

2017 AAAAI ANNUAL MEETING
ATLANTA 
MARCH 3-6

#AAAAI17



Expanding Practice:
Diagnosis & Treatment
of Drug Hypersensitivity

Exhibitor Prospectus

Exhibitor Prospectus

Invitation to Exhibit

The American Academy of Allergy, Asthma & Immunology (AAAAI) invites you to participate in the 2017 AAAAI Annual Meeting in Atlanta, GA, March 3-6. This meeting is the premier educational event for allergist/immunologists around the world, drawing thousands of delegates each year. For AAAAI industry partners and related organizations, this event is an unparalleled opportunity to make and solidify relationships through person-to-person communications and marketing. Reserve your booth space today!

Included in your exhibit booth rental package

- Booth space with back and sidewall drape
- Booth identification sign
- Unlimited complimentary exhibitor badges
- One complimentary exhibitor/delegate badge per 100 sq ft of exhibit space rented (maximum 15)
- 24-hour security
- General maintenance of the aisles and common exhibit hall areas
- Listing on annualmeeting.aaaai.org
- Listing in the Final Program
- Basic listing in the mobile app
- Discounted exhibitor housing rates
- Dedicated exhibit and poster time from 9:45 to 10:45 am each day
- Online exhibitor service manual
- Plus special opportunities to:
 - Purchase pre- and post-show attendee mailing lists
 - Earn priority points
 - Leverage your marketing within the mobile app

Booth Rental Fees

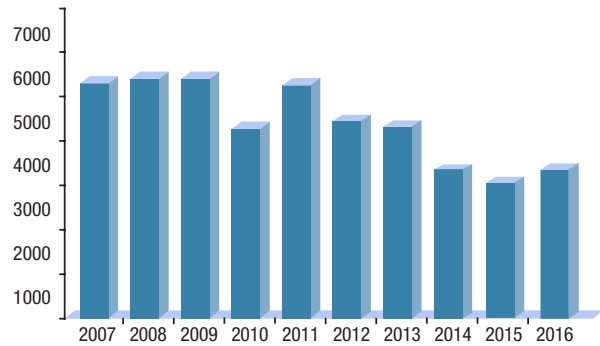
Inline booths	\$44/sq ft
Corner booths	\$47/sq ft
Island booths	\$50/sq ft
Larger Island booths (30 ft x 30 ft or larger)	\$55/sq ft

Location Information

Georgia World Congress Center
 285 Andrew Young International Blvd. NW
 Atlanta, GA 30313-1591
 Phone: (404) 223-4000

Profile of Attendees

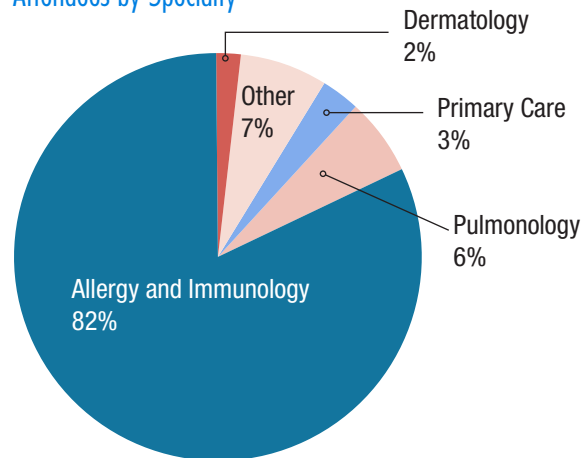
Professional Attendance



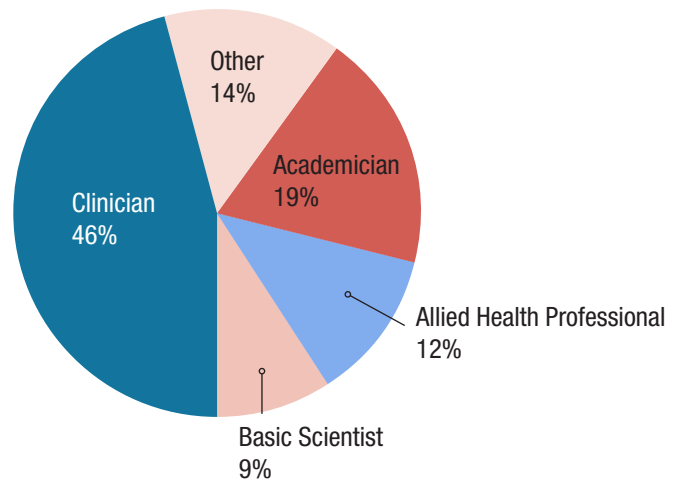
U.S. & International Attendees

Domestic 73%
 International 27%

Attendees by Specialty



Attendees by Employment



Exhibitor Prospectus



General Exhibit Information

Exhibit Dates & Hours

Saturday, March 49:45 am to 3:15 pm
Sunday, March 59:45 am to 3:15 pm
Monday, March 69:45 am to 3:15 pm

