

# Exhibitor Prospectus

**AAAAI** American Academy of  
Allergy Asthma & Immunology

## ANNUAL MEETING

WASHINGTON, DC · FEBRUARY 23-26, 2024

Collaboration, Discovery and Innovation



[annualmeeting.aaaai.org](https://annualmeeting.aaaai.org) #AAAAI24

# Exhibitor Prospectus

## Invitation to Exhibit

The American Academy of Allergy, Asthma & Immunology (AAAAI) invites you to participate in the 2024 AAAAI Annual Meeting in Washington, DC, February 23-26. 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 booth staff 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 in the Exhibitor Directory
- Listing in the Mobile App
- Discounted exhibitor housing rates
- One hour of dedicated exhibit and poster time, Friday-Sunday
- Online Exhibitor Service Manual
- Plus special opportunities to:
  - Purchase pre- and post-show attendee mailing lists
  - Earn priority points

## 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

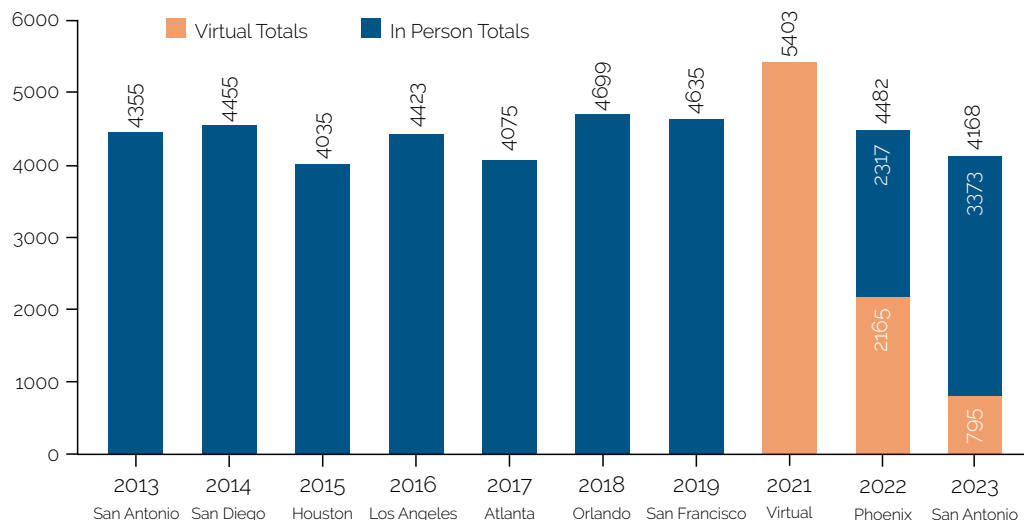
Walter E. Washington Convention Center  
801 Mt. Vernon PL NW  
Washington, DC 20001



