



## **AANEM Annual Meeting**

**Oct. 29 - Nov. 1, 2025**

**San Francisco, California**

**Hilton San Francisco Union Square**

## **Exhibitor Rules and Regulations**

### **Interpretation of Rules**

The following Rules and Regulations are part of the contract between the exhibitor and the AANEM. All matters not covered shall be referred to the AANEM for adjudication and the decision of the AANEM shall be final.

The Rules and Regulations may be amended at any time by the AANEM and all the amendments so made shall be binding upon the exhibitor equally with these Rules and Regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing before or during the AANEM Annual Meeting, and may be given to any authorized agent or representative of the exhibitor.

### **Authority of the AANEM Board of Directors**

The AANEM shall have power to adopt and enforce all show attendance rules and regulations with respect to the kind, nature, and eligibility of exhibitors adopted by it or set forth herein. The AANEM Board shall enforce all rules and regulations. Their decision on such matters as may be referred to them shall be final.

### **Eligibility**

Technical exhibits are open to exhibitors whose products and services are of interest to physicians, researcher, technologists, and other medical professional who work in the areas of neuromuscular disorders, the central and peripheral nervous system, movement disorders, and rehabilitation. The AANEM reserves the right to decline applications for exhibit space from those companies whose products or services do not meet these criteria. Acceptance of an application for exhibit space does not in any way indicate the AANEM's approval or endorsement of an exhibitor's product or service.

### **Applying for Exhibit Space**

Complete the online process for application and payment for exhibit space. Following receipt of payment, a confirmation is emailed to the exhibitor representative on record along with a link to "manage contract" where exhibitors can login to enter requests for booth space in order of preference and add the company description for the meeting program book. Exhibit applications are due by May 1. Any booth space reserved after that date will pay the posted increased rate.

### **Space Usage and Allocation**

The space applied for is to be used solely for the exhibitor whose name appears on the application, and it is agreed that the applicant will not assign, sublet, or apportion the whole or any part of the space allotted. Acceptance of an application for exhibit space does not in any way indicate the AANEM's approval or endorsement of an exhibitor's product, and the exhibitor agrees to do nothing that would suggest or imply otherwise. A company exhibiting medical devices or pharmaceuticals at the Annual Meeting or other CME event must maintain, at the exhibit, information regarding the FDA status of each device displayed. Exhibitors are reminded of the FDA policy prohibiting them from discussing intended uses not cleared by the FDA.

### **Booth Limitations**

Exhibiting companies are limited to securing a maximum of two booths. If one of the booths is an island booth, the second booth may not exceed a maximum size of 10'x20'.

### **FDA Policy**

Companies may exhibit unapproved medical devices only if they have a pending 510(k) application on file with the FDA. UNAPPROVED DEVICES THAT HAVE NO 510(K) APPLICATION ON FILE MAY NOT BE EXHIBITED. Those that can be exhibited may only be demonstrated for the uses indicated in the pending 510(k) application. The exhibiting company must post a sign at least 15" x 12" with lettering not less than 1" in height stating that the product is not FDA approved and is not cleared for distribution in the United States. The company may not take orders or be prepared to take orders that might result in contracts for sale for the device unless limited to research or investigational use. In limited circumstances, companies may display investigational medical devices (i.e., devices subject to an investigational device exemption or IDE) for the sole purpose of obtaining clinical investigators. In such cases, the company must comply with all applicable FDA restrictions and guidelines on the display of investigational devices. In all cases where a company wishes to display a device with a pending 510(k) application or a valid IDE, the company must notify the AANEM of such intent in its exhibitor application and provide a separate letter explaining the steps that it will take to comply with the pertinent FDA requirements and guidelines. Information regarding FDA regulations may be obtained directly from the FDA.

### **Assignment of Booth Space**

No space will be assigned without payment in full for exhibit space. Assignments will follow the requests of the exhibitor as closely as possible, but where there are multiple requests for the same space, assignments will be made according to a point system. Booth assignments will be made on May 20. The AANEM reserves the right to relocate exhibit booths and assignments as necessary. Only one exhibitor may occupy a booth or booths; sharing of space or transfer of rights is strictly prohibited. Canvassing, solicitation of business, or the use of advertising material or signs by, or on behalf of, firms other than those who have reserved space is prohibited. After initial assignments, space will be allotted on a first-come, first-served basis. Subsequent confirmations will be sent after the receipt of full payment.