Exhibit Installation Dates & Hours

Thursday, March 28:00 am to 6:00 pm
Friday, March 37:00 am to 10:00 pm

All booths and materials must be set up by 10:00 pm on Friday, March 3. The AAAAI and Freeman may, without incurring any liability for damage or loss, install or dismantle any property of any exhibitor who has failed to do so by 10:00 pm, at the sole expense of the exhibitor.

Exhibit Dismantle Dates & Hours

Monday, March 6 3:15 to 10:00 pm
Tuesday, March 77:00 am to 4:00 pm

Exhibit dismantle may begin immediately upon the close of the exhibit hall at 3:15 pm on Monday, March 6. Exhibit dismantle must be complete by 4:00 pm on Tuesday, March 7. No exceptions can be made. Any exhibitor who violates this policy may affect the priority point system.

Service Contractor

Freeman has been named the official service contractor for the 2017 AAAAI Annual Meeting and is appointed to ensure the orderly and efficient installation and removal of the overall exhibition.

Freeman will provide and assure the distribution of labor to all exhibitors according to need, see that the proper type and limits of insurance are in force and avoid any conflict with facility regulations and requirements. Freeman will staff and maintain an on-site service desk before, during and after the exhibition to serve as a focal point for exhibitor needs. Furniture, decorative signs, labor and other services will be available at the Freeman Service Desk.

The official Exhibitor Service Kit will be available Wednesday, November 23 on the AAAAI Annual Meeting website. Along with additional information, the service kit will contain information on:

- Freight shipping and handling
- Labor regulations and rates
- Furniture, display and other decorating rentals
- Ordering electrical and telephone services

Independent Service Contractors

Exhibiting companies may opt to use independent service contractors for installation and dismantling. If such contractors are used, the exhibit company must send the AAAAI and Freeman the name, address and phone number of the independent contractor no later than February 3, 2017. Independent contractors are responsible for notifying the AAAAI and Freeman of the booths they will work in and they must provide proof of insurance with a minimum \$1,000,000 liability coverage, including property damage, by February 3. If information is not received by this date, the exhibitor must work with Freeman.

Booth Construction

Standard booths are 10 ft x 10 ft or multiples thereof and are arranged in a straight line. All standard booths consist of 8 ft back wall drape and 3 ft sidewall drape. Exhibit fixtures, components and signs will be permitted to a maximum height of 8 ft and they may extend only 5 ft from the back wall. Any fixtures placed within the remaining 5 ft must not exceed 4 ft high. Peninsula booths and bridging are not permitted.

Island booths consist of four or more standard booths back to back with aisles on all four sides. Exhibit fixtures, components and banners will be permitted to a maximum height of 24 ft. Sufficient see-through areas must be provided to prevent blocking views of adjacent booths (i.e. 50% of the island must be open display and not completely enclosed).

Any plans for multi-level booths must be discussed with Freeman.

All booths must be carpeted.

Registration

All exhibitor personnel must be registered for name badges. Registration cannot occur without full payment of exhibiting fees.

Unlimited exhibitor badges are provided at no charge. An exhibitor badge allows admission to the exhibit hall only.

One complimentary exhibitor/delegate badge is provided per 100 sq ft of exhibit space rented (maximum 15). An exhibitor/delegate badge allows admission to the exhibit hall and all non-ticketed educational sessions. Additional exhibitor/delegate badges can be purchased.

Exhibitor personnel interested in attending ticketed sessions must register as a paid delegate.

Guest passes for exhibitor personnel will not be issued.

Exhibitor Prospectus



Exhibit Rules and Regulations

ACCME Guidelines

No commercial promotional materials shall be displayed or distributed in the same room immediately before, during or after an educational activity certified for credit takes place.

Representatives of commercial companies may attend an educational activity, but they may not engage in sales activities while in the room where the educational activity takes place.

