



2019 AAD Annual Meeting

Washington, DC • March 1-5, 2019

WALTER E. WASHINGTON CONVENTION CENTER



Exhibitor Meetings & Events

Exhibitors choosing to host an off-site meeting or event in conjunction with the AAD 2019 Annual Meeting must receive prior approval. Please see below for qualifying functions, space guidelines and space request form

With the exception of Expo Meeting Suites, space is not available at the Walter E. Washington Convention Center and there is very limited space at the Marriott Marquis Washington DC. Once your request to hold a meeting or event has been approved you will be notified if space is available at the hotel you requested or you will need to book space on your own.

Four (4) meeting and/or event per exhibiting company are allowed per day.

Office space is limited to one per exhibiting company outside of meeting suites

Academy approval, which may be granted or denied at the sole discretion of the Academy, is required for all exhibitor sponsored meetings and events during the Annual Meeting. Exhibitor-sponsored CME activities or subsequently produced CME activities are not permitted. Exhibitors planning to hold a meeting or event must submit the Exhibitor Function Request Form to the Academy. All function space must be booked on your own. Space is not available at the Walter E. Washington Convention Center.

Exhibitor meetings and events, involving medical personnel (physicians, residents, medical students, physician assistants, nurse practitioners, registered nurses and office staff), may not be scheduled during the Academy's educational and exhibit program hours.

Meetings are permitted at the following times:

- Tuesday, February 26 All Day*
- Wednesday, February 27 All Day*
- Thursday, February 28 All Day*
- Friday, March 1 Before 7:15 a.m. & After 7 p.m.*
- Saturday, March 2 Before 7:15 a.m. & After 7 p.m.*
- Sunday, March 3 Before 7:15 a.m. & After 7 p.m.*
- Monday, March 4 Before 7:15 a.m. & After 5:30 p.m.*
- Tuesday, March 5 All Day*

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

- Tuesday, February 26 All Day*
- Wednesday, February 27 All Day*
- Thursday, February 28 All Day*
- Friday, March 1 Before 10 a.m. & After 5 p.m.*
- Saturday, March 2 Before 10 a.m. & After 5 p.m.*
- Sunday, March 3 Before 10 a.m. & After 3 p.m.*
- Monday, March 4 All Day*

Hospitality Suites, Social Functions and other non-CME meetings may only be held by companies that are exhibiting at the Annual 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 on the basis of the particular circumstances of the violations, but in cases involving major violations, may include legal action.

