

# Partner Prospectus

## Opportunities to Sponsor and Exhibit

Washington, DC

### AAIDD 149th Annual Meeting

June 23-25, 2025  
Crystal Gateway Marriott  
Arlington, Virginia



American Association  
on Intellectual and  
Developmental Disabilities

[www.aaid.org](http://www.aaid.org)

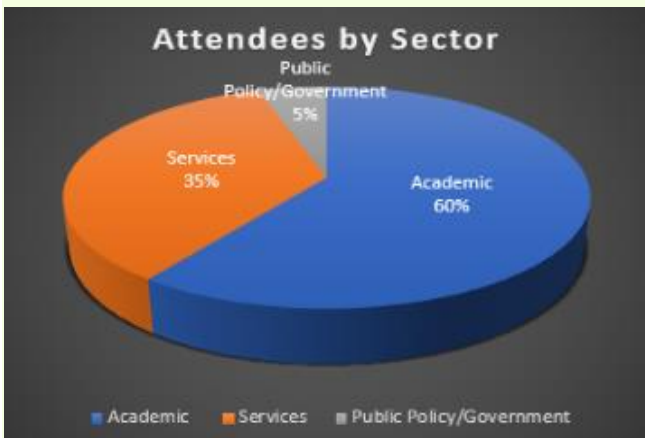
# About AAIDD

The American Association on Intellectual and Developmental Disabilities (AAIDD) is dedicated to promoting progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities. The AAIDD Annual Conference is typically attended by 500 thought leaders in research, policy, and practice. As a leader in the field, AAIDD's Annual Meeting provides an opportunity to engage with a highly targeted audience committed to advancing the quality of life for people with intellectual and developmental disabilities.

## Who Attends AAIDD?

Conference attendees are leaders and decision-makers in every setting that concerns people with intellectual and developmental disabilities, with roles including

- Attorneys
- Case Managers
- Consultants
- Educators
- Executives and Managers
- Physicians
- Policy analysts
- Psychologists
- Rehabilitation Specialists
- Researchers and Faculty
- Self-Advocates and Family Members
- Service Providers
- Social Workers
- Therapists



## Meeting and Hotel Information

The meeting will be held at the:  
**Crystal Gateway Marriott**  
**Arlington, VA**

The 2025 Annual Meeting is being planned as an in-person conference. All sessions and exhibits will take place at the Crystal Gateway Marriott Hotel.

## Who Exhibits at AAIDD?

Exhibitors at the AAIDD Annual Conference are carefully selected to ensure alignment with AAIDD's mission and values. Exhibitors typically offer professional and programmatic services or products that address the needs of those working with individuals with intellectual and developmental disabilities. Eligible exhibitors include, but are not limited to providers of:

- Assessment tools and services
- Adaptive equipment
- Books, curricula, and journals
- Assistive technology
- Communication and recordkeeping supports
- Educational materials
- Employment supports
- Healthcare services
- Higher education programs
- Insurance Providers
- Financial and financial products
- Pharmaceutical services
- Residential service supports
- Training
- Travel programs
- University programs
- Video services



AAIDD encourages you to stay at our host hotel. Please be aware that third-party vendors ARE NOT USED to arrange for hotel rooms. AAIDD will provide all exhibitors and sponsors with lodging information and you'll be able to make your room reservations directly with the hotel by phone or online.

**Anyone contacting you regarding lodging does not work for AAIDD.**

# SPONSORING

**Show your support for conference attendees!**

CONFERENCE SPONSORSHIPS	Copper \$3,500	Silver \$5,000	Gold \$10,000	Platinum \$15,000
Exhibit booth	✓ Standard	✓ Standard	✓ Standard	✓ Standard
Sponsor logo with hyperlink to website	✓	✓	✓	✓
Sponsor acknowledgement in welcome remarks, program, and event slides	✓	✓	✓	✓
Bag insert—one item to be included in attendees bag	✓	✓	✓	✓
Complimentary general registrations (does not include ticketed events)	2	4	8	10
One complimentary program ad (for the printed program only)		1/4 page	1/2 page	Full Page
One-time social media promo-provided by you		✓	✓	✓
One-time exclusive personalized email blast to conference registrants (pre- or post- conference)			✓	✓
Feature in Sponsor Showcase (host a 30-minute live or pre-recorded session during the Wednesday lunch break)				✓

## SINGLE EVENT SPONSORSHIPS

<b>Plenary Session</b> \$8,000 1 opportunity	<ul style="list-style-type: none"> <li>• Prominent recognition on the conference website</li> <li>• May have a representative introduce plenary speaker</li> <li>• One (1) Bag insert</li> <li>• One Exhibit</li> <li>• Six (5) complimentary registrations</li> </ul>
<b>Professional Headshots</b> \$4,500 2 opportunities	<ul style="list-style-type: none"> <li>• Prominent recognition on the conference website</li> <li>• One (1) Bag insert</li> <li>• Three (3) complimentary registrations</li> </ul>

**To confirm your sponsorship, please complete the sponsorship engagement form on page 6**

### OTHER SPONSORSHIP OPPORTUNITIES

Interested in sponsoring a specific event or getting particular visibility? Contact us to craft sponsor acknowledgement that meets your needs. AAIDD welcomes creative sponsorship ideas.

