



Exhibitor Meetings & Events

Exhibitors choosing to host an off-site meeting or event in conjunction with the AAD 2020 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 Colorado Convention Center and there is very limited space at the Hyatt Regency Denver. 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 Colorado 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, March 17..... All Day
- Wednesday, March 18 All Day
- Thursday, March 19 All Day
- Friday, March 20 Before 7:15 a.m. & After 7 p.m.
- Saturday, March 21..... Before 7:15 a.m. & After 7 p.m.
- Sunday, March 22 Before 7:15 a.m. & After 7 p.m.
- Monday, March 23..... Before 7:15 a.m. & After 5:30 p.m.
- Tuesday, March 24..... Before 7:15 a.m. & After 12:00 p.m.

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

- Tuesday, March 17..... All Day
- Wednesday, March 18 All Day
- Thursday, March 19 All Day
- Friday, March 20 Before 10 a.m. & After 5 p.m.
- Saturday, March 21..... Before 10 a.m. & After 5 p.m.
- Sunday, March 22 Before 10 a.m. & After 3 p.m.
- Monday, March 23..... All Day
- Tuesday, March 24..... All Day

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.

