



ADDITIONAL SHOW POLICIES AND ONLINE FORM LINKS

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.

Links to Online Forms

Passport to Prizes Sign-Up Form

Deadline: November 1, 2017

Passport to Prizes is a popular booth traffic building game exhibitors participate in to attract attendees to their booth. Each attendee will receive a "Passport" with their annual meeting materials. In order to be included in the prize drawing, attendees must visit all of the exhibitors listed to have their Passports validated by your booth staff. A prize drawing will be held daily.

Virtual Tote Bag Form

Deadline: November 3, 2017

Exhibitors may submit one complimentary PDF for the virtual tote bag. The tote bag will be housed within the meeting mobile app to enhance visibility and ease of use for meeting attendees.

Giveaway Approval Form

Deadline: November 6, 2017

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

In Conjunction With (ICW) Meeting Request Form (opening August 31, 2017)

Deadline: October 30, 2017

Complete this form to request 'In Conjunction With' Meeting Space at the Annual Meeting. The Meeting Request Form information will be available on August 31, 2017.

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. - See the complete AV policy for the AES Annual Meeting here:

<https://www.aesnet.org/node/583#sthash.qqoaVaN7.dpuf>

ADDITIONAL SHOW POLICIES P.2

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 signs/banners must be approved by show management (contact Lara Fitts Gamache at Lara@corcexpo.com) prior to the show. Please provide as much detail as possible (i.e. sign dimensions, weight, positioning in booth, sign diagram).

See the back 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 insuring 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, Corcoran Expositions, Inc., Global Experience Specialists, and the Walter E. Washington 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 no later than **Monday, October 30, 2017. AES, Corcoran Expositions, the Walter E. Washington Convention Center and 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.

On-Site Booth Renewal – AES 2018 Annual Meeting

Current exhibitor are offered the first chance to sign up for 2018 booth space while on-site in Washington DC. A booth sign-up time will be assigned to your organization based on your priority points. Priority points are determined by number of years exhibited, size of booth for the current year, current year support level, and for booking housing within the block. The 2018 Annual Meeting will be held December 1-3, 2018 in New Orleans, LA.

Exhibitor Evaluations

Exhibitor feedback is important to us -- future AES Annual Meetings depend on it. After the exposition we will email you a link to an online Exhibitor Evaluation. To assist us in planning for the 2018 AES Annual Meeting, we encourage you to take a few minutes to complete the Exhibitor Evaluation. Your comments are most helpful in planning future successful meetings.