Exhibitor Prospectus

Optimizing Scope of Practice

#AAAAI23
annualmeeting.aaaai.org
Exhibitor Prospectus

Invitation to Exhibit

The American Academy of Allergy, Asthma & Immunology (AAAAI) invites you to participate in the 2023 Annual Meeting in San Antonio, TX, February 24-27. 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 in the Final Program
- 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

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inline booths</td>
<td>$44/sq ft</td>
</tr>
<tr>
<td>Corner booths</td>
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</tr>
</tbody>
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Location Information

Henry B. Gonzalez Convention Center
900 East Market Street
San Antonio, TX 78205
Profile of Attendees

Professional Attendance

Attendance numbers from 2020 are not available. Attendance numbers from 2022 as of 4/8/2022.

Virtual Totals
In Person Totals

Primary Area of Interest
- Other 11%
- Rhinitis 4%
- Mechanisms of Asthma and Allergic Inflammation 7%
- Immunotherapy 7%
- Food Allergy 23%
- Anaphylaxis 3%
- Asthma Diagnosis and Treatment 23%
- Basic and Clinical Immunology 13%
- Dermatology and Drug Allergy 9%

U.S. & International Attendees
- International
  - Domestic 82%
  - International 18%

Clinician Attendees by Primary Patient Type
- Pediatric 22%
- Both Equally 50%
- Adult 28%

Attendees by Employment
- Clinician 51%
- Other 20%
- Academician 15%
- Allied Health 9%
- Basic Scientist 5%

Attendees by Specialty
- Allergy/Immunology 80%
- Dermatology 2%
- Pulmonology 3%
- Primary Care 2%
- Other 13%
General Exhibit Information

Exhibit Dates & Hours
Friday, February 24 ................................. 9:45 am to 4:15 pm
Saturday, February 25 .............................. 9:45 am to 3:15 pm
Sunday, February 26 ................................. 9:45 am to 6:15 pm

Exhibit Installation Dates & Hours
Wednesday, February 22 ............................ 8:00 am to 5:00 pm
Thursday, February 23 ............................... 8:00 am to 8:00 pm
All booths and materials must be set up by 8:00 pm on Friday, February 24. 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 26 ................................. 6:30 to 10:00 pm
Monday, February 27 ................................. 8:00 am to 3:00 pm
Exhibit dismantle may not begin until after the close of the exhibit hall at 6:30 pm on Sunday, February 26. Exhibit dismantle must be complete by 3:00 pm on Monday, February 27. 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 27 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 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 24 and 8:45 am on Saturday and Sunday, February 25 & 26. 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 by Friday, February 10.

Service Contractor
Freeman has been named the official service contractor for the 2023 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.

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 13, 2023. Independent contractors are responsible for notifying AAAAI of the booths they will work in and they must provide the appropriate insurance by January 13, 2023. 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 Henry B. Gonzalez Convention Center and Freeman; such insurance shall be primary and not contributory. If information is not received by January 13, 2023, the exhibitor must work with Freeman.

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

To access the exhibit hall, all staff (including EACs and agencies) will need either a wristband or an AAAAI registration badge. All staff who want to enter through the front-of-house will need an AAAAI registration badge which may be picked up after the registration desk opens Thursday afternoon. Prior to registration opening, for all staff who are not registered, and for anyone entering from the loading dock, each individual will need to proceed to the Security Station, located at the entrance to the loading dock for Halls 3 & 4. Individuals will need to present their ID to be scanned into a database and will be issued a wristband. Wristband colors change each day, so individuals will need to return to the Security Station each day they...
Exhibitor Prospectus

General Exhibit Information, continued

are working. Once an exhibitor has a wristband for a day, they can proceed directly to the loading dock at Hall 2; they will not need to return to the Security Station. Individuals with wristbands must enter & exit at the designed entrance of Hall 2 loading dock.

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 8 ft backwall 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 backwall. 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., 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 13, 2023. 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 2023 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 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 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 9, 2022. Exhibitors are encouraged to take advantage of the discounted rates in the 2023 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 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 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, and

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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.

Application Submission

To reserve exhibit space, complete the online application and contract. Please review the deposit and booth assignment policy in their respective sections of this document for further information to assist with your submission.

Booth applications will be accepted through February 3, 2023.

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 2023 Annual Meeting.

Booth Assignment

All requested exhibit booths received by October 12, 2022 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 12 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 12 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 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 such as aisles, in/around/outside the convention center and/or hotels. 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 exhibit booths. Product theaters and Non-CME Educational Programs may be promoted within the exhibit booth.

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 4, 2023. No refunds will be given after January 4, 2023. 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.

