



# Join us for the 2025 AAD Innovation Academy!

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We are excited to offer your company the opportunity to exhibit at the [2025 AAD Innovation Academy, July 10-13, in Chicago, Illinois](#). Take advantage of the high impact Experience Hub to build brand awareness and connect with dermatology experts and decision makers. Visit [aad.org/IA25](https://aad.org/IA25) for the most up-to-date information.





## General Information

### MEETING DATES

July 10-13, 2025

### LOCATION

Hyatt Regency Chicago  
151 E. Wacker Dr.  
Chicago, IL 60601

### For more information contact:

Phone: (866) 503-SKIN (7546)

Email: [mrc@aad.org](mailto:mrc@aad.org)

Website: [www.aad.org](http://www.aad.org)

### IMPORTANT DATES

#### BOOTH PAYMENT SCHEDULE

**June 13, 2025:** Full payment of the booth fee is due in order to retain reserved booth space. The Academy may terminate the booth contract and release the space back into inventory, for non-payment of the deposit or final booth fees by the deadline date(s).

Installation of Exhibits	
Wednesday, July 9	8 a.m. – 5 p.m.
Thursday, July 10	8 a.m. – 12 p.m.

Exhibitor Registration	
Wednesday, July 9	1 p.m. – 4 p.m.
Thursday, July 10	8 a.m. – 6:30 p.m.
Friday, July 11	7 a.m. – 5 p.m.
Saturday, July 12	7 a.m. – 3:30 p.m.

Exhibit Hours	
Thursday July 10	6 p.m. – 7:30 pm
Friday, July 11	9 a.m. – 5 p.m.
Saturday, July 12	9 a.m. – 3:30 p.m.

Dismantling of Exhibits	
Saturday, July 12	3:30 p.m. – 7 p.m.
Sunday, July 13	8 a.m. – 5 p.m.

ADVERTISING OPPORTUNITIES AVAILABLE ..... March 2025  
EXHIBITOR SERVICES MANUAL AVAILABLE ..... April 2025  
BADGE REGISTRATION & HOUSING OPENS ..... April 24, 2025



## Booth Fees and Payment Information

### Booth Fees

**\$40.00 per square foot**

**The price of the booth includes the following:**

- Four (4) exhibitor badges per 100 square feet of booth space
- Company listing published online and the meeting app.
- Access to exclusive advertising, promotional & sponsorship opportunities
- Access to negotiated AAD housing rates, and authorization to request meeting space in AAD designated hotels.
- An identification sign with official company name and booth number

### Booth Payment

**FULL BOOTH PAYMENT DUE ..... June 13, 2025**

Full payment of the booth fee is due in order to retain reserved booth space. The Academy may terminate the booth contract and release the space back into inventory, for non-payment of the deposit or final booth fees by the deadline date(s). Applications received after June 13, 2025 require 100% payment of total booth fee within 15 business days of receiving the invoice.

Companies with outstanding balances will not be permitted to exhibit and freight will be held and not delivered to the booth until full payment is received.

Booth assignment confirmation with corresponding invoice will be emailed to the administrative contact within five (5) business days after space assignment. Invoices are also available within the exhibitor portal.

Application/Contract will NOT be processed or space assigned until any outstanding accounts with the Academy are paid in full. The acceptance by the Academy of a deposit with an Application does not in any way constitute acceptance of the Application or grant permission to exhibit.

Payment must be by a check in U.S. funds drawn on a U.S. institution or online by credit card to American Academy of Dermatology.

**Please include a copy of the invoice with all payments.**

United States Postal Service (USPS) and Express Mail, UPS, and FedEx Address:

American Academy of Dermatology  
ATTN: Meetings & Conventions  
37901 Eagle Way  
Chicago, IL 60678-1379

The Academy bears no liability for any application that is not received through the address listed above or for any incomplete submission via the online application site.



### Exhibitor Directed Space Cancellations/Reductions

Notification of an exhibitor's decision to cancel or reduce space must be sent in writing on company letterhead to the Academy Exhibit Manager. The date of cancellation shall be the date that the Academy receives the written cancellation. If an exhibiting company does not cancel their space in writing and does not occupy their booth space onsite, the company will be liable for 100% of the cancellation fees, automatically forfeit all priority points and may not be permitted to participate at future Academy meetings.

If written notification of cancellation or booth reduction is received at the Academy office:

<b>Full Refund</b>	Prior to June 13, 2025
<b>No Refunds</b>	After June 13, 2025

Cancellation fees are remuneration for losses incurred by the Academy and are non-transferable. An exhibitor's cancellation of exhibit space will result in the release by the Academy office of any hotel/convention center meeting space previously assigned to the exhibitor and all sleeping rooms assigned to the exhibitor.

## Booth Types

Standard booths are 10'x10', arranged in a linear configuration.

All dimensions are believed to be accurate but are not warranted by the Academy.

Exposed, unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected during the setup time and the service contractor, with the approval of the Academy, will provide masking drape as deemed necessary. Any charges incurred will be the responsibility of the exhibitor.

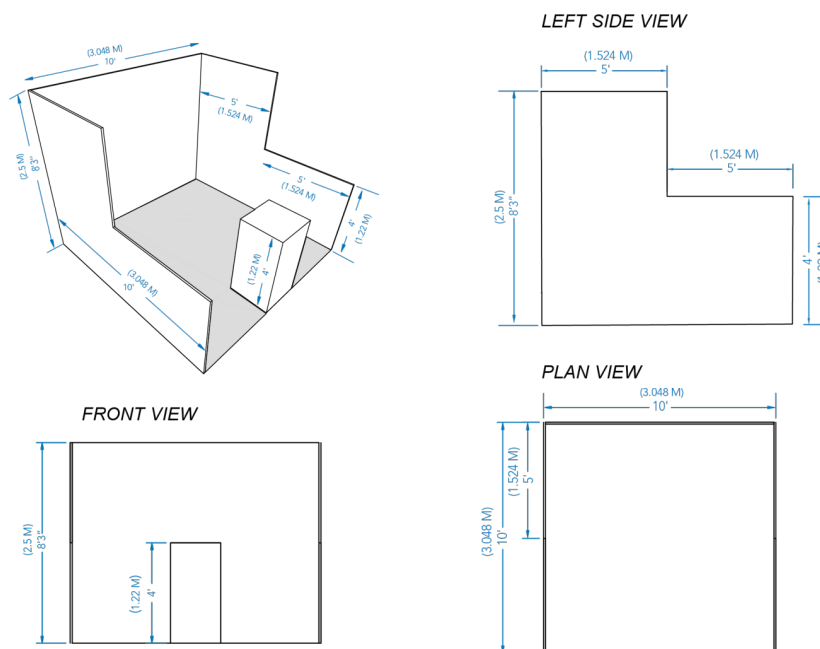
During the installation and exhibit days, all booths are subject to on-site review. The Academy reserves the right to request modifications where necessary at the exhibitor's expense to ensure compliance with construction rules and regulations.