Americans with Disabilities Act

Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth space.

Attire

Attire of all exhibit personnel should be consistent with the professional atmosphere of the Annual Meeting.

Audio/Visual Equipment

If closed sound systems cannot be arranged, open sound systems will be permitted. However, sound "leakage" must not interfere with other exhibitors. The AAAAI reserves the right to request the reduction in volume or cessation of use of any system that creates such interference. Audio/visual equipment order forms will be included in the exhibitor service manual.

Balloons

Balloons are not permitted at the Annual Meeting.

Booth Assignment

All requested exhibit booths received by October 19 will be drawn on an empty floor plan in priority point order. In the event that multiple companies have accrued an equal number of priority points, the exhibit application received first will be given preference. The AAAAI will attempt to meet the size and location needs of each company, but reserves the right to assign space that is most appropriate for the overall exhibition. Applications received after October 19 will be assigned booth space on a first-come, first-served basis. Notification of booth assignments will be sent out in November. Complimentary exhibitors will receive notification of their booth assignment following paying exhibitors.

Booth/Promotional Activity

Booth/promotional activities, such as demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow nor infringe on neighboring exhibits. Booth/promotional activities will not be permitted outside of the exhibitor's assigned booth space. Exhibitors should reserve a reasonable portion of their exhibit space for the crowds or lines that popular activities may attract. "Meet the expert" panels and product theaters are not allowed in the exhibit hall.

Continuing Medical Education (CME) Activities

All activities offering CME credits occurring at or in conjunction with the Annual Meeting must be provided directly or jointly by the AAAAI, and planned and executed in accordance with the ACCME's guidelines for accredited CME activities, including the Standards for Commercial Support. Therefore:

- Exhibitors defined as commercial interests by the ACCME are prohibited from offering or distributing CME activities or access to CME activities.
- Exhibitors not defined as commercial interests by the ACCME may offer or distribute CME activities or access to CME activities, provided those activities are listed on the exhibit application and approved by the AAAAI.

Disclosure

It is the policy of the AAAAI that any exhibitor whose booth space, exhibit display or exhibit materials are provided through an educational grant from another organization prominently disclose that information to all delegates visiting or viewing that booth.

Distribution of Advertising Material

Canvassing or distribution of advertising material by an exhibitor or anyone representing a non-exhibiting firm is strictly prohibited outside of the exhibitor's booth space or in any part of the exhibit hall, meeting rooms, press rooms or public areas of the convention center or headquarters hotel.

Drawings/Prizes/Raffles, Etc.

Prize contests, awards, drawings, raffles or lotteries of any kind held at any time or place within AAAAI Annual Meeting properties are not permitted. Attendees may not be registered for drawings, raffles or lotteries, which might be conducted after the Annual Meeting. Gaming devices of any kind are not allowed in the exhibit hall.

Electrical Regulations

All equipment must comply with federal, state and local electrical codes. All exhibitor equipment must be UL-approved. Exhibitors should contact Freeman with any special requirements.

Exhibit No-Shows

A company that reserves booth space and fails to inform the AAAAI in writing of its plans not to attend automatically forfeits 100% of the total cost of the exhibit space assigned; may not be invited to participate in future AAAAI exhibitions; and forfeits all priority points earned over the past five years. Exhibiting companies will be considered a no-show if the booth space is unoccupied by 8:00 am on Saturday, March 4, 2017.

Exhibitor Prospectus



Exhibit Rules and Regulations

Exhibitor Personnel

Exhibitors must staff their exhibit booth during the scheduled hours of the exhibit hall. Exhibit personnel will be allowed in the exhibit hall one hour before the exhibits open and may remain in the exhibit hall one hour after the exhibits close each day.

Facility Regulations

Exhibitors may not nail, staple, tack or otherwise affix anything to the ceilings, walls, painted services, fire sprinklers, columns or windows.

FDA Regulations

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approval requirements. Exhibitors are reminded that the FDA generally prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also forbids the commercial promotion of approved drugs or devices for unapproved uses. Unapproved devices may be displayed only if they are the subject of an effective investigational device exemption (IDE) or if they are the subject of a pending 510(k) pre-market notification application. Any investigational product that is displayed or graphically depicted within the exhibit must (a) contain no claims of safety or effectiveness, (b) contain no comparative claims to other marketed products, and (c) be accompanied by a sign clearly and prominently stating that the device is limited by federal law to investigational use and is not approved by the FDA for commercial distribution in the United States.