Contact Maria at [maria@aaidd.org](mailto:maria@aaidd.org)



# EXHIBITING

**Connect with attendees by exhibiting!** (Exhibits sold on a first-come, first-serve basis—limited availability.)

## EXHIBIT LOCATION

The exhibit space for this conference will be in an area in which all attendees will congregate for substantial periods at least 3 times each day of the conference. Continental breakfast and a coffee break will be served in the exhibit area. The area will not be locked overnight.

## EXHIBIT FEE AND BENEFITS OVERVIEW

### \$850.00 per exhibit table

#### \$650 for non-profit organizations

- One (1) 6-ft table and two (2) chairs with 6'high back drape
- Two (2) complimentary exhibitors badges (for exhibits only)
- (1) complimentary conference registration.  
Exhibiting organizations may also register one (1) additional employee at \$300.
- Placement of company logo with hyperlink to your site on the conference web page
- Exhibitor profile listing in the Final Program
- Access to evening receptions and breakfasts

*Please note that AAIDD does not share the electronic list of attendees with any exhibitor or sponsor*

### EXHIBIT HOURS

#### TUESDAY, JUNE 24

8:00 am – 4:30 pm

- Exclusive Time  
8:00—9:00 am  
10:30—11:00 am  
2:30—3:00 pm  
4:00—4:30 pm

#### WEDNESDAY, JUNE 25

7:30 am – 11:00 am

- Exclusive Time  
7:30—8:00 am  
10:15—10:45 am

**SET-UP:** All displays may be installed from 1:00-6:00 pm on Monday, June 23, 2025, and must be fully installed by Tuesday, June 24 at 7:30 am.

**DISMANTLING:** All displays are to be dismantled starting at 11:00 am on Wednesday 25, 2025. It is the responsibility of the exhibitor to see that all materials are delivered to the exhibit area and removed from the area by the specified deadline.

**SHIPPING:** All materials should be shipped to the hotel at your own expense. Detailed shipment information will be sent via e-mail.

## DEADLINE

The signed agreement with full payment must be received by **April 18, 2025**. AAIDD has limited number of available tables; merely sending this contract by the deadline does not guarantee you a booth.

## ELECTRICITY/AUDIO VISUAL/INTERNET

Exhibitors are responsible for their own costs related to dedicated electricity, Internet connection, and AV equipment. An exhibitor information sheet, with contact details for our AV and decorator companies, will be provided at least 30 days before the conference dates.



### EXHIBIT MOVE IN

Monday, June 23  
1:00—6:00 pm

### EXHIBIT HOURS

Tuesday, June 24  
8:00 am—4:30 pm

### EXHIBIT MOVE OUT

Wednesday, June 25  
11:00 am—2:00 pm

Wednesday, June 12  
7:30 am—11:00 am

For questions, please contact [Maria@aaidd.org](mailto:Maria@aaidd.org). See additional exhibition terms and conditions on page 8.

# PROMOTIONAL CONTENT

**Reach attendees through promotional content**

## Program Book Content

The *Program book* is an essential resource for all attendees, guiding them as they plan their schedules and navigate the meeting. The program is available both in print and electronically on the website before and after the Annual Meeting, ensuring maximum visibility. Put your company's information in the hands of the top decision makers. The *Program book* is a full color, 52 page, 8-1/2" x 11" document, and AAIDD accepts both black/white and full color promotional content.

### Placement of Promotional Content

AAIDD will identify and acknowledge sponsors and exhibitors of AAIDD. This identification and acknowledgement might include displaying the corporate logo and other identifying information of sponsor or exhibitor on marketing and promotional media and materials in the Program. Promotional content will be placed before and after the main text portions in the program without interrupting editorial content.

### Submission Requirements

All promotional content must be submitted electronically.

- PDFs high resolution PDFs only
- EPS file at 100% of size, 300 dpi
- See terms and conditions below
- All ads must be approved.  
Send submissions to [maria@aaidd.org](mailto:maria@aaidd.org)

### Program Ad Rates and Specifications

Size	Wide	Height	Rates
Full page	7.5"	x 10"	\$600
1/2 page (H)	7.5"	x 4.75"	\$375
1/4 page	3.5"	x 4.75"	\$225

Measurements are with no Bleed

### Deadline

All advertising for the Final Program must be submitted no later than **April 21, 2025**.