All exhibits are to be designed in such a manner that the presentation of products and services in the exhibit hall will enhance the overall educational goals of the Innovation Academy Meeting.

### Linear Booths

- Linear booths are 10' x 10' (100 square feet) or multiples thereof and are arranged in a straight line.
- All linear booths consist of 8'3" high back drape and 4'0" high side dividers mounted on aluminum tubular frames.
- Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).
- Display material for linear booths is restricted to a maximum height of 4'0" (1.22m) in the front 5' (1.52m) of the booth, and 8'3" (2.5m) in the rear 5' (1.52m) of the booth.
- To maintain uniformity and to prevent obstruction of view of adjoining booths, no solid or draped walls can be higher than 8'3" in the back and 4'0" along the dividers and aisles, within 10 lineal feet of a neighboring exhibit.

### 10' X 10" LINEAR BOOTH EXAMPLE





## Application Process

### Eligibility to Exhibit

The Academy will consider applications for exhibit space for products or services in the following categories:

- Pharmaceuticals (both prescription and nonprescription)<sup>1</sup>
- Equipment and devices designed for diagnosis or treatment of dermatologic conditions<sup>2</sup>
- Cosmetics and skin care<sup>3</sup>
- Scientific/medical educational publications
- Activities of professional and educational organizations
- Products or services relating to the support of non-medical aspects of the practice of dermatology (office equipment, record keeping equipment or services, etc.)
- Physician recruitment and placement services\*
- Research survey activities, in conjunction with confirmed exhibiting companies\*

\*Please note that the amount of space available for the exhibition of products or services in the last two categories will be subject to special limitations or complete elimination, as determined by the Academy, depending upon the availability of space to accommodate exhibits of scientific educational value.

<sup>1</sup> FDA Division of Drug Marketing, Human Drug Information, Division of Drug Information (CDER) Office of Communications

<sup>2</sup> FDA Office of Compliance, CDRH-Center for Devices and Radiological Health

<sup>3</sup> FDA Center for Food Safety and Applied Nutrition (CFSAN)

### Evaluation of Exhibit Application

The Academy will examine all completed Application/Contract for Exhibition Space ("Application") and evaluate to determine whether they satisfy the Academy's eligibility criteria and other requirements set forth herein.

Permission to exhibit does not constitute in any way an Academy endorsement or approval of the exhibited products or services or guarantee that space will be assigned.

The examination and evaluation of Applications will be performed by the Academy in accordance with guidelines herein. The decisions of the Academy regarding applications shall be final. The principal criteria to be considered by the Academy include, but are not limited to, whether the products or services proposed for exhibition relate specifically to the practice and advancement of dermatology, or the education of the dermatologist and their patients.

AAD reserves the right to refuse space to any company that has failed to fulfill its financial obligations to AAD, and/or whose products/service, in the sole judgment of AAD do not meet the educational, scientific, or practice needs of AAD members.

Applicants that have either never exhibited at an Academy meeting or have not exhibited in the past three (3) years must complete the review process, prior to assignment of exhibit space.

All exhibitors must disclose details on any consumer or government litigation, orders, injunctions, judgments, or settlements over the last three (3) years regarding the business practices of the company or the products and services to be exhibited. Companies with multiple complaints filed against them with state or federal consumer affairs regulatory agencies, the Better Business Bureau, or Academy members may be required to provide an explanation of the resolution of those complaints.





### **Application Procedures for First Time Exhibitors – [Apply Here!](#)**

All new exhibitors must submit a properly completed Application/Contract for Exhibition Space as well as submit the following documentation:

- Company profile, a copy of the company's filed Articles of Incorporation or W9, company history, products and/or services the company plans to exhibit (i.e. product brochures or literature)
- Documentation of FDA filing status (if applicable) or acknowledgement of compliance with FDA policies

### **Application Procedures for Previous Exhibitors**

Applicant must submit a properly completed exhibit space application.

Exhibitors utilizing the services of a third party to contract for exhibit space and services must provide written authorization on company letterhead indicating the name and contact information of the authorized third party. This documentation should accompany the Application for space or emailed to [exhibits@aad.org](mailto:exhibits@aad.org).

A previous exhibitor must complete the review process only if there has been a material change in circumstances relating to its company (e.g., a change in ownership, control, or legal status) or in the nature, name, composition, products, labeling, or regulatory status of the products and services to be exhibited.

### **General Application Policies**

The Application must include complete descriptive information and a list of all product categories that will be exhibited at the AAD Innovation Academy Meeting.

All acceptances of Applications and assignments of exhibit space are conditioned upon continued compliance of the products or services proposed for exhibition with the basic criteria established for exhibits. If at any time a product or service for which an Application has been accepted fails to conform to such basic criteria, the Academy may revoke its acceptance of the application and all exhibit space rental fees paid to date by the applicant may be refunded in accordance with Academy's refund policy, and the Academy shall have no further liability to the applicant with respect to the proposed exhibition. Similarly, the Academy, on the basis of new information, will impose such additional conditions on an exhibitor as deemed necessary to assure that such an exhibit satisfies the basic criteria for the exhibition.

Applications from companies that have outstanding balances due to the Academy, its contractors, or vendors will not be processed without full payment of delinquent accounts.

Successfully completing the exhibit application or the exhibit review process does not guarantee a company will be assigned booth space. Academy exhibit space is assigned in priority point order by exhibitors that have a history of exhibiting at the Academy meetings.

Notwithstanding the foregoing, The Academy and exhibitor agree that the exhibitor shall have the right to disclose publicly the existence of this agreement, the terms and conditions of this agreement, description of services, amount of payment and any other disclosures as required by law.

The AAD Application/Contract for Exhibition Space is the only agreement that Academy will enter into regarding the reservation and use of exhibit space at the Academy meeting. Companies that insist on using their exhibit agreement or that wish to make changes or amendments to the AAD Application/Contract for Exhibition Space will not be permitted to exhibit at the meeting.



## Selection of Booth Space/Priority Point System

Priority points are determined by:

- Participation at the Annual and Innovation Academy exhibit programs.
- Amount of exhibit space for which an applicant was assigned at prior meetings.

Space assignments will be made on a first come, first served basis. In the event exhibit space for the Academy meeting is sold out, companies will automatically be placed on a waiting list. As long as space is available, the Academy will continue to make space assignments on a periodic basis until June 6, 2025. All space assignments are subject to the cancellation policy deadlines, regardless of the date space was assigned.

The Academy reserves the right to rearrange the floor plan at any time. The Academy reserves the right to relocate exhibitors should it become necessary for causes beyond the control of the Academy, or advisable in the best judgment of the Academy.

After assignment of space, exhibitor agrees to accept relocation to other comparable space if the Academy deems such a relocation to be necessary or appropriate. Because space may not be available to accommodate all qualified applicants, the Academy may have to select among qualified applicants in granting permission to exhibit.