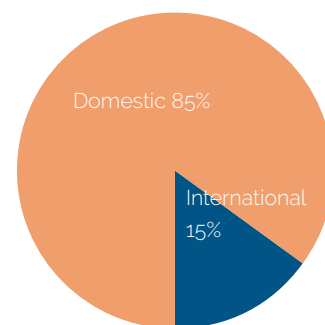
# Exhibitor Prospectus

## Profile of Attendees

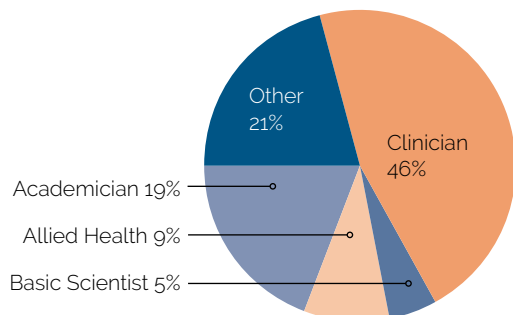
Professional Attendance



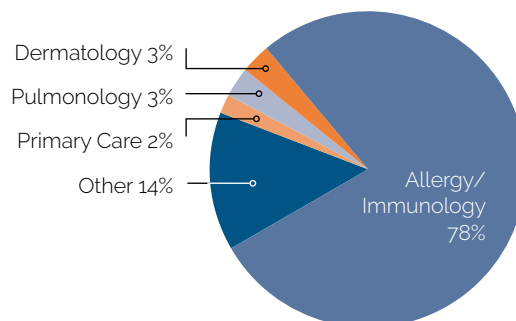
Domestic vs. International Attendees



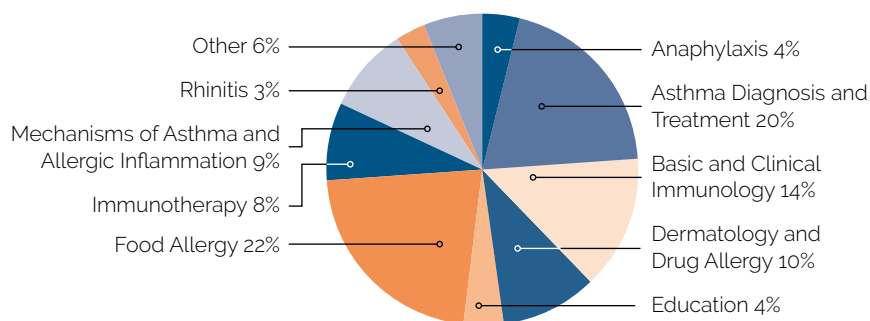
Attendees by Employment



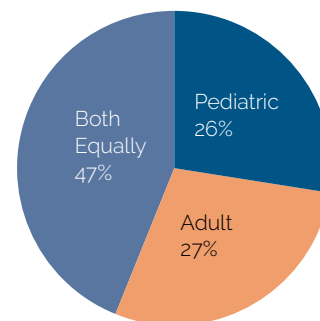
Attendees by Specialty



Primary Area of Interest



Clinician Attendees by Primary Patient Type



All metrics are from the 2023 AAAAI Annual Meeting through February 27, 2023 (unless otherwise noted).  
Attendance numbers from 2020 are not available.

# Exhibitor Prospectus

## General Exhibit Information

### Exhibit Dates & Hours

Friday, February 23.....	9:45 am to 4:15 pm
Saturday, February 24.....	9:45 am to 3:15 pm
Sunday, February 25.....	9:45 am to 2:00 pm

### Exhibit Installation Dates & Hours

Wednesday, February 21.....	8:00 am to 5:00 pm
Thursday, February 22.....	8:00 am to 8:00 pm

All booths and materials must be set up by 8:00 pm on Thursday, February 22. 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 8:00 pm, at the sole expense of the exhibitor.

### Exhibit Dismantle Dates & Hours

Sunday, February 25.....	2:15 to 10:00 pm
Monday, February 26.....	8:00 am to 3:00 pm

Exhibit dismantle may not begin until after the close of the exhibit hall at 2:15 pm on Sunday, February 25. Exhibit dismantle must be complete by 3:00 pm on Monday, February 26. No exceptions can be made. AAAAI and Freeman may, without incurring any liability for damage or loss, dismantle any property of any exhibitor who has failed to do so by Monday, February 26 at 3:00 pm, at the sole expense of the exhibitor. Any exhibitor who violates this policy may lose priority points, will no longer be able to purchase a mailing list and may be subject to a 10% booth early move-out fee.

## Exhibit Hall Access

Exhibit and registered Exhibitor Appointed Contractor (EAC) personnel (including food vendors (except Aramark), audio/visual, florists, photographers, cleaning staff, etc.) will have access to the exhibit hall during installation and dismantle hours and for show days at 7:45 am on Friday, February 23 and 8:45 am on Saturday, February 24 and Sunday, February 25. Unregistered EAC staff (who were not registered to receive an Annual Meeting exhibitor badge) will not be allowed access to the exhibit hall on show days. Access to the exhibit hall ends one hour after exhibition hours. Security will not allow access to the exhibit hall outside of the scheduled hours without prior written approval from AAAAI. Any requests for exceptions must be submitted in writing to AAAAI at [annualmeeting@aaaai.org](mailto:annualmeeting@aaaai.org) by Friday, February 9.

To access the exhibit hall on show days, all exhibitors must have an AAAAI Registration Badge which may be picked up at the Registration Desk. Exhibitors are encouraged to enter at the L Street North Entrance for setup/teardown.

To access the exhibit hall any day, all Exhibit Appointed Contractors (EAC's) are required to check in and acquire a wristband at the security desk located inside the labor entrance on 7th Street near M Street.

Wristband colors change each day, so individuals will need to check in at the security desk each day they are working. Once an exhibitor has a wristband for the day, they are able to utilize any entrance to the building.

