

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.

Exhibitor Giveaways

Giveaway Approval Form

Deadline: Friday, November 1, 2019

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

ICW Submission Site: <https://meeting.aesnet.org/conjunction-icw-meetings>

Request Deadline: October 31, 2019

Any meeting, function, program or event relating to epilepsy that is not part of the official AES 2019 Annual Meeting program, that is held in the greater Baltimore area during the inclusive dates of Tuesday, December 3rd to Wednesday, December 11th, whether or not they are located in an AES-contracted hotel, are considered ICWs and must be approved by AES.

Visit meeting.aesnet.org for complete ICW guidelines. The online meeting request form and the off-site request form are now available at the link above.

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.

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 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, booth elevations).

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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.

Baltimore Convention Center Exhibit Policies (Complete rules can be found at www.bccenter.org) All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited. The Baltimore City Fire Department reserves the right to perform a flame test of exhibit materials at his or her discretion. Exhibitors are required to have a flame retardant certificate available for review at all times.

Single level booths greater than 300 square feet and covered with a ceiling must be protected by a fire extinguishing system approved by the BCFD. Each enclosed or covered area must display a charged and approved fire extinguisher in addition to being protected by an audible smoke detector. This includes storage closets built into the exhibit. Double decker booth designs must be approved 90 days in advance of the event by the BCC. Send booth designs to show manage

Guidelines for Non-profits

Please review the guidelines for non-profits posted at <https://meeting.aesnet.org/guidelines-non-profit-organizations>.

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 Baltimore 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 **Tuesday, November 5, 2019. The American Epilepsy Society (AES), Corcoran Expositions, the Baltimore 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.

On-Site Booth Renewal – AES 2020 Annual Meeting in Seattle, WA

Current exhibitors are offered the first chance to sign up for 2020 booth space while on-site in Baltimore, MD. 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 AES hotel block. The 2020 Annual Meeting will be held December 4-8, 2020 in Seattle, WA.