

Exhibition – General Information

The information presented here is subject to change.

Final guidelines and deadlines will be as published in the Exhibition Manual you will receive approximately 2 months prior to the event.

[EXHIBITOR'S PORTAL](#)

- [Prospectus](#)
- [Information for Sponsors & Exhibitors](#)
- [Exhibitor's Portal](#)

Exhibitors Portal

Login details to access the Portal will be sent to the company representative once the contract is signed.

The Portal enables exhibitors and supporters to:

- Submit company logo and profile
- Order lead retrieval (badge scanners)
- Submit a list of individual names for badges and order extra exhibitor badges
- Submit booth drawing
- Submit other deliverables as per sponsorship agreement

Notes:

- One user per company – the login details will be sent to the contact person who signed the contract. This person is responsible for passing on the login details to any third party if needed.

- The contract holder will be charged with any purchase made by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available *only* after submission of your company logo and profile.
- Please note that access to the portal allows the user to see information from previous transactions made by your company with Kenes Group.
- Only deliverables indicated in your contract, should be submitted via the Portal. Items that are not included in your contract will not be processed.
- Keep the Exhibitor's Portal link together with your login information on hand for future reference.

Contact Information

Conference Venue

Sheraton Charlotte Hotel, Charlotte, NC (USA) ☐

555 S McDowell St Tower, Charlotte, NC 28204, USA.

[Sheraton Charlotte Official website](#)**Conference Website**

For updated information regarding the conference, please click here:

[AABIP 2024 Conference Official website](#)**Exhibition & Industry**

Coordinator

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Ms. Paula Suarez

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Ms. Olina Stoyanova

Kenes Group

E-mail: ostoyanova@kenes.com**Registration**

Ms. Nerea Esteban

Kenes Group

E-mail: nesteban@kenes.com

Exhibitor Timetable

Exhibition Timetable

***Subject to change**

Exhibition Set-up and Decoration	Wednesday, August 21, 2024	08am – 3:30pm ⇒ Set-up 4pm – 6pm ⇒ Decoration only By 4:00pm all empty boxes, empty crates and packaging material should be removed. From 4:00 pm – decoration only and fine tuning within the booth parameters.
Exhibition Opening Hours	Thursday, August 22, 2024	7am – 4:15pm
	Friday, August 23, 2024	7am – 4:30pm
	Saturday, August 24, 2024	7am – 5:30pm
Dismantling / Breakdown	Saturday, August 24, 2024	5:30pm – 9:30pm

Important notes for exhibitors:

The timetable is subject to possible changes in accordance to the scientific program.

All Exhibitors should be in their booth 30 minutes before the official opening hour.

Dismantling of the booths before the official hour is not permitted.

• Our priority is the health and safety of our visitors,

exhibitors and all attendees. Safety measures applied by the local authorities and any extra steps needed will be strictly implemented and communicated in order to keep everyone safe at our event, but also during the set-up and dismantling of the Exhibition Area.

- **Empty crates and packaging material** must be removed after set-up (no later than 4pm on Wednesday, August 21).
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **Dismantling of the booth before the official hour is not permitted.**
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind **after 9:30pm on Saturday, August 24** will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth before/after exhibition operating hours if needed.

Exhibition – Deadlines and Key Dates

Below are estimated deadlines. Updated deadlines will be as published in the Exhibition Technical Manual when available

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	Olina Stoyanova ostoyanova@kenes.com
Company logo and profile	As soon as possible and no later than Thursday, July 11	Via Kenes Exhibitor's Portal exhibitorportal.kenes.com For inquiries, please contact Diyana Yosifova: dyosifova@kenes.com
Lead Retrieval Badge Scanner App	Thursday, August 8 <i>Onsite rate will apply for orders received after this deadline</i>	

