



American
College
of Allergy, Asthma
& Immunology

EXHIBITOR PROSPECTUS

American College of
Allergy, Asthma & Immunology



Podium to Practice®

**BUILDING
BRIDGES FOR
THE FUTURE**

Annual Scientific Meeting
November 12-16
PHOENIX, AZ

**Exhibition Dates:
NOV. 13-15, 2026**

#ACAAI26

ACAAI 2026 Annual Scientific Meeting

About the American College of Allergy, Asthma & Immunology

The American College of Allergy, Asthma & Immunology, established in 1942, is a professional association of more than 6,500 allergists/immunologists and allied health professionals. Its mission is to promote excellence in the practice of the subspecialty of allergy and immunology.

The association provides its members with continuing medical education, publications, and representation to managed care organizations, medical organizations, consumer and patient groups, and government and regulatory agencies. The College also develops and disseminates educational information to the public, other physicians, health professionals and health plan administrators.

Board-certified allergists-immunologists complete a three-year residency in either pediatrics or internal medicine, followed by a two-year approved fellowship in allergy and immunology. These physicians are subspecialists in asthma, allergic diseases, and immune disorders.

Benefits of exhibiting at the 2026 ACAAI Annual Meeting

- The ACAAI Annual Scientific Meeting is the premier event in the field of allergy, asthma, and immunology with more than 2,000 healthcare professionals expected to attend this in-person event.
- Ability to interact with key decision makers.
- Exhibitors receive four complimentary exhibitor badges per 100 sq. ft. of booth space purchased that allow:
 - Access to the exhibit hall an hour before open and close of the hall each day
 - Entry to general sessions
 - Access to ePoster Presentations
 - Opportunity to attend the President’s Welcome Reception
- Complimentary listing in the Annual Meeting Mobile App and Website
- Exhibitor Kit with discounted pricing opportunities
- Pipe and draped booth with identification sign with company name and booth number
- Access to the official attendee list
- Ability to participate in the Passport Contest



2025 Meeting Attendance

Physicians/Allied Health Professionals	2,169
Spouses/Guests	152
Exhibitors	1,274
Livestream	480
TOTAL.....	4,075



**YOUR
OPPORTUNITIES**
● ● ● ●
**AT THE
ACAAI ANNUAL
MEETING**



TARGET influential decision makers.



INTERACT face-to-face with physicians involved in patient care.



BUILD VISIBILITY for your company in a competitive marketplace.



EXPAND your prospect base and **STRENGTHEN** existing customer relationships.



INTRODUCE new products and services.



GENERATE NEW SALES LEADS.



GIVE PRODUCT DEMONSTRATIONS.

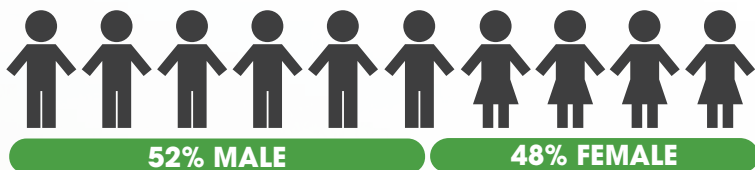
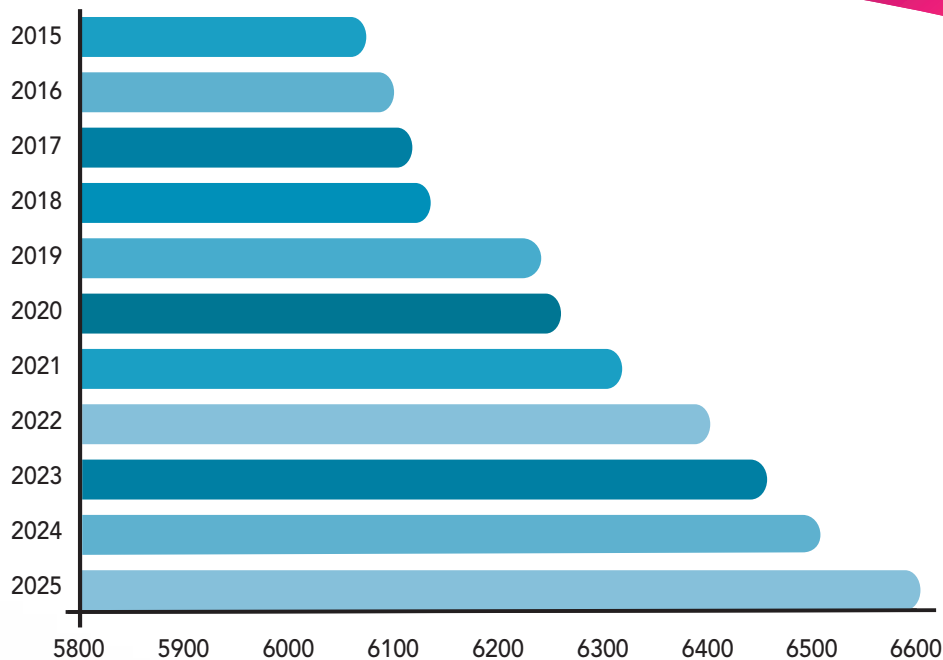


CONDUCT MARKET RESEARCH.

ACAAI Demographics

MEMBERSHIP CONTINUES TO GROW

Average age:
53



TREATMENT POPULATION
93% TREAT CHILDREN AND ADULTS

PRACTICE TYPE

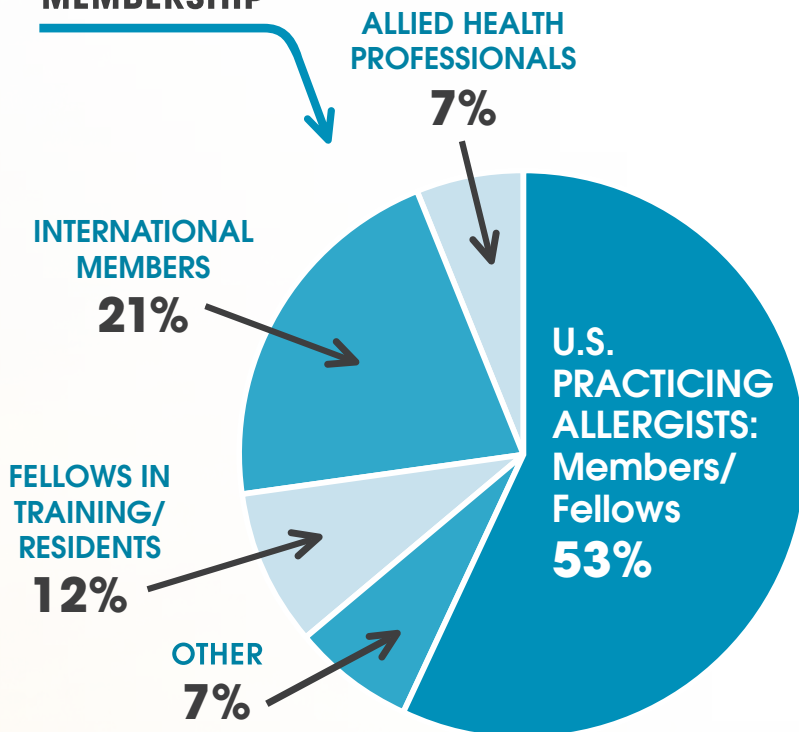
52%
GROUP

26%
SOLO

16%
ACADEMIC

6%
OTHER

MEMBERSHIP



Exhibitor Information

EXHIBIT LOCATION

Phoenix Convention Center
North Halls 4, 5 & 6
100 N 3rd Street
Phoenix, AZ 85004

EXHIBIT DATES/HOURS (Hours Subject to Change)

Friday, November 13, 2:00 – 6:00 pm

- Refreshment break in the exhibit hall

Saturday, November 14, 9:00 am – 4:30 pm

- Refreshment breaks in the exhibit hall

Sunday, November 15, 9:00 am – 1:30 pm

- Refreshment break in the exhibit hall

SPACE RENTAL FEES

Standard booth includes back and side drape, one line sign with company name and booth number, it does not include carpet, furniture, electrical, etc.

