



**Handout and Giveaway Disclosure Form**  
**Deadline: February 5, 2024**

**Handouts and Giveaways:**

The AAN will NOT require exhibitors to submit handouts and giveaways **for approval**. However, AAN will continue to require exhibitors to disclose the type of handouts and giveaways being distributed in any manner at The AAN Annual Meeting to AAN by **February 5, 2024**. All exhibitors are required to abide by the ACCME, AMA (Opinion 8.061), PhRMA (as applicable), AdvaMed (as applicable), OIG, and any other applicable industry guidelines pertaining to handouts and giveaways at medical meetings. PROMOTION OF AAN EDUCATION AND/OR SCIENCE PROGRAMS IS PROHIBITED. Exhibitors are solely responsible for any penalty that is instituted for violating guidelines regarding handouts and giveaways.

- **Exhibitors wishing to dispense or serve food and beverage from assigned exhibit space are limited to sample size and are to be dispensed in disposable containers, using supplies purchased through the official caterer. Exhibitors may not use imprinted containers and supplies as this is reserved for the Exhibit Hall food function sponsors. Alcoholic beverages are permitted with prior AAN approval.**

**Exhibit Booth Drawings:**

The AAN will allow legal drawings in exhibit booths. Laws and regulations vary depending on the conference location. For information, please consult applicable Massachusetts state codes and law. The AAN does not provide exhibitors with legal advice. Drawings must be held within the contracted exhibit space. The use of loudspeakers or PA systems is prohibited. Exhibitors will be solely responsible for any penalty that is instituted for violating any laws or regulations regarding exhibit booth drawings.

**Exhibiting companies must complete the following information and return to:**

Kate Andrews  
Exhibitor & Communication Administrator  
Phone (612) 928-6079 or email [kandrews@aan.com](mailto:kandrews@aan.com).

**Deadline: February 5, 2024**

The AAN will review your request and correspond with you via the email or fax number indicated below should there be any questions or a need for additional clarification.

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**Contact Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Handouts and Giveaway Items Item Disclosure (send attachment):**

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*Note: AAN management will monitor the Exhibit Hall concerning compliance with the guidelines, and management may direct violators to immediately suspend non-complying or unprofessional activities.*

