



January 2016

Dear DDW Exhibitor:

On behalf of AADR, I would like to thank you for your support of AADR Annual Meeting and Exhibition – to be held at the Los Angeles Convention Center, Wednesday, March 16 – Saturday, March 19 (Exhibit dates: Thursday, March 17 – Friday, March 18).

The forms in this **electronic** manual contain the information you will need to successfully exhibit at this year's meeting. The manual includes order forms for various services, as well as the policies for participating in the show, which we urge you to submit well in advance to benefit from "Early Bird" discounts that are available. Please keep in mind that you are responsible for the actions of your third-party vendors. If you are not the appropriate person in your company to receive this information, please pass it along to the proper individual.

If your company is outsourcing its exhibit management and/or has an independent installation and dismantling (I&D) company handling your booth setup, please refer that person directly to <https://ordering.ges.com/022600512/welcome> and all additional forms from the Exhibitor Service Manual can be found here as well.

If you have questions about specific services, please contact the appropriate vendor directly using the Vendor List. If you have any questions about the show, please contact Kasey McNeil.

As you prepare for the show, please note the following:

Installation Dates

Wednesday, March 16 9 a.m. – 4:30 p.m.

All exhibits must be set up by Wednesday, March 16 at 9 a.m.

EXHIBIT/POSTER HALL HOURS

Thursday, March 17 9 a.m. – 5 p.m.

Friday, March 18 9 a.m. – 5 p.m.

Dismantle Hours

Friday, March 18 5 p.m. – 7 p.m.

Packing of equipment, literature, products, or booth dismantling will not allowed before 5 p.m. on Friday, March 18. The exhibit floor must be cleared by 1 p.m. on Saturday, March 19.

The GES Servicer will be open in the **West Hall A** during exhibit set up, show dates and move-out. Exhibitors may verify and adjust their requirements for installation, furniture, audio/visual and other auxiliary services at the service desk.

Exhibitor Registration

Exhibitor registration will be located in **West Hall Lobby**. Please pick up your badge before going to the exhibit hall as a badge is **required** to enter the hall at all times. The number of exhibitor badges will differ depending on your level of membership or support for booth personnel; however, company representatives who wish to attend scientific sessions must register for the conference.

Show Colors

The aisle carpet is **BLUE JAY** (black & blue blend) and the show drape color is **BLUE and BLACK**.

Future Meetings

IADR General Session & Exhibition	June 22-25, 2016	Seoul, Republic of Korea
IADR/PER Congress	Sept. 20-22, 2016	Jerusalem, Israel

As in years past, AADR promises to be an exciting show. If you have any questions or concerns as your exhibit plans progress, please contact any of your exhibit staff. **We look forward to seeing you in Los Angeles!**

Warm regards,

Kasey R. McNeil

Kasey R. McNeil

Exhibit, Sponsorship and Meetings Manager

Ph: 703.299.8093

Fx: 703.548.1883

kmcneil@iadr.org