## Service Contractor



Freeman has been named the official service contractor for the 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 onsite 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 Manual will be available Wednesday, November 29 on the 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 (ISC) for installation and dismantling. If such contractors are used, the exhibit company must complete the Exhibitor Appointed Contractor (EAC) form in the Exhibitor Service Manual and send to AAAAI no later than January 12, 2024. Independent contractors are responsible for notifying AAAAI of the booths they will work in and they must provide the appropriate insurance by January 12, 2024. The Certificate of Insurance provided by the EAC must provide (i) evidence of workers' compensation insurance covering all permanent and temporary labor staff hired to perform work over the event dates in the minimum amount required by state law; (ii) evidence of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence covering all operations (including bodily injury and property damage); and, (iii) automobile liability insurance in a minimum amount of \$1,000,000 covering all owned, hired and non-owned vehicles. The Certificate of Insurance covering commercial general liability and auto insurance must also name the American Academy of Allergy, Asthma & Immunology as a certificate holder and must list the following parties as additional insured: American Academy of Allergy, Asthma & Immunology, the Walter E. Washington Convention Center and Freeman; such insurance shall be primary and not contributory. If information is not received by January 12, 2024, the exhibitor must work with Freeman.

The exhibiting company is responsible for reviewing the information provided in the Exhibit Hall Access section and communicating these to any ISCs/EACs that they have hired.



# Exhibitor Prospectus

## General Exhibit Information, continued

EACs must have submitted all appropriate forms and certificate of insurance for staff to be allowed access on the exhibit floor. No exceptions can be made.

In order to protect the security of the exhibit hall, EAC staff will not be permitted in the exhibit hall before or after the designated exhibit hall access hours. Any EAC staff found before/after the designated hours will be immediately escorted out of the hall.

## 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 eight ft. backwall drape and three ft. sidewall drape. Exhibit fixtures, components and signs will be permitted to a maximum height of eight ft. and they may extend only five ft. from the backwall. Any fixtures placed within the remaining five ft. must not exceed four 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., there must be access from all four sides of the booth with a minimum of 30% see-through effect from all four sides).

All booths 30 ft. x 30 ft. or larger must submit a floorplan and elevation drawing, indicating placement and dimensions of all structures, for AAAAI review by January 12, 2024. Approvals or revisions will be communicated within 10 business days. AAAAI is not responsible for any additional labor, production or material costs for modifications necessary to an exhibit booth to be compliant with these guidelines.

Any plans for multi-level booths must be discussed with Freeman to ensure they comply with facility guidelines and building codes.

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Exhibitors may supply their own carpet/floor covering (must be slip-resistant) or order it from Freeman. All exhibit booths without floor covering, or which is objectionable to AAAAI, shall, at AAAAI's sole discretion, be carpeted and/or corrected at the exhibitor's expense.

Any exposed, unfinished sides of the exhibit booth must be draped to present an attractive appearance. In the event the exhibitor is not present, Freeman, with approval of AAAAI, will provide the necessary draping at the exhibitor's expense.

## Registration and Badges

All exhibitor personnel, including all EAC and agency staff, that require access to the exhibit hall on show days must be registered exhibit staff of the Annual Meeting. Company badges are not accepted.

Exhibitors who have not paid their exhibiting fees in full will not be able to pick-up registration badges on site until full payment has been received.

Unlimited exhibitor booth staff badges are provided at no charge. An exhibitor booth staff badge only allows admission to the exhibit hall including during setup & teardown dates/times.

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 exhibitor/delegate under the related industry category.

Guest passes for exhibitor personnel will not be issued.

## Housing



Exhibitors will be able to book housing beginning Wednesday, November 8. Exhibitors are encouraged to take advantage of the discounted rates in the Annual Meeting housing block by booking through this site.

## 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.

### Application Review

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

New exhibitors will be required to submit the following information:

- a photo of their exhibit booth from another event showing products/services
- a brochure/pamphlet with information on their organization and products/services available to our attendees
- the goal from participation at the Annual Meeting
- the organization's mission statement
- management team biographies
- a brief company history

## Exhibit Rules and Regulations, continued

- exhibitors must disclose details on any consumer or government litigation, orders, settlements, etc. over the last three years regarding the business practices of the company or the products and services to be exhibited. Companies with multiple complaints filed against them with state or federal consumer affairs regulatory agencies, the Better Business Bureau or the AAAAI may be required to provide an explanation of the resolution to those complaints.
- i) exhibitors must have a 30' x 30' exhibit booth or larger so they may allocate a reasonable portion of their exhibit space for the crowds or lines that popular activities may attract;
- ii) activities are only allowed within the confines of an Exhibitor's booth; they are not allowed in, around or outside of the convention center and/or hotels;
- iii) activities may be no longer than 15 minutes;
- iv) traditional meeting sets such as theater and/or schoolroom seating are not permitted, however, a minimal amount of seating is permitted for compliance with ADA regulations;
- v) activities may not occur during the dates/times of Product Theaters;
- vi) all audio/visual equipment guidelines must be followed.