## Bag Inserts Contents

BAG INSERT ITEMS	Number of Sponsorship Opportunities	A la Cart Fee
One 8.5 x 11-inch single page item	Unlimited	\$1,000
Small promotional items, including pens, or items measuring approximately 3x4x1 inches or less such as eyeglass cleaning cloths, lip balm, first aid kits, bandanas, USB drives, etc.,	Unlimited	\$1,200
Mousepad	one	\$2,000

Each attendee receives a conference bag containing various inserts. These inserts are limited to lightweight items (-such as, but not limited to, flyers, brochures, pens, or postcards), inserts must measure no larger than 8.5 x 11 inches. Sponsor or exhibitor must arrange to ship their items\* to AAIDD by the deadline.

*\*Quantity will be given to you 30 days before the conference dates.*

### Submission Requirements

- All inserts must be approved, please send a sample (pdf preferred) to [maria@aaidd.org](mailto:maria@aaidd.org)
- See terms and conditions on page 7-8.

### Deadline

Inserts must be sent directly to the hotel, and **must arrive by Friday, June 20, 2025**. AAIDD is not responsible for your items not arriving on time. *Shipping instructions will be provided after your payment has been received.*

### PROMOTIONAL CONTENT TERMS AND CONDITIONS

The acceptability of Program promotional content for Program or Bag Insert are limited to those that AAIDD deems likely to serve the interests of its members and conference attendees. AAIDD reserves the right to refuse, at its sole discretion, any potential exhibitor or sponsor's proposed program content or bag inserts, whose content, intent, product, or service is determined by AAIDD to be inconsistent with its mission, goals, or objectives. Acceptance of Program promotional content and Bag Insert materials does not imply AAIDD endorsement.

# AAIDD Annual Meeting Sponsor & Exhibit Engagement Form

June 23-25, 2025, Washington, DC

Send this form Attn: Maria Alfaro at AAIDD, 8403 Colesville Rd. Silver Spring, MD 20910  
 Fax 202-387-2193, or [maria@aaidd.org](mailto:maria@aaidd.org)

## COMPANY INFORMATION

Company/Organization Name: \_\_\_\_\_  
 Primary Contact's Name/Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Website: \_\_\_\_\_

## SPONSORSHIP PACKAGES

- Platinum Sponsor \$ 15,000
- Gold Sponsor \$ 10,000
- Silver Sponsor \$ 5,000
- Copper Sponsor \$ 3,500

*All sponsors receive a complimentary exhibit*

## A-LA-CARTE-SPONSORSHIP ITEMS

- Plenary Sponsor \$ 8,000
- Professional Headshots \$ 4,000

## AUTHORIZED SIGNATURE

By signing this application I acknowledge that as a representative of this company, I have read the rules and regulations outlined on page 7- 8 of this prospectus. I also understand this application will become a binding contract upon acceptance and confirmation by AAIDD.

\_\_\_\_\_  
 Authorized applicant signature

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

## EXHIBIT FEE

- Exhibitor Fee \$ 850
- Non-Profit Exhibit Fee \$ 650

## BAG INSERTS

- One 8.5x11-inch single page item \$ 1,000
- Small promo items \$ 1,200
- Mousepad \$ 2,000

## PROGRAM BOOK CONTENT

- Full-page Ad \$ 600
- Half-page Ad \$ 375
- Quarter-page Ad \$ 225

## TOTALS *Note: Please enter the individual amounts manually*

Sponsor package	= \$
A-la Carte Sponsorship	= \$
Bag Inserts	= \$
Exhibit Fee	= \$
Advertising	= \$
<b>TOTAL</b>	<b>= \$</b>

## PAYMENT INFORMATION—Select a payment method

- Check Enclosed (Payable to AAIDD)     Invoice me (P.O. Attached)
- Visa         MasterCard         American Express         Discover         Diners Club

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

*Is the credit card billing address is different from the one provided above, please enter it here:*

## **EXHIBITOR AND SPONSORR (COLLECTIVELY, "EXHIBITOR") TERMS AND CONDITIONS**

**ACCEPTABILITY OF EXHIBITS** - All exhibits shall serve the interests of the members of AAIDD and its affiliates and shall be operated in a way that will not detract from other exhibits or the convention as a whole. AAIDD reserves the right to deny the exhibit space to any potential exhibitor for any reason based on AAIDD's sole determination, including if AAIDD determines that the content or intention of the exhibitor is inconsistent with the goals and objectives of AAIDD. Acceptance of an exhibit does not imply an endorsement of the Exhibitor.

