

## AADE EXHIBITOR INSTRUCTIONS

### Show Schedule

#### Exhibitor Move-In

Monday April 14, 2025 1:00 PM – 5:30 PM

#### Exhibit Hours

- Exhibitors are expected to man their booth space at all times during these hours.

Tuesday April 15, 2025 7:00 AM – 5:00 PM (networking reception to follow)

Wednesday April 16, 2025 7:00 AM – 5:00 PM

#### Exhibitor Move-Out

Wednesday April 16, 2025 5:00 PM – 7:00 PM

### Dismantle and Move-Out Information

- All exhibitor material must be removed from the exhibit facility by Wednesday, April 16, 2025 at 7:00 p.m.
- Exhibitor agrees to remove all debris including carpet tape, trash, etc., upon end of show. Failure to do so will incur additional charges.

### Material Handling & Rates

All show materials must go through Alliance Exhibitor Services.

Advanced Warehouse Crated - \$125 per 100lbs

Direct to Show site Crated - \$140 per 100lbs

If you require POV Cart Service, contact Alliance to schedule your service time. There is a \$150 POV (personally owned vehicle) fee for this service each way. If you are utilizing this service, you must inform AADE in order to receive a discount for this charge.

### Service Contractor Contact / Information

Alliance Exhibitor Services

888-528-2011

After you sign up, you should receive an email from Alliance Expo with a link to the exhibitor services portal. If you do not receive this, please contact AADE or Alliance for the link.

### Booth Equipment

Each 8'x10' booth will be set with 8' high back drape and 3' high side dividers and one 6'x30" skirted table, two chairs, one wastebasket and a company ID sign. The show colors are red and white. The show floor is not carpeted. You may purchase your own carpet, but it will not be required. One electrical outlet will be provided per booth space.

No exhibit is permitted to obstruct the view of adjacent booths.

### **Safeguarding Exhibits**

- Entrances to the Exhibit Hall will be secured at 6:00 p.m. starting Monday, April 14 until 6:00 a.m. each day of the show schedule.
- Exhibitors assume full responsibility for any loss or damage to their property, including booth contents. AADE show management will provide security at the venue, however such security is not designed to protect the booth contents. Exhibitors are encouraged to pack up and secure any items necessary at the end of each show day.
- Under no circumstances will AADE or the Venue be held liable for lost, damaged or stolen equipment.
- No items or material that may be considered a fire hazard.
- Proof of liability insurance must be submitted no later than March 1 to [aadecarolyn@att.net](mailto:aadecarolyn@att.net). A minimum of \$1,000,000 is required. A certificate is also required for any third-party vendors. Certificate holder: AADE, PO Box 107, Houston, TX 77001

### **Exhibitor Badges & Pick-Up**

- Exhibitors will need to pre-register for badges. Each booth space is permitted 4 booth personnel for the show. You must submit those 4 names via email to [aadecarolyn@att.net](mailto:aadecarolyn@att.net) no later than March 1.
- Exhibit booth personnel will only have access to the exhibit area.
- Please send 1 representative to pick up your exhibitor badges at the registration on Tuesday morning, April 15.
- Exhibitor badges do not include lunch. If you wish to purchase a conference lunch, you must submit the lunch ticket order form by March 1.

### **Exhibitor of the Year Award**

AADE will sponsor the Exhibitor of the Year Award. The winner will receive the 2025 AADE National Tech Conference & Exhibition – Exhibitor of the Year Award. Conference registrants will vote to select the winner for this award.

### **Booth Payments**

No space will be assigned without payment. Payments received before December 31 will receive a discounted price of \$3,000 per booth space. All payments received beginning January 1 and later will be \$4,000 per space. There will be no refunds. Refer to the cancellation policy for further details.

*Send completed Exhibit Booth Request form to:*  
[aadecarolyn@att.net](mailto:aadecarolyn@att.net)

*Send checks via regular mail to:*  
AADE  
PO Box 107  
Houston, TX 77001

**Exhibitor Deadlines - (please send below requirements when readily available)**

Due upon sign up

- Signed Exhibitor Instructions
- Logo - *Full color cmyk vector artwork is recommended. If sending raster files (png, jpg, etc) please make sure they are high resolution 300 DPI at 100% scale.*

Due by March 1, 2025

- List of booth personnel names. *Up to 4 per booth. Email those names to [aadecarolyn@att.net](mailto:aadecarolyn@att.net). Lunch is not included with these passes.*
- The "2 Free Registration Passes" Form. *Lunch is included with these passes.*
- Lunch ticket order form, if necessary.
- Certificate of Insurance. Certificate holder: AADE, PO Box 107, Houston, TX 77001

**Who to Contact**

Forms and questions can be sent to Carolyn Hendricks, Conference Coordinator:  
281-293-9800 or email: [aadecarolyn@att.net](mailto:aadecarolyn@att.net)

**Acknowledgement**

I hereby acknowledge and agree to abide by the policies and procedures as outlined in the AADE Exhibitor Instructions.

Exhibiting Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date