhibits that, because of noise, method of operation, materials, or any other reason, become objectionable. In the event that restriction occurs, PRIM&amp;R is not liable to refund the any supporter or exhibitor expenses. In addition, the objective of PRIM&amp;R’s conferences is to provide a safe and respectful environment for attendees to learn and confer with peers and experts in the field. PRIM&amp;R is committed to being an impartial convenor within the field, which encompasses people with a range of differing opinions. PRIM&amp;R values freedom of expression, constructive and respectful dialogue, and spirited discussion, as they are essential to finding common ground and advancing the goal of responsible, ethical conduct of research. As such, PRIM&amp;R will not tolerate the disruption of conference sessions that results in:</td>
</tr>
<tr>
<td></td>
<td>- The inability for the learning objectives of those programs and sessions to be met.</td>
</tr>
<tr>
<td></td>
<td>- The inability for dialogue, discussion, debate, learning, and/or networking to take place</td>
</tr>
<tr>
<td></td>
<td>- Harassment, badgering, or verbal threats.</td>
</tr>
<tr>
<td></td>
<td>- The use or threat of physical force by any individual or group of individuals against another.</td>
</tr>
<tr>
<td></td>
<td>- Destruction of property.</td>
</tr>
</tbody>
</table>
### Food & Beverage in Booths

Vendors are welcome to host catered events in their booth. Catered events may not take place during food functions that are being supported by other organizations. PRIM&R can provide a list of supported events upon request. Alcohol may be served during receptions only. Catering in the Hynes Convention Center is provided exclusively by Levy, and PRIM&R can put vendors in touch with Levy upon request.

### Affiliate Events Policy

PRIM&R welcomes vendors to gather and host affiliate events in conjunction with the AER Conference. All events related to AER19 are subject to the terms of our Affiliate Events Policy and must be submitted to PRIM&R via the Affiliate Events Application, even if they take place off-site. Additional information can be found on our website at [www.primir.org/AER19/affiliates](http://www.primir.org/AER19/affiliates) (online starting in June 2019).

### MATERIALS AND MARKETING

**Conference Guide Ads**

All ads must be submitted to PRIM&R by October 4, 2019, in order to be guaranteed inclusion in the conference guide. Ads must adhere to the following guidelines:

- Vendors are prohibited from using PRIM&R's name or logo without receiving approval from PRIM&R first.
- The official title of the event is 2019 Advancing Ethical Research Conference; 2019 AER Conference or AER19 may be used.
- Vendor collateral may not include mention of PRIM&R’s agenda or programming, unless it is an officially supported opportunity, such as breakfast, lunch, demo theater presentation, etc.

PRIM&R will print ads exactly as they are submitted and are not responsible for any errors in size, grammar, or content. PRIM&R will review all ads before they go to print, and reserves the right to not publish ads if they don't adhere to the aforementioned guidelines. **Conference guide ads must also adhere to the following design specs:**

- Document size should exactly match the printed size if output is at 100%.
- Fonts used in EPS files must be converted to outlines.
- For the best print resolution, files should be saved as CMYK full color and at 300 dpi or higher at actual size.
- The preferred file format for ads is PDF file high resolution, press optimized. Embed all fonts (including system fonts) when creating PDF files.
- Ads may also be sent in the following formats: JPEG, TIFF, EPS, and PNG. For .png files, all fonts must be outlined.

### Marketing and Collateral Procedures

Vendors are prohibited from using PRIM&R’s name or logo without receiving approval from PRIM&R first. The official title of the event is 2019 Advancing Ethical Research Conference, and must be spelled out at first mention. Afterwards, 2019 AER Conference or AER19 may be used. Vendor collateral may not include mention of PRIM&R’s agenda or programming, unless it is an officially supported opportunity, such as breakfast, lunch, demo theater presentation, etc. For vendors wishing to do direct mail marketing to the list of attendees either before or after the meeting (see below) **PRIM&R must sign off on all marketing before it is sent**. 

### Distribution of Promotional Materials

Distribution of flyers, brochures, and/or any marketing materials must be confined to your exhibit area. Advertising may not be displayed in convention center hallways or other common areas unless otherwise allowed as part of your supporter opportunity.

