



Alabama Society of
Allergy, Asthma and
Immunology

45th Annual Postgraduate Course

**August 2-4, 2024
Perdido Beach Resort
Gulf Shores, Ala.**

ASAAI
19 S. Jackson Street
Montgomery, Ala. 36104
(334) 954-2500 | Fax (334) 269-5200
www.allergysociety.org

Exhibitor Guidelines

Meeting Date and Location

August 2-4, 2024

Perdido Beach Resort

27200 Perdido Beach Blvd

Orange Beach, AL 36561

Room reservation information will be available soon.

Exhibit Set Up and Break Down

Exhibit space includes one six-foot display table, two chairs and trash can. Pipe and drape is not available. Exhibitors may use stand-alone or table-top exhibits. Set up and take down times along with the final agenda, will be sent one month prior to the meeting dates. Electrical, telephone, food and beverage, or audio and visual equipment, should be arranged through the hotel.

Special Requests

If you have a special request for booth placement in the Exhibit Hall to accommodate pop-up displays or other media, please let us know. We are happy to fulfill requests if we are able. If you have questions regarding the exhibit hall, please contact Erich Burbage at (334) 954-2515 or by e-mail at eburbage@alamedical.org.

Company Recognition

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than two weeks prior to the conference date.

Exhibit Staff and Event Attendance

Exhibit registration includes attendance for up to **two representatives**, display time, meals and receptions. Please update us if your attendee changes. Additional representatives are welcome for an additional fee of \$250 per representative.

Concurrent Events

No exhibitor may hold any event at the same time as any ASAAI-sponsored event. However, there are no restrictions on exhibitors that would like to provide dinners and events (on-site or off-site) during "free" times.

Booth Sharing

No subletting or sharing exhibit space by more than one company or organization will be permitted. Two companies who desire to exhibit together must pay for two booths. Upon request, ASAAI staff will make every effort to place companies next to each other in the exhibit hall.

Shipping Booth and Exhibit Materials

Exhibitors should make arrangements with host hotel for receiving and shipping of exhibit materials. *ASAAI staff will not be liable for storing, transporting or retrieving any exhibitor materials to or from the hotel or other facility. ASAAI is not responsible for shipping charges.*

At the end of the event, please make sure you have made arrangements for your booth materials before you leave the venue. ASAAI will not be responsible for anything left in the exhibit hall at the end of the day.

Cancellation Policy

The deadline to cancel exhibit space is **30 days prior** to the date of the event. Cancellations must be in writing by mail or e-mail and will not be accepted by telephone. If a company fails to cancel by the 30-day cut-off, it will be listed as a "No show" and the company will not receive a refund.

Suitcasing Policy

Suitcasing is the action of soliciting business during the ASAAI conference, including another company's booth or the conference facility lobby. Please note that while all meeting attendees are invited to the Exhibit Hall, any person who HAS NOT paid for an Exhibit Booth at the conference that is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied.

Attendee List

ACCME requires that attendees "opt in" to give permission for their name and contact information to be shared with exhibitors. The list will include name, practice name, city and state.

2024 ASAAI Exhibitor Registration Form (page 1)

COMPANY INFORMATION *PLEASE PRINT CLEARLY*

Exhibiting Company Name to appear on promotions: _____

Company Contact: _____ E-mail: _____

Primary Phone: ☐ Office ☐ Cell _____ Business Type: _____

Company Address: _____

City/State/Zip: _____

EXHIBITOR OPPORTUNITIES

Registration deadline for the August 2-4 Conference is July 3, 2024 ☐ \$2,000

First Attending Rep's Name: _____ E-mail: _____

Second Attending Rep's Name: _____ E-mail: _____

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name _____ E-mail _____ ☐ \$250

Fourth Attending Rep's Name _____ E-mail _____ ☐ \$250

SPONSORSHIP OPPORTUNITIES

Sponsorships are available on a first come first serve basis and must be reserved by July 3, 2024.

Platinum Contributor..... ☐ \$10,000

Major Contributor ☐ \$ 7,500

Contributor ☐ \$ 5,000

Grand Total Due (Exhibit Fee and Sponsorships) \$ _____

See payment information on next page.

EXHIBIT PLACEMENT

Exhibit space allows for a 6-foot table and two chairs.

☐ Check here if you need additional space for a large display or equipment. Our staff will contact you for details.

List competitors not to be located near. _____

2024 ASAAI Exhibitor Registration Form (page 2)

Company Name _____

METHOD OF PAYMENT

☐ VISA ☐ MasterCard ☐ American Express ☐ Check made payable to ASAAI

Name on Card: _____ E-mail address for receipt: _____

Billing Address: _____

City, State, ZIP: _____

Card Number: _____ Exp. Date: _____

Security Code: _____ Signature: _____ Amount: \$ _____

Your signature acknowledges your understanding that exhibitor assumes all responsibilities that may arise from the exhibitor's negligence or willful misconduct and agrees to protect against all claims, losses and damages to persons or property caused by exhibitor; and guarantees payment in full as indicated on this form. ASAAI and the Medical Association of the State of Alabama shall not be held responsible for any claims, losses and/or damages to persons or property, except to the degree of negligence or willful misconduct of ASAAI and the Medical Association of the State of Alabama. ASAAI reserves the right to reject a company or agency as an exhibitor without explanation.

Signature: _____ Date: _____

INSTRUCTIONS

Return signed form (**both pages**) with your payment to Erich Burbage, P.O. Box 1900, Montgomery, AL 36102. Or, to pre-reserve your booth (recommended), fax this form to (334) 269-5200 or e-mail it to eburbage@alamedical.org and note that payment will follow under a separate cover.

ASAAI Tax ID#: 63-0788514

For office use only.
