Exhibitor Checklist

Your Contact of Record (COR) plays a critical role in the success of your program at the American Epilepsy Society 2023 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 2023—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 Tuesday, 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 and Industry Deadlines
  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 Mid-October)
  Secure housing if less than nine sleeping rooms (opens late July; deadline Mid-October)

PLANNING YOUR BOOTH
  Review Exhibitor Service Kit (available mid-August)
  Visit the exhibitor service kit to find contacts 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 29) 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 2023 program book and appearing in the mobile app
  Review Advertising and Sponsorship catalog for additional ways to promote your presences at AES 2023
  Watch your email for complimentary attendee pre-registration list on or about Friday, November 11