## Application Submission

To reserve exhibit space, complete the online application and contract. Booth applications will be accepted through February 2, 2024.

## 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. 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 11, 2023 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. 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 11 will be assigned booth space on a first come, first serve basis. Notification of booth assignments will be sent out in late November. Complimentary exhibitors will receive notification of their booth assignment following paying exhibitors.

If two or more companies want exhibit space adjacent to one another, each organization must indicate so on the exhibit application at the time of submission. Requests submitted prior to October 11 will be considered in the original exhibit hall floorplan assignment. AAAAI will try to accommodate all such requests; however, unaffiliated exhibitors will not be moved to new booths to accommodate late requests. AAAAI reserves the right to assign booth locations as is most appropriate for the overall exhibition.

## Booth Promotional Activity

Booth promotional activities, such as presentations, demonstrations, live interviews, etc., are allowed provided that they meet the following criteria:

- i) exhibitors must have a 30' x 30' exhibit booth or larger so they may allocate a reasonable portion of their exhibit space for the crowds or lines that popular activities may attract;
- ii) activities are only allowed within the confines of an Exhibitor's booth; they are not allowed in, around or outside of the convention center and/or hotels;
- iii) activities may be no longer than 15 minutes;
- iv) traditional meeting sets such as theater and/or schoolroom seating are not permitted, however, a minimal amount of seating is permitted for compliance with ADA regulations;
- v) activities may not occur during the dates/times of Product Theaters;
- vi) all audio/visual equipment guidelines must be followed.

Activities which are not able to meet these criteria may be better suited as a Product Theater or Non-CME Educational Program. The date/times of all in-booth presentations must be submitted to AAAAI at [annualmeeting@aaaai.org](mailto:annualmeeting@aaaai.org) for approval by Friday, February 9.

Product Theaters, Non-CME Educational Programs and in-booth presentations may be promoted within the exhibit booth or by purchasing a Hotel Room Door Drop.

For more information on Product Theaters, Non-CME Educational Programs or Hotel Room Door Drops, please contact Rachel McCormick, Sponsorship Manager, at [rmccormick@aaaai.org](mailto:rmccormick@aaaai.org).

## Booth Relocation

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

## 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.

## Cancellation/Downsizing

Cancellations or requests to downsize booth space must be sent to the AAAAI in writing. A refund less \$1,000 per 100 sq. ft. will be given if notice is received by January 3, 2024. No refunds will be given after January 3, 2024. AAAAI can sell cancelled or downsized booth space to another exhibitor without any refund. AAAAI retains the right to relocate an exhibitor after downsizing. If an exhibitor downsizes their exhibit booth, the net reduction will be treated as a cancellation and fees will apply accordingly.

Cancellation fees are remuneration for losses incurred by AAAAI and are non-refundable and non-transferable. An exhibitor's cancellation of exhibit space may result in the release of any hotel room blocks and function space previously assigned to the exhibitor.

## Exhibit Rules and Regulations, continued

The AAAAI may cancel the Annual Meeting for any reason, in its sole discretion. Should the in-person portion of the Annual Meeting be canceled and AAAAI is able to offer virtual exhibit booths, each exhibitor may, upon request, receive a partial refund of the exhibit fee paid to the AAAAI according to their exhibit booth size; AAAAI will retain \$10,000 for booths 30'x30' or larger; \$4,000 for booths 20'x20' or 20'x30'; \$1,500 for all other booth sizes; refunds of the difference paid can be provided upon written request. If the exhibitor does not want a virtual exhibit booth, they can receive a full refund of their exhibit booth fee if requested by February 19, 2024. If AAAAI is not able to hold the Annual Meeting in-person and not able to offer virtual exhibit booths, then each exhibitor will receive a full refund.

Should an exhibitor no longer be able to participate in person, or AAAAI is not able to hold the event, each exhibitor is solely responsible for canceling all hotel reservations and travel arrangements. In addition, the exhibitor is responsible for contacting the Walter E. Washington Convention Center and any vendors with whom they contracted services, including Freeman, to cancel all services and make any further arrangements as necessary (such as the return shipment of materials/exhibit booth). The exhibitor is responsible for all such fees related to their cancellation.

