

# Dates and Deadlines

## Exhibitor Booths and Housing

### Exhibit Hall Deadlines

- NOV 3** Exhibit contract deadline for priority booth assignments
- NOV 4** 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 5** 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 11** Islands 1,600 Sq. Ft. and larger move in from 8:00 a.m.–4:30 p.m.
- APR 12** All exhibitors move in from 8:00 a.m.–4:30 p.m.
- APR 17** Exhibitor booth dismantling after 4:00 p.m.

### Booth Staff Registration and Housing

- NOV 9** Exhibitor housing requests open
- NOV 22** Exhibitor housing requests priority deadline
- DEC 12** Assignments sent to requests submitted by November 22
- MAR 1** Group rooming list deadline
- MAR 22** Exhibit booth staff registration due

# Dates and Deadlines—continued

## Advertising

### Pre-Meeting Direct Mail

- 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 9** 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 8** 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 8** Graphic files due for approval
- MAR 15** Final (approved) graphic files due

### Mobile App

- FEB 16** Order form and payment due
- MAR 15** Graphic file due for approval
- MAR 22** Final (approved) graphic files due

### Attendee List

- MAR 22** Order form and payment due
- MAR 29** Deadline to provide marketing sample to the AAN for approval
- APR 1** Pre-Meeting Attendee List becomes available (to those who have AAN approved marketing piece)
- APR 10** Deadline to send to pre-meeting attendee list
- APR 24** Post meeting attendee list become available (to those who have an AAN-approved marketing piece)
- MAY 6** Final deadline to send post-meeting attendee list marketing piece

### Out-of-home Advertising

- NOV/DEC** Offerings become available

# Dates and Deadlines—continued

## Sponsorship

### Hotel Door Drops

- JAN 5** Insertion online order due
- JAN 12** Bag sponsorship file due from company to AAN for approval
- JAN 26** Final approved Door Drop Bag graphics due and sent to Taylor
- FEB 9** Insert files sent to AAN for approval
- FEB 23** Materials to fulfillment house if company is printing
- MAR 1** Artwork to Taylor, if Taylor is printing

- Business Administrator Day**
- Buzz Cafes**
- Carpet Graphics**
- Charging Options**
- Digital Billboard**
- Escalator Clings**
- Exhibit Hall Opening Luncheon**
- Footprints**
- Hydration Stations**
- Lunch Line Dividers**
- Park Benches**
- Pillar Marketing**
- Social Media Screen**
- Street Lamps and Flower Beds**
- Tabletop Graphics**
- Wayfinding Map Insert and Logo**

- FEB 18** Order Form and Payment Due
- FEB 21** Graphic file due to the AAN for AAN approval
- MAR 11** Final (approved) graphic files due

*\*Late graphics may be subject to penalty charges*

### Hotel Key Cards and Card Holders

- FEB 16** Order form and payment due
- MAR 8** Graphic file due to the AAN for approval
- MAR 15** Final (approved) graphic files due

### Coat and Luggage Check Hotel Do Not Disturb Signs

- FEB 9** Order form and payment due
- FEB 16** Graphic file due to the AAN for approval
- FEB 23** Final (approved) graphic files due

### Exhibit Hall Passport Exhibit Hall Networking Crawl

- MAR 1** Order form and payment due
- MAR 15** Logo due to the AAN for approval
- MAR 22** Final (approved) graphic files due

# Dates and Deadlines—continued

## Industry Therapeutic Updates

- DEC 15** Return Agency of Record form for ITU related activities
- JAN 12** Submit program topic area
- JAN 26** Submit official ITU program title to the AAN
- FEB 16** Submit official ITU description and presenter names to the AAN
- MAR 15** Submit promotional materials to the AAN for approval
- APR 10** 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](mailto:industriales@aan.com) for services or vendors not listed here.

## FOR QUESTIONS ABOUT:

### Audiovisual

Encore  
Brad French  
Sr. Program Producer  
[brad.french@encoreglobal.com](mailto:brad.french@encoreglobal.com)  
(214) 210-8058

Matt Juliano  
[matt.juliano@encoreglobal.com](mailto:matt.juliano@encoreglobal.com)

### Catering Services

Centerplate Catering  
Colorado Convention Center

Kate Rizzo  
[kate.rizzo@sodexo.com](mailto:kate.rizzo@sodexo.com)  
303-228-8053

Angela Saunkeah  
[angela.saunkeah@sodexo.com](mailto:angela.saunkeah@sodexo.com)  
(303) 228-8050

### Exhibitor Services

Colorado Convention Center  
[eorders@denverconvention.com](mailto:eorders@denverconvention.com)  
303-228-8027

### Exhibitor Registration and Housing

Convention Management Resources  
[aanamsupport@cmrus.com](mailto:aanamsupport@cmrus.com)

### Floral

Convention Plant Management  
Linda Wineski  
[linda@conventionplant.com](mailto:linda@conventionplant.com)  
(773) 473-8135

### General Services Contractor

FREEMAN Exhibitor Services,  
Sponsorships and Graphics

Julia Enderle  
[Julia.Enderle@freeman.com](mailto:Julia.Enderle@freeman.com)  
(312) 971-9910

Michelle Payne  
[Michelle.Payne@freeman.com](mailto:Michelle.Payne@freeman.com)  
(616) 502-9061

### Lead Retrieval

Convention Management Resources  
[aanamsupport@cmrus.com](mailto:aanamsupport@cmrus.com)  
(800) 676-4226