The Academy will attempt to accommodate exhibitor requests for specific booth(s); however, no guarantees can be made confirming that the exhibitor will be assigned the specified booth(s) requested. The exhibitor acknowledges that they are not contracting for a specified booth(s), but rather for the right to participate in the AAD meeting.

## Multiple Divisions, Mergers, Acquisitions, Spin-Offs

Companies may choose to average priority points to be grouped together in the space selection process. The process will allow divisions to contract separately while maintaining their own identities, i.e. exhibits, exhibit listings, badges, etc. Each corporate division must notify the Academy Exhibits Manager, in writing by April 4, 2025 of their desire to be grouped together with other divisions.

Companies that have merged with, been purchased by, or have purchased another company may use the exhibit history from company alone, whichever is more favorable, but not the combined history of both companies. The Academy should be notified in writing by both companies that the acquisition or merger between companies has been completed and list the date of completion. Companies requesting a transfer of points must be “directly related” to an exhibiting company in order to inherit those points. A “directly related” company shall be defined as a company that is wholly owned by, is a controlling owner of or has merged with another company. All requests for transfer of points must be submitted in writing to the Academy Exhibit Manager and confirmed in writing by the parent or subsidiary company.

A company restructure that results in a newly formed independent business (spin-off) may use the exhibit history of the parent company. The Academy should be notified, in writing, that the restructure (spin-off) has been completed. If the parent company is relinquishing the exhibit space to a spin-off company, the parent company must cancel the contract with the Academy, and the spin-off company must submit a new application/contract for space. In this case, the Academy will issue a refund to the parent company, pursuant to cancellation policies, and the full exhibit space payment will become the responsibility of the spin-off company.





## Rules, Regulations & Guidelines

### Right of Refusal

The Academy reserves the right to reject requests for promotions, or not to renew previously approved promotions, at any time, for any reason, or no reason at all. Promotions that conflict, or have the appearance of conflicting, with Academy policy are prohibited.

### Endorsement

The Academy's acceptance of promotion is not intended to convey Academy approval, endorsement, certification, acceptance, or referral of any organization, or any product or service manufactured or distributed by that organization. Promotion permitted in Academy communications vehicles is not to be construed or publicized as an endorsement or approval by the Academy, nor may the promoter state that its claims are approved or endorsed by the Academy. The fact that a promotion for an organization, a product, or a service has appeared in an Academy-sponsored communications vehicle, shall not be referred to in collateral advertising or literature by that organization.

### Comparisons

Comparison to the Academy's products or services is prohibited. Comparison to a competitor's products or services is permitted if claims of superiority have not been challenged by the FDA or FTC and data from well-controlled clinical studies cited in recognized, peer-reviewed medical journals, are cited in the ad and can be made available to the Advertising Review Team upon request.

Comparisons to a competitor's products or services may not be disparaging, false or misleading. The Academy requires that advertisers affirmatively attest in writing that they are in compliance with FDA and FTC guidelines on comparative advertising and/or that they have met the standards of the FDA/FTC.

### Competition

Promotion of products, meetings, and services that compete directly with those offered by the Academy is generally prohibited. Membership solicitation by organizations other than the Academy and the members of the Intersociety Liaison Committee and state dermatology societies, which have established reciprocal agreements, is prohibited. Fundraising by organizations or individuals other than the Academy is strictly prohibited.

### Display of Non-Academy Corporate Recognition

The display of corporate recognition from organizations other than the American Academy of Dermatology is generally discouraged. The Academy will permit exhibitors to display one table-top sign per organization. The size of the sign must be smaller than 5" x 7".

### Propriety

Promotions deemed by the Academy, in its sole judgment, to be indecent, offensive or otherwise inappropriate in content are prohibited.

### Interpretation and Application of Guidelines

All matters and questions not specifically covered by these Guidelines, or other specific Academy guidelines, are subject to the final decision of the Assistant Secretary-Treasurer of the Academy.

### Termination

The Academy reserves the right to terminate any promotion that could reasonably be determined to affect adversely the goodwill or reputation of the Academy or its affiliates.



## **Violations**

Specific actions may be taken by the Academy for violation of any provision of these guidelines. Violations of any Academy policies, guidelines, rules or regulations may result in the loss of priority points for future space assignments and/or immediate removal from the exhibit hall and/or denial of exhibit space at future meetings. The action taken will be determined on the basis of the particular circumstances of the violations, but in cases involving major violations, may include legal action.

## **Canopies/Ceilings**

The use of canopies in linear booths is prohibited.

## **Raised Flooring**

Raised floors used in booths must be ADA compliant. The flooring edge should be tapered down to the exhibit hall aisle. Corners on aisles should be rounded or protected.

## **Americans with Disabilities Act**

Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) with regard to their booth space, including, but not limited to, the wheelchair access provisions.

## **Aisle Space**

The main aisles of the exhibit area are for the exclusive use of the Academy. Exhibitors are not permitted to purchase designated aisle space. The aisles will be maintained daily by the Academy.

## **Booth Carpet and Booth Cleaning**

Booth carpeting/floor covering is mandatory. Carpet may be either supplied by the exhibitor or rented from the general service contractor. Exhibitors are not permitted to carpet outside their assigned exhibit space.

Exhibitors are required to keep their booths clean at all times. The Academy has the right to order daily cleaning if booth appearance is unsightly. Any costs for this cleaning will be charged to the exhibiting company.

## **Lighting and Electrical Requirements**

Sufficient light is provided for adequate general illumination of the exhibit area. Individual electrical outlets are not provided in the booth space. All electrical services must be supplied by facility electricians to ensure that it will meet safety requirements of the fire regulations of the Facility.

## **Overhead Signs / Banners / Lighting Truss**

Hanging signs/truss is not permitted. Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto another exhibitor's space or Academy aisles or otherwise detracts from the professional atmosphere of the event will not be permitted.

## **Balloons**

The use of balloons as part of the exhibit display or as a giveaway is prohibited.

## **Facility Fire/Safety Guidelines**

The Facility has established guidelines regarding acceptable booth configuration from a safety standpoint. It is the responsibility of each exhibitor to ensure compliance with all Facility Regulations. Facility Regulations related to exhibit booths are available in the Service Manual, available in April 2025.



## Registration

The exhibitor badge allows admittance to the exhibit hall only. Exhibitors will not be admitted into the exhibit area without an exhibitor badge. Exhibitor badges are to be used for exhibiting company employees or agents who are staffing the booth.

Qualified exhibitor personnel, who wish to secure a seat in educational sessions and/or obtain CME/CE credit must register as a full conference professional attendee and pay the applicable registration fee. Attendee registration information is available at <https://www.aad.org/member/meetings-education>

Additional representatives over the allotment may register for a fee. No refunds will be issued for additional badges purchased and not used. Registration fees must be paid at the time of registration.

