EXHIBITS

Exhibit Hall Schedule

New! Exhibit Hall Hours

Sunday
April 23, 2017 11:30 a.m.–4:00 p.m.

New! Sunday—Opening Lunch Reception
April 23, 2017 11:30 a.m.–1:30 p.m.

Monday
April 24, 2017 11:30 a.m.–4:00 p.m.

New! Exhibit Hall Networking Reception
April 24, 2017 4:30 p.m.–6:00 p.m.

Tuesday
April 25, 2017 11:30 a.m.–4:00 p.m.

Wednesday
April 26, 2017 11:30 a.m.–3:00 p.m.

Complimentary lunch and an afternoon coffee break will be served for all attendees Sunday through Wednesday.

Important: All exhibit crates must be removed from the exhibit floor by 4:30 p.m. on Saturday, April 22, 2017. No exceptions will be allowed. Any exhibit booth not set up by 8:00 a.m. on Sunday, April 23, 2017, will be reclaimed by the AAN under the No-show Policy. Exhibitors are expected to make travel arrangements in accordance with the official Exhibit Hall schedule. Sanctions will be applied to exhibitors tearing down and/or moving out prior to 3:00 p.m. on April 26, 2017. This rule applies to all exhibitors including nonprofit organizations in the Association Neighborhood.

Exhibitor Booth Dismantling Schedule*

Wednesday
April 26, 2017 after 3:00 p.m.

Thurday
April 27, 2017 12:00 p.m.

Any exhibit materials remaining unboxed on the exhibit floor may be mistaken for trash. Exhibit material or damaged exhibits remaining in the convention center after the contracted move-out time has expired will be removed by Freeman at the expense of the exhibitor.

*Hours subject to change

New! Exhibitor Booth Installation Schedule

Islands 1,600 Square Feet and Larger Only

Thursday
April 20, 2017 8:00 a.m.–4:30 p.m.

All Exhibitors

Friday
April 21, 2017 8:00 a.m.–4:30 p.m.

Saturday
April 22, 2017 8:00 a.m.–4:30 p.m.

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Important Dates & Deadlines

18 Nov
Exhibit contract deadline for priority booth assignments

19 Nov
50% booth cancellation fee begins including downsizing of booth size

30 Jan
Exhibitor Portal and Exhibitor Service Kit available online

31 Jan
100% booth cancellation fee begins including downsizing of booth size

24 Feb
Exhibit booth renderings due

8 Mar
Exhibitor housing deadline

17 Mar
Product/company descriptions due for on-site guide

22 Mar
Warehouse receiving begins

30 Mar
Exhibit booth staff registration due

13 Apr
Warehouse receiving ends
EXHIBITS

How to Reserve Booth Space

Application Process
Completed Online

1. **Select a booth**
   Select a booth size and preferred location based on the preliminary floor plan. Please note that the AAN will adjust the floor plan as needed.

2. **Complete E-sign contract**
   Please follow the online order form and contract to electronically sign with your booth selection with at least a 50% deposit by November 18, 2016, in order to be included in the first round of booth assignments and for an opportunity to accrue AAN priority points (see page 19 » for details on point system). Contracts will not be accepted over the phone, via fax, or email (no exceptions).

   The AAN requires a 100% deposit/payment for credit card payments or a 50% deposit for check or wire transfers. Deposits are due with contract. Final payments for check or wire transfers are due January 30, 2017. Exhibit space will not be assigned without a deposit and signed contract on file. Contracts received after the deadline will be assigned a space on a space-available basis.

3. **Review booth assignment**
   For contracts submitted by the November 18, 2016, deadline, booth assignment confirmations will be emailed to all exhibitors December 2016.

4. **Send final payment**
   Mail the exhibit fee balance to the AAN by January 30, 2017. If payment is not received by the deadline, the AAN reserves the right to reassign or sell the space, and the original applicant will be responsible for 50% of the contracted space costs. For space reserved after January 30, 2017, full payment must accompany the completed and signed contract.

Booth Rates

Included with your standard booth rate:
- Draped aluminum supports (8’ high in back, 36” high on the sides)
- Two-line identification sign (7”x44” with company name and booth number)
- Booth drape and aisle carpeting (booth carpet is NOT included, but mandatory)
- Complimentary company listing in the Annual Meeting publications and on AAN.com
- Complimentary booth listing as well as company/product description in Exhibit Guide and Annual Meeting mobile application
- Digital booth on Annual Meeting mobile application floor plan and online floor plan on AAN.com
- Exhibitors may register up to four employees for each 10’x10’ unit/100 sq. ft. Refer to page 23 » for an overview of which courses/presentations you will gain access to with an exhibitor badge.
- Ability to rent pre- and post-meeting Attendee List (see page 64 » for details)
- Around-the-clock peripheral security services beginning with setup and concluding after freight removal
- Two (2) complimentary lunch tickets per booth for Sunday–Wednesday

Not included:
- Carpet and furniture (except for booths in the Career Fair)

Standard
- 10’x10’ Linear = $3,300
- 10’x10’ Corner = $3,500
- 10’x20’ and larger $4,450 per 10’x10’ unit

Refer to Exhibit Booth Contract » for details on pricing.

Important Dates & Deadlines

18 Nov

Last day to submit exhibit contract for reduced rates.

Exhibit Space Assignment

In order to ensure appropriate booth assignment, the AAN requires that all organizations provide three (3) preferred booth choices (see Exhibit Hall Floor Plan »). The AAN reserves the right to assign the best possible booth space and relocate booth assignments as necessary. Booth assignment is determined based on the following criteria:

1. **Priority points**
2. **Contract/payment submission date**

The date the contract is received at the AAN will be used to determine assignments only when there is a need to: (a) break a tie in points during initial assignments, or (b) determine priority for applications received after the initial assignments are made.

Rules, Regulations, and Cancellation Policies

Upon exhibit contract submission, the exhibitor agrees that the information and regulations are a binding part of the contract. Please review the AAN 2017 Exhibit Guidelines » as well as the Exhibit Booth Worksheet » for additional information including cancellation policies.