Booth Size	Total Cost	Total Deposit
10' x 10' (in-line)	\$4,500	\$2,250
10' x 10' (corner)	\$4,800	\$2,400
Multiples up to 300 sq ft		
Island Booths (starting at 400 sq ft)	\$62/sq ft	50% of total
Non-Profits (10' x 10')	\$550	\$550

Sample Pricing for Standard 10'x10' Booth (additional to booth space rental fee)

Based on Freeman's discount price.

Carpet (100 sq ft 16 oz)	\$307
Draped Table (6' L x 24" W x 30" H)	\$233
Two Chairs (Limerick)	\$196
Total (pre-tax)	\$736

TERMS OF PAYMENT

ACAAI must receive 50% deposit of the total booth price with the online booth registration before booth space is assigned (check/wire transfers must be received within 10 business days). The remaining 50% balance must be received by August 28, 2026. If booth registration is submitted on or after August 28, 2026, it must be accompanied by 100% of the total booth price.

EXHIBIT APPLICATION/CONTRACT

Please use the online Exhibit Registration site at annualmeeting.acaii.org.

BOOTH ASSIGNMENT

Initial space assignments are based on past participation in the College's Annual Meeting. Following initial space assignments, additional assignments will be made on a first-come first-served basis. No booths will be sold after October 12, 2026.

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high back drape and 3' high side dividers.

Booths 300 sq ft. or less will receive a one-line identification sign. Booths larger than 300 sq ft. may receive a one-line identification sign upon request.

Please note that electrical service, furniture and carpeting are not included with your booth equipment. All booths are required to have carpet or management approved flooring. The aisles will be carpeted.

The exhibit area is not carpeted; however, all booths are required to have carpet or management approved flooring. The aisles will be carpeted.

OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Freeman has been contracted to receive, warehouse, transfer and handle all exhibits. There will be a Freeman Service Desk open in the hall from 8:00 am – 5:00 pm throughout the tradeshow. Here exhibitors may verify, check, and adjust their requirements for installation, furniture, equipment and other auxiliary services.

Please direct all calls regarding exhibit requirements, freight, labor, shipments or other services to:

Freeman – Ask for Exhibitor Services
Email: exhibitsupport@freeman.com
Phone: 888-508-5054

EXHIBITOR KIT

An Exhibitor Kit, containing detailed show and service-ordering information, will be available online in late June 2026. The Kit will include order forms for shipping, labor, material handling, furniture, carpeting, electrical and other service providers. Exhibitors are responsible for forwarding the link to suppliers who may be ordering services on their behalf.

CANCELLATION POLICY

Written cancellation received by ACAAI is subject to the following refund amounts:

- On or before August 28, 2026, refund minus \$550 per 100 sq. ft. of booth space.
- Between August 29 – September 30, 2026, refund minus 50% of total booth cost.
- After September 30, 2026, no refunds.

If an exhibitor reduces the size of their contracted booth, the net reduction of space will be treated as a cancellation. ACAAI reserves the right to reassign the booth location at its sole discretion.

Exhibitor Information

EXHIBIT SET-UP HOURS (Subject to Change)

Tuesday, November 10 (booths 600 sq. ft or larger),

8:00 am – 5:00 pm

Wednesday, November 11, 8:00 am – 5:00 pm

Thursday, November 12, 8:00 am – 5:00 pm

Friday, November 13, 8:00 am – noon

Installation of exhibits must be carried out during the times listed. All crates must be available for removal no later than noon, Friday, November 13. Any exhibit not set-up by noon, Friday, November 13, or for which arrangements to set-up have not been made, will automatically be set-up at the exhibitor's expense and liability. Any booth not occupied by noon, Friday, November 13, may be assigned to another exhibitor unless the ACAAI Director of Exhibits has been made aware of extenuating circumstances. There will be no refund to original exhibitor.

EXHIBIT DISMANTLING HOURS (Subject to Change)

Sunday, November 15, 1:30 – 10:00 pm

Monday, November 16, 8:00 am – noon

No packing of equipment or literature or dismantling of exhibits is permitted until exhibit closing time, 1:30 pm, Sunday, November 15. Any exhibit not dismantled by noon, Monday, November 16 – or for which arrangements for teardown have not been made – will automatically be dismantled at the exhibitor's expense and liability for proper dismantle. The floor must be cleared by 5:00 pm, Monday, November 16.

EXHIBITOR AND COMPANY REPRESENTATIVES ADMISSION TO ACAAI SCIENTIFIC SESSIONS

Scan and go badges will be available for pick-up onsite at the Exhibitor Registration Desk at the Phoenix Convention Center, North Hall 4 – 6 Lobby.

Your exhibit badge permits you to attend symposia, plenaries, concurrent sessions, poster presentations and social events, etc. that do not require a ticket or have capacity limits. Tickets for the Thursday program and Literature Review may be purchased by exhibitors and company representatives on-site at the registration desk.

In the interest of maintaining compliance with ACCME policies on bias and the separation of education and promotion, Exhibitors and company representatives are welcome in educational sessions as silent observers only. Exhibitors and company representatives may not actively participate in any manner, including commenting or asking questions. Non-compliance with these procedures will result in expulsion from the meeting.

EXHIBITOR AND COMPANY REPRESENTATIVE REGISTRATION AND BADGES

All exhibitors and company representatives must pre-register. Exhibitors must always wear their badges when in the

meeting facilities. These badges are non-transferable. No alterations to badges provided by ACAAI, are allowed. Badges will only display the name of the company registered for booth space.

Exhibiting companies will receive four complimentary exhibitor badges per 100 sq. ft. of booth space purchased. Any additional, onsite or replacement badges will be \$50 each.

Scan and go badges will be available for pick-up onsite at the Exhibitor Registration Desk at the Phoenix Convention Center, North Hall 4-5 Lobby.

