



ALABAMA
ACADEMY OF
NEUROLOGY

2019 Exhibitor Opportunities

Annual Conference
Hyatt Regency Birmingham, The Wynfrey Hotel
August 24, 2019

AAN
19 S. Jackson Street
Montgomery, Ala. 36104
(334) 954-2500 | Fax
(334) 269-5200
www.alneurology.com

About AAN...

The Alabama Academy of Neurology is the professional association representing neurologists in Alabama.

AAN is dedicated to:

- ▶ Supporting the highest standards of excellence in the practice of neurology
- ▶ Improving patient access to quality neurological care;
- ▶ Advancing the profession of neurology by supporting principals, policies and practices that seek to improve patient care, and
- ▶ Supporting education and advocacy for our profession, our patients and their families.

The association's members gather for continuing medical education at an Annual Conference. During the conferences, companies may exhibit and/or sponsor events, such as breaks, lunch and receptions.

We encourage the participation of our corporate partners to allow our members to learn more about your products and services, and give you an opportunity to introduce new items into the Alabama market.

If you have questions regarding the Exhibit Hall, please contact **Meghan Martin** at (334) 954-2513 or by e-mail at mmartin@alamedical.org.

Exhibitor Guidelines...

Meeting Date and Location

Annual Conference – August 24, 2019

Hyatt Regency Birmingham, The Wynfrey Hotel

Make hotel reservations by calling (800) 233-1234 and mention the Alabama Academy of Neurology 2019 Conference. Rates in the room block begin at \$117 per night. The room block will expire on August 2.

Exhibit Set Up and Break Down

Exhibit space includes one six-foot display table, two chairs and trash can. Pipe and drape is not available. Exhibitors may use stand-alone or table-top exhibits. Set up times for the conference will be announced prior to the event.

Special Requests

If you have a special request for booth placement in the Exhibit Hall to accommodate pop-up displays or other media, please let us know. **Please indicate on the reservation form if you need access to electrical or Internet service.** We are happy to fulfill requests if we are able.

Company Recognition

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than July 26, 2019.

Exhibit Staff and Event Attendance

Exhibit registration includes attendance for up to **two representatives**, display time, meals and receptions. Please update AAN staff as soon as possible if your attendee changes. Additional representatives are welcome for an additional fee of \$250 per representative.

Concurrent Events

No exhibitor may hold any event at the same time as any AAN-sponsored event. However, there are no restrictions on exhibitors that would like to provide dinners and events (on-site or off-site) during "free" times.

Booth Sharing

No subletting or sharing exhibit space by more than one company or organization will be permitted. Two companies who desire to exhibit together must pay for two booths. Upon request, AAN staff will make every effort to place companies next to each other in the exhibit hall.

Shipping Booth and Exhibit Materials

Exhibitors should make arrangements with host hotels for receiving and shipping of exhibit materials. Prior to the meeting, AAN staff will send shipping and dryage information to all confirmed exhibitors. ***AAN staff will not be liable for storing, transporting or retrieving any exhibitor materials to or from the hotel or other facility. AAN is not responsible for shipping charges.***

At the end of the event, please make sure you have made arrangements for your booth materials before you leave the venue. AAN will not be responsible for anything left in the Exhibit Hall at the end of the day.

Cancellation Policy

The deadline to cancel exhibit space is **30 days prior** to the date of the event. Cancellations must be in writing by mail or e-mail and will not be accepted by telephone. If a company fails to cancel by the 30-day cut-off, it will be listed as a "No show" and the company will not receive a refund.

Suitcasing Policy

Suitcasing is the action of soliciting business during the AAN conference, including another company's booth or the conference facility lobby. Please note that while all meeting attendees are invited to the Exhibit Hall, any person who **HAS NOT** paid for an Exhibit Booth at the conference that is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied.

2019 AAN Exhibitor Registration Form (page 1)

COMPANY INFORMATION *PLEASE PRINT CLEARLY*

Exhibiting Company Name to appear on promotions: _____

Company Contact: _____ E-mail: _____

Primary Phone: Office Cell _____ Business Type: _____

Company Address: _____

City/State/Zip: _____

EXHIBITOR OPPORTUNITIES

Registration deadline for the Conference (Aug. 24, 2019) is July 26, 2019 \$1,500

First Attending Rep's Name: _____ E-mail: _____

Second Attending Rep's Name: _____ E-mail: _____

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name _____ E-mail _____ \$250

Fourth Attending Rep's Name _____ E-mail _____ \$250

SPONSORSHIP OPPORTUNITIES

Expand your brand outside the exhibit hall by sponsoring an event **or item with your company logo!**
All sponsors receive priority booth placement. Sponsorships are available on a first come first serve basis.

Breakfast with Exhibitors \$ 500

Morning Break \$ 250

Lunch \$ 500

Afternoon Break \$ 250

NEW Program Jump Drives with company logo \$ 1,000

NEW Conference Attendee Bags with company logo \$ 2,000

Grand Total Due (Exhibit Fee and Sponsorships) \$ _____

See payment information on next page.

EXHIBIT PLACEMENT

Exhibit space allows for a 6-foot table and two chairs.

Check here if you need additional space for a large display or equipment. Our staff will contact you for details.

Will you need electricity? Yes No Will you need Internet? Yes No

List competitors not to be located near. _____

2019 AAN Exhibitor Registration Form (page 2)

Company Name _____

METHOD OF PAYMENT

VISA MasterCard American Express Check made payable to AAN

Cardholder Name: _____

Billing Address: _____

City, State, ZIP: _____

Card Number: _____ Exp. Date: _____ Security Code: _____

Signature: _____ Amount: \$ _____ Billing Zip Code: _____

Your signature acknowledges your understanding that exhibitor assumes all responsibilities that may arise from the exhibitor's negligence or willful misconduct and agrees to protect against all claims, losses and damages to persons or property caused by exhibitor; and guarantees payment in full as indicated on this form. AAN and the Medical Association of the State of Alabama shall not be held responsible for any claims, losses and/or damages to persons or property, except to the degree of negligence or willful misconduct of AAN and the Medical Association of the State of Alabama . AAN reserves the right to reject a company or agency as an exhibitor without explanation.

Signature: _____ Date: _____

INSTRUCTIONS

Return signed form (**both pages**) with your payment to Meghan Martin, P.O. Box 1900, Montgomery, AL 36102. Or, to pre-reserve your booth (recommended), fax this form to (334) 269-5200 or e-mail it to mmartin@alamedical.org and note that payment will follow under a separate cover.

AAN Tax ID#: 63-1156846

For office use only.
