

# Exhibitor Badge Registration & Housing Information:

### **Exhibitor Registration**

### Deadline: Friday November 1, 2013

For each 10' x 10' booth space reserved, you are entitled to three (3) complimentary booth personnel badges. Non-Profit tabletop exhibitors are entitled to two (2) complimentary badges. Additional booth personnel badges can be purchased for \$75 each.

### A link to register will be emailed out to all paid exhibitors by the end of September.

### Individual Hotel Reservations

## Deadline: Tuesday, November 12, 2013

Exhibitors who book at least three (3) rooms per 10' x 10' booth receive three (3) additional complimentary exhibit hall badges, as well as two (2) booth location priority points for utilizing the official AES Housing Bureau.

AES continues to utilize Experient, Inc. for the online hotel reservation system. Confirm, modify or cancel your hotel reservation in real time, 24/7. Detailed information on hotels and room types is available at your fingertips. Automated confirmations are sent immediately to your email address. Please contact Experient Housing if you have guestions at 800-974-9769 or 847-996-5892.

Everyone is encouraged to use the discounted hotel programs that have been arranged for you. Confirming your room using a preferred hotel allows AES to maintain consistent and competitive registration, exhibit space and other service fees from year to year. A portion of the room rate at each hotel will be used to offset meeting expenses.

For a list of hotels, more housing information, and to book your rooms, please visit: <a href="http://www.aesnet.org/meetings-and-events/annual-meeting/travel-information">http://www.aesnet.org/meetings-and-events/annual-meeting/travel-information</a>

#### **Group Hotel Reservations**

#### Deadline: October 7, 2013

To request a block of 10 rooms or more, please log on to the <u>Request a Block</u> website and enter your username and password by October 7, 2013. If you do not have a username and password, please email AES Group Customer Service at <u>aesgroups@experient-inc.com</u>.

## Beware of Unauthorized Housing Companies

Please be advised that there have been occurrences of illegitimate, fraudulent "housing services" vendors contacting AES exhibiting companies, claiming to be approved by AES and offering to reserve your rooms "as they are in short supply." The callers will say they can get you lower rates and rooms are limited to get your business and then may "bait and switch" and leave you without a valid room reservation. These callers are NOT from the official housing bureau and are NOT affiliated in any way with the American Epilepsy Society.

Experient, Inc., the official AES Housing Bureau, will never contact you via telephone to solicit your business. They will only call if you request to speak with someone from their office. Should any other company contact you claiming to be working on AES' behalf, please ignore their solicitation and forward the email or information to aes@experient-inc.com so that we may work as a team to stop these solicitations.

Please note that these "poaching" housing companies generally require full prepayment for all rooms reserved, with no recourse for changes, cancellations, etc. AES / Experient is not able to assist on-site with any challenges incurred from booking with one of these fraudulent organizations.

Remember, the only AES preferred vendors are those included in this exhibitor service manual. Should you have any questions, please contact Lara Fitts Gamache, AES Exhibit Manager, by phone at 312-541-0567 x639, or by email at <u>lara@corcexpo.com</u>. Specific housing concerns or questions should be directed to Experient at 800-974-9769 (US & Canada); 847-996-5892 (International); aes@experient-inc.com.