## Continuing Medical Education (CME) Activities

All activities offering CME credit 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 AAAAI.

## Deposits and Payments

A minimum deposit of 50% of the booth rental fee is due with the completed application. Exhibitors who request an invoice at the time of application will receive an email immediately after submitting their application with an invoice attached. A deposit must be received by October 11, 2023, in order to be included in priority booth assignment.

Full payment is due by January 3, 2024. If full payment is not received by this date, space may be released back into the general inventory and the exhibiting company may be prohibited from registering staff and making housing reservations. Applications received after January 3, 2024 require full payment of the booth rental fee at the time of submission. Space assignment will not be made without the appropriate deposit/payment. Exhibitors will be required to contact AAAAI to make subsequent payments on the balance due. AAAAI does not automatically charge subsequent payments for booth space.

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

## Disclosure

It is the policy of 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 distributing 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 co-headquarter hotels.

Use of the AAAAI and/or AAAAI Annual Meeting logos for promotion is strictly prohibited, including social media. Any promotional materials which mention the event may list the event name of 2024 AAAAI Annual Meeting, but may not indicate that AAAAI endorses or sanctions the activity.

## Drawings/Prizes/Raffles, Etc.

Prize contests, awards, drawings, raffles or lotteries of any kind held at any time or place within the 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.

## Drones

Drones are not permitted.

## 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, AAAAI reserves the right to deny any request for complimentary exhibit space. Email AAAAI at [annualmeeting@aaaai.org](mailto:annualmeeting@aaaai.org) for complete instructions on submitting an application for complimentary exhibit space.

## 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 Rules and Regulations, continued

### Emergency Preparedness

Exhibitors are responsible for reviewing and being compliant with the Annual Meeting Emergency Preparedness Plan, as well as sharing with all staff who will be on site in Washington, DC. The plan will be available 10 days prior to the Meeting.

### Exhibit Directory

Information submitted on the exhibit application, including organization name, address, city, state, zip code, phone number, website, product/service listing and product/service description will be included in the Exhibit Directory and Mobile App. Company name and booth number will be listed in the Final Program. Any changes to information must be submitted by Wednesday, January 3, 2024 at 5:00 pm CST.

### Exhibit No-Shows

A company that reserves booth space and fails to inform 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 at 8:00 pm on Thursday, February 22, 2024.

### Exhibitor Staff and Personnel

Exhibitors must staff their exhibit booth during the scheduled hours of the exhibit hall.

No exhibitors, including vendors/contractors, may solicit attendees or other exhibitors from outside of their booth or elsewhere at the Annual Meeting. Exhibit personnel may not enter another exhibitor's booth space without obtaining permission. At no time, may anyone enter an unstaffed booth of another exhibitor.

### Facility Regulations

Exhibitors are responsible to abide by all facility policies, procedures, rules, regulations and guidelines, including, but not limited, to those listed below:

- Animals are not permitted, with the exception of service animals or animals approved in writing by AAAAI and the facility.
- Cell phones may not be used while operating equipment or heavy machinery.
- Children under 18 years old are only permitted in the exhibit hall on show days during open show hours and must be accompanied by an adult.
- Lasers and x-ray equipment will require written permission from the facility.
- Each exhibitor is responsible for handling and disposal of any and all medical and biohazardous waste. Pre-approval is required.
- Exhibitors may not nail, staple, tack or otherwise affix anything to the ceiling, walls, painted surfaces, fire sprinklers, columns or windows.

- Exhibitors may carry in their own materials only if they are able to hand carry all items, including any rolling cases, in one trip. Use of carts is strictly prohibited.
- All exhibit, display, construction, decorative material and drape must be flame retardant. Please have the material's fire resistive documentation available for immediate presentation to the Fire Marshal upon request from move-in to move-out.
- All vehicles must be approved by both the facility and AAAAI. All facility requirements regarding move-in, move-out and placement of vehicle during the event must be followed.

A complete list of facility requirements can be found on the Walter E. Washington Convention Center's website at <https://eventsdc.com/venue/walter-e-washington-convention-center/exhibitor-services>.

The Walter E. Washington Convention Center reserves the right to alter and/or amend these policies and procedures at any time and shall have the sole authority to make decisions concerning any issues not addressed therein.

### FDA Regulations

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any and/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 the Annual Meeting is in violation of any FDA regulations, including but not limited to the promotional restrictions and rules described above, the company must immediately cease exhibiting any offending products and may be subject to sanctions, including but not limited to exclusion from exhibiting at subsequent AAAAI exhibitions.