HOUSING

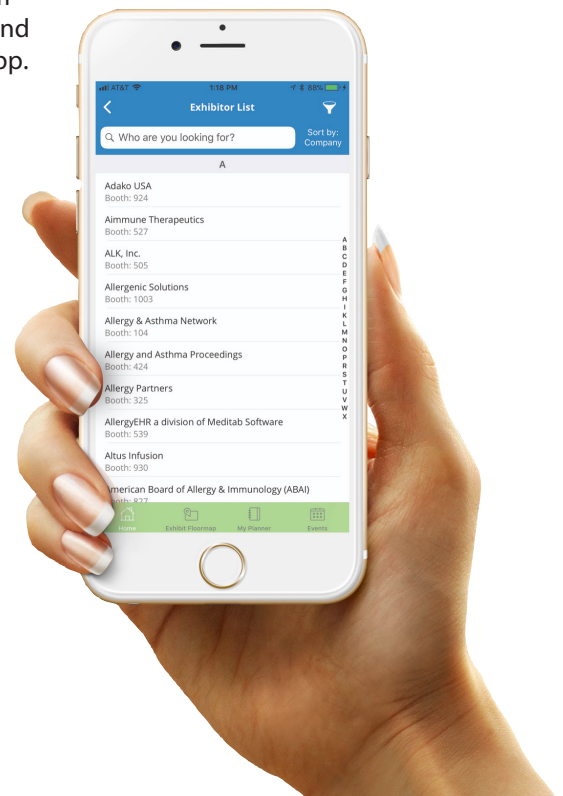
The official housing information will be posted on the ACAAI website (annualmeeting.accai.org) and housing will open in late Summer 2026.

Exhibitors will be informed by ACAAI in an email once housing opens.

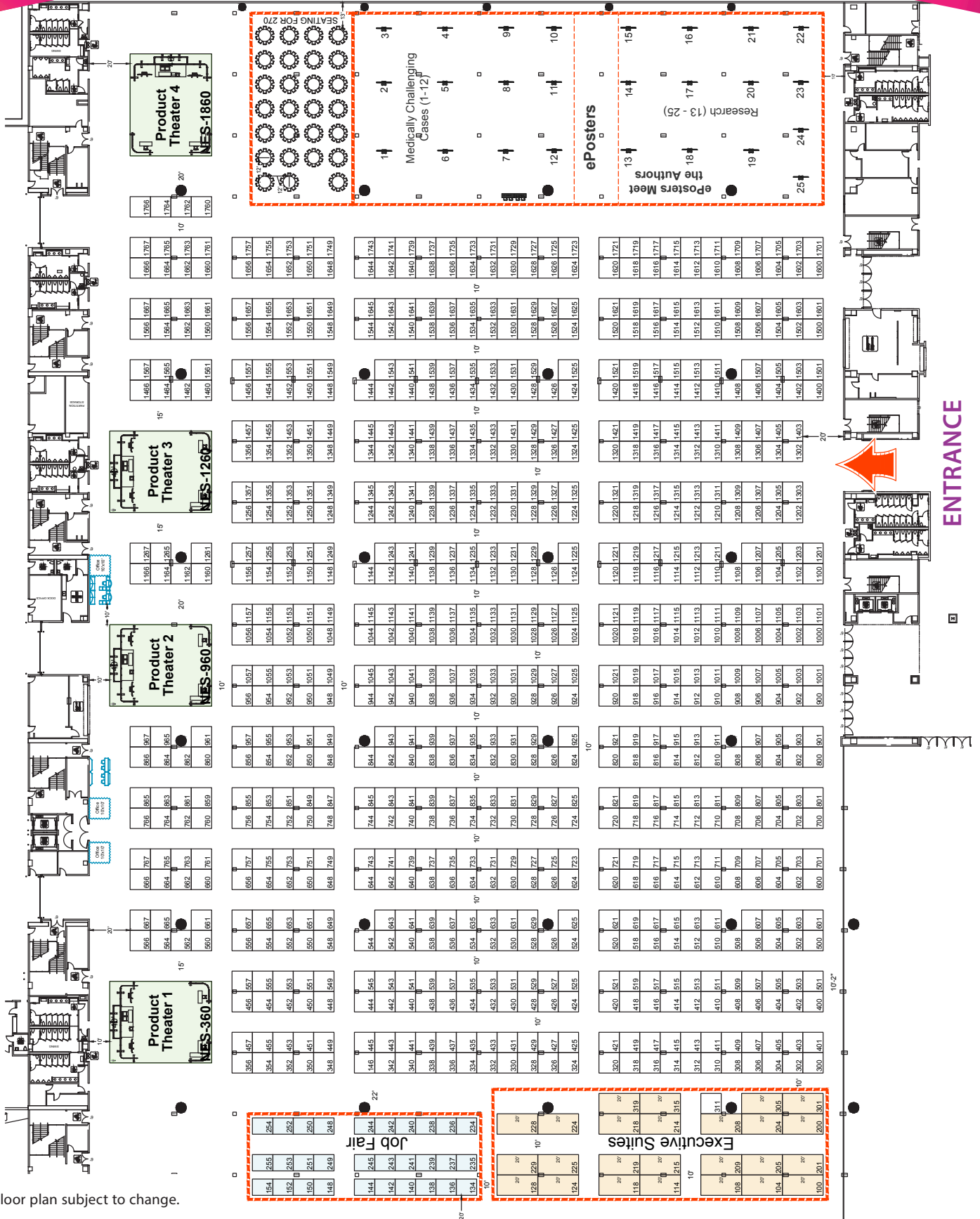
Warning! onPeak is the only official hotel provider associated with ACAAI Annual Meeting. We have received reports that other companies are posing as official travel vendors for the Annual Meeting and may contact you to offer hotels for your trip. They are not endorsed by or affiliated with the show and entering into financial agreements with such companies is not advised.

EXHIBITOR LISTING

Exhibiting companies will be listed in the printed Annual Meeting Program Guide, website and on the mobile app.



2026 Exhibit Hall Floor Plan*



*Floor plan subject to change.

Thank You To Our 2025 Exhibitors

- ADMA Biologics
- Advanced Infusion Care
- ALK
- Allergy & Asthma Network
- Allergy & Asthma Proceedings
- Allergy Education Partners
- Allergy Partners
- AllerVie Health
- Alliance for Patient Access
- Altus Biologics
- American Board of Allergy & Immunology (ABAI)
- Amgen
- Aquestive Therapeutics, Inc.
- ARS Pharmaceuticals Operations, Inc.
- Ascendant Medical
- AstraZeneca Pharmaceuticals, LP
- Astria Therapeutics, Inc.
- Auni ILIT Learning Network
- Bel Air Pharmaceuticals
- BioCryst Pharmaceuticals, Inc.
- Blueprint Medicines
- Brevium
- CareCOMM Marketing
- Chemotechnique Diagnostics/
Dormer Laboratories Inc.
- Chiesi USA
- Children's Hospital of Philadelphia
- CLn Skin Care
- Cogent Biosciences
- coVita
- CSL Behring
- CuraScript SD
- CVS Specialty
- Cycle Pharmaceuticals Ltd
- DBV Technologies
- Doximity
- Dr Catalyst
- EClinicalWorks
- Eli Lilly and Company
- EnteroTrack
- FeNO by NIOX®
- Food Allergy & Anaphylaxis
Connection Team (FAACT)
- GC Biopharma USA Inc.
- Genentech
- Grifols USA, LLC
- GrowHappy
- GSK
- Healthshade, LLC
- HollisterStier Allergy
- Incyte
- Intellia Therapeutics
- Intense Health
- Ionis Pharmaceuticals
- Kaleo
- KalVista Pharmaceuticals
- Kedrion Biopharma
- Kenvue
- KORU Medical Systems
- Lilly
- Lincoln Diagnostics
- MedicoCX
- Meditab Software, Inc.
- Methapharm Inc.
- Mission: Allergy, Inc.
- ModMed
- ModuleMD, LLC
- NasoNeb
- National Eczema Association
- Nebology
- NeilMed Pharmaceuticals, Inc.
- Novartis Pharmaceuticals
- OptiNose, Inc.
- Organon
- Pfizer
- Pharming Healthcare
- Pharvaris
- PulmOne Advanced Medical Devices
- Rabbit Air
- Reacta Healthcare
- Sanofi and Regeneron
- Schweiger Dermatology Group
- SENTA Partners
- SmartPractice
- Stallergenes Greer
- Takeda
- Tandem
- The Clorox Company
- Thermo Fisher Scientific
- Vanicream/Pharmaceutical
Specialties, Inc.
- VeganMed Foundation
- Vitalograph, Inc.
- World Allergy Organization (WAO)
- Xlear Inc.

