Dates and Deadlines



Exhibitor Booths and Housing

Exhibit Hall Deadlines

NOV Exhibit contract deadline for priority booth **10** assignments



NOV 50-percent booth cancellation fee begins, **11** including downsizing of booth size



DEC/ Exhibitor Resource Center and Exhibitor JAN Service Kit available online



JAN Final booth payments due



[EEB] 100-percent booth cancellation fees begin, including downsizing of booth

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Product/company descriptions and company logo due for AAN Mobile App

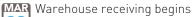
Exhibit booth renderings due for exhibits 400 sq. ft. or larger

Notification of Intent to Use an Exhibitor Appointed Contractor/Non-official Contractor form due

Certificate of Liability Insurance form due

Exhibits Giveaways and Booth Activity form due

Meeting suite renderings due







APR Warehouse receiving ends



APR Islands 1,600 Sq. Ft. and larger move in **20** from 8:00 a.m. – 4:30 p.m.



APR All exhibitors move in from 8:00 a.m.-4:30 p.m.



Exhibitor booth dismantling after 4:00 p.m.

Booth Staff Registration and Housing

NOV Exhibitor housing requests open



NOV Exhibitor housing requests priority deadline



DEC Assignments sent to requests submitted 12 by November 23



MAR Group rooming list deadline

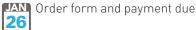
MAR Exhibit booth staff registration due 30

Dates and Deadlines—continued

AMERICAN ACADEMY OF NEUROLOGY ${\scriptstyle \circledast}$

Advertising

Digital Abstracts Book





FEB Graphic file due for approval

EB	Final	(approved)	graphic	files	due
9		(approved)	5 1		

Email Advertising

JAN	February
25	payment o

marketing email order form and due

FEB	Fel
1	for

bruary marketing email graphic file due approval



FEB February marketing email final approved **10** graphics due



FEB March marketing email order form and 22 payment due

MAR	Ma
1	for

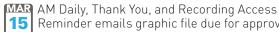
arch marketing email graphic file due approval



MAR AM Daily, Thank You, and Recording Access Reminder emails order form and payment due



MAR March marketing email final approved **10** graphics due



15 Reminder emails graphic file due for approval



MAR AM Daily, Thank You, and Recording Access Reminder emails final approved graphics due

Annual Meeting Daily

FEB Order form and payment due



31

MAR Graphic files due for approval



MAR Final (approved) graphic files due

Mobile App

FEB Order form and payment due 18



MAR Graphic file due for approval

MAR Final (approved) graphic files due

Attendee List



APR Pre-Meeting Attendee List becomes available

10 (to those who have AAN approved marketing piece)

APR Deadline to send to pre-meeting attendee list 19

- MAY Post meeting attendee list become available
 - (to those who have an AAN-approved marketing piece)
- MAY Final deadline to send post-meeting attendee **12** list marketing piece

Out-of-home Advertising



Offerings become available

Dates and Deadlines—continued



Sponsorship

Hotel Door Drops

JAN Insertion online order due



JAN Bag sponsorship file due from company to 14 AAN for approval



JAN Final approved Door Drop Bag graphics due 25 and sent to Taylor



FEB Insert files sent to AAN for approval

FEB Materials to fulfillment house **17** if company is printing

FEB Artwork to Taylor, if Taylor is printing 24

- **Buzz Cafes Carpet Graphics Charging Options** Digital Billboard. Exhibit Hall Escalator Clings, Exhibit Hall Opening Luncheon (for Carpet Graphics), **Footprints** Park Benches **Pillar Marketing** Shuttle Bus Interior Window Branding **Skywalk Window Clings** Social Media Screen **Street Lamps and Flower Beds** Tabletop Graphics, Wayfinding Map **FEB** Order Form and Payment Due 18 MAR Graphic file due to the AAN for AAN approval 8
- MAR Final (approved) graphic files due

17

Coat and Luggage Check Hotel Do Not Disturb Signs Hotel Key Cards and Card Holders

FEB Order form and payment due 18 MAR Graphic file due to the AAN for approval 8 MAR Final (approved) graphic files due

Virtual Platform Sponsorships

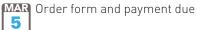
FEB Order form and payment due |18|

15

MAR Graphic file due for approval 20

MAR Final (approved) graphic files due 28

Exhibit Hall Passport



MAR Logo due to the AAN for approval

20 MAR Final (approved) graphic files due 28

Exhibit Hall Food Crawl

MAR Order form and payment due 6

MAR Logo due to the AAN for approval 20

MAR Final (approved) graphic files due 28

Dates and Deadlines—continued



Industry Therapeutic Updates

DEC Return Agency of Record form for ITU related **16** activities





FEB Submit official ITU program title to the AAN



FEB Submit official ITU description and **15** presenter names to the AAN



MAR Submit promotional materials to the 21 AAN for approval



APR Deadline to send pre-meeting emails/mailers

AAN-approved Vendors



Do not contact any vendors until after you have received approval from the AAN and your participation and premium fees are paid in full. Contact the AAN at *industrysales@aan.com* for services or vendors not listed here.

FOR QUESTIONS ABOUT:

Audiovisual

Encore Brad French Sr. Program Producer *brad.french@encoreglobal.com* (214) 210-8058

Catering Services

Boston Convention and Exhibition Center Levy Restaurants *ekarim@levyrestaurants.com*

Exhibitor Services

Boston Convention and Exhibition Center *exhibitorservices@massconvention.com*

Exhibitor Registration and Housing

Convention Management Resources aanamsupport@cmrus.com

Floral

Convention Plant Management Linda Wineski *linda@conventionplant.com* (773) 473-8135

General Services Contractor

FREEMAN Exhibitor Services, Sponsorships and Graphics

Julia Enderle *Julia.Enderle@freemanco.com* 312 971 9910

Grace Adamovic Grace.Adamovic@freemanco.com (415) 559 8756

Lead Retrieval

Convention Management Resources aanamsupport@cmrus.com (800) 676-4226