

Exhibitor Checklist

Your Contact of Record (COR) plays a critical role in the success of your program at the American Epilepsy Society 2022 Annual Meeting. (if you do not know who your contact of record is, contact [Justin Searle](#))

Most communications from AES about your booth or any other aspects of AES 2022—for example, housing and registration information—are sent only to your Contact of Record. **The COR is responsible for disseminating AES information to anyone else in the company or organization who needs it.**

SECURING YOUR BOOTH

- Reserve booth
- Pay 50% deposit (see due date on your confirmation email)
- Pay full balance (due by Monday, August 22)

PROCESSES AND DEADLINES

- Confirm Contact of Record (COR) is correct (*COR will receive all information from AES*)
- Login to My Booth and review information on the exhibitor dashboard
- Review Exhibitor Rules and Regulations
- Review Exhibitor Calendar
- Review monthly Exhibitor News from AES (*sent to COR the first week of each month*)
- Provide AES info as needed to others in your company or organization

REGISTRATION AND HOUSING

- Book room block if your group is securing 9+ sleeping rooms (opens in late July)
- Register your team when registration opens in late July (*note that the COR registers all attendees from your company or organization*)
- Submit final rooming list for group blocks of 9+ (due Tuesday, October 18th)
- Secure housing if less than nine sleeping rooms (opens late July; deadline Friday, November 18th)

PLANNING YOUR BOOTH

- Review Exhibitor Service Kit (available mid-August)
- Visit Music City Center portal to order catering, electrical, wifi for your booth, etc. (see Exhibitor Service Kit)
- Send booth floorplans to [Angel Law](#) (booths over 400 square feet only; deadline: Friday, September 30th)
- Place GES order for booth furnishings, carpet, cleaning, etc. (note that floor covering in your booth is required)
- Place IMS order for audio/visual

PROMOTING YOUR COMPANY OR ORGANIZATION

- Enter company/organization description on My Booth dashboard so description shows in exhibitor list on the floorplan
- Ensure that company/organization description in My Booth dashboard is correct and ready for printing in the AES 2022 program book and appearing in the mobile app
- Review [Advertising and Sponsorship](#) catalog for additional ways to promote your presences at AES 2022
- Watch your email for complimentary attendee pre-registration list on or about Friday, November 11