



Booth Activity Request Form Instructions:

All activities of each exhibitor, its employees and/or agents during the EMBRAACE, which are directed toward AACE meeting registrants, other than entertainment and social functions permitted, must be confined to the exhibitor's exhibit space. All booth activities must be professional and educational in nature and related to the field of endocrinology.

NOTE: In-booth presentations are considered a booth activity and must be submitted to review and approval. Please keep in mind the follow rules and regulations which pertain to in booth presentations and activities:

- Product presentations and demonstrations may occur within the booth space. Exhibitors shall be responsible for the safety of all individuals participating in or viewing these activities. AACE assumes no responsibility to monitor these activities but reserves the right to order changes or additional safety precautions or suspend any in booth activity if the activity is deemed unsafe, a disruption to neighboring booths or not in keeping with the professional nature of EMBRAACE or violates AACE policy. Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be discontinued.
- Exhibitors providing demonstrations must account for spectators in their booth design as attendees cannot block or line up in aisles.
- Booths measuring 20'x20' or larger may use microphones inside booths to explain products
- Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AACE is not responsible for any licensing fees for music played in exhibitor's booth.
- Exhibitors using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits.
- Sound must be at a level that does not disturb neighboring exhibits (85 decibels when measured by AACE Exposition Management from any adjacent aisle)

For additional information, please review the [Exhibitor Rules and Regulations](#) related to booth activities on page 6.

Questions? Please contact Sharon Boutin, Exposition Operations Manager



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