

AAEI's 103<sup>rd</sup> Annual Conference & Expo

# Exhibitor Guide

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June 10-12, 2024

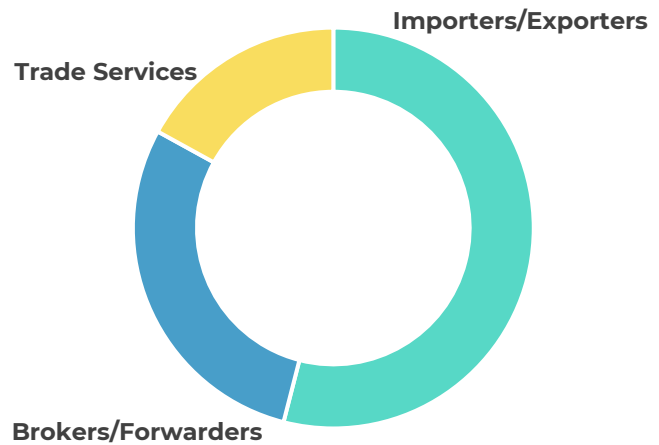
Fort Lauderdale Marriott  
Harbor Beach Resort and Spa

# Why Exhibit?

Elevate your company's success by exhibiting at the premier AAEL's 103rd Annual Conference & Expo. Join industry leaders, executives, and decision makers in an unrivaled platform designed to forge valuable connections, drive international growth, and shape the future of business. Showcase your innovations, engage with key stakeholders, and unlock unparalleled opportunities to collaborate, learn, and stay ahead of market trends. Secure your spot now and position your brand at the forefront of global trade compliance!

# Attendee Demographics

## Attendee Types



# Exhibit Hall Features

## Single Booth Pricing

<b>Regular Rate</b>
\$3,750

\* See Exhibit Booth Policies for more information.

## Government Booth Pricing

<b>Government Booths</b> (Hotel Voucher not included)
\$2000

## What's Included

Each booth will be **10' WIDE x 8' DEEP** and will be outfitted with pipe and drape, a skirted table, a wastebasket and two chairs.

ALSO INCLUDED:

- ✓ One free full conference registration
- ✓ 1 voucher for a 2-night hotel stay during the conference for Exhibitor full registrant.
- ✓ Two complimentary booth-only registrations
- ✓ Promotional item of your choice to be placed in conference bags.
- ✓ Logo displayed on promotion material and conference website with a link to your company webpage.
- ✓ Company listing in the conference mobile app.
- ✓ Electronic copy of attendee list 4 and 1 weeks prior to event with a final list 2 weeks after

## Attendee Lists

The first attendee list will be sent out via email on **Monday, May 13, 2024**. The second list will be sent on **Monday, June 3, 2024**. The final list will be sent following the conclusion of the conference (no later than **Friday, June 24, 2024**).

## Company Logo

Your logo should be **submitted** as soon as possible, but no later than **Friday, May 10, 2024**. Please submit your logo in a large file size JPEG, GIF or PNG formats and a vector file if available.

## Company Description

Please send a short company description (no more than 500 words) by **Friday, May 10, 2024**. The description will be used in the mobile app.

## Conference Bag Inserts

All exhibitors may include one insert into the conference bags, anything from a promotional item to a flyer. However, AAEI reserves the right to decline any insert item that conflicts with a sponsored item due to its similarity or duplication. You must notify AAEI what your insert will be by **Monday, May 13, 2024**. Exhibitors and sponsors are responsible for shipping their conference bag inserts to the AAEI Office. **Conference bag items must arrive at the AAEI Office by Monday, May 27, 2024.**

## Conference Mobile App

The AAEI conference mobile app will be used for:



- Agenda
- Exhibitor and Sponsor Profiles
- Session Presentations, Surveys and Polling
- Speaker Bios
- Gamification
- In-app Messaging
- Maps
- .... and more!

The app will be heavily promoted, and we will encourage all attendees to download the app to get the full conference experience. This is a great opportunity for you to gain additional exposure at the conference.