Before July 10, 2025: Each representative over the company's allotment will be registered at a fee of \$50

July 11-12, 2025: Each representative over the company's allotment will be registered at a fee of \$100

Name changes or substitutions will be processed at a fee as listed below:

Before July 10, 2025	\$50
July 11-12, 2025	\$100

Replacement badges will be processed at a \$25 fee for the first reprint and subsequent reprints will be processed at a fee of \$100.

### Continuous Registration – Will Call Pick-Up

Exhibitors may continue to make additions and changes if the badge has not been printed. These badges will be available for pick up on site by the individual badge holder. Each individual will be required to present photo identification or their confirmation. All badges must be picked up individually.

### On-Site Registration

All onsite exhibitor registrants will be required to show a business card with the exhibiting company name and a photo ID. Exhibitor registration will be open during the following hours:

Wednesday, July 9	1 p.m. – 4 p.m.
Thursday, July 10	8 a.m. – 6:30 p.m.
Friday, July 11	7 a.m. – 5 p.m.
Saturday, July 12	7 a.m. – 3:30 p.m.



## Additional Marketing/Promotional Opportunities

### Industry Sessions

Industry Sessions offer exhibitors an opportunity to present a variety of findings on research, products, and demonstrations, directly to registered medical personnel attending the Meeting, conveniently located in the Experience Hub! A theater-style setting is offered to exhibitors to present findings to a captive and dedicated audience during official exhibit hours.

Theater setting in the Experience Hub offers exhibitors an opportunity to:

- Present new research findings on products
- Showcase product details and demonstrations
- Highlight new products to an interested audience
- Application for Industry Sessions will be available in April 2025 on the Exhibitor Resources website

### Registration Mailing List

The Academy provides advance and post meeting registration lists. The lists are available for rental for a one-time use only. This offer is available exclusively to confirmed exhibitors of the 2025 AAD Innovation Academy meeting. The order form will be available online in April 2025.

### Membership Mailing Lists

The Academy's membership list is more current and accurate than any other dermatology list available in the market. The Academy membership database is updated daily and can be sorted in a number of ways. Because of this, Academy lists are widely utilized by both major medical publishers and pharmaceutical companies.

For more specific details on your desired sort (counts, geographic breakdowns, custom sorting capabilities, etc.), cost information, or other questions, please contact:

Tina Matillano

Phone: (847) 240-1344

e-mail: [mailinglist@aad.org](mailto:mailinglist@aad.org)

The Academy rents its membership mailing list, which includes mailing addresses only, in accordance with these and other, more specific guidelines. The Academy does not rent or otherwise disseminate other member information, including but not limited to email addresses and fax numbers.

### Digital Booth Enhancement

The Academy's meeting website is the showcase for attendees to access the latest meeting and exhibition information. Enhance your company's web presence and showcase your products with an upgrade to your standard business card listing. Digital booths may be updated as often as you wish with show specials and highlights. Please email [Kristinem@expocad.com](mailto:Kristinem@expocad.com) for information.

### Meeting Facility Advertising

Get unmatched visibility for your product messaging throughout the Facility with banners, digital media, and more! Detailed information will be available in March 2025. Contact Jacki Premak, [jpremak@aad.org](mailto:jpremak@aad.org).



### Onsite & Digital Advertising

- Pre-Meeting Promotional Opportunities
- Meeting E-News
- Numerous Meeting Email Opportunities
- Meeting News Central website
- Welcome Guide
- Meeting App
- Meeting Concierge Program
- *DermWorld* Magazine Bin

Representative: Bridget Blaney, Ascend Media

Phone: (773) 259-2825

E-mail: [bblaney@ascendmedia.com](mailto:bblaney@ascendmedia.com)

### City Wide/Out Of Home Advertising EMC Outdoor

Representative: Dana Johnston

Phone: (610) 355-4472

E-mail: [dana@emcoutdoor.com](mailto:dana@emcoutdoor.com)

Website: [Emcoutdoor.com](http://Emcoutdoor.com)

Out-of-home ("OOH") advertising (e.g. airport kiosks, billboards, wallsapes, transit shelters, door wraps, and window clings) advance review and approval by the AAD and must be purchased through AAD's official OOH vendor, EMC OUTDOOR.

### ***Dermatology World***

Advance mailing & bonus distribution onsite

Representative: Bridget Blaney, Ascend Media

Phone: (773) 259-2825

E-mail: [bblaney@ascendmedia.com](mailto:bblaney@ascendmedia.com)

### ***Journal of the AAD (JAAD)***

Advance mailing & bonus distribution onsite

Representative: Joe Skey, Elsevier

Phone: (856) 325-7977

Email: [j.skey@elsevier.com](mailto:j.skey@elsevier.com)



## Advertising

Exhibitors must abide by Academy Advertising Standards [www.aad.org/advertise/about/advertising-standards](http://www.aad.org/advertise/about/advertising-standards).

Exhibit items, advertising literature or pamphlets that are distributed may contain only recognized indications and claims. Advertising in any media that particular products or services have been exhibited at any Academy meeting or in a manner that could be construed as an endorsement by the Academy or by its members is prohibited.

With the exception of the Academy approved recognition programs, Academy logos, seals, trademarks, service marks, or other similar property rights, including those that are in disuse may not be used in connection with any product or advertising materials displayed or distributed.

Exhibitors shall not transmit or permit anyone to transmit any part of the meeting by means of radio, television, cable, videotape or other method of transmission of aural or visual reports. Exhibitors may not reference any part of the Academy scientific program in any of their exhibit marketing materials or within their exhibit booth.

Advertising materials, other than official Academy advertising programs, may not be distributed outside the exhibitor's booth. This applies to distributing flyers, handbills, invitations, magazines or other advertising materials to hotel rooms of meeting attendees. Canvassing or distributing materials on the property or grounds of the meeting Facility or hotels used by the Academy during the meeting is prohibited.

## Principles of Corporate Relationships

Founded in 1938, the American Academy of Dermatology (AAD/Academy) is a 501(c)3 nonprofit organization dedicated to promoting leadership in dermatology and excellence in patient care through education, research and advocacy. The Academy invites organizations who support this mission to partner with the AAD.

Partners of the AAD are corporate members, sponsors and/or grantors that are recognized for their support of:

- Academy Initiatives and Mission
- Dermatology Education Review and Mastery (D.E.R.M.) for Industry
- Medical Education and Practice Management
- Patient and Public Health

Additional recognition is included in the Academy's corporate partner programs, per level of giving. For more information, please view the Corporate Partnership Programs or email [CorporateTeam@aad.org](mailto:CorporateTeam@aad.org).

## Photography, Video Recording, Streaming Video

Due to the sensitive nature of many products or services displayed within the exhibit hall, the Academy enforces strict policies regarding photography and videography as follows:

Photography, Videography/Streaming Video is permitted under the following conditions:

- Exhibiting companies are required to use the AAD official photographer/videographer, or their own full-time staff (no contractors).
- Exhibitors may photograph/videotape within the confines of their own contracted exhibit or meeting space.
- Exhibitors may not photograph another company's exhibit booth, personnel or activities.