Extra Exhibitor Badges	Thursday, August 1	Via Kenes Exhibitor's Portal exhibitorportal.kenes.com For inquiries, please contact Nerea Esteban: nesteban@kenes.com
Furniture Rental	TBA, approx. 4 weeks prior to the event	TBA
Booth Extras		
Graphics/Signage		
Electricity Special Orders		
Daily Booth Cleaning		
Security		
Telecommunications and AV Equip. (Screens, Laptop, Desktop)		
Plants & Floral Arrangements		
Internet / Wi-Fi	TBA, approx. 4 weeks prior to the event	For inquiries, please contact Diyana Yosifova: dyosifova@kenes.com
Hostesses & Temporary Staff Hire	Please directly contact the company	TBA
In-booth Catering <i>Sheraton Exclusive Service</i>	Wednesday, August 7	Sheraton Ashley Pasquini apasquini@lemeridiensheratoncharlotte.com 704-348-4654 AABIP24 Sponsor Menu
Shipment via Advance Warehouse	Approx. 10 days prior to the event	TBA

*Exclusive service to Kenes / the venue /official supplier(s)

Exhibition Floorplan and List of Exhibitors

The floor plan has been designed to maximize the Exhibitors' exposure to the delegates.

For most updated **Floorplan and List of Exhibitors**, please [click here](#).

Please see all **Exhibitors and Supporters** [listed here](#).

Hall Specifications and Important Technical Information

The Exhibition will be held in **Carolina Ballroom & Symphony Ballroom Foyer**.

Both are **located** on the **First floor**.

Detailed Floor plan is available online [here](#).



Floor type: Carpeted

Raised Floor / Platform: not allowed.

Ceiling Rigging / Suspensions: not allowed. **Build-Up Height (for pop-ups/roll-ups/self-standing graphics)**

- For **booths** in **Carolina Ballroom (#1 to #25):** maximum height is **10'**
- For **booths** in **Symphony Ballroom Foyer (#26 to #34):** maximum height is **12'**
- Pop-up canopies cannot be more than **10'x10'**

Please submit the design files for approval through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>. **General Design Guidelines:**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.**
- Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell scheme booths)

cannot be used by other exhibitors.

- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
 - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
 - Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth)
 - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle

Lead Retrieval/Badge Scanners

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or your session. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the **K-Lead Application**. Exhibitors can download the **K-Lead app** onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

The advantages of the **K-Lead application**:

- **Seamless Integration**: Download directly to your device; no extra hardware needed!
- **Effortless Scanning**: Quickly scan attendee badges to capture leads.
- **Customizable Notes**: Add personal comments to each lead for better follow-up.
- **“Quick Scan” Function**: Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access**: Get real-time lead information for immediate engagement.
- **Universal Compatibility**: Download from the **Apple Store** or **Google Play** using Kenes K-Lead App.

Cost per unit: \$ 650 (excluding 4% credit card charges fees, excluding VAT if applicable)

Device is NOT included!

Deadline: 2 weeks prior to the event

Onsite rate of **\$ 750** will be applied for orders received after above deadline.

Are you ready to revolutionize the way you collect and manage leads at your next event?

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails**: Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization**: Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement**: Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.

- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: \$ 650

With **K-Lead Plus**, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

Don't just meet leads; master the art of follow-up with K-Lead Plus. Get started today and experience the difference real engagement makes!

To order K-Lead and K-Lead Plus, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>.

Important Notes:

- All **GOLD** and **SILVER Packages** include **1x K-Lead App License**, which is automatically added to the Company profile in the Exhibitors Portal. Device is **not** included. If more licenses are needed, these can be purchased from the Exhibitor's Portal.
- **Device Not Included**: The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data**: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility**: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation**: Secure your Wireless Barcode Reader in the Exhibitor's Portal

<https://exhibitorportal.kenes.com>.

- *GDPR Compliance: We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*
- *By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).*

Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size.
- **The exhibitor badges allow access to the Exhibition Area.**
- Exhibitor badges will be personalized with the badge holder name and company.
- Exhibitor badges can be collected at the registration desk onsite during registration opening hours (**they will not be mailed in advance**).

Additional exhibitors badges can be ordered via the Exhibitor Portal*: <https://exhibitorportal.kenes.com> (at a rate of 250 \$ / badge)

Deadline: Friday, August 1, 2024

** Please make sure that your company profile has been submitted via the Exhibitor's Portal before placing an order*

All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any inquiries related to registration, please contact the

Registration Specialist, Nerea Esteban at: neesteban@kenes.com

Registration of Stand Personnel

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours)
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses, bar and service personnel, photographer), etc.

Stand builders and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager Desk on-site.