Exhibitors may not sell, commercialize, or take orders or names with respect to an investigational drug or device, or a device that is the subject of a pending 510(k) application, unless limited to research or investigational use. These restrictions are not intended to limit the full exchange of scientific information regarding an investigational drug or device. If the FDA or a court of competent jurisdiction determines that a company's exhibit at an AAAAI meeting is in violation of any FDA regulations, including but not limited to the promotional restrictions and rules described above, the company may be subject to sanctions, including but not limited to exclusion from exhibiting at subsequent AAAAI meetings.

Concerns or questions regarding compliance with FDA regulations should be addressed to the FDA as follows:

FDA Division of Drug Marketing
Human Drug Information
Division of Drug Information (CDER)
Office of Communications
W051-2201
10903 New Hampshire Avenue
Silver Spring, MD 20993
Phone: (888) 463-6332
Email: druginfo@fda.hhs.gov

FDA Office of Compliance Center for Devices and Radiological Health
HFZ-300 2094
Gaither Road
Rockville, MD 20850
Phone: (301) 594-4692
www.fda.gov

Fire & Safety Regulations

Exhibitors must comply with all federal, state and local fire and building codes that apply to the facility.

Floor Load Restrictions

The exhibit floor load limit is 350 lbs/sq ft distributed load.

Food and Beverage

Exhibitors may distribute food and beverage items from their booth space upon AAAAI approval. Items must be ordered through the catering department at the convention center. Outside food and beverage vendors will be prohibited. A catering order form will be included in the Exhibitor Service Manual. Nuts and alcoholic beverages are prohibited.

Function Space Requests

The AAAAI may be willing to approve and release meeting space for use by exhibiting companies, universities and/or non-profit organizations that have members, personnel or other affiliated individuals attending the AAAAI Annual Meeting. Appropriate functions may include: advisory boards, committee meetings, focus groups, staff meetings or social events. Private social events proposed in conflict with any official Annual Meeting session or activity will not be allowed. Forms will not be accepted after February 10, 2017.

To reserve function space within the AAAAI hotel block, groups must first fill out a function space form to be approved by the AAAAI. Following approval, groups may contact the hotels directly to reserve function space, if space was unable to be assigned by the AAAAI.

Exhibitors defined as commercial interests by the ACCME can host private social events. Companies interested in hosting an invite-only event, for a limited number of Annual Meeting delegates, should complete the function space request form. Companies interested in hosting a social event that is open to all Annual Meeting delegates should contact the AAAAI executive office for more information on the sponsorship fees associated with this type of event. Exhibitors not defined as commercial interests by the ACCME may host private social events, either invite only or open to all Annual Meeting delegates, by completing the function space request form.

By approving your application, the AAAAI does not endorse or sanction your function, and no such relationship should be inferred by you or implied to the participants.

Exhibitor Prospectus



Exhibit Rules and Regulations

Giveaways

Giveaways and product samples approved by the AAAAI may be distributed from your exhibit booth. Requests for items other than product samples or educational materials must be submitted to the AAAAI with a sample by February 10, 2017. Samples will not be returned. Written notification will be sent upon AAAAI approval of the items. In accordance with AMA ethical guidelines, giveaways must be available to all delegates, be of minimal value, provide a benefit to patients or be used during the conference or in the professional activities of the delegate.

Labor Regulations

Exhibitors are required to conform to all local labor regulations. Labor can be ordered through Freeman. More information will be included in the Exhibitor Service Manual.

Lead Retrieval

Make gathering and managing your leads more productive with lead retrieval. More information will be included in the Exhibitor Service Manual.

Mailing List

Industry partners and exhibitors can get a head start by mailing product information or invitations in advance to Annual Meeting registrants. You may purchase the pre-registration mailing list for this purpose. Phone numbers and email addresses will not be included in the purchased information. Please note that AAAAI cannot be responsible for bad addresses.

Market Research

Companies that perform market research will only be assigned exhibit booth space if research is being conducted for an approved AAAAI exhibitor and if space is available. All surveys are required to be conducted within the confines of the booth space. A list of exhibitors for which market research is being conducted for must be submitted in writing to AAAAI prior to applying for booth space.

