## **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

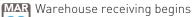
Exhibit booth renderings due for exhibits 400 sq. ft. or larger

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

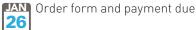
MAR Exhibit booth staff registration due 30

## 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

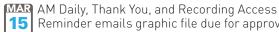
arch marketing email graphic file due approval



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

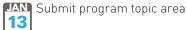
MAR Final (approved) graphic files due 28

### **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