If any Exhibitor changes management or is purchased by another company/organization, this Agreement becomes binding on such company/organization, and AAIDD reserves the right to deny the exhibit space for any reason based on AAIDD's sole determination.

**LIMITED LICENSE AND NO ENDORSEMENT**—By exhibiting at AAIDD's meeting, Exhibitor grants AAIDD a license to use and display the name of the Exhibitor in any meeting directory or listing and to use such names in the promotional content. Likewise, AAIDD grants Exhibitor a license to use the name of AAIDD solely in connection with the activities authorized under these terms and conditions. In no event shall Exhibitor use AAIDD's name in a manner that states or implies an endorsement of the Exhibitor by AAIDD. Further, AAIDD shall not be liable for any error in the listing or for omitting any Exhibitor from any director or listing pertaining to AAIDD's meeting.

**EXHIBIT ASSIGNMENTS** - Reasonable effort will be made to avoid the assignment of adjacent booths to Exhibitors who are direct competitors. Location assignments will not be made until payment is received in full.

**CANCELLATION OF EXHIBITS** – In the event that fire, strike, or other circumstances beyond the control of AAIDD cause the meeting to be cancelled, a full refund of exhibit fees will be offered.

**PAYMENT AND CANCELLATION** – The exhibit fee must accompany the agreement. Exhibitors may cancel this agreement by written notice to AAIDD. Cancellations made on or prior to April 18, 2025 will be subject to a \$75 cancellation fee. **No** refunds will be made on cancellations after April 18, 2025.

**SECURITY AND INSURANCE** - The Exhibit area will not be secured. AAIDD encourages Exhibitors to take valuable items with them when they leave their booth. AAIDD nor the hotel will not be liable for damage or loss to exhibitor's property nor shall AAIDD be liable for any injury that may occur in the exhibition area. Exhibitors should make their own insurance and material storage arrangements.

**DAMAGE TO EXHIBIT AREA** - Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel, conference, or exhibit area without permission from the proper building authority and AAIDD. If such damage appears, the exhibitor shall be liable to the owner(s) of the damaged property.

**INSTALLATION AND DISMANTLING** - All exhibits must be in place and set up by the time of the official opening to the show. Space not occupied or set up by that time may be reassigned for other purposes.

**DEFAULT OCCUPANCY** - Any vendor failing to occupy space that has been contracted is not relieved of the obligation of paying for such space at the full rental price, and AAIDD shall have the right to use such space as it sees fit.

**RESTRICTIONS ON USE OF SPACE** - No exhibitor shall sublet, assign, or share any part of the space allocated to it without the written consent of AAIDD. Any Exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event by AAIDD, may forfeit its right to the exhibit space and its eligibility to exhibit at future AAIDD events.

## **CODE OF CONDUCT**

Exhibitors and their representatives are expected to conduct themselves in a professional manner, treating others with respect at all times. Exhibitors shall not disparage fellow exhibiting companies, AAIDD, or any event participants. Additionally, Exhibitors must refrain from engaging in disruptive behavior or any activities detrimental to AAIDD's event. If Exhibitor engages in any conduct in violation of the code of conduct or applicable laws, AAIDD reserves the right to:

- Cancel Exhibitor's space without further notice and without obligation to refund monies previously paid
- Re-sell exhibit space assigned; and
- Reject Exhibitor's application to exhibit/sponsor future AAIDD events.

Further, to ensure compliance with the code of conduct and maintain the professionalism of the event, AAIDD in its exclusive discretion shall have the right at any time to enter and inspect the area occupied by Exhibitor.

**RESPONSIBILITY OF AAIDD AND THE EXHIBIT FACILITY:** Insurance and liability are the full, sole responsibility of the exhibitor. The exhibitor agrees to protect, save, defend, and keep AAIDD and the Crystal Gateway Marriott Hotel forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in this agreement between AAIDD and the exhibit facility regarding said premises; further, the exhibitor shall at all times protect, indemnify, save and defend, and keep harmless AAIDD and the Hotel (the "indemnified Party") against and from any and all loss, cost, damage, liability, or expense by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitee that arises or by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof. AAIDD does not assume responsibility for **any** advertised or exhibited services or materials.

**LIMITATION OF DAMAGES:** In no event will an Indemnified Party be liable to the Exhibitor, whether in contract or tort, for any amount in excess of the exhibit space rental fee in relation to any damages, including lost profits, arising out of or relating to the AAIDD event, the rental of exhibit space, the conduct of AAIDD, any breach of this Agreement, or any other act, omission, or occurrence.

**PROTECTION OF EXHIBIT FACILITY:** Exhibitor is expressly bound, at its expense, to promptly pay for or repair all damage to the exhibit facility, booth equipment, or the property of others caused by the Exhibitor or any of its representatives, employees, agents, or contractors.