Exhibitors are prohibited from inviting outside photographers or videographers onto the exhibit floor to document their booth and/or their products or services. Anyone with a camera or recording device attempting to gain access to the exhibit floor will be denied entry. This includes non-registered staff from the exhibitor's company, local broadcast media or public relations staff under contract with the exhibitor.

Exhibitors may take photographs during oral or poster presentations provided that the photographs are strictly for personal, non-commercial use and are not to be published in any form. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.

Exhibitors will be required to sign an attestation during registration stipulating that they agree that the photos will only be used for personal, non-commercial use. Speakers frequently use watermarks or include text on slides to indicate personal copyright of images.

The AAD meetings are wholly owned by the Academy and not public events. Programs presented at the AAD meetings are for the education of attendees and purchasers of recorded presentations as authorized by the Academy. Any unauthorized use of program content, the name of an Academy speaker and/or program title, or the name of the Academy/AAD without the written consent of the Academy is prohibited and will be grounds for termination of exhibitor privileges and prosecution for infringement of the copyright laws.

For purposes of the preceding sentence, 'program content' includes, but is not limited to, oral presentations, audiovisual materials used by speakers, outlines, hand-outs, poster presentations and exhibition hall activities. This rule applies to unauthorized uses of Academy program content before, after and/or during the meeting.

### **Badges**

All representatives of exhibiting companies must register and wear the official exhibitor's badge for admission to the exhibit hall and for the duration while the exhibitor is in the exhibit hall. The company name that appears on the badge will be the name provided on the Application/Contract for Exhibition Space. Company name changes will not be accepted on-site. Company badges will not be accepted in lieu of the official badge. Individuals who do not have badges will not be admitted into the exhibit area. Badges may not be altered or covered in any manner. Individuals found in violation may be asked to relinquish their badge and escorted from the exhibit hall.

### **Exhibit Booth Access**

Exhibit personnel may not enter another exhibitor's booth without obtaining permission, nor may they conduct activities, which in the opinion of the Academy, impede another exhibitor's ability to conduct business. This is in respect of the rights of other exhibitors to conduct business during exhibit hours without interference or improper intervention. The Academy, its representatives and employees, shall have free access to any exhibit at all times.

### **Off-Hours Admission to Exhibit Hall**

During show days, exhibitors wearing badges may enter the exhibit hall at 8 a.m. and may remain in the exhibit hall one half hour after the close of the exposition.

Companies who wish to hold staff orientation meetings within the confines of their booth may do so two (2) hours before the exhibit hall opens. Exhibit personnel must wear their badge to enter the hall. Meetings with physicians or individuals other than your booth personnel prior to the opening of the exhibit hall are prohibited.



### Booth Activities

The exhibitor is permitted to demonstrate the company's equipment, make informational presentations regarding the product line or service, and distribute product information and related product marketing activities from the exhibit booth. CME activities are not permitted in the exhibit hall. Physicians may be badged as exhibitors and staff the booth, provided they are either full-time employees or paid consultants of the exhibiting company.

Physicians are only permitted to conduct promotional presentations within the exhibit booths, or Industry Sessions. Physicians are required to disclose their relationship with the company/product, to the audience. Only such activities which, at the discretion of the Academy, are in keeping with the professional deportment of the exhibits program will be permitted.

Exhibitors may utilize the services of celebrities or other individuals who are officially contracted spokespersons for the exhibiting company; however, booth activities involving celebrities must be submitted to the Academy in writing. The individual's name, proof of contractual relationship and the dates and times requesting their presence in the booth must be submitted to the Academy for review by June 6, 2025. Allow 15 business days for Academy review and response. Only those companies with sufficient space within their booths to accommodate crowds will be considered.

Under no circumstances may exhibitor marketing activities take place outside the exhibit booth, whether in or around the Facility, or the hotel properties during Academy program hours. Activities that interfere with normal traffic flow, infringe on other exhibits, or interfere with any meeting activities as determined by the Academy, are prohibited.

### Demonstrations

Demonstration areas should be placed a minimum of 5 feet in from the aisles. Aisles may not be obstructed due to any activities within the booth. Exhibitors are responsible for monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow becomes a problem. Exhibit personnel or devices may not operate outside the booth space assigned during the official meeting hours. This includes travel to and from the booth space assigned and to and from a company's multiple booths.

Product and service demonstrations may be conducted by professional presenters or models; however, demonstrations are to be straightforward, professional and non-combative in nature and must avoid excessive crowds, noise, heat or light. The display of offensive materials, as determined by the Academy, is prohibited.

The use of live animals and live subject demonstrations for the purpose of demonstrating techniques that involve equipment, devices, or prescription pharmaceuticals is prohibited. Cosmetics and non-prescription (OTC) skin care products may be demonstrated.

Medical Devices may not be demonstrated on live subjects.

If you are planning to conduct a simulation (equipment turned off), you may do so under the following conditions:

1. Equipment must remain off at all times.
2. Prominent signage must be present in the booth to indicate that the activity is a "Simulation Only" and that "Equipment is not operational". This will clearly inform attendees that you are compliant with Academy rules and regulations.



Because the exhibition of experimental products or services, the efficacy of which may not yet have been fully determined or which may not yet be commercially available, may in some cases be of significant scientific educational value, the exhibition of such products or services may be permitted if the basic criteria for exhibits are satisfied. However, permission to exhibit such products or services shall be subject to the conditions that the products or services be clearly identified as such in the exhibit area, and that full documentation as to the extent and results of research conducted with respect to such products or services be available in the exhibit area for examination by any registrant at the meeting.

The exhibition of such experimental products and services must also be in accordance with all applicable FDA regulations, as discussed more fully under the FDA Regulation section of this prospectus, and the approval status on any such product or service must be disclosed to all registrants that visit the exhibitor's booth.

If there is any question/concern whether a booth activity fits within the Academy guidelines, it is recommended that the company submit the activity for approval by June 6, 2025.

### **Sound Management**

The use of sound systems is permitted provided it does not interfere with the ability of neighboring exhibitors to conduct business activities. Any exhibit may be closed if deemed by the Academy, in its sole discretion, to have an excessive noise level.

### **FDA Regulations**

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approval requirements. Exhibitors are reminded that the FDA generally prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also forbids the commercial promotion of approved drugs or devices for unapproved uses. Unapproved devices may be displayed only if they are the subject of an effective investigational device exemption (IDE) or if they are the subject of a pending 510(k) pre-market notification application. Any investigational product that is displayed or graphically depicted within the exhibit must (a) contain no claims of safety or effectiveness, (b) contain no comparative claims to other marketed products, and (c) be accompanied by a sign clearly and prominently stating that the device is limited by federal law to investigational use and is not approved by the FDA for commercial distribution in the United States. Exhibitors may not sell, commercialize, or take orders or names with respect to an investigational drug or device, or a device that is the subject of a pending 510(k) application, unless limited to research or investigational use.