The AAAAI may cancel the 2023 Annual Meeting for any reason, in its sole discretion. Should the in-person portion of the 2023 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 20, 2023. If AAAAI is not able to hold the 2023 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,
Exhibit Rules and Regulations, continued

the exhibitor is responsible for contacting the Henry B. Gonzalez 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 12, 2022, in order to be included in priority space assignment. Full payment is due by January 4, 2023. If full payment is not received by this date, space may be released back into the general inventory from another organization prominently disclose that information to all delegates visiting or viewing that booth.

Disclosures

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 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 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 2023 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 2023 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.

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 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.

Emergency Preparedness

Exhibitors are responsible for reviewing and being compliant with the 2023 Annual Meeting Emergency Preparedness Plan, as well as sharing with all staff who will be on site in San Antonio. 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 printed in the 2023 Annual Meeting Final Program. Company name, city, state, and product/service description will also be listed in the mobile app. Any changes to this information must be submitted by Wednesday, January 4, 2023 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.
Exhibit Rules and Regulations, continued

if the booth space is unoccupied by 8:00 pm on Friday, February 24, 2023.

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

Exhibit personnel, as well as registered EAC and agency staff, will be allowed in the exhibit hall at 7:45 am on Friday, February 24 and 8:45 am on Saturday and Sunday, February 25 & 26. Exhibitors and registered EAC staff may remain in the exhibit hall up to one hour after the exhibits close each day. Any requests for exceptions must be submitted in writing to AAAAI at annualmeeting@aaaai.org by Friday, February 10.

Exhibitors may not to any extent dismantle or vacate their exhibit booth prior to the event close of 6:15 pm on Sunday, February 26. 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.

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.

Drones are not permitted.

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 bio-hazard 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.

All exhibit, display, construction, decorative material, and drape must be flame retardant. Please have the material’s fire resistant 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 in the Operational Policies and Procedures document at https://www.sahbgcc.com/Portals/10/files/OperationalPolicies.pdf.

The Henry B. Gonzalez Convention Center reserves the right to alter and/or amend these Operational 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:

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

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
Exhibit Rules and Regulations, continued

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.

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
AAAII 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 2023 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 10, 2023.

To reserve function space within the 2023 Annual Meeting hotel block, groups must first fill out a function space request form to be approved by AAAAI. Following approval, groups may contact the hotels directly to reserve function space, if space was unable to be assigned by AAAAI.

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 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 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 to AAAAI with a sample by February 10, 2023. 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
The health and safety of all participants at the 2023 Annual Meeting is a top priority for the AAAAI. AAAAI’s leadership is continually reviewing all health and safety factors affecting the 2023 AAAAI Annual Meeting. We believe that we can once again safely bring together our highly vaccinated group with strong protocols in place. All exhibit staff are required to abide by all health and safety directives, protocols, requirements, and guidelines of the AAAAI, Henry B. Gonzalez Convention Center and all participating facilities. AAAAI will provide these guidelines as soon as practical. AAAAI reserves the right to amend the guidelines at any time before or during the Meeting.

In addition to those protocols, it is recommended that each exhibitor considers a health and wellness plan while designing their exhibit booth to create a safe environment for their employees and attendees, which may include extra space for social distancing, designating traffic flow patterns and increasing the frequency of booth cleanings.

Insurance
The Exhibitor acknowledges and agrees that the American Academy of Allergy, Asthma & Immunology, the Henry B. Gonzalez 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.

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 10, 2023. Phone numbers and email addresses will not be included in the purchased information. Please note...
Exhibit Rules and Regulations, continued

that AAAAI cannot be responsible for bad addresses. The mailing list form will be available on the AAAAI Annual Meeting website in January 2023.

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 at the AAAAI at (414) 272-6071 or 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 designated official photographer of the 2023 Annual Meeting is Karras Photography and an order form 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 10, 2023. 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 2023 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. Most importantly, any press releases, media alerts, or related materials describing the abstract results and findings must be embargoed until February 3, 2023, 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 AAAAI Annual Meeting abstract press release and embargo policy, please email Megan Brown at mbrown@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 2 points for every 100 sq ft of space rented in 2018-2020 (for 2020, booth space reserved as of 02/21/20 will determine points) and 2022. Companies receive points for their 2021 exhibit booth according to virtual booth size (Premium booths earn 10 points, Deluxe booths earn 3 points, and Standard booths earn 1 point). In addition, companies earn 10 bonus points for exhibiting at all of the last five AAAAI Annual Meetings regardless of the amount of space rented each year. Furthermore, companies earn 1 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, 2021 and July 31, 2022. Exhibit applications must be received by October 12, 2022, in order to be considered for priority booth assignment. Non-profit companies receiving complimentary booth space do not accrue priority points.
Exhibit Rules and Regulations, continued

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 Final Program 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, 2023 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 Henry B. Gonzalez 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. 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.

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 Texas Comptroller at comptroller.texas.gov/web-forms/tax-help/ or (800) 252-5555 to ensure compliance with all requirements. More information on Sales and Use Tax Permit is available at comptroller.texas.gov/taxes/permit. Exhibitors may apply for the license at comptroller.texas.gov/taxes/permit.