Marketing Opportunities

Maximize your exposure with our one-of-a-kind sponsorship opportunities!

BRANDING OPPORTUNITIES

ACAAI offers a variety of branding opportunities, including banners, signage, branded clings and many more high visibility sponsorships. For details on the various marketing opportunities available at the 2026 ACAAI Annual Scientific Meeting and throughout the year, please contact Linda Cullison, Senior Director of Corporate Relations, at 847-725-2291 or lindacullison@acaai.org.

PRODUCT THEATERS – This exciting opportunity allows exhibitors to reach attendees beyond their booth space and provides additional face-to-face time with key decision makers. A limited number of 25-minute sessions are available each day for you to showcase your product or service. Your company will be listed in the Annual Meeting Program Guide and highlighted on signage throughout the exhibit hall. For Product Theater information, please contact Linda Cullison, Senior Director of Corporate Relations, at 847-725-2291 or lindacullison@acaai.org.

PASSPORT CONTEST

To help increase exhibit traffic and energize meeting attendees, we are excited to bring back the ACAAI Exhibit Hall Passport Contest! The premise of the contest is to create an additional incentive for attendees to visit the exhibit hall and YOUR booth while trying to win some great prizes. By participating in the Passport Contest, you will be able to drive traffic to your company's booth, increase brand awareness and help establish relationships with nearly 2,000 physicians and other healthcare professionals in attendance.

The contest is open to all exhibiting companies for \$500 the contest will be done online through ACAAI Annual Meeting Mobile App. The attendees will come to your booth to talk with a representative and discuss your services or products and then before they leave, they can scan the QR Code that ACAAI has provided for your booth.

To register for the contest, select the Passport contest when you register for your booth or after you have a booth through the Exhibitor Service Center.

NON-CME CORPORATE FORUMS

Designed to give your company greater visibility while reaching a targeted audience of allergists and immunologists, these 1-2 hour Forums enable you to market and promote your product to an audience of key physician decision makers. A limited number of breakfast and evening commercial sessions are available. Maximize your exposure and reserve your spot today by contacting Linda Cullison, Senior Director of Corporate Relations, at 847-725-2291 or lindacullison@acaai.org.

DOOR DROPS

The ACAAI Door Drop is a premier vehicle for exhibitors to contact the broadest audience possible – reach all attendees who are booked in the official ACAAI hotel room block to

advertise your sponsored symposium, corporate forum, exhibit booth, products and/or services. Information, pricing and deadline dates on door drops will be included in the Exhibitor Kit.

OFFICIAL PRE-REGISTERED ATTENDEE MAILING LIST

Exhibitors may purchase the official pre-registered and post meeting attendee mailing lists for a one-time fee of \$200. The pre-registrant list may be used to send product information or invitations to non-CME sponsored events. Orders for the pre-registered attendee list are filled approximately two weeks before the meeting to provide exhibitors with the maximum number of contacts. All mailing pieces must be approved by ACAAI prior to printing. Email addresses are not provided. The pre and post meeting list provides the name and addresses of Annual Meeting attendees that have given permission to share their contact information in accordance with the ACCME Standards for Integrity and Independence in Accredited Education. WARNING: purchasing any mailing lists from outside (unauthorized) vendors is highly discouraged.

MEMBERSHIP MAILING LIST

Exhibitors may purchase the full ACAAI membership mailing list for \$475, the US-only list for \$450. Each list contains 4,000-5,000 names/addresses, depending on list desired. For more information, please contact Kelly Burns at 847-725-2284 or kellyburns@acaai.org.

ADVERTISE ON THE ACAAI WEBSITE

For the information about advertising on the ACAAI Website, please contact Joe Skey at 856-278-8654 or jo.skey@formedics.com.

ADVERTISING IN ANNALS OF ALLERGY, ASTHMA & IMMUNOLOGY

The *Annals of Allergy, Asthma & Immunology*, is the official journal of the American College of Allergy, Asthma & Immunology. The *Annals* is mailed monthly to more than 5,000 healthcare professionals. This format offers four-color as well as black-and-white advertising. For information on placing your ad, please contact Bill Hipple at 214-912-8763 or bill.hipple@formedics.com.

SUPPORT ACKNOWLEDGMENT:

ACAAI Premier Partners and sponsors receive prominent acknowledgment in a variety of ways depending on the program or event. Acknowledgment typically includes:

- Signage at sponsored event
- Recognition at the podium
- Listing in the Annual Meeting Program Guide and Mobile App
- A plaque recognizing your support of ACAAI

This program reflects the special care the College has taken to address issues identified in the AdvaMed Code of Ethics on Interactions with Health Care Professionals, the PhRMA Code on Interactions with Healthcare Professionals, and the ACCME Standards for Commercial Support.

Application/Contract for Exhibit Space

2026 ACAAI Annual Scientific Meeting

Phoenix, Arizona • November 12-16, 2026

Exhibition Dates: November 13-15, 2026

Make your booth selection online at:
annualmeeting.acaai.org

Booth Size	Total Cost	Total Deposit	Sample Pricing for Standard 10'x10' Booth (additional to booth space rental fee)	
10' x 10' (in-line)	\$4,500	\$2,250	Based on Freeman's discount price.	
10' x 10' (corner)	\$4,800	\$2,400		
Multiples up to 300 sq ft			Carpet (100 sq ft 16 oz)	\$307
Island Booth (starting at 400 sq ft)	\$62/sq ft	50% of total	Draped Table (6' L x 24" W x 30" H)	\$233
Non-Profits	\$550	\$550	Two Chairs (Limerick)	\$196
			Total (pre-tax)	\$736

Terms of Payment

ACAAI must receive 50% deposit of the total booth price with the online booth registration before booth space is assigned (check/wire transfers must be received within 10 business days). The remaining 50% balance must be received by August 28, 2026. If booth registration is submitted on or after August 28, 2026, it must be accompanied by 100% of the total booth price.