FDA districts may permit release of articles (including medical devices, pharmaceuticals, and biologics) which may not be in full compliance with U.S. laws and regulations, for exhibition at Trade Fairs, under Customs and Border Patrol Supervision (Fair Trade Act of 1959). The exhibiting company must display a placard in its booth, advising that the product may not be in compliance with applicable FDA regulations. These companies may not sell, commercialize, or take orders with respect to US Physicians.

These restrictions are not intended to limit the full exchange of scientific information regarding an investigational drug or device.

If the FDA or a court of competent jurisdiction determines that a company's exhibit at an Academy meeting is in violation of any FDA regulations, including but not limited to the promotional restrictions and rules described above, the company must immediately cease exhibiting any offending products and may be subject to sanctions, including but not limited to exclusion from exhibiting at subsequent Academy meetings.



Concerns or questions regarding compliance with FDA regulations should be addressed to the FDA as follows:

**FDA Division of Drug Marketing Human Drug Information Division of Drug Information (CDER) Office of Communications 10001 New Hampshire Ave.**

Hillandale Building, 4th Fl. Silver Spring, MD 20993

Phone: (855) 543-3784

Fax: (301) 796-3400

Email: [druginfo@fda.hhs.gov](mailto:druginfo@fda.hhs.gov)

**FDA Office of Compliance Center for Devices and Radiological Health CDRH-Center for Devices and Radiological Health WO66-5429 10903 New Hampshire Avenue.**

Silver Spring, MD 20993

Phone: (800) 638-2041

Fax: (301) 796-780

**U.S. Food and Drug Administration Center for Food Safety and Applied Nutrition:**

Outreach and Information Center 5001 Campus Drive, HFS-009 College Park, MD 20740-3835

Phone 1-888-SAFEFOOD (1-888-723-3366)

### **IFPMA, EFPIA and PhRMA Guidance**

Exhibiting companies should consider systems to appropriately address the situation where health care providers (HCPs) view materials from countries other than their own, avoiding promotion directed to people not qualified to receive such content and promotion of unlicensed medicines and/or indications.

### **Explanatory Statements/Disclaimers**

As stated above, exhibiting companies should include a statement explaining to attendees when entering their booth/exhibit to help them understand the context by which the material was developed and to highlight that the content may not be applicable to their country.

Examples include:

- “You are viewing an International Congress run by [society name] and provided to international HCPs from around the world. Please note that prescribing information provided here may vary depending on local approval in each country.
- “The materials for [PRODUCT(S)] contained in this exhibition are approved for use only in [COUNTRY]. Prescribing information may vary depending on local approval in each country. Therefore, before prescribing any product, always refer to local materials such as the prescribing information and/or the Summary of Product Characteristics (SPC).”

### **Giveaways and Promotional Items**

The Academy requests compliance with all applicable industry, state and federal regulatory and governmental agency guidelines (e.g., AMA, PhRMA, AdvaMed, OIG, FDA, FCC, FTC, etc...) with respect to product giveaways.

Acceptable giveaways should primarily entail a benefit to patients, be related to the physician’s work, and should not be of substantial value.

The Academy, in its sole discretion, shall have the right to prohibit the distribution of any items it deems objectionable or otherwise inappropriate.



### **Booth Catering**

Exhibitors will be permitted to distribute food and beverage items. Items must be ordered through the exclusive food and beverage provider for the Facility. Some restrictions on food options may be prohibited based on Facility and/or Academy discretion. A catering order form will be included in the Service Manual.

### **Laser Precautions**

In keeping with the recommended safety precautions for lasers, the Academy has adopted the following policies for laser exhibitors in the exhibit area:

- Lasers must be operated in a manner that is consistent with accepted industry safety standards (e.g., ANSI standards and/or American Laser Institute standards). Under no circumstances may lasers be operated in a manner that poses a safety risk to persons standing or walking in the vicinity of the exhibitor's booth. The Academy reserves the right to determine whether a laser poses such a safety risk.
- Lasers must be operated only within a suitable enclosed space with eye protection for those viewing and operating the lasers.
- All demonstrations of CO lasers must be conducted in clear plastic boxes with all sides enclosed, including the top. Smoke evacuators must be used.
- Appropriate plastic colored cubicles must also be available for any other type of laser being used, including dye, KTP, diode, ND:YAG, alexandrite and ruby lasers.
- Appropriate eye and electrical protection must also be required for non-laser light source and radiofrequency devices.

The Academy may conduct random inspections of laser companies during the exhibition. Exhibitors will be required to comply with any judgment related to safety concerns issued by the Academy.

Failure to comply with these policies will result in the denial of the use of lasers in connection with the exhibit.

### **Selling and Order Taking**

Sales are permitted with exception of the condition listed, (See FDA Regulations), provided transactions are conducted in an appropriate professional and businesslike manner.

It is the responsibility of each exhibitor to collect and remit all city and state sales taxes.

The Academy reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

### **Smoking**

The Academy meeting is a smoke-free environment. This applies to the entire Facility.



## Exhibitor Meetings & Events

With the exception of booth and meeting suites, meetings held in the exhibit hall during exhibition hours may be granted or denied at the sole discretion of the Academy. Academy approval is required for all off-site exhibitor sponsored meetings and events during the Academy meeting. Exhibitor-sponsored CME activities or subsequently produced CME activities are not permitted.

Exhibitors planning to hold a meeting or event must submit the Meeting & Event Request Form to the Academy. Approval form will be available in April 2025 on the Exhibitor Resources website.

Exhibitor meetings and events, involving medical personnel (physicians, residents, medical students, physician assistants, nurse practitioners, registered nurses and office staff), must not conflict with the Academy's educational and exhibit program hours. Meetings are permitted at the following times:

Wednesday, July 9	All Day
Thursday, July 10	Before 5 p.m. & After 7 p.m
Friday, July 11	Before 7:15 a.m. & After 7 p.m
Saturday, July 12	Before 7:15 a.m. & After 7 p.m
Sunday, July 13	Before 7:15 a.m. & After 12 p.m

Exhibitor meetings and events, which do not involve medical personnel, may be scheduled during the following times:

Wednesday, July 9	All Day
Thursday, July 10	All Day (except 6 p.m. – 7:30 p.m. during the Welcome Reception)
Friday, July 11	Before 9 a.m. & After 5 p.m.
Saturday, July 12	Before 9 a.m. & After 3:30 p.m.
Sunday, July 13	All Day

Hospitality Suites, social functions and other non-CME meetings may only be held by companies that are exhibiting at the Academy meeting. Companies requesting a hotel suite for their functions should do so through the Academy Housing Service at the same time that sleeping room requests are made.