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



## Exhibit Rules and Regulations, continued

FDA  
CDER Division of Drug Information  
10001 New Hampshire Avenue  
Hillandale Building, 4th Floor  
Silver Spring, MD 20993  
Phone: (855) 543-3784 / (301) 796-3400  
Email: [druginfo@fda.hhs.gov](mailto: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](http://www.fda.gov)

### Fire and 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.

### 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 are prohibited. A catering order form will be included in the Exhibitor Service Manual. Nuts and alcoholic beverages are prohibited.

### Function Space Requests

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 Annual Meeting. Appropriate functions may include: advisory board meetings, 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. Function space request forms will not be accepted after February 9, 2024.

To reserve function space at the Annual Meeting, groups must first fill out a function space request form to be approved by AAAAI. Following approval, groups will receive further instructions via email.

Any requests for function space from an exhibitor who subsequently cancels their exhibit booth will be forfeited.

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 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.

Events held off-site (not at the co-headquarter hotels or the convention center) are considered unapproved and as such, the sponsoring company/exhibitor may be denied exhibit booth space at future AAAAI events and forfeit priority points.

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

### Giveaways

Giveaways and product samples approved by AAAAI may be distributed from your exhibit booth. Requests for items other than product samples or educational materials must be submitted on a giveaway request form to [annualmeeting@aaaai.org](mailto:annualmeeting@aaaai.org) with a sample by February 9, 2024. 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.

### Health and Safety Protocols

Your health and safety are a top priority to AAAAI. If you are sick or feel you are getting sick, we ask that you please stay home or in your hotel room. AAAAI is not requiring attendees to wear masks; however our Annual Meeting is a mask-friendly event, and we encourage anyone who wishes to wear a mask to do so.

Health and Safety Protocols are subject to change at any time and will be updated on [the AAAAI Annual Meeting website](https://www.aaaaai.org/annualmeeting) as well as communicated as quickly as possible with registered attendees.

### Insurance

The Exhibitor acknowledges and agrees that the American Academy of Allergy, Asthma & Immunology, the Walter E. Washington Convention Center and Freeman do not maintain insurance covering the Exhibitor's property. The Exhibitor agrees that it is their responsibility to obtain general liability insurance, auto liability, business interruption, property damage and workers compensation covering any potential losses by the Exhibitor.

### 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.

# Exhibitor Prospectus

## Exhibit Rules and Regulations, continued

### Mailing List

Industry partners and exhibitors can get a head start by purchasing the pre-registration mailing list and sending product information or invitations in advance to Annual Meeting registrants. As delegates continue to register up until and including on site, a later request date for a mailing list will result in more names included. Mailing list request forms must be submitted no later than February 9, 2024. 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 Annual Meeting 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 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 co-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.

Distribution of promotional materials is prohibited unless approved and coordinated through the AAAAI. To inquire about availability and pricing of inclusion in AAAAI's door drop bags to all attendees in official AAAAI hotels, please contact Rachel McCormick, Sponsorship Manager, at [rmccormick@aaaai.org](mailto:rmccormick@aaaai.org).

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 AAAAI events.

These are merely examples. AAAAI reserves the right to impose additional penalties up to and including removal of the exhibit booth and refund forfeit.

### Photography/Videotaping

The order form for the designated official photographer of the Annual Meeting will be included in the Exhibitor Service Manual. Except for services ordered through the official photographer, all outside vendors hired by exhibitors to videotape or photograph their exhibit booth, activities, personnel, etc. must submit a written request to AAAAI no later than February 9, 2024. These vendors will only be allowed into the hall during show hours. All other videotaping and photographing within the exhibit hall is prohibited. AAAAI may take photographs at any time of exhibit booths, signage, structures, programs or sponsorship opportunities. Exhibitor hereby grants to AAAAI a release and license for any such photographs to be used for AAAAI's business purposes.

### Press

Exhibitors who wish to issue press releases or media alerts related to abstracts being presented as part of the Annual Meeting must abide by the AAAAI's press release and embargo media policy, which can be read in full at [annualmeeting.aaaai.org/faculty/abstract-press-release-and-embargo-policy](https://annualmeeting.aaaai.org/faculty/abstract-press-release-and-embargo-policy). Most importantly, any press releases, media alerts or related materials describing the abstract results and findings must be embargoed until February 2, 2024, which is the date the abstracts will be published in an online supplement to *The Journal of Allergy and Clinical Immunology (JACI)*. As of that date, abstract findings and results can freely be promoted, and any press releases, media alerts or related materials describing the abstracts findings and results can be issued.