Booth Services

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths

and displays).

Daily booth cleaning can be ordered directly with the official supplier. Contact details and deadline will be shared in due course. Complimentary Wi-Fi will be provided by the conference during official conference days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your booth (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection may be ordered through Kenes **4 weeks prior to the Conference.**

Please contact the Exhibition Manager.

Important:

- **Please be advised private Wi-Fi networks installations in the booth are not allowed.**
- **The venue and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- **Technical support:** we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- **The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.**
- **Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.**
- **Neither the venue nor the organiser can accept**

responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.

- If you wish to hire security for your booth, this can be done via the official contractor, contact details and deadline will be shared in due course.
- Food & beverage /catering services are **exclusive** to the official caterer.
- Absolutely no food or beverage from outside the venue is allowed into the premises without prior written approval from the official caterer. This includes bottled water.
- Exhibitors who wish to order food and beverage for their booth are welcome to do so directly with the official caterer.
- The exhibitor should consider the space available on the booth to store and display the requested deliveries.
- To order Catering, please refer to the [AABIP24 Sponsor Menu](#).
- To order or discuss in further detail, please contact Ashley Pasquini at apasquini@lemeridiensheratoncharlotte.com or 704-348-4654.
- Please always CC the Exhibition manager: dyosifova@kenes.com
- **Deadline:** All orders must be placed by **Wednesday, August 7**
- Exhibitors are responsible for the removal of all refuse/waste from the Exhibition Area. The used space must be returned completely clear of all items and restored to its original state.
- In case that Exhibitors wish to leave any kind of waste material during set-up/dismantling, they should request

this service from the venue.

- Any discarded waste, including promotional material, left behind will be removed by the Venue and/or the organizers at the expense of the Exhibitors concerned.
- Any charges incurred for waste removal will be sent to the exhibitor.

For ordering waste removal please contact the official supplier directly.

Contact details will be shared in due course. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palletes etc.) should be coordinated with *the official logistic agent* (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, on the booths, around or behind the booths.

Please contact *the official logistic agent* with information on sizes and number of parcels, size and storage period. Contact information will be available in due course.

Shipments sent directly to the venue

Any materials to be sent directly to the Hotel may arrive no earlier than 3 days prior to August 21, 2024 and may depart no later than 3 days after August 27, 2024. A handling and storage fee applies. Exact rates and request form will be available in due course.

Once the event & dismantling are over, the *venue* shall not be held responsible for the safekeeping and/or storage of any items left in the building. If *the venue* takes care of the removal of these items, all related fees will be charged to the exhibitor. Parking (1200 spaces): hotel charges for parking apply. Standard self-parking rates are currently \$25 per car per day. Valet parking is available for \$35 per day. Overnight rates are \$25 per car per night for self-parking, and \$35 per car per night for valet parking.

Parking information is available here: [AABIP24 Exhibitor Information Parking](#)

Shipping Instructions

Coming soon. The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder **Viper**.

Please be advised that neither the Organizers nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.

Please refer to the [Shipping Instructions](#) for the deliveries.

Rules and Regulations

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein. [Animals](#)

It is not permitted to bring animals into the venue. [Build-Up & Dismantling Period](#)

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the

exhibition.**Compressed Gases**

Use of compressed gases is not allowed.**Damage to the Building**

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.**Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.**Fire Regulations**

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.**Health & Safety**

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk

Assessment is completed for the stand and submitted to the organisers.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation. **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt

the activities of neighbouring exhibitors.

- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls. **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the stands.

No permission will be given for projection in the aisles or on the walls of the hall. **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

We respectfully request that all supporters (sponsors, exhibitors, special interest groups, and other stakeholders) comply with the conference blackout policy and refrain from holding organized meetings or events in parallel to the scientific program.

Sustainability Tips & Tricks for Exhibitors

As we, at **Kenes Group**, seek to inspire sustainable development in our industry, we do our best to organize this event in an environmentally and socially responsible way.

We invite you to actively participate in our sustainability efforts by considering the enclosed [Sustainability tips & tricks](#) that you can implement right away.

Let's work together on enhancing the event experience, meeting the expectations of our audience, and minimizing the wastage of time, resources and expenses!