## Exhibitor Kit

The Online Exhibitor Kit contains all the forms and information needed to exhibit at the AAEI 103<sup>rd</sup> Annual Conference and Expo, including forms for internet and power, booth services, furniture, carpeting, rigging, and shipping. The kit will be emailed to all exhibitors who reserve a booth by **Alliance Exposition Company** and is also available from Chris Enyart (cenyart@aaei-hq.org) and Nandini Tivakaran (ntivakaran@aaei-hq.org).

## Registration

All booths will include one full conference registration and two booth-only registrations. Please notify us of all booth registrants before **Monday, May 13, 2024**. Additional full registrations may be purchased from the AAEI website.

## Hotel Reservations

Hotel reservations for your booth personnel can be made at the conference rate of **\$249.00** per night plus tax. Please book your rooms at the Fort Lauderdale Marriott Harbor Beach Resort and Spa by **Friday, May 17, 2024**. Exhibit booth hotel stay vouchers must be redeemed by **April 1, 2024**. AAEI does not make any other reservations on behalf of exhibitors, sponsors, or attendees.

## Private Event Functions

If you are planning to host an event (such as a reception or sport outing) for our attendees, we ask that you please schedule this after all AAEI programming. The right to use the AAEI name for off-site events is reserved for Apex Sponsors only. For more information, please contact Chris Enyart (cenyart@aaei-hq.org) and Nandini Tivakaran (ntivakaran@aaei-hq.org).

## Sponsorship Opportunities

Sponsorship opportunities are available! Please see the sponsorship prospectus. Premium booths are included with Apex and Diamond sponsorships. Contact [Chris Enyart](mailto:cenyart@aaei-hq.org) (cenyart@aaei-hq.org) and [Nandini Tivakaran](mailto:ntivakaran@aaei-hq.org) (ntivakaran@aaei-hq.org) for more information.

## Important Dates and Deadlines

<b>ASAP</b>	<ul style="list-style-type: none"><li>▪ Company Logo and Company Description due</li></ul>
<b>October 2, 2024</b>	<ul style="list-style-type: none"><li>▪ Early Bird Booth rate ends</li></ul>
<b>April 1, 2024</b>	<ul style="list-style-type: none"><li>▪ Deadline to redeem hotel voucher</li></ul>
<b>May 13, 2024</b>	<ul style="list-style-type: none"><li>▪ Notify AAEL of conference bag insert item</li></ul>
<b>May 13, 2024</b>	<ul style="list-style-type: none"><li>▪ First attendee list sent to all exhibitors</li></ul>
<b>May 17, 2024</b>	<ul style="list-style-type: none"><li>▪ Last day to reserve hotel rooms at the AAEL group rate.</li></ul>
<b>May 27, 2024</b>	<ul style="list-style-type: none"><li>▪ Last date to make changes to exhibit booth staff</li></ul>
<b>May 27, 2024</b>	<ul style="list-style-type: none"><li>▪ Conference bag inserts must arrive at AAEL Office</li></ul>
<b>June 3, 2024</b>	<ul style="list-style-type: none"><li>▪ Second attendee list sent to all exhibitors</li></ul>
<b>June 10, 2024</b>	<ul style="list-style-type: none"><li>▪ Exhibitor Move-In</li></ul>
<b>June 12, 2024</b>	<ul style="list-style-type: none"><li>▪ Exhibitor Move-Out</li></ul>
<b>June 24, 2024</b>	<ul style="list-style-type: none"><li>▪ Final attendee list sent to all exhibitors</li></ul>

# Policies

- Exhibit booth payments are due in full upon receipt.
- Exhibit booth hotel stay vouchers must be redeemed by April 1, 2024.
- Please see the Sponsorship Agreement for sponsorship policies.
- If you are unable to make the payment online with a credit card, please contact [Chris Enyart](mailto:cenyart@aaei-hq.org) (cenyart@aaei-hq.org) and [Nandini Tivakaran](mailto:ntivakaran@aaei-hq.org) (ntivakaran@aaei-hq.org).