If there is any question/concern that an activity fits within the Academy guidelines, it is recommended that the company submit the activity for approval.

Specific actions may be taken by the Academy for violation of any provision of these guidelines. Violations of any Academy policies, guidelines, rules or regulations may result in the loss of priority points for future space assignments and/or immediate removal from the exhibit hall and/or denial of exhibit space at future meetings.

The action taken will be determined based on the circumstances of the violations, but in cases involving major violations, may include legal action.





### **Booth Staffing**

As a courtesy to the physicians attending and to your fellow exhibitors, all exhibits must be open and fully staffed during the officially designated days/times in which the exhibit hall is open. Failure of such will result in the exhibitor being assessed a fee of 10% of the total booth fee and may forfeit their company's right to exhibit at future meetings of the American Academy of Dermatology for a period of 18 months from the time of the violation.

### **Subletting of Space**

Subletting, sharing, allocation, partnering or any other similar arrangement of exhibit space is prohibited. An exhibitor may neither assign, allocate, nor apportion the whole or any part of exhibit space allotted, or display any goods other than those manufactured or distributed by the exhibitor in the regular course of the exhibitor's business, nor permit any representative of any other firm to solicit business or take orders in the exhibitor's space. The featuring of names or advertisements of non-exhibiting firms or businesses will not be permitted.

### **Suitcasing & Outboarding**

"Suitcasing" and "Outboarding" are unethical, parasitic business practices in which non-exhibitor and non-sponsor meeting registrants attempt to gain access to meeting attendees either by soliciting business in the Facility or by hosting unauthorized off-site events during Academy meetings.

AAD exhibitors and sponsors are valued partners in the success of Academy meetings. To protect Academy partners and their investments in attending AAD Meetings, Academy Policy strictly prohibits suitcasing and outboarding at AAD Meetings.

Please report any suspected suitcasing/outboarding activity to AAD Management. The Academy will investigate all occurrences. Individuals/companies that violate this policy may be subject to revocation of registration credentials and suspension of future exhibit or registration privileges.

### **Surveys**

All surveys must be conducted within the confines of the booth space assigned. At no time should exhibit personnel leave the booth to encourage attendees in the aisles to complete a questionnaire.

### **Interpretation and Application of Rules and Regulations**

All matters and questions not specifically covered by these Rules and Regulations are subject to the decision of the Academy. Exhibitors agree to comply with all subsequent reasonable rules adopted by the Academy.

### **Insurance**

General liability insurance is mandatory for all exhibitors. Insurance protection will not be afforded to the exhibitor either by the Academy or by the Facility.

Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least

\$1 million per occurrence and \$1 million aggregate, against injury to the person and property of others.

The exhibitor shall, at its sole cost and expense, procure and maintain through the terms of the contract for exhibit space, workers' compensation insurance in full compliance with all federal and state laws governing all the exhibitor's employees engaged in the performance of any work for the exhibitor.



Exhibitors must submit a Certificate of Insurance from their selected insurance carrier by June 6, 2025. Policies shall list the American Academy of Dermatology and the Facility as a named additional insured.

Exhibitors should include in or have a rider attached to their insurance policies covering the period of time from the date of shipment, including the return/arrival date of the merchandise/display at the exhibitor's home base.

If you do not have proof of insurance, show management has negotiated a public liability insurance policy good for the duration of the meeting that you may purchase when the Service Manual is available.

### **Limitation of Academy Liability**

Except as specified below, if, after the Application/Contract for Exhibition Space is accepted and payment has been made, the Academy fails or is unable to provide an exhibitor with the opportunity to exhibit at the meeting, and the exhibitor is not responsible for such failure, the exhibitor's sole and exclusive remedy shall be the return of all monies that it has paid in connection with the Application/Contract for Exhibition Space. In such case, the Application/Contract for Exhibition Space between the Academy and the exhibitor shall automatically terminate, and the Academy shall bear no further liability or responsibility under such agreement. The foregoing refund policy shall not apply to short-term interruptions of the meeting caused other circumstances beyond the Academy's control. (Refer to Force Majeure)

### **Indemnification**

By submitting an Application/Contract for Exhibition Space and entering into a contract for exhibit space, exhibitor agrees to indemnify, hold harmless and defend the American Academy of Dermatology, its official directors, agents, members, servants, and employees, from and against any and all such claims, losses, liabilities, damages, and expenses arising in, at, out of, or in connection with the company's exhibit or arising out of the manufacture or sale of any goods or services by exhibitor or its officers, directors, employees, agents, representatives, invitees, agents or contractors. Such indemnification shall be effective regardless of any claim of negligence on the part of any Indemnified Party. This provision shall be construed to be incorporated into the Application/Contract for Exhibition Space.

### **Force Majeure**

If, because of fire, strike, earthquake, war, construction or renovation projects affecting the Meeting venue, government regulation, public catastrophe, disease or epidemic, terrorism or the announcement by government authority of the possibility of terrorism, interruption of transportation or communications, Acts of God (including forecasted or actual severe weather), travel advisories by any governmental body or the World Health Organization, or any other circumstance or emergency beyond the control of the Academy, the event, or any substantial part thereof, is prevented from being held or is canceled by the Academy, or any portion of the exhibit space becomes unavailable, the Academy in its sole discretion shall determine whether to refund to the exhibitor no more than its proportionate share of the balance of the aggregate exhibitor fees received which remains after deducting expenses incurred by the Academy and taking into account the portion (if any) of the exhibit space that was or could have been used by the exhibitor. In no case shall the amount of refund to exhibitor exceed the amount of the exhibit fees paid. Exhibitor further understands that the Academy may in its sole discretion cancel the Event for reasons other than those stated above, in which case exhibitor's sole remedy is a refund of any fees paid to the Academy.

### **Data Privacy and Other Policies**

The Academy's data privacy <https://www.aad.org/legal-notice>, <https://www.aad.org/legal-notice/legal-eu>, and others are contained in the exhibitor Application and/or related registration materials and are incorporated herein by reference.



### Miscellaneous

This Application/Contract for Exhibition Space is the entire agreement between the parties with respect to exhibiting at meeting and may not be modified or assigned without the prior written consent of the Academy. The Academy will not entertain any amendments or alternative agreements with respect to exhibiting at the Academy meeting.

### Governing Law

Exhibitors agree that any disputes between the Academy and the exhibitor arising out of the exhibitor's participation in the Academy meeting shall be brought in the courts of Cook County, Illinois, and shall be governed by the laws of the State of Illinois.

### Temporary Personnel

Temporary booth personnel should be provided with the company name, booth number, and company contact. These individuals cannot gain entrance into the exhibit hall without a proper badge and badges will not be issued unless the individual presents exhibiting company documentation of their contracted work status. Attire of models shall be consistent with the professional atmosphere of Academy meetings.