### **Payment of Exhibit Space**

Exhibitors may pay by credit card during the online application process or request to be invoiced. Invoices are due 30 days after submitted, if payment is not received 90 days prior to the meeting, the company will be notified, and the exhibit booth will be released. If check payment is requested, the exhibitor will be invoiced for booth space and no space will be assigned until full payment is received. Exhibitors will not be allowed to occupy assigned booth space until all monies due to the AANEM are paid in full. Upon acceptance of this application by the AANEM, it shall be a legally binding contract between the exhibitor and the AANEM.

### **Exposition Cancellation/ Reduction in Space**

All notices of cancellation or reduction in space must be received in writing. Any cancellation received before June 25 will be eligible to receive a refund of fees paid minus a \$200 administrative fee. Failure to provide written confirmation of cancellation or reduction in space, AANEM retains the requirement for the full balance owed.

No refunds will be made for space left unoccupied during the annual meeting. It is mutually agreed that in the event of cancellation of exhibits due to fire, strikes, government regulations, or causes which would prevent its scheduled opening or continuance, then and thereupon, this agreement shall be terminated, and the AANEM shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after consideration of expenditures and commitments already made.

### **Meeting Program Copy**

Exhibitors may provide up to a 50-word description of the company's product or service for publication in the meeting program. Descriptions received after June 25 cannot be guaranteed inclusion in the book.

## Exhibitor Registration

Exhibitors are permitted up to four representatives per 10' x 10' exhibit space. Exhibitors will be notified via email with instructions on how to preregister their booth representatives online approximately 5 weeks prior to the meeting date. A specially designated exhibitor registration line will be open in the meeting registration area beginning Wednesday, October 29, 2025, at 7:00 AM. The official AANEM Annual Meeting exhibitor badge must be worn whenever a representative is on the exhibit floor or attending program sessions. Any additions or changes in registration must be certified by the exhibitor's authorized representative who is designated on the online application form. The authorized representative shall represent the exhibitor in connection with setup, operation, and dismantling of the exhibit.

## Admission to Scientific Sessions and Educational Programs

Badged booth personnel may attend any session including courses, the plenary session, and poster and platform sessions of the AANEM Annual Meeting however no CME or CEUs are granted for attendance. At the discretion of the AANEM and based on space availability, exhibitors may purchase a ticket to ticketed sessions at the onsite nonmember rate. Exhibitors can attend as spectators only. Call the AANEM at (507) 288-0100 for further information. Attendance at any Industry Forums is limited and allowed only if seating is available after all interested standard attendees have been seated.

## Booth Installation and Height/Space Requirements

The exhibits will be located at the Hilton San Francisco Union Square. Installation will be handled by the official service contractor. All exhibit setup must be completed by 4:00 PM on Wednesday, October 29, 2025. No work on booths is permitted after the exhibit hall is open.

### All Booths

- The back half of the rented space may be occupied from the floor up to 8' in height; the front half and sides of the rented space may be occupied from the floor up to 4'.
- Equipment placed in the front one-half may exceed 4' but can be no higher than 8' in height and must avoid blocking the visibility of neighboring exhibitors.
- All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or the meeting hosts.
- All materials must conform to the local building and fire department codes and regulations.
- Displays should not limit the view or otherwise interfere with other exhibitors.
- No solid walls enclosing more than one quarter of the outer perimeter of the booth space are permitted.
- Due to the ceiling height of the space, no rigging/hanging signs will be allowed.

### Linear and Corner Booths

- All ceiling heights are contingent on approval by the exhibit venue.
- Must not exceed 8' in height.

### End- Cap Booths

- End-cap booths are general 10' x 20' booths.
- The maximum back wall height of 8' is allowed only in the rear half of the booth space and with 5' of the two side aisles, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

### Island Booths

- Require a minimum of four 10' x 10' booths and must not exceed 12' in height.
- Counters must be a minimum of 1' from the edge of the exhibit space if on the outer perimeter of the space
- Must provide a diagram of their exhibit for AANEM review and approval of structure and sightlines.