Cancellation/Space Reduction Policies

Written cancellation received by ACAAI is subject to the following refund amounts:

- On or before August 28, 2026: Refund minus \$550 per 100 sq. ft. of booth space
- Between August 29 – September 30, 2026: Refund minus 50% of total booth cost
- After September 30, 2026 No refunds

If an exhibitor reduces the size of their contracted booth, the net reduction of space will be treated as a cancellation. ACAAI reserves the right to reassign the booth location at its sole discretion.

The on-line application, when accompanied by the required deposit, and when approved by ACAAI, shall become a binding contract in accordance with the terms of the agreement and all Rules and Regulations.

Questions? Contact:

Jean Foellmer, Director of Exhibits
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2278
Email: jeanfoellmer@acaai.org

Function Space Request

2026 ACAAI Annual Scientific Meeting

Phoenix, Arizona • November 12-16, 2026

Function Space requests are only for company sales meetings or ACAAI approved activities, not industry sponsored educational programs, hospitality suites or hospitality functions. See page 13 for more information. Submit this form to ACAAI NO LATER THAN **September 11, 2026**.

Name of Function _____

Exhibiting Company Name _____

Contact Person _____

Mailing Address _____

Phone _____ Email _____

Function Day/Date _____ Start Time _____ am/pm End Time _____ am/pm

Function Day/Date _____ Start Time _____ am/pm End Time _____ am/pm

Room Needed Early for Special Set-up No Yes Time _____ am/pm Number of persons attending _____

Function Type Sales Meeting Business Meeting Other Activity (to be approved by ACAAI)

Attendance Company Personnel Physician/Company Other

Setup Desired Conference Hollow Square U-Shaped Theater Schoolroom Rounds
 Cocktail Tables Other/Diagram Attached

Preferred Hotel Hyatt Regency Sheraton Renaissance

Additional Specifications (Check all that apply)

Using Audio Visuals Elevated Stage for Lectern/Head Table Standing Lectern Only Other

Payment Information – FEE \$250/Function/Day

Check Check Number _____ **OR** Credit Card: Visa MasterCard American Express

Credit Card Number _____ Expiration Date _____ Security Code: _____

Name on the Card _____ Amount to Charge \$250/Function/Day _____

Signature _____

I/we have read the ACAAI General Rules and Regulations in the Exhibitor Prospectus and agree to abide by all ACAAI General Rules and Regulations and hold harmless the ACAAI from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Applicant's Signature _____

Type or Print Name _____

Title _____ Date _____

Return form to:

Gina Seegers, Director of Meetings & Conventions
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2276
Email: ginaseegers@acaai.org

ACAAI Use Only

Date _____

Time _____

Location _____

Facility _____

Hospitality Function Request

2026 ACAAI Annual Scientific Meeting

Phoenix, Arizona • November 12-16, 2026

Exhibitors are required to inform ACAAI of hosted hospitality functions. See page 13 for more information. Submit this form to ACAAI NO LATER THAN **September 11, 2026**. Once approved, you will then be contacted by the facility for your requirements.

Exhibiting Company Name _____

Contact Person _____

Mailing Address _____

Phone _____

Email _____

Hospitality Function Description _____

Preferred Location (name of hotel, restaurant, etc.) _____

Dates _____

If event is planned outside the hotel, will the exhibiting company be providing transportation for attendees? Please indicate type of transportation to be utilized: _____

I/we have read the ACAAI General Rules and Regulations regarding Social Activities in the Exhibitor Prospectus and agree to abide by all ACAAI General Rules and Regulations and hold harmless the ACAAI from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Applicant's Signature _____

Type or Print Name _____

Title _____

Date _____

Return form to:

Gina Seegers, Director of Meetings & Conventions
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2276
Email: ginaseegers@acaii.org

ACAAI Use Only

Date _____

Time _____

Location _____

Facility _____

Executive Suites

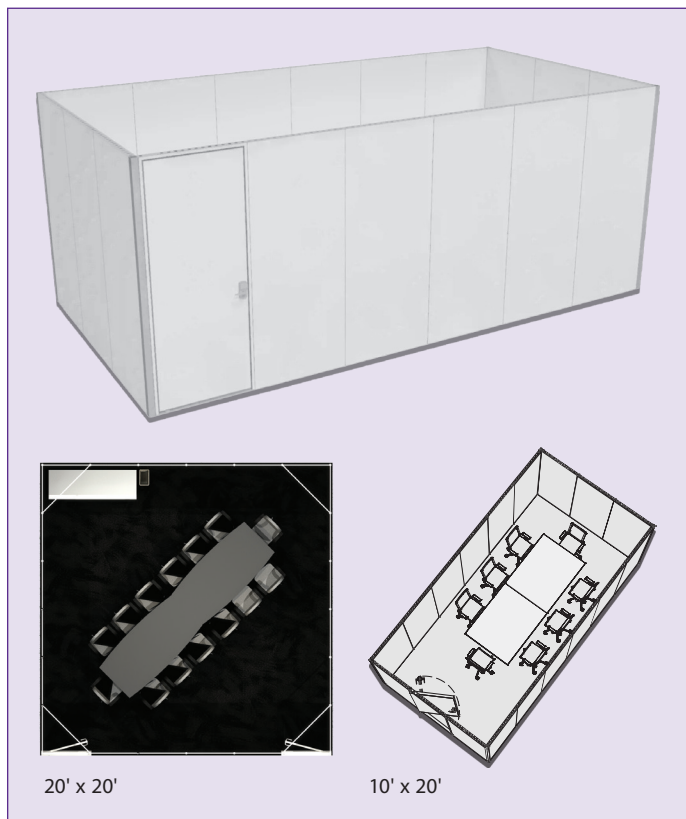
The Executive Suite

ACAAI offers private rooms in the Exhibit Hall for exhibitor meetings.

The Executive Suite is a turn-key option for your organization. Rooms are set conference style and are available in 10' x 20' and 20' x 20' sizes.

Executive Suites are available to exhibiting companies for use during exhibit hours.

For any questions, contact Jean Foellmer, Director of Exhibits at 847-725-2278 or email to jeanfoellmer@acaai.org. Space location will be assigned by ACAAI.



Why secure an Executive Suite at the ACAAI Annual Scientific Meeting?

- Client Meetings
- Sales Meetings
- Recruitment
- Relaxation Room for Staff
- Hospitality Suites
- Training Sessions
- Private Demonstrations
- Convenience

EXECUTIVE SUITE - 10' X 20'

- Meeting room structure with locking door
- 14" x 11" Sign
- One conference table
- 8 conference chairs
- Carpet and padding
- 500 watt outlet
- Wastebasket
- Cleaning for 3 days

Turn-key Price:

Full Conference – Friday through Sunday (available during Exhibit Hall Hours)

- **\$12,000***

EXECUTIVE SUITE - 20' X 20'

- Meeting room structure with locking door
- 14" x 11" Sign
- Two conference tables
- 16 conference chairs
- Carpet and padding
- 500 watt outlet
- Wastebasket
- Cleaning for 3 days

Turn-key Price:

Full Conference – Friday through Sunday (available during Exhibit Hall Hours)

- **\$24,000***

*** NOTE:** ACAAI will only provide the equipment and services listed above. Expenses incurred for additional services or upgrades (i.e. furniture, security, equipment, electrical, food & beverage, phones/lines, audio-visual, etc.) are the responsibility of the sponsoring company and must be coordinated through the official show contractors.