Marketing Free Zones

AAAAI has created a marketing free zone around the immediate vicinity of the convention center and the headquarter hotels. Exhibitors are prohibited from all street marketing activities in this area which include: segways, street teams, decals or literature distribution. AAAAI also restricts exhibitors from conducting these marketing activities on the property of official hotels.

A map of the marketing free zone may be found in the Exhibitor Service Manual.

Music Licensing

Each exhibitor using music in conjunction with its exhibit is responsible for maintaining compliance with the appropriate music licensing organizations.

Penalties

As a condition for exhibiting, each exhibitor agrees to observe all rules and regulations. Violators will forfeit priority points for each rule or regulation violated.

First violation: The exhibitor will not accrue priority points for its participation for the year.

Second violation: The exhibitor will lose half of its accrued priority points.

Third violation: The exhibitor will not be eligible to exhibit at future Annual Meetings.

These are merely examples. The AAAAI reserves the right to impose additional penalties.

Photography/Videotaping

Any exhibitor who wishes to employ an outside vendor to videotape or photograph their exhibit booth, activities, personnel, etc. must submit a written request to the AAAAI no later than February 10, 2017. These vendors will only be allowed into the hall during show hours. All other videotaping and photographing within the exhibit hall is prohibited.

Press

Exhibitors may not issue press releases or media alerts unless they directly relate to abstracts being presented as part of the 2017 AAAAI Annual Meeting. Press releases or media alerts directly related to abstracts that use the American Academy of Allergy, Asthma & Immunology (AAAAI) name or the name of the AAAAI Annual Meeting, must be reviewed and approved a minimum of two weeks in advance by the AAAAI. The release or alert must be embargoed until the time of presentation or an AAAAI press conference presenting the study, whichever comes first. Releases and media alerts may not indicate AAAAI endorsement, use the AAAAI in the headline or use the AAAAI logo. Please contact Megan Brown at mbrown@aaaai.org with any questions or to submit drafts for review.

If an exhibitor fails to comply with these regulations, the AAAAI has the right to remove the exhibitor from the exhibit hall, or deny participation in future AAAAI exhibitions. Exhibitors will not be granted access to the Press Room or the Press Conference Room at the Annual Meeting. Exhibitors cannot post press releases in the press room. Non-AAAAI news briefings or other media events are prohibited in meeting areas, including hotels, during the AAAAI Annual Meeting.

Exhibitor Prospectus



Exhibit Rules and Regulations

Priority Points

Priority booth assignment is based on the total number of priority points accrued: companies receive 2 points for every 100 sq ft of space rented in 2016, 2015, 2014, 2013 and 2012; 10 bonus points are given to companies for exhibiting at all of the last five Annual Meetings regardless of the amount of space rented each year; companies are given 1 point for every \$10,000 in sponsorships paid to the AAAAI between September 1, 2015 and August 31, 2016; companies are given 1 point for every \$10,000 in donations made to the AAAAI Foundation between the same dates. Exhibit applications must be received by October 19 in order to be considered for priority booth assignment. Non-profit companies receiving complimentary booth space do not accrue priority points.

Security

The AAAAI will provide 24-hour security in the exhibit hall. Neither the security company, AAAAI, Freeman nor the Convention Center is responsible for any loss or damage to exhibitor property.

Selling of Products and Services

Sales and order taking are permitted in the exhibit hall provided all transactions are conducted within the professional nature of the meeting. It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws. The AAAAI reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

If exhibitors will be taking sales orders onsite, they are required to report their onsite sales and pay the appropriate Georgia sales tax. The form will be included in the Exhibitor Service Kit.

Smoking

Smoking is prohibited at the AAAAI Annual Meeting.

Subletting Space

Subletting of exhibit space is prohibited. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by the AAAAI.

The AAAAI reserves the right to interpret and make final decisions regarding all rules and regulations.

Advertising Opportunities

Advertise with Impact

The Special Annual Meeting Edition of *Impact*, the AAAAI's quarterly membership magazine, is delegates' trusted resource for the latest Annual Meeting news and updates.

This dual edition of the magazine is a great value and venue for product placement. In addition to being mailed to members prior to the meeting, this issue will also be given to delegates outside the Exhibit Hall.

Extend the reach of your Annual Meeting visibility by securing space in this publication. Do it today as prime page location sells fast! Contact Megan Brown at (414) 272-6071 or mbrown@aaaai.org to take advantage of two-for-one advertising in the AAAAI's membership magazine.