Any press releases, media alerts or related materials do not need to be reviewed by the AAAAI, but please be aware that they must not indicate AAAAI endorsement or use the AAAAI logo. If you have any questions about the Annual Meeting abstract press release and embargo policy, please email Candace Archie at [Carchie@aaaai.org](mailto:Carchie@aaaai.org).

If an exhibitor fails to comply with these regulations, AAAAI reserves 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 Annual Meeting.

### Priority Points

Priority booth assignment is based on the total number of priority points accrued. Companies receive two points for every 100 sq. ft. of space rented in 2019-2020 (for 2020, booth space reserved as of 02/21/20 will determine points) and 2022-2023. Companies receive points for their 2021 exhibit booth according to virtual booth size (Premium booths earn ten points, Deluxe booths earn three points, and Standard booths earn one point). In addition, companies earn 10 bonus points for exhibiting at all of the last five Annual Meetings regardless of the amount of space rented each year. Furthermore, companies earn one point for every \$10,000 in sponsorships paid to the AAAAI and for every \$10,000 in charitable grants or donations made to the AAAAI Foundation between August 1, 2022 and July 31, 2023. Exhibit applications must be received by October 11,

# Exhibitor Prospectus

## Exhibit Rules and Regulations, continued

2023, in order to be considered for priority booth assignment. Non-profit companies receiving complimentary booth space do not accrue priority points.

### Product/Service Descriptions

Product or service descriptions are a required part of the application process. This description will appear with the company name, city and state in the Exhibitor 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 3, 2024 at 5:00 pm CST.

### Restriction of Exhibits

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, AAAAI will not be liable for any refunds, rentals or exhibit expenses. The decision of the AAAAI regarding exhibit applications is final.

### Safe Environment Policy

AAAAI is committed to providing a safe, productive and welcoming environment for all meeting participants and staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, staff, service providers and others are expected to abide by this Safe Environment Policy. This policy applies to all AAAAI meeting-related events, both in person and virtual, including those sponsored by organizations other than AAAAI but held in conjunction with AAAAI events, in public or private facilities or platforms. A complete copy of AAAAI's Safe Environment Policy, the terms of which are incorporated herein, can be found [here](#).

### Security

AAAAI will provide 24-hour security in the exhibit hall. Neither the security company, AAAAI, Freeman, nor the Walter E. Washington 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 and applicable sales tax is collected. AAAAI reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors are only allowed to demonstrate and sell products/services as listed on the exhibit application; additional products will require AAAAI's approval prior to being demonstrated or sold.

AAAAI reserves the right to interpret and make final decisions regarding all rules and regulations, including establishing any new rules or regulations not currently included in this prospectus, to assure the success of the meeting. AAAAI's decision shall be final in all cases.

It is the responsibility of the exhibitor to have all licenses, permits and/or registrations required by the venue, city or municipality and/or state. The exhibitor is solely responsible for compliance with all applicable tax laws.

Exhibitors may be required to have a Sales and Use Tax Permit and should contact the Senior Revenue Officer Shamica Lewis at (202) 478-9159 or [shamica.lewis@dc.gov](mailto:shamica.lewis@dc.gov) to ensure compliance with all requirements. More information on Sales and Use Tax Permit is available at <https://mytax.dc.gov/WebFiles/faq/faq.html>. Exhibitors may apply for the license at <https://mytax.dc.gov/> /#5.

AAAAI makes no guarantee as to the volume of traffic in the exhibit hall or to any/all exhibit booths. Refunds will not be provided if the volume of sales or traffic to any/all exhibit booths is not as expected.

### Smoking

Smoking is prohibited.

### 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 AAAAI.



## Advertising Opportunities

### Advertise with Impact

The special Annual Meeting edition of *Impact*, the AAAAI's quarterly digital membership magazine, is delegates' trusted resource for the latest Annual Meeting news and updates. This digital magazine will be emailed to all AAAAI members prior to the Annual Meeting. Multiple placements are available.

Contact our Communications Team at (414) 272-6071 or [media@aaaai.org](mailto:media@aaaai.org) for more information and to request a rate card.