Executive Suites Contract

2026 ACAAI Annual Scientific Meeting

Exhibition Dates: November 13-15, 2026

Contact to Whom Correspondence Should be Sent

Company	
Contact Name	Title
Mailing Address	
City/State/Zip	
Phone	Email

Executive Suite Size	Total Cost
10' x 20'	\$12,000
20' x 20'	\$24,000

POLICIES AND PROCEDURES

Executive Suites are assigned on a first come, first served basis. Companies using Executive Suites must adhere to all Rules and Regulations as set forth in the Exhibitor Prospectus and the convention center rules and regulations. Executive Suites may only be utilized during the published ACAAI exhibit hours. Attendees and guests must be registered for the ACAAI Annual Meeting to gain access to the exhibit hall.

PLEASE NOTE THAT THESE ROOMS ARE NOT COMPLETELY SECURE. One lockable door is included; however, rooms are not 100% secure. Do not leave prototype or valuables unattended. The security of your Executive Suite and your materials is your responsibility. You are responsible for supplying security guard service, if desired.

ACAAI will only provide the equipment and services listed on page 11. Expenses incurred for additional services or upgrades (i.e. furniture, security, equipment, electrical, food & beverage, phones/lines, audio-visual, etc.) are the responsibility of the sponsoring company and must be coordinated through the official show contractors.

CME opportunities are not allowed in the Executive Suites.

This agreement shall not be binding unless it is signed by an authorized representative of the applicant's firm and is accepted by ACAAI with the signature of ACAAI's Management. I/we hereby certify that I/we have read and will abide by the ACAAI Exhibitors' Prospectus General Rules and Regulations.

DEPOSIT/CANCELLATION

- 100% payment at time of contract.
- Cancellations must be in writing on or before September 29, 2026, refund minus \$1,500.
- No refunds after September 29, 2026.

Payment Information		
<input type="checkbox"/> Check	Check Number	OR Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Credit Card Number	Expiration Date	Security Code:
Name on the Card	Amount to Charge	
Signature		

Return form to:

Jean Foellmer, Director of Exhibits
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2278
Email: jeanfoellmer@acaai.org

Jean Foellmer, Director of Exhibits
American College of Allergy, Asthma & Immunology

Exhibitor Information

Exhibitor-Sponsored Private Functions

Exhibitor-sponsored private functions are separately organized events during which exhibitors can meet with ACAAI participants outside of the exposition for the purpose of networking, entertaining and continuing business begun on the exhibit floor.

Aside from official ACAAI-sanctioned Product Theaters and Corporate Forums, industry-sponsored activities taking place outside the exhibit hall cannot feature an educational component. Satellite-style symposia are strictly prohibited.

Exhibitors sponsoring any type of private function are required to adhere to the following guidelines:

1. ACAAI must be informed of all planned social and hospitality functions.
2. Hospitality and social functions may only be scheduled during times that will not interfere with official ACAAI scheduled activities. The following hours are available for exhibitor-sponsored events (subject to change):
Thursday, November 12 after 8:00 pm
Friday, November 13 after 9:45 pm
Saturday, November 14 after 10:00 pm
Sunday, November 15 after 6:00 pm
Monday, November 16 after 12:30 pm
3. Hospitality and social functions should be handled on an invitation-only basis. Host companies must make it clear to their guests that the event is not an official ACAAI function. Signs promoting private functions are not permitted in the convention center or hotel common areas.
4. Host companies agree to assume all liability arising out of or in conjunction with such functions and agree to indemnify ACAAI against any and all liability and claims and demands arising out of or in connection with the foregoing undertakings and responsibilities of the exhibitor.
5. Hospitality and social functions within the hotel may only be advertised via the hotel activities board and must be cleared through the hotel management. Signs promoting private functions are only permitted outside the scheduled meeting room door. Signs are not permitted elsewhere in the convention center or hotel common areas.
6. Companies are encouraged to support official ACAAI symposia and are prohibited from holding educational sessions during the ACAAI Annual Meeting. Exceptions include education that's presented in an industry-supported Corporate Forum, industry-supported Product Theater, or within the confines of a company's contracted exhibit space. Satellite symposia are strictly prohibited.
7. Non-exhibiting firms are prohibited from obtaining meeting space and hosting internal/company meetings, hospitality events and/or social functions during the Annual Meeting.

Sponsoring companies requiring function space for internal company meetings must complete and submit the **Function Space Request** form found on page 9 of this prospectus. Sponsoring companies requesting a hospitality function should do so through ACAAI by completing and submitting the **Hospitality Function Request** form found on page 10 of this prospectus. Upon approval, ACAAI will send confirmation of the assigned space.

Please note: ACAAI charges a nominal fee for use of its contracted meeting rooms. This fee is separate from any rental/usage fees charged by the hotel.

Exhibitor-Sponsored Educational Events

Aside from official ACAAI-offered Product Theaters and Corporate Forums, industry/exhibitor supported educational events that take place outside the exhibit hall (i.e.: satellite symposia) are strictly prohibited.

Internal company meetings, including small KOL/advisory board-type meetings, are allowed provided the company is a confirmed 2026 ACAAI exhibitor/sponsor.

General Rules and Regulations

These Rules and Regulations are a bona fide part of the contract for exhibit space with the American College of Allergy, Asthma & Immunology (ACAAI) hereinafter referred to as Show Management. Show Management reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well-being of the event. Each exhibitor, for himself, his employees, and his contractors agrees to abide by these regulations and by any amendments or additions hereafter made by Show Management. Show Management reserves the right to decline, prohibit, deny access or remove any exhibit which in its sole judgment is contrary to the character, objectives and best interests of the Show or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these Rules and Regulations and extends to persons, things, printed matter, products and conduct. Show Management reserves the right to refuse applications of any exhibitor for any reason, as well as the right to curtail exhibits or parts of exhibits. Show Management's decision and interpretation shall be accepted as final in all cases.

PAYMENT OF SPACE

ACAAI must receive 50% deposit of the total booth price with the online booth registration before booth space is assigned (check/wire transfers must be received within 10 business days). The remaining 50% balance must be received by August 28, 2026. If booth registration is submitted on or after August 28, 2026, it must be accompanied by 100% of the total booth price. Payable in US Funds and drawn on a US Bank.

CANCELLATION AND REFUNDS

Written cancellation received by ACAAI is subject to the following refund amounts:

- On or before August 28, 2026, refund minus \$550 per 100 sq. ft. of booth space.
- Between August 29 – September 30, 2026, refund minus 50% of total booth cost.
- After September 30, 2026, no refunds.

If an exhibitor reduces the size of their contracted booth, the net reduction of space will be treated as a cancellation. ACAAI reserves the right to reassign the booth location at its sole discretion.

