



# AES 2024 ANNUAL MEETING

December 6-10 | Los Angeles, CA

## ADDITIONAL SHOW POLICIES AND FORMS

### **Rules and Regulations**

Exhibitors should read and be familiar with the rules and regulations noted on the reverse side of their Exhibit Space Application. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules and regulations. Independent contractors must conform to IAEE, ESCA and ED&PA display guidelines and must be signatory to a current local collective bargaining agreement. Additional AES policies can be found [here](#). Please make sure to review the health and safety policy and details on children in the exhibit hall.

### **Exhibitor Giveaways**

#### **Deadline: Friday, November 1, 2024**

All promotional items must be approved by AES Exhibit Management prior to the meeting. Promotional items to be distributed to physician attendees must be in compliance with your company's AdvaMed and PhRMA guidelines. In accordance with Article 5.4.2 of the CMSS Code, AES will only permit exhibitor giveaways that are educational and modest in value. Giveaways must be limited to those items found in a physician's office and may not be items routinely produced for sale by the exhibiting company. Please send all requests for giveaway approvals to [alaw@aesnet.org](mailto:alaw@aesnet.org).

**No bags of any kind are allowed to be distributed at the meeting.**

### **In Conjunction With (ICW) Meeting Request Form**

#### **Request Deadline: Friday, November 1**

Space reservations for "In Conjunction With" (ICW) meetings will open by late August. Watch your exhibitor newsletter for the exact date.

ICWs are any meetings that take place between ***Tuesday, December 3 to Wednesday, December 11, 2024***, in the Los Angeles area that include AES registrants. All such meetings or events, whether on-site at the AES meeting or offsite at a non-AES venue, are ICWs and must be approved by AES. Exhibitor team meetings with attendance limited to that company's staff and representatives may be held at any time and must be approved by AES.

### **Audio and Audiovisual Policy in the Exhibit Hall**

Audio and video recording of the Exhibit Hall is strictly prohibited. Videotaping of a company's own booth is permitted and requires prior approval from Show Management. Exhibitors and their agents may not photograph or videotape anything outside the booth of the company they represent including other booths, aisles, poster sessions and common spaces of the exhibit hall.

Audio and video recordings lighting and sound must not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Permission for photography or video interviews of attendees must be secured from the individual attendee in writing. Camera crews are prohibited unless permission is given in advance. Any presence of this nature is contingent upon an AES staff person escorting the crew.



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## **Booth Designs / Sign Heights for Island Booths**

Island booths (20'x20' or larger) only may hang signs or banners above their booth space. The top of the sign or banner as well as the booth structure itself must not exceed 22 feet from the floor to the top of the sign without exception. All booth designs must be submitted 60 days in advance of the meeting for approval, 90 days in advance for double decker booths designs. All signs/banners must be approved by show management (**contact Angel Law [alaw@aesnet.org](mailto:alaw@aesnet.org)**) prior to the show. Please provide as much detail as possible (i.e. sign dimensions, weight, positioning in booth, sign diagram, booth elevations).

See the second page of the "Exhibit Construction Guidelines" packet in the exhibitor manual for more Island Booth regulations and guidelines. No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space without prior approval from show management. Exhibitors intending to use hanging light systems should submit drawings to show management for approval. If lighting also includes graphics, signs, logos of any type, it will be considered a hanging sign and is subject to the above guidelines.

## **Insurance**

While all possible care will be exercised by Global Experience Specialists (GES) and their agents, you are responsible for ensuring the safety of your personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

**AES, Global Experience Specialists, and the Los Angeles Convention Center assume no responsibility for product left unattended at the end of the Annual Meeting.**

## **Exhibitor Appointed Contractors (EACs)**

Exhibitors using "Exhibitor Appointed Contractors" must notify GES of the name, address, contact name, email and telephone number of the firm. **A certificate of insurance and the Notice of Intent to Use Exhibitor Appointed Contractor form** (included with the GES forms) must be submitted to GES (via Cert Focus) no later than **Friday, November 1, 2024. The American Epilepsy Society (AES), the Los Angeles Convention Center and Global Experience Specialists (GES) must be named as additional insureds on the certificate of insurance.**

## **Security**

AES will provide security around the perimeters of the exhibit hall. Please review the Exhibitor Rules and Regulations and Security Tips in the exhibitor manual to keep your belonging secure while in your exhibit booth. Information about securing individual booth security is available upon request. **Please note:** any additional security service will be at your own expense.