All exhibit booths will be inspected by AANEM staff during setup and throughout the exhibition to ensure exhibits are in compliance with all AANEM booth requirements. Any cost incurred to conform to AANEM booth requirements will be incurred by the exhibitors.

### Exhibit Hours

Exhibit booths must be open on time each day and staffed during all published exhibit hours. The AANEM will make every effort to close exhibits on time each day. No material (except personal belongings) may be removed from the exhibit hall.

### Exhibit Hall Access

Exhibit personnel will be allowed access to the exhibit hall 1-hour prior and 1-hour following the official exhibit hours. Anyone wishing to enter the exhibit hall must be wearing an official meeting name badge. Prior to the official opening of the exhibit hall, admittance to the exhibit hall is limited to those individuals employed by the exhibiting company or those directly responsible for installation. False certification of exhibitor's representatives, misuse of identification badges, or any method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the company from the exhibit floor.

### Booth Dismantling

All exhibits must remain in place until the published closing time of show. Any exhibitor leaving before the exhibit hall closes will be fined \$500. Dismantling of exhibits may begin immediately following the official closing of the exhibit hours on Friday, October 31, 2025, at 4:00 PM. No exhibitor shall have the right prior to the closing of exhibits to pack or remove articles from the exhibit. It is the exhibitor's responsibility to promptly box all items immediately following the exposition as exhibit material remaining unboxed on the exhibit floor can be mistaken for trash.

### Shipping Instructions

The exclusive drayage contractor will receive crated, boxed, or skidded materials at their warehouse prior to when direct shipments can be received onsite.

Advance Freight, shipped to the advance freight warehouse address only, will be accepted up to 30 days prior to exhibit move-in (Sept. 29, 2025) and should arrive no later than October 22, 2025 to avoid late fees. Shipments received after October 22 will incur surcharge fees.

The shipping address to ship your freight is:

#### **ADVANCE TO WAREHOUSE:**

TO: *Exhibiting Co. Name & Booth Number*  
AANEM Annual Meeting  
Shepard Exposition c/o Palmisano Delivery Service  
356 E Grand Ave Suite C  
San Francisco, CA 94080

All freight and insurance charges must be prepaid. Shipments must include a bill of lading or airway bill showing the number of pieces, weight, and description of merchandise.

Services provided by the official general service contractor include delivery of materials to exhibitor's booth, removal, storage, and return of empty crates and containers; removal of packed shipments from booth at show close and reloading same on outgoing carrier. Further information and shipping labels will be provided in the exhibitor service kit.

The general service contractor and the AANEM will not be responsible for damage to uncrated materials, improperly packed materials, and loss or theft of exhibitors' materials after delivery to booth or before they have picked up materials prior to loading. Exhibit material or freight remaining in the exhibit hall after the exhibitor move-out deadline, will be loaded onto the official carrier and shipped back to the exhibitor at the exhibitor's expense. Please indicate arrangements made for freight pickup and obtain appropriate "release" documents at the Exhibitor Service Desk in the exhibit hall, prior to show close to avoid unnecessary charges.

## **Return Shipments**

By Friday, October 31, schedule a pick-up of your return shipment with your own carrier if it is not the “official carrier” for the conference. Failure to do so will result in your shipment automatically being turned over to the “official carrier.” The general service contractor will distribute Bill of Lading forms to each booth. If you do not receive one, you should obtain one from their service desk. Complete one Bill of Lading for each shipment. One address/destination is considered one shipment. When your items have been packed for shipment, return completed Bills of Lading to Exhibitor Service Desk. Shepard Expositions will load your outbound shipment. If your driver fails to show, the freight will be rerouted via the show carrier.

## **Exhibitor Service Kits**

It is the exhibitor’s responsibility to contract for the following services consistent with applicable union agreements: carpet, labor, material handling, electrical, furniture rental, rental displays, florist, and cleaning. An online exhibitor service kit/portal, containing complete show information, customs information, and order forms for services provided by the official general service contractor will be emailed to all exhibitors by May 20. All forms should be completed and returned to the service contractor (unless specifically stated on the form to send to the supplying vendor) to ensure adequate labor and equipment for a smooth setup.

## **Service Desk**

An exhibitor service desk provided by the general service contractor will be open throughout move-in, show hours, and move-out. Exhibitors may verify, check, and adjust their requirements for installation, furniture, equipment, etc., at the general service contractor Exhibitor Service Desk.