It is expressly agreed by the exhibitor that upon failure to pay the space rental charge at the times specified, or failure to comply with any other provisions contained in these Rules

and Regulations concerning his use of exhibit space, Show Management shall have the right to reassign the confirmed booth location shown or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved in case the exhibition shall not be held for any reason whatsoever, then and thereupon, the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the pro rata amount already paid for space for this specific event.

SPACE RENTAL AND ASSIGNMENT OF LOCATION

Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EVENT.

ACCME SEPARATION OF EDUCATION AND PROMOTION

A strict firewall must always be maintained between educational activities and promotional opportunities. Compliance will be monitored by ACAAI Staff and committee members throughout the meeting.

Representatives and agents of an ACCME-defined commercial interest may not engage in promotional activities in the educational space before, during or after a CME activity. Observation (without participation) is allowed at any non-ticketed, general audience sessions (e.g. plenaries, symposia, etc.). Purchase of exhibit space will not be a condition of commercial support for any CME session or activity. Any ACCME-defined commercial interest cannot control and/or influence the content of a CME activity.

ALCOHOLIC BEVERAGES

Exhibitors may not serve alcoholic beverages in the exhibit hall except with the written permission of Show Management.

AMERICANS WITH DISABILITIES ACT

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Show Management and facility against cost, expense, liability or damage which may be incident to,

arise out of or be caused by the exhibitor's failure to comply with the Act.

ARRANGEMENT OF EXHIBITS

Each exhibitor is provided access to an official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the event. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of Show Management. Booth decorations are to be professional, standard booth design. No gimmicks or attention-getting decorations are permitted. Nothing may be taped, posted, nailed, screwed or otherwise attached to columns, walls, drape, floor or any interior or exterior surface of the center. Exhibits are not permitted to span an aisle by ceiling or floorcovering. Signs, parts of exhibits, supplemental lighting or any other exhibit material suspended from or attached to the ceiling of the exhibit hall must be approved by Show Management. Exposed or unfinished sides and/or backs of exhibits and displays must be draped or finished so as to present an attractive appearance when viewed from aisles or

adjoining exhibits. All exhibits will be inspected during set-up and, at the direction of Show Management, the decorator will install draping at the exhibitor's expense to any part of the exhibit deemed objectionable by other exhibitors or Show Management.

ATTORNEYS' FEES

Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement, or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges and expenses including attorneys' fees.

BOOTH REPRESENTATIVES

Booth representatives, including models or demonstrators, must be properly registered and wear badges, and be properly and modestly clothed. Excessively revealing attire is prohibited. Exhibitor badges are not to be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors or others who wish to gain admittance for the purpose of making contacts.

CONTESTS, DRAWINGS, LOTTERIES

All unusual promotional activities must be approved in writing by Show Management no later than thirty (30) days prior to the opening of the event.

General Rules and Regulations

CONTROVERSIAL PROCEDURES

Diagnostic and therapeutic modalities advocated by exhibitors should be in compliance with the standards of practice endorsed by the Board of Regents of the American College of Allergy, Asthma & Immunology. Should a potential exhibitor have a question in this regard, that exhibitor should contact Show Management before the event opens.

COPYRIGHT LICENSING

Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform or display any copyrighted materials including but not limited to music, video and software. The exhibitor shall indemnify and hold harmless Show Management and facility against cost, expense, or liability which may be incident to, arise out of or be caused by the exhibitor's failure to obtain requisite license.

DIRECT SALES

Only those products listed on the exhibit application may be exhibited. Additional products for display must have Show Management approval prior to the event. Exhibitors are responsible for collection of any and all taxes required by the state, county and city governments.

EXHIBITORS AUTHORIZED REPRESENTATIVE

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exhibition periods and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, persons under the age of eighteen (18) will not be admitted to the exhibit halls during move-in and move-out.

EXHIBITOR PLAN REVIEW

Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces, or involving other unusual construction features, must be submitted for approval at least thirty (30) days prior to the opening of the event.

EXHIBITS & PUBLIC POLICY

Each exhibitor is charged with knowledge of all state, county and city laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this event.

Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses and/or costs resulting from failure

to observe this notice shall be payable by the exhibitor. The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as an individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. Exhibitors must comply with city and state fire regulations. All booth decorations including carpeting must be flame proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Use of butane or bottled gas is not permitted. Use of propane and helium balloons is prohibited. Electrical equipment and wiring must conform to National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Cylinders containing oxygen, compressed air or other medical gas must be secured by strap, stand or cart in an upright position to prevent tip-over. X-ray equipment may be displayed but not operated. Combustible materials used in the exhibit hall must be flame-proof in accordance with the City Fire Department Codes. Use or storage of flammable liquids, gasses or solids is strictly prohibited.

FDA REGULATIONS

Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and preapproved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses.

FOOD PRODUCTS

Food products may not be distributed unless they are the products being promoted at the event or they are used to demonstrate the company's product(s). Food products must be approved by the exhibit hall food and beverage department (special fees may apply) and Show Management. Food must be wrapped or in a container and not cause litter in the exhibit area. Exhibitors are responsible for keeping their booths litter free.

GIVEAWAYS

The American Medical Association has adopted guidelines governing gifts to physicians from industry. These guidelines have been endorsed by Show Management and other medical organizations and by the Pharmaceutical

Manufacturers Association. Novelty gifts or souvenirs not manufactured by the exhibiting company must be submitted to Show Management for review. These premiums should be items that can be used during the meeting or in the professional activities of the attendee. The "Notification of Intent to Distribute Premium or Novelty Items" form will be included in the Exhibitor Kit and must be returned to Show Management for approval no later than sixty (60) days prior to the opening of the event. Show Management may withhold or withdraw permission to distribute souvenirs, advertising or other material it considers objectionable. Exhibitors may not distribute unofficial badges or company nameplates. No helium balloons may be used as booth decoration or inflated to distribute to visitors. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

INDEMNIFICATION

Exhibitor agrees that he will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of the exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by the exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by the exhibitor shall be effective unless such damage or injury may result from the gross negligence or willful misconduct of Show Management, as the case may be. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against the exhibitor or relating to this lease or the Premises leased hereunder, then the exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.

INSTALLATION AND REMOVAL

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied by three (3) hours prior

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to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the event. If an exhibitor is late in removing its exhibit and causes Show Management to incur overtime or other costs, then the exhibitor will be responsible for those costs. Exhibits must be staffed during all event hours and may not, to any extent, be dismantled before the event closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

ISLAND BOOTHS

An island booth is exhibit space with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow for see-through visibility and accessibility from all four aisles. No drapery is provided for island booths. Island booth displays (including decorations) may not exceed 16' in height unless approved by Show Management. An exhibitor whose booth is adjacent to island booths should expect the same reasonable sight line from the aisle as they would expect as if they were adjacent to an exhibitor with a standard booth.

Hanging signs are permitted, they must clear at least 2' from the ceiling and the bottom of the sign must clear at least 16' from the floor.