## 2023 AAAAI Annual Meeting Exhibitors

AbbVie	CoVita	Modernizing Medicine
AbbVie BSG/Medical	CSL Behring	ModuleMD
ABISA	CuraScript SD	Molekule
AcariaHealth Specialty Pharmacy	CURED	Morgan Scientific, Inc.
Access Telehealth	CVS Specialty	MotherToBaby Pregnancy Studies
Accredo	Cycle Pharmaceuticals	National Allergy Bureau
AccuVax By TruMed	DBV Technologies	National Eczema Association
Adherium North America, Inc.	DrCatalyst	National Institute of Environmental Health Sciences
ADMA Biologics	eClinicalWorks	NeilMed
Advocacy & Awareness for Immune Disorders Association (AAIDA)	Elsevier	Nestlé Health Science
Aimmune Therapeutics	Enzyvant Therapeutics	Nexus HR
Ajinomoto Cambrooke	Eurofins Viracor	Novartis Pharmaceutical Corporation
ALK-Abelló, Inc.	Euroimmun US LLC	Octapharma USA
Allergenis	Evme Inc.	OIT Connect
Allergists for Israel	FertilityEHR A Division of Meditab Software Inc.	Option Care Health
Allergy & Asthma Network	Food Allergy & Anaphylaxis Connection Team (FAACT)	Optum Infusion Pharmacy
Allergy & ENT Associates	Food Allergy Research & Education	Pfizer
Allergy and Asthma Proceedings	Forme Financial	Pharming Healthcare Inc.
Allergy Partners	Genentech	Propeller Health
AllerVie Health	GlaxoSmithKline	PulmOne USA
Altus Biologics	Grifols USA, LLC.	PX Technology
American Board of Allergy and Immunology	HealthBeacon	Rabbit Air
American Partnership for Eosinophilic Disorders	Helen of Troy	Reacta Healthcare
Amerimmune Diagnostics LLC	Hikma Specialty USA Inc	Reckitt/Mead Johnson Nutrition
Amerita Specialty Infusion	HollisterStier Allergy	Red Maple Trials
Amgen/AstraZeneca	Horizon Therapeutics	Regeneron and Sanofi
ARS Pharmaceuticals, Inc.	Immune Deficiency Foundation	SENTA Partners
Aspire Allergy & Sinus	Immune Epitope Database and Analysis Resource	Silicon Valley Innovations
Association of PAs in Allergy, Asthma & Immunology	Incyte Corp.	SmartPractice
Asthma and Allergy Foundation of America	International FPIES Association (I-FPIES)	Stallergenes Greer
AstraZeneca	Ionis Pharmaceuticals	Takeda Pharmaceuticals
Axiva Health Solutions, Inc	Johnson & Johnson	TerSera Therapeutics LLC
Bellus Health	KabaFusion	Teva Pharmaceuticals
BioCryst Pharmaceuticals, Inc.	kaléo	The Clinical Trials Network (CTNx)
BioMerieux	Klara	The European Academy of Allergy and Clinical Immunology (EAACI)
Blueprint Medicines	Lincoln Diagnostics, Inc.	The Mast Cell Disease Society, Inc.
BREVIUM	Med Learning Group	The Permanente Medical Group, Inc.
Buzzy® Needle Pain Solutions	MEDI LAZER	Thermo Fisher Scientific
Chemotechnique Diagnostics / Dormer Laboratories	MedicoCX	Thorasys Thoracic Medical Systems Inc.
Chiesi Global Rare Diseases	Merck & Co.	Tick-Borne Conditions United (TBC United)
Circassia Inc.	Methapharm Inc	Virant Diagnostics
Clinical Immunology Society	MGC Diagnostics	Vitalograph, Inc.
Code Ana	Micro Direct, Inc.	Wise Prince LLC
Cogent Biosciences	MIR-Medical International Research	World Allergy Organization (WAO)
	Mission: Allergy, Inc.	XLEAR, INC.



# Exhibitor Prospectus

## Dates to Remember

### October 11, 2023

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

### November 1, 2023

Function space requests open

### November 8, 2023

Exhibitor registration and housing open

### November 29, 2023

Booth assignments emailed  
Exhibitor Service Manual available online

### January 3, 2024

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

### January 12, 2024

Exhibit floorplans and elevation drawings due  
Exhibitor Appointed Contractor (EAC) forms due  
EAC insurance forms due  
Exhibitor housing deadline

### January 19, 2024

Exhibitor housing cancellation deadline

### February 2, 2024

Deadline for exhibit booth applications

### February 9, 2024

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

### February 16, 2024

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](mailto:annualmeeting@aaaai.org)