



Alabama Society of  
Allergy, Asthma and  
Immunology

# 46th Annual Postgraduate Course

**August 1-3, 2025**  
**The Lodge at Gulf State Park**  
**Gulf Shores, Ala.**

**ASAAI**  
**19 S. Jackson Street**  
**Montgomery, Ala. 36104**  
**(334) 954-2500 | Fax (334) 269-5200**  
**[www.allergysociety.org](http://www.allergysociety.org)**

# Exhibitor Guidelines

## Meeting Date and Location

August 1-3, 2025

The Lodge at Gulf State Park

21196 East Beach Blvd

Gulf Shores, AL 36542

The room block rates begin at \$269 per night. Call (800) 618-4350 and ask for the Allergy, Asthma and Immunology room block. The deadline to receive the discounted rate is July 10, 2025.

## Exhibit Set Up and Break Down

Exhibit space includes one six-foot display table, two chairs and trash can. Pipe and drape is not available. Exhibitors may use stand-alone or table-top exhibits. Set up and take down times along with the final agenda, will be sent one month prior to the meeting dates. Electrical, telephone, food and beverage, or audio and visual equipment, should be arranged through the hotel.

## Special Requests

If you have a special request for booth placement in the Exhibit Hall to accommodate pop-up displays or other media, please let us know. We are happy to fulfill requests if we are able. If you have questions regarding the exhibit hall, please contact Erich Burbage at (334) 954-2515 or by e-mail at [eburbage@alamedical.org](mailto:eburbage@alamedical.org).

## Company Recognition

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than two weeks prior to the conference date.

## Exhibit Staff and Event Attendance

Exhibit registration includes attendance for