



## EXHIBITOR INFORMATION – WHAT YOU NEED TO KNOW FOR 2023

- Please review both the Tradeshow Information and Rules and Regulations documents that are posted on the website
- Complimentary name badges are provided to exhibitor booth representatives who have a room in their name reserved through the AABP housing bureau in the AABP block AND the representative name is entered into the online contract by August 31st.
  - All other name badges are charged a \$200 fee and there are no exceptions to this requirement.
- Exhibitors and sponsors are prohibited from holding any event (social, continuing education, etc) during AABP scheduled events the week of the conference (Sunday Sept. 17 through Saturday Sept. 23, 2023)
  - All events must be pre-approved by Exhibits Manager PRIOR to planning the event.
- All food/beverage, entertainment, prizes, and drawings at your booth must be approved by Exhibits Manager.
- Dates to remember:
  - January 31 – 50% of booth rental fee due
  - April 30 – deadline to cancel to receive full refund less \$250 administrative fee
  - June 30 – booth rental fee balance due to be paid in full or subject to cancellation of booth space.
  - June 30 – deadline to cancel booth and receive 50% refund. No refunds are issued after this date.
  - August 31 – deadline to enter names of booth representatives and reserve hotel room to receive complimentary badges.

Email [exhibits@aabp.org](mailto:exhibits@aabp.org)