### Installation of Exhibits

Wednesday, July 9	8 a.m. – 5 p.m.
Thursday, July 10	8 a.m. – 12 p.m.

All exhibit crates must be empty and tagged for storage no later than 12 p.m. Thursday, July 10.

All installation must be completed by 12 p.m., Thursday, July 10. All large display crates must be removed from the exhibit floor by 12 p.m. on Thursday, July 10, in order for the service contractor to have access to install the aisle carpet. Display space not claimed and occupied by 12 p.m. on Thursday, July 10, may be canceled or reassigned without notification or refund.

If the exhibit is on hand, physically onsite at the meeting, and delivered to the appropriate booth location, the Academy reserves the right to:

- Assign labor to set up any display that is not in the process of being erected by 12 p.m. on Thursday, July 10
- Order the removal of all display materials and crates not in the process of being set up by 10 a.m. on Thursday, July 10

The charge for labor to complete either of these options will be billed to the exhibitor and the Academy shall have no liability for such work. Labor within the booth may be provided either through an Exhibitor Appointed Contractor (EAC), the official service contractor, or the Facility.

All individuals working in the hall must be badged. Infants and children under the age of 16 are not permitted on the exhibit floor at any time, including but not limited to, installation and dismantling hours, show hours, before and/or after show hours.



### **Dismantling of Exhibits**

Saturday, July 12	3:30 p.m. – 7 p.m.
Sunday, July 13	8 a.m. – 12 p.m.

Exhibits must not be disturbed, dismantled, or be in the process of being removed before 3:30 p.m. on Saturday, July 12.

Exhibitors dismantling before this time will be assessed a fee of 10% of the total booth fee and may forfeit their company's right to exhibit at meetings of the American Academy of Dermatology for a period of 18 months from the time of the violation.

All exhibit materials must be packed and labeled for shipment by 12 p.m. on Sunday, July 13. If the exhibitor fails to clear their materials from the exhibit area in a timely fashion, the exhibitor shall indemnify, hold harmless and defend the Academy from and against any and all fees or expenses the Academy must pay to the Facility as a result of late removal. Any property remaining in the exhibit area after the termination of the meeting may be disposed of or stored, at the exhibitor's sole cost, as the Facility deems appropriate.

### **Official General Service Contractor**

General questions regarding any services should be directed to:

#### **FREEMAN**

Phone: (888) 508-5054

Fax: (469) 621-5608

Email: [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

Freeman and all other contractors listed on the Exhibitor Resources website act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the Academy. All services or materials supplied by such contractors on behalf of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, the Academy does not assume liability or responsibility for any act performed or omitted by such official contractors, and the exhibitor agrees to look only to such official contractors in such an event.

### **Official Drayage Contractor**

Freeman has been designated as the official drayage contractor. The official contractor is responsible for maintaining all in and out traffic schedules at the show site and handling the move-in and move-out of all exhibitors' materials and equipment. Freeman maintains control and has priority at the loading areas at all times.

### **Advance Shipments — Warehouse**

Advance shipments are made to the official drayage contractor's warehouse and will be received as many as 30 days in advance of the meeting, stored and subsequently delivered to your exhibit space.

### **Direct Shipments — Convention Center**

Direct shipments are made directly to the Facility loading dock for delivery to your booth and will be received beginning Tuesday, July 8, 2025. Detailed shipping information will be included on the Exhibitor Resources website.



### **Exhibitor Appointed Contractors**

If an exhibitor is planning to utilize an outside contractor, the Academy must receive written notification from the exhibiting company of the name, address and telephone number of its designated outside contractor and the name of the designated contractor's supervisor who will be responsible for on-site work in the exhibit area no later than June 6, 2025. A Notice of Intent to use a non-official Contractor must be submitted online. Notice from the Contractor shall not be considered sufficient evidence of the contractual relationship between the Service Company and exhibitor.

Exhibitor Appointed Contractors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least \$1 million per occurrence and \$1 million aggregate, against injury to the person and property of others.

The Exhibitor Appointed Contractor shall, at its sole cost and expense, procure and maintain through the terms of the Application/Contract for Exhibition Space, workers' compensation insurance in full compliance with all federal and state laws governing all the exhibitor's employees engaged in the performance of any work for the Exhibitor Appointed Contractor.

Policies shall list the Academy as a named additional insured. Exhibitor Appointed Contractors must submit a Certificate of Insurance to the Academy office and General Service Contractor by June 6, 2025.

Exhibitor Appointed Contractors providing services at the meeting are subject to any and all rules imposed by the Facility and the Academy. Service desks of any sort (including use of crates, stacks of ladders, gang boxes, etc.) will not under any circumstances be permitted in the aisles.

Exhibitor Appointed Contractors must not engage in the solicitation of business on the exhibit hall for present or future meetings/events. To protect the security of the exhibit hall, exhibitor appointed contractors will not be permitted in the exhibit hall before or after designated exhibit hall access hours.

### **Work Passes**

Unregistered exhibitor personnel and Exhibitor Appointed Contractors who would like access to the exhibit hall during installation and dismantling hours will be required to show proof of affiliation with the exhibiting company or Exhibitor Appointed Contractors to receive a work pass. Work passes are not valid during show hours. Individuals will be asked to leave the exhibit hall and register as an exhibitor for a specific exhibiting company.

### **Service Manual**

The Service Manual contains all the forms and information necessary for ordering labor and services at the meeting. The manual will contain order forms for services such as rental furnishings, booth carpet, labor, signage, plumbing, floral, audiovisual, telephone, photography, electrical services, rental displays and cleaning. Detailed information regarding all work rules and specific rates will be included in the Service Manual. The Service Manual will be available to you in April 2025 on the Exhibitor Resources website.

### **Exhibitor Service Center**

A Service Center located in the exhibit hall and staffed by representatives of official contractors will be open on Tuesday, July 8, 2025 through Sunday, July 13, 2025.

### **Exhibit Hall Lighting**

Half Lighting will be provided during official setup and dismantling hours. During the meeting, lighting will be provided one hour before the opening of the exhibit hall until the close of the exhibits each day.



### Security

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. General guard service will be provided by the Academy for the exhibition period to monitor exhibit hall access points, but neither the guard service, the facility or the Academy will be responsible for the loss of or damage to any property. The Academy strongly encourages exhibitors to provide their own booth security.

### Storage

Combustible/flammable materials such as brochures, literature, giveaways, etc. within exhibit booths are limited to a one-day supply. Nothing may be stored behind booths including packing containers, carrying cases, etc. A limited amount of product storage space will be available on the exhibit floor. Reservations to secure a portion of this space must be made in advance to the General Service Contractor. Storage reservation forms will be included in your Service Manual. Availability is limited and will be confirmed on a first come/first served basis and charged by the cubic foot. All other exhibit materials must be stored inside the exhibit booth. Storage space will be available on the exhibit floor. Reservations to secure a portion of this space must be made in advance to the General Service Contractor.