## **AANEM Policy**

The AANEM reserves the right to control, prohibit, or physically remove any part or all of an exhibit which, in its opinion, is not in keeping with the policies of the association, or which, because of noise, methods of operation, or other reasons, becomes objectionable. This policy refers to persons, as well as to products and printed matter. The AANEM requires that no claims made by exhibitor shall contain misleading or fraudulent information.

## **Booth Conduct**

Any other exhibitor shall not infringe upon the rights and privileges of an exhibitor. Interviews, demonstrations, distribution of literature, and so forth, must take place inside the exhibitor’s booth. All exhibitor representatives should conduct themselves with professionalism and dignity. The AANEM name, insignia, logo, or acronym (AANEM) may not be used in any signs, advertising, or promotions either inside or outside the Exhibit Hall area unless expressly permitted by the AANEM. Exhibitors are responsible for complying with all FDA rules and regulations and may not exhibit, advertise, or otherwise promote unapproved devices except in accordance with FDA policy.

Exhibitors are not permitted to canvas outside the allotted booths or host events which conflict with any scientific or social functions associated with the AANEM Annual Meeting. The AANEM prohibits Illegal Raffles and Drawings. Laws and regulations vary depending on the annual meeting location. The AANEM does not provide exhibitors with legal advice. Give away items. The American Medical Association has adopted guidelines governing gifts to physicians from industry. Novelty gifts or souvenirs not manufactured by the exhibiting should of modest cost and be items that can be used during the meeting or in the professional activities of the attendee.

Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the AANEM, do not interfere with the activities of neighboring exhibitors. Operational equipment demonstrated may not create noise. Because the AANEM does not hold required licenses, music is prohibited for the duration of the meeting. To avoid damage to flooring during move-in and move-out, heavy equipment must be fastened to wood skids with no nails, bolts, or protruding sharp edges.



No signs or other articles may be fastened to the walls, woodwork, sprinklers, or electric fixtures. Exhibitors will be permitted to distribute food and beverage items from their booth provided items are ordered through the Hilton San Francisco Union Square.

Routine cleaning of the aisle areas will be provided. Cleaning of the exhibit booth, however, is the exhibiting company's responsibility and can be arranged through the general service contractor. Exhibits are subject to the approval of the AANEM. The AANEM reserves the right to refuse applications not meeting the standards required or expected. The AANEM also reserves the right to control, prohibit, or physically remove any or all parts of any exhibit which, in the AANEM's opinion, is not in keeping with the policies of the association, or which, because of noise, methods of operation, or other reasons, becomes objectionable.

### **Photography & Videotaping**

Audio or video recording by attendees at any session, or any time during the annual meeting, is strictly prohibited. Representatives are not allowed to videotape or photograph anything in the exhibit hall without the permission of the AANEM.

### **Activities Beyond the Official Program**

Exhibitors and related corporate entities hereby agree to refrain from hosting any activity, transportation, meal, reception, entertainment, or event involving an AANEM member or meeting attendee that conflicts with the AANEM Annual Meeting beginning 7:00 AM, Wednesday, October 29, 2025, through 1:00 PM, Saturday, November 1, 2025, without advanced approval from the AANEM. Any exhibitor or corporate entity in violation of this regulation will be sanctioned. Sanctions may include but are not limited to denying the exhibitor or corporate entity the ability to exhibit with the AANEM for up to 2 years. All affiliate events and ancillary room requests must be submitted for AANEM review and approval using the electronic Affiliate Event Form (which is available online).

### **Sales and/or Solicitation of Orders**

Sales and order taking are permitted on the exhibit floor within the exhibitor's assigned booth provided that all transactions are conducted in a manner consistent with the professional nature of exhibits. All vendors must abide by the laws and regulations of meeting destination state.

### **Fire Regulations**

All exhibits must conform to the fire laws, health regulations, electrical codes, and other local, state, and federal laws and regulations. The exhibit hall has a sprinkler system, smoke detectors, and a fire alarm system on its premises. Exhibitors must use only nonflammable materials and comply with all ordinances and regulations set forth by the host city fire department, as well as any regulations set forth by the venue in the interest of safety for all. All materials are subject to the inspection of the San Francisco Fire Department and its regulations shall govern. Crepe paper, corrugated paper, flameproof or otherwise, and flammable fluid or substances, are not permitted. Any exhibits or parts thereof found not to be fireproof will be ordered dismantled.

