

Dates and Deadlines

Exhibitor Booths and Housing

Exhibit Hall Deadlines

- NOV 10** Exhibit contract deadline for priority booth assignments
- NOV 11** 50-percent booth cancellation fee begins, including downsizing of booth size
- DEC/JAN** Exhibitor Resource Center and Exhibitor Service Kit available online
- JAN 31** Final booth payments due
- FEB 1** 100-percent booth cancellation fees begin, including downsizing of booth
- FEB 15** 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
- MAR 23** Warehouse receiving begins
- APR 13** Warehouse receiving ends
- APR 20** Islands 1,600 Sq. Ft. and larger move in from 8:00 a.m.–4:30 p.m.
- APR 21** All exhibitors move in from 8:00 a.m.–4:30 p.m.
- APR 26** Exhibitor booth dismantling after 4:00 p.m.

Booth Staff Registration and Housing

- NOV 10** Exhibitor housing requests open
- NOV 23** Exhibitor housing requests priority deadline
- DEC 12** Assignments sent to requests submitted by November 23
- MAR 9** Group rooming list deadline
- MAR 30** Exhibit booth staff registration due

Dates and Deadlines—continued

Advertising

Digital Abstracts Book

- JAN 26** Order form and payment due
- FEB 2** Graphic file due for approval
- FEB 9** Final (approved) graphic files due

Email Advertising

- JAN 25** February marketing email order form and payment due
- FEB 1** February marketing email graphic file due for approval
- FEB 10** February marketing email final approved graphics due
- FEB 22** March marketing email order form and payment due
- MAR 1** March marketing email graphic file due for approval
- MAR 8** AM Daily, Thank You, and Recording Access Reminder emails order form and payment due
- MAR 10** March marketing email final approved graphics due
- MAR 15** AM Daily, Thank You, and Recording Access Reminder emails graphic file due for approval
- MAR 22** AM Daily, Thank You, and Recording Access Reminder emails final approved graphics due

Annual Meeting Daily

- FEB 8** Order form and payment due
- MAR 10** Graphic files due for approval
- MAR 21** Final (approved) graphic files due

Mobile App

- FEB 18** Order form and payment due
- MAR 22** Graphic file due for approval
- MAR 31** Final (approved) graphic files due

Attendee List

- MAR 31** Order form and payment due
- APR 5** Deadline to provide marketing sample to the AAN for approval
- APR 10** Pre-Meeting Attendee List becomes available (to those who have AAN approved marketing piece)
- APR 19** Deadline to send to pre-meeting attendee list
- MAY 3** Post meeting attendee list become available (to those who have an AAN-approved marketing piece)
- MAY 12** Final deadline to send post-meeting attendee list marketing piece

Out-of-home Advertising

- NOV** Offerings become available

Dates and Deadlines—continued

Sponsorship

Hotel Door Drops

- JAN 7** Insertion online order due
- JAN 14** Bag sponsorship file due from company to AAN for approval
- JAN 25** Final approved Door Drop Bag graphics due and sent to Taylor
- FEB 11** Insert files sent to AAN for approval
- FEB 17** Materials to fulfillment house if company is printing
- FEB 24** Artwork to Taylor, if Taylor is printing

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 18** Order Form and Payment Due
- MAR 8** Graphic file due to the AAN for AAN approval
- MAR 17** Final (approved) graphic files due

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

- FEB 18** Order form and payment due
- MAR 8** Graphic file due to the AAN for approval
- MAR 15** Final (approved) graphic files due

Virtual Platform Sponsorships

- FEB 18** Order form and payment due
- MAR 20** Graphic file due for approval
- MAR 28** Final (approved) graphic files due

Exhibit Hall Passport

- MAR 5** Order form and payment due
- MAR 20** Logo due to the AAN for approval
- MAR 28** Final (approved) graphic files due

Exhibit Hall Food Crawl

- MAR 6** Order form and payment due
- MAR 20** Logo due to the AAN for approval
- MAR 28** Final (approved) graphic files due

Dates and Deadlines—continued

Industry Therapeutic Updates

- DEC 16** Return Agency of Record form for ITU related activities
- JAN 13** Submit program topic area
- FEB 1** Submit official ITU program title to the AAN
- FEB 15** Submit official ITU description and presenter names to the AAN
- MAR 21** Submit promotional materials to the AAN for approval
- APR 19** 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 industriales@aan.com for services or vendors not listed here.

FOR QUESTIONS ABOUT:

Audiovisual

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Catering Services

Boston Convention and Exhibition Center
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Exhibitor Services

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Exhibitor Registration and Housing

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Floral

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Lead Retrieval

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