LIABILITY AND INSURANCE

All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. None of Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

UNAUTHORIZED MARKETING/ LITERATURE DISTRIBUTION

All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility unless approved by Show Management. Exhibitors are prohibited from all street marketing activities in the area around the contracted meeting facilities unless approved and coordinated through Show Management. This includes, but is not limited to, literature distribution, posting of banners, decals, gobo's, etc. Trade publishers are prohibited from soliciting advertising during the event. Trade publications may be distributed from their booth,

but automatic distribution is prohibited unless approved by Show Management. Distribution of exhibitor materials is not permitted to attendee sleeping room doors, meeting rooms or anywhere else in the hotel and/or exhibit facility except in the specified booth space unless approved and coordinated by Show Management. Show Management will offer an official door drop bag, to have your materials considered please contact Show Management.

NO SMOKING

Show Management has established a policy of no smoking. This applies to the exhibit hall, lounge and meeting rooms.

OPERATION OF EXHIBITS

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exhibition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exhibition as a whole. Use of so called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. The use of celebrity spokespersons, magicians, fortune-tellers, dancers, mimes, puppet shows, other entertainment or special promotional activities is prohibited unless exhibitor has written permission from Show Management.

OTHER REGULATIONS

Any and all matters not specifically covered by the preceding Rules and Regulations shall be subject solely to the decision of Show Management. SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREE TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EVENT AREA WITHOUT REFUND OR OTHER APPEAL.

PHOTOGRAPHY/VIDEO RECORDINGS

An exhibit booth may not be photographed, videotaped or recorded without permission of the legitimate occupants of that booth. Any recording, photography or videotaping on the

premises of the event is prohibited without written authorization from Show Management. This prohibition extends to the members of the medical or lay press. Show Management may take photographs and may use them freely in any media for Show Management purposes.

PROPERTY DAMAGE

Neither Show Management nor the exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and the exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the event, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and the exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

SIGNAGE

Signs for Show Management approved sponsored functions are permitted but limited to two (2) per hotel and must have prior written approval from Show Management. Signage for product or activity promotion is not permitted outside the space contracted unless specifically authorized by Show Management.

SOCIAL ACTIVITIES

Exhibitor-sponsored private functions are separately organized events during which exhibitors can meet with ACAAI participants outside of the exposition for the purpose of networking, entertaining and continuing business begun on the exhibit floor.

Aside from official ACAAI-sanctioned Product Theaters and Corporate Forums, industry-sponsored activities taking place outside the exhibit hall cannot feature an educational component. Satellite-style symposia are strictly prohibited.

Exhibitors sponsoring any type of private function are required to adhere to the following guidelines:

1. ACAAI must be informed of all planned social and hospitality functions.
2. Hospitality and social functions may only be scheduled during times that will not interfere with official ACAAI scheduled activities. (see page 13 for specific times)
3. Hospitality and social functions should be handled on an invitation-only basis. Host companies must make it clear to their guests that the event is not an official ACAAI function. Signs promoting private functions are not permitted in the convention center or hotel common areas.
4. Host companies agree to assume all liability arising out of or in conjunction with such functions and agree to indemnify ACAAI

General Rules and Regulations

against any and all liability and claims and demands arising out of or in connection with the foregoing undertakings and responsibilities of the exhibitor.

- Hospitality and social functions within the hotel may only be advertised via the hotel activities board and must be cleared through the hotel management. Signs promoting private functions are only permitted outside the scheduled meeting room door. Signs are not permitted elsewhere in the convention center or hotel common areas.
- Companies are encouraged to support official ACAAI symposia and are prohibited from holding educational sessions during the ACAAI Annual Meeting. Exceptions include education that's presented in an industry-supported Corporate Forum, industry-supported Product Theater, or within the confines of a company's contracted exhibit space. Satellite symposia are strictly prohibited.
- Non-exhibiting firms are prohibited from obtaining meeting space and hosting internal/company meetings, hospitality events and/or social functions during the Annual Meeting.

Sponsoring companies requiring function space for internal company meetings must complete and submit the Function Space Request form found on page 9 of this prospectus. Sponsoring companies requesting a hospitality function should do so through ACAAI by completing and submitting the Hospitality Function Request form found on page 10 of this prospectus. Upon approval, ACAAI will send confirmation of the assigned space. Please note: ACAAI charges a nominal fee for use of its contracted meeting rooms. This fee is separate from any rental/usage fees charged by the hotel.

Aside from official ACAAI-offered Product Theaters and Corporate Forums, industry/exhibitor supported educational events that take place outside the exhibit hall (i.e.: satellite symposia) are strictly prohibited.

Internal company meetings, including small KOL/advisory board-type meetings, are allowed provided the company is a confirmed ACAAI exhibitor/sponsor.

SOUND

Exhibits that include the operation of musical instruments, radios, sound projection equipment or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the event opens. Show Management shall be the sole judge of what constitutes appropriate sound levels.

STANDARD BOOTH

All linear booths are 100 sq ft (10' x 10') unless otherwise noted. Booths have a back wall drape that is 8' high, with sidewall drapes that

are 3' high. Total height of exhibits (including decorations) may not exceed 8'3" in height. All display fixtures over 4' in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line. No solid exhibit construction may exceed 3'6" in height, except in the rear one-half of the booth. The intent of the height and depth restrictions is that each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit.

STORAGE OF PACKING CRATES AND BOXES

Unattended freight in any display space as of one (1) hour prior to event opening will be removed and stored at the exhibitor's sole risk and expense. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates and boxes. Crates and boxes not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Because of the lack of storage facilities, it may be necessary to store empty crates, boxes and exhibit materials outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the event will be removed at the exhibitor's expense. Exhibitors will be billed by the service contractor for removal time and materials at prevailing rates. None of Show Management, the service contractor, nor the exhibit facility shall assume any liability whatsoever for loss or damage.

USE OF CERTAIN PROPERTY

Exhibitor will assume all costs arising from the use of patented, trademarked or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend and hold harmless Show Management, the service contractor, the exhibit facility and the city and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

USE OF INDEPENDENT CONTRACTORS

Exhibitors who plan to use the services of anyone other than the official service contractor must notify Show Management at least thirty (30) days in advance of event dates by completing the "Request for Use of Exhibitor-Appointed Contractor" form included in the Exhibitor Kit. This includes exhibit designers and builders,

audiovisual and computer suppliers, florists, security firms, photographers, etc. Independent contractors must: perform all services in a professional manner in accordance with the Exhibiting Rules and Regulations; not engage in solicitation of business on the exhibit floor for present or future conventions; order decorator labor in advance, either with the official service contractor or directly from the union or from exhibitor appointed contractor; and have all licenses, permits or bonding required by the federal, state, county or municipal governments and the Convention Center or Hotel Management prior to commencing work; and shall provide Show Management with an original Certificate of Insurance at least two (2) weeks prior to the Show dates. The insurance certificate must prove the policy will be in effect during the published installation and dismantling dates. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1,000,000 for each occurrence and an active worker's compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required.

USE OF SPACE

No exhibitor shall assign, sublet or share their allotted space with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt with by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

WAIVER

Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of such rights in writing on one occasion shall not be construed as consent to or a waiver of any right or remedy on any future occasion.

Future Meetings

November 11-15, 2027
Nashville, Tennessee

November 9-13, 2028
San Francisco, California

November 8-12, 2029
San Antonio, Texas

November 7-11, 2030
Indianapolis, Indiana



American
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& Immunology

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