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 for more information and to request a rate card.

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 at the 2023 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 AAAAI.

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.
Exhibitor Prospectus

2022 AAAAI Annual Meeting Exhibitors

AbbVie
ABISA
Access Telehealth
Accredo
ADMA Biologics
Advanced Infusion Care
Advocacy & Awareness for Immune Disorders Association (AAIDA)
Aimmune Therapeutics
Ajinomoto Cambrooke
ALK-Abelló, Inc.
Allergists For Israel
Allergy & Asthma Network
Allergy & Asthma Proceedings
Allergy Partners
Allergy, Asthma & Immunology Center of Alaska, LLC
AllergyEHR a division of Meditab Software, Inc.
AllerVie Health
ALPCO
Altus Biologics
Aluna
American Board of Allergy and Immunology
American Partnership for Eosinophilic Disorders
Amena/AstraZeneca
Aspire Allergy & Sinus
Asthma and Allergy Foundation of America (AAFA)
AstraZeneca
BioCryst Pharmaceuticals, Inc.
Blueprint Medicines
Buzzy® by Pain Care Labs
Chemotechnique Diagnostics / Dormer Laboratories
Chiesi Global Rare Diseases
Circassia Inc.
Code Ana
CSL Behring
CuraScript SD
CVS Specialty
Cycle Pharmaceuticals
DBV Technologies
Edge Pharmacy Holdings
Elsevier
EMED Technologies Corporation
Emmes
Eurofins Viracor
European Academy of Allergy, Asthma and Clinical Immunology
Food Allergy & Anaphylaxis Connection Team (FAACT)
Food Allergy Research & Education
Food Equality Initiative, Inc.
Genentech - Novartis
GlaxoSmithKline
Grifols USA, LLC.
Healix Infusion Therapy, LLC
HealthBeacon
Hikma Specialty USA Inc
HollisterStier Allergy
Horizon Therapeutics
Immune Deficiency Foundation
Immune Epitope Database and Analysis Resource
InBio
Incyte Corporation
International Eosinophil Society, Inc.
Johnson & Johnson
KabaFusion
kaléo
KoKo, LLC
LEO Pharma
Lincoln Diagnostics, Inc.
Med Learning Group
MEDI LAZER
MedicoCX
MedSol
Merck & Co., Inc.
Methapharm
MGC Diagnostics
Micro Direct, Inc.
MIR-Medical International Research
Mission: Allergy, Inc.
Modernizing Medicine
ModuleMD
Morgan Scientific, Inc.
MotherToBaby Pregnancy Studies
National Allergy Bureau
Naväge Nasal Care
NeilMed
Novartis Pharmaceuticals Corporation
OIT Connect
Optinose
Option Care Health
Optum Infusion Pharmacy
Pfizer
Pharming Healthcare Inc.
PulmOne USA
Rabbit Air
Racksys
Reckitt/Mead Johnson Nutrition
Rejuvenation
Revivicor Inc.
RLT
Sanofi Genzyme and Regeneron
SENTA Partners
SmartPractice
Stallergenes Greer
Takeda
Takeda Pharmaceuticals USA, Inc.
TerSera Therapeutics LLC
Teva Pharmaceuticals
Teva Pharmaceuticals (Medical Affairs)
The Clinical Trials Network (CTNx)
The Mast Cell Disease Society, Inc.
The National Heart, Lung, and Blood Institute
Thermo Fisher Scientific
Thorasys Thoracic Medical Systems Inc.
TruSens / ACCO Brands USA LLC
US WorldMeds, Inc
VitalFlo Health
Vitalograph
Vivacare Inc.
Vyaire Medical
World Allergy Organization (WAO)
X4 Pharmaceuticals
XLEAR, INC.
ZEPHYRx
Dates to Remember

October 12, 2022
Application deadline for priority booth assignment
Right of first refusal deadline for sponsorships

November 9, 2022
Exhibitor registration and housing opens

November 30, 2022
Booth assignments emailed
Exhibitor Service Manual available online

January 4, 2023
Balance of exhibit booth fees due
Last day to obtain partial refund of cancelled exhibit space
Print deadline for exhibit descriptions in the Final Program
Print deadline for private social functions in the Final Program

January 13, 2023
Exhibit floorplans and elevation drawings due
Exhibitor Appointed Contractor (EAC) forms due
EAC insurance forms due
Exhibitor housing deadline

January 20, 2023
Exhibitor housing cancellation deadline

February 3, 2023
Deadline for exhibit booth applications

February 10, 2023
Deadline for giveaway requests
Deadline for mailing list requests
Deadline for function space requests
Deadline for photography/videography requests

February 17, 2023
Exhibitor badge registration deadline