### **Smoking Policy**

Smoking is not permitted in the exhibit hall or in any meeting room.

### **Security**

AANEM will provide event security through the Hilton San Francisco Union Square's security beginning with the first day of move-in and continuing until the exhibit hall is vacated. Reasonable precautions will be employed to safeguard exhibitors' property. This security is peripheral security only and the AANEM, the general service contractor, and the AANEM's chosen security service will assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits, and other materials owned, rented, or leased by the exhibitor. The AANEM recommends that valuable items be placed in a locked compartment in the booth or removed from the exposition floor after show hours.

## Insurance

AANEM does not provide liability or property damage insurance for exhibitor's property. Exhibitors will be responsible for adequately ensuring their indemnification liability and property damage risks but will not be required to submit a certificate of insurance to the AANEM. Externally appointed contractors must supply proof of insurance to AANEM's contracted annual meeting decorator.

## Booth Accessibility/ADA Compliance

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regards to their booth space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone (800) 514-0301 or at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

## Liability

Each exhibitor assumes entire responsibility and hereby indemnifies and agrees to hold harmless the Hilton San Francisco Union Square, general service contractor, the AANEM, and its officers, directors, employees, and agents from and against any actions, losses, costs, damages, claims, and expenses (including attorney fees) arising from any damage to property or bodily injury to exhibitor, his agents, representatives, employees, or any other persons by reason of the exhibitor's occupancy or use of the exhibition facilities or use of the exhibitor's products unless due to negligence of the general service contractor, the AANEM, or their employees.

## Permission to Use Image

By participating in AANEM's annual meeting's exhibits all participants, attendees, exhibitors, and sponsors ("You") create an agreement between You and AANEM regarding the use and distribution of your image, including but not limited to your name, voice, written words, and likeness ("Image"). By attending the Meeting, you acknowledge and agree that still, video, audio and/or other digital recordings may be taken of you and you grant permission to AANEM (and its agents) to utilize, in perpetuity, your Image in any electronic or print distribution, or by other means hereinafter created, both now and in the future, for any lawful purpose as determined by AANEM.

## AANEM Name and Logo Restrictions

Exhibitions, marketing materials, sponsorship promotions, and any other non-AANEM communications must not state or imply an endorsement by the American Association of Neuromuscular & Electrodiagnostic Medicine or the 2025 AANEM Annual Meeting or misuse the AANEM or the AANEM Annual Meeting logo.

## Language Limitations

Promotional references to the "2025 AANEM Annual Meeting" are allowed to develop on-site traffic and awareness such as:

- "Come see us at the 2025 AANEM Annual Meeting"
- "Visit Booth 123 at the 2025 AANEM Annual Meeting"
- "See you at the 2025 AANEM Annual Meeting"

Implied relationships or false representations of endorsements are strictly prohibited, such as:

- "The AANEM and Company XYZ invite you"
- "Brought to you by Company XYZ and the American Association of Neuromuscular & Electrodiagnostic Medicine"



Event sponsors receive credit, gratitude, and promotional real estate from the AANEM, but sponsorship does not imply event or product ownership in any way. Promotion of a sponsorship must be limited to the sponsorship component itself and not imply an additional partnership.

Refrain from referring to the 2025 AANEM Annual Meeting as “the AANEM.” “AANEM” is the general acronym for the professional association/scientific and education institute entities, under the name “American Association of Neuromuscular & Electrodiagnostic Medicine.” The event itself should be stated as:

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- The 2025 American Association of Neuromuscular & Electrodiagnostic Medicine Annual Meeting
- The 2025 AANEM Annual Meeting
- The AANEM Annual Meeting

#### **AANEM Exhibit and Corporate Support Contact**

Danielle Sidenstricker, Corporate Relations Manager

[dsidenstricker@aanem.org](mailto:dsidenstricker@aanem.org) | (507) 516-4513

Website: [www.aanem.org/Meetings/Exhibit-Industry-Opportunities](http://www.aanem.org/Meetings/Exhibit-Industry-Opportunities)

