

AUA  
2017  
boston

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# Exhibitor Bulletin #6

February 2017

## Exhibitor Registration – Now Open!

You may now register your booth staff for exhibitor badges — please note that via the online exhibitor registration portal, you can purchase Course Passes, as well as order lead retrieval services. In addition, you can make changes to your badge list as often as you like, even up to the date of the meeting.

[Register and view the Exhibitor Registration policy](#). If you don't have your username and password to register, contact [customerservice@AUAnet.org](mailto:customerservice@AUAnet.org).

## Upcoming Advertising Deadlines

There's still time to get your full page ad in front of thousands of urologists for as low as \$3,000. The deadline to submit artwork for advertisements in the Meeting Program and Schedule At A Glance is March 17. Don't miss this opportunity to have your brand messaging in the hands of every AUA2017 attendee. For more information on the different advertising opportunities available, please email [Sponsorships@AUAnet.org](mailto:Sponsorships@AUAnet.org) to receive a copy of the insertion orders.

## Get Your Booth Design Approved

### Advance Design Approval Required Before Move-in at AUA 2017 for

- Retail Booths
- Island and Peninsula Booths

Booth designs, showing scaled elevations from two perpendicular aisles and a plan view, with audio visual presentation plans included, must be submitted to the AUA for pre-approval by **April 14, 2017**. It is important to note that no retail, island or peninsula booth will be allowed to set up at AUA2017 without a pre-approved design. Booth design regulations are included in the [AUA 2017 Exhibitor Rules & Regulations document](#)

Designs can be submitted via the [Booth Design Review Form](#)

Contact Andrew Niles, Convention Operations Manager, with any questions at [aniles@auanet.org](mailto:aniles@auanet.org) or via phone at 410-689-3728

## Update Your Company Profile Online for Inclusion in AUA2017 Publications & Mobile App

Don't miss the opportunity to advertise your presence by updating your company description, contact information and product categories.

The deadline to upload this information for use in the AUA2017 Exhibitor Directory, as well as the Annual Meeting Mobile App, was **February 1**. This deadline has been extended until **February 22**.

You should have received a link and a password from the AUA to [upload your information](#).

If you need this information again, please contact Diana Vacchiano at [exhibits@AUAnet.org](mailto:exhibits@AUAnet.org).

## Important AUA Policies

Don't forget to familiarize yourself with relevant exhibitor policies!

- [Rules and Regulations](#)
- [CMSS Code for Interactions with Companies](#)
- [Sponsorship Policy](#)
- [Speaker/Faculty Guidelines](#)
- [Housing Policy](#)
- [Press Suite Policy](#)
- [Live Surgery Guidelines](#)
- [Exhibitor Giveaways Policy](#)

## Required AUA Forms

Below are links to AUA required forms – for a complete list of relevant deadlines, please review our Checklist of Important Pre-Show Dates.

- [Exhibitor Sponsored Event and Function Space Request Form](#)
- [Booth Design Review Form](#)
- Exhibitor Designated Contractor (EDC) Notification for AUA 2017

Exhibitors are required to designate authorized contractors to work at their booths in Boston during AUA 2017. Without official notification by exhibitors, AUA will not permit contractors to access the exhibit halls of the Boston Convention & Exhibition Center to work. This year, in order to simplify the notification process, AUA and GES have created a unified form for exhibitors to complete for notification of EDCs. [This form](#) is located in the GES Service Manual, Espresso. **The deadline for submitting this form for EDC notification is April 10, 2017.**

- [Booth Giveaway Approval Form](#)
- [Booth Speakers/Presentation Approval Form](#)
- [Press Suite Information Form](#)
- [AUA Insurance Requirements](#)

## Vendor Spotlight – Levy Restaurants

Nothing draws a crowd like the aroma of freshly baked cookies and coffee – if you would like to include food service in your booth, Levy is ready to help! With a team of dedicated and creative professionals standing by to make your food service memorable, Levy is a great resource to offer this wonderful amenity to attendees. Don't forget that we will have a Sunday Afternoon Social! With AUA-sponsored bars, food and entertainment, attendees look forward to enjoying cocktails and hors d'oeuvres on the Science & Technology Hall as they visit the booths. The Social will be held in the Science & Technology Hall from 4 – 6:00 p.m. on Sunday, May 14th.

[Catering Menu & Order Form](#)

For more information on Levy's offerings, contact:

Courtney Dial

Catering Sales Manager

Phone: 617-954-2296

Fax: 617-954-2159

[cdial@levyrestaurants.com](mailto:cdial@levyrestaurants.com)

## AUA2017 Contacts

### Exhibit Sales

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### Promotions

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### Operations

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**We look forward to an exciting and rewarding meeting in Boston!**

### **Diana Vacchiano**

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