Exhibitor Prospectus



2016 AAAAI Annual Meeting Exhibitors

Abbott Nutrition	Clinical Immunology Society	International FPIES Association	Pectolite GmbH
Acclaim Allergy Solutions	Coram CVS/Specialty Infusion Services	Kaba Fusion	Perrigo Company
Accredo	CSL Behring	Kaiser Permanente - Southern California Permanente Medical Group	Pulm One Advanced Medical Devices
Adako USA	DBV Technologies	Karger Publishers	PuraCap Pharmaceuticals
Aerocrine	Diplomat Specialty Pharmacy	Kedrion Biopharma, Inc	Quest Diagnostics
Aimmune Therapeutics	Dyax Corp	Lincoln Diagnostics, Inc.	Quintiles
Alcon Laboratories Inc.	eClinicalWorks	Lupin Pharmaceuticals, Inc.	Rabbit Air
ALK-Abello, Inc.	Edge Pharmaceuticals	Macis TEAMS	Reckitt Benckiser (RB)
Allergists for Israel	Elsevier	Mayo Clinic	Red Maple Trials
Allergy & Asthma Network	Elwyn Specialty Care	McNeil Consumer Healthcare	Red River Commodities/SunButter LLC
Allergy and Asthma Proceedings	EMED Technologies Corporation	Meda Pharmaceuticals	Regeneron/Sanofi
Allergy Control Products	European Academy of Allergy and Clinical Immunology	Medical College of Wisconsin	Rosch Visionary Systems, Inc.
Allergy Guardian	Food Allergy and Anaphylaxis Connection Team (FAACT)	Meditab Software, Inc.	Shire Pharmaceuticals
Allergy Laboratories, Inc.	Food Allergy Research & Education (FARE)	Meditab Software, Inc.	Siemens Healthcare
Allergy Partners	Fraunhofer ITEM	Memorial Healthcare System	SmartPractice
Allergy Therapeutics, PLC	Genentech	Merck & Co Inc.	Sol Millennium Medical Inc.
Allied Powers, LLC	Genentech	Methapharm	Solutionreach
American Latex Allergy Association	Gerber, a Nestle Company	Micro Direct, Inc.	Teva Pharmaceuticals
American Express OPEN	Greer Laboratories, Inc.	MIR-Medical International Research Inc.	The American Board of Allergy and Immunology
Antera Therapeutics	GSK	Mission: Allergy	The Mastocytosis Society
Asthma and Allergy Foundation of America	GSK Consumer Health	ModuleMD	Thermo Fisher Scientific
APFED	Healix Infusion Therapy, Inc.	MotherToBaby Pregnancy Studies conducted by OTIS	U.S. Hereditary Angioedema Association
AstraZeneca	Helen of Troy/Kaz USA, Inc.	Mylan Inc.	Ursatec-Verpackung GmbH
AxelaCare	HollisterStier Allergy	National Allergy Supply	US Bioservices
Baby Health Care, Inc.	Horizon Pharma	National Death Index	USIDNET
Banyan	Immune Deficiency Foundation	National Jewish Health	Valeant/Salix Pharmaceuticals
Baxalta US Inc.	Immune Epitope Database and Analysis Resources (IEDB)	ndd Medical Technologies	Viracor-IBT Laboratories
Baxalta Medical Affairs	ImprimisRx	NeilMed Pharmaceuticals	Vitalograph, Inc.
Bio Products Laboratory	Indoor Biotechnologies, Inc.	Novartis Pharmaceutical Corporation	Wiley
Boehringer Ingelheim Pharmaceuticals, Inc.	Infinite Trading Inc.	nSpire Health	World Allergy Organization
Boston Scientific	Inflamax Research Inc.	Nutricia North America	World Immunopathology Organization (WIPO)
Carestream	Inspirotec	Option Care	Xoran Technologies
Cellular Technology Limited	International Eosinophil Society, Inc.	Otto Trading Inc.	Xtract Solutions
Chattem, a Sanofi Company		Panatrex	Yodle
Clarity Research			

Exhibitor Prospectus



Exhibit Application

To reserve exhibit space, complete the application and contract for exhibit space and return it and the required deposit to the AAAAI executive office. Applications may also be completed online. Applications must be received by October 19 in order to be considered for priority assignment of exhibit space. Exhibit space is assigned based on past and current support of AAAAI activities, as well as, the date the application is received. Following initial space assignments, all additional booths will be assigned on a first-come, first-served basis.