### Attendee List

Vendors will receive an electronic copy of the AER19 attendee list provided before (October 18, 2019) and after (November 21) the meeting. The list shall include the attendees' name, title, organization, and mailing address only. Please note this list will not include anyone who has opted out of being included in the attendee list during the registration process nor will it include anyone from the EU/EEA. As a policy, PRIM&R does not distribute email addresses; rather, attendees will receive a vendor highlight email two weeks before the meeting.

### Conference Materials

Each representative will be given one copy of the conference guide, and will be emailed an access code for the sessions materials and select conference recordings.

### OTHER TERMS

#### Cancellation

If vendors notify PRIM&R of their intent to cancel the reserved exhibit space prior to October 4, 2019, PRIM&R shall refund the fee, minus a $300 processing fee. If PRIM&R receives notice between October 4, 2019 and October 25, 2019, PRIM&R reserves the right to retain a $600 processing fee. If PRIM&R receives notice after October 25, 2019, PRIM&R reserve the right to retain the full price, not as a penalty, but as liquidated damages. PRIM&R reserves the right to resell the exhibit space if possible. Vendors must send cancellation notification in writing (email is acceptable) to Mariellen Morris (mmorris@primr.org).

#### Liability

Vendors assume entire responsibility and hereby agree to protect, indemnify, defend, and save PRIM&R and the Hynes Convention Center against all claims, losses, and damages to persons or property, and attorney’s fees arising out of or caused by supporters and exhibitors installation, removal, maintenance, occupancy, or use of the exhibit space, excluding any such liability caused by the sole negligence of PRIM&R and the Hynes Convention Center. In addition, vendors acknowledge that PRIM&R and the Hynes Convention Center do not maintain insurance covering vendor’s property, and it is the sole responsibility of the vendor to obtain insurance, including, if desired, business interruption and property damage insurance covering losses by vendors. Responsibility for the security of a vendor’s area, product, and property rests solely with vendors.
2019 AER Conference
Supporter and Exhibitor Booth Numbers (to date)

120
Association for the Accreditation of Human Research Protection Programs, Inc., (AAHRPP), Inc.

202, 204, 206
Advarra (Platinum Supporter)

220, 222
Ankura (Gold Supporter)

103
Axiom Mentor

218
Bad Rabbit
The Bioethics Program at Clarkson University and Icahn School of Medicine at Mount Sinai

131
Biomedical Research Alliance of New York (BRANY) (Silver Supporter)

111, 113
Broad Institute of Harvard University and Massachusetts Institute of Technology

128
Castle IRB

324/326
Cayuse (Bronze Supporter)

107, 109
CITI Program (Platinum Supporter)

130
Clinical Biosafety Services

224
Columbia University

331
Complion

112
Convey—Association of American Medical Colleges (AAMC)

106
Dartmouth-Hitchcock Office of Research Operations

121
Forte—Now an Advarra Company

321
Harvard Medical School Center for Bioethics

105
Health Care Compliance Association (HCCA)

102, 104
HRP Consulting Group (Silver Supporter)

122, 124
Huron Consulting Group (Gold Supporter)

219, 318
iMedRIS (Gold Supporter)

108, 126
InfoEd Global

319
International Society for Biological and Environmental Repositories (ISBER)

226, 228
IRBNNet (Bronze Supporter)

322
irbPOP

118
Key Solutions, Inc.

114
Kuali

125
National Cancer Institute (NCI) Central Institutional Review Board (CIRB)

223
Maine Regulatory Training and Ethics Center (MeRTEC)

210
Office for Human Research Protections (OHRP)

323, 325
The PEER Consulting Group (Bronze Supporter)

208
PHRP Online Training, LLC

110
Prime Review Board (Bronze Supporter)

119
ProIRB Plus, Inc.

Professionalism and Integrity (P.I.) Program (Washington University in St. Louis)

123
SaaberTech

115
SMART IRB

221
Sterling IRB

212, 214
Tech Software (Platinum Supporter)

230
WCG PFS Clinical

225, 227, 229, 231
WIRB-Copernicus Group (WCG) (Silver Supporter)
Advancing Ethical Research Conference
November 18-20, 2019
Hynes Convention Center
Boston, MA