Application Review

The AAAAI will review all exhibit applications to determine whether they satisfy basic criteria such as: whether the product/services described specifically relate to the practice or advancement of allergy, asthma or immunology; whether the exhibit is of informational value to allergist/immunologists; whether the product/services, in the opinion of the AAAAI, are safe and effective. Even when an application meets the basic criteria above, the AAAAI reserves the right to deny any request to exhibit.

Educational/Non-Profit Organizations

Organizations may apply for complimentary exhibit space, if they meet the following criteria: they are a non-profit organization as defined by maintaining 501(c) tax status; are national in scope; their overall mission is educational in nature; and their mission would appeal to the AAAAI membership and further the AAAAI strategic goals. Applications for complimentary space must include a copy of the IRS letter of determination verifying their 501(c) tax status, and should include any documentation that demonstrates compliance with the criteria listed above. Even when an application meets the basic criteria above, the AAAAI reserves the right to deny any request for complimentary exhibit space.

Product/Service Descriptions

Product or service descriptions are a required part of the application process. This description will appear under the company name, city and state in the Final Program exhibit directory and the mobile app. All descriptions should be in sentence form, typed and no longer than 50 words. Descriptions longer than this will be edited for length. Descriptions for the Final Program will be accepted until January 4.

Booth Rental Fees

Inline booths	\$44/sq ft
Corner booths	\$47/sq ft
Island booths	\$50/sq ft
Larger Island booths (30' x 30' or larger)	\$55/sq ft

Deposits and Payments

A minimum deposit of 50% of the booth rental fee is due with the completed application. A deposit must be received in order for priority space assignment. Applications received after January 4, 2017 require full payment of the booth rental fee. Space assignment will not be made without the appropriate deposit.

Booths will not be allowed to exhibit if the full payment has not been received by AAAAI prior to move-in.

Balance Due

Exhibitors will be invoiced for the balance due after a booth assignment has been made. Full payment is due by January 4, 2017. If full payment is not received by this date, space may be released back into the general inventory. Exhibitors will be required to contact the AAAAI to make subsequent payments on the balance due; the AAAAI does not automatically charge subsequent payments for booth space.

If booth space is not paid in full by January 4, the exhibiting company will be prohibited from registering staff for the Annual Meeting or making housing reservations.

Cancellation/Downsizing Policy

Cancellations or requests to downsize booth space must be sent to the AAAAI executive office in writing. A refund less \$1,000 per 100 sq ft, will be given if notice is received by January 4, 2017. No refunds will be given after January 4, 2017. The AAAAI can sell cancelled or downsized booth space to another exhibitor without any rebate. The AAAAI retains the right to relocate an exhibitor after downsizing.

Booth Relocation

If it becomes necessary to relocate an exhibitor after a booth assignment has been made, the AAAAI will contact the company involved and every effort will be made to reassign the exhibitor to a similar booth space.

Restriction of Exhibits

The AAAAI reserves the right to restrict or prohibit exhibits that are deemed unacceptable for any reason. This may include people, items, conduct, printed materials, or anything that may be objectionable to the exhibition. If such restriction occurs, the AAAAI will not be liable for any refunds, rentals or exhibit expenses. The decision of the AAAAI regarding exhibit applications is final.

annualmeeting.aaaai.org

Dates to Remember

October 19

Application deadline for priority booth assignment
Right of first refusal deadline for sponsorships

November 2

Exhibitor registration and housing opens

November 23

Booth assignments emailed
Exhibitor Service Manual online

January 4

Balance of booth fees due
Print deadline for exhibit descriptions in the Final Program
Print deadline for private social functions in the Final Program
Last day to obtain partial refund of cancelled exhibit space

January 20

Exhibitor housing deadline

January 27

Exhibitor housing cancellation deadline

February 3

Insurance forms due to the AAAAI and Freeman

February 10

Deadline for giveaway requests
Deadline for mailing list requests
Deadline for function space requests
Deadline for photography/videography requests

February 17

Exhibitor badge registration deadline



American Academy of Allergy, Asthma & Immunology (AAAAI)
Attn: Meetings Team
555 East Wells Street, Suite 1100
Milwaukee, WI 53202-3823
Phone: (414) 272-6071
Fax: (414) 272-6070
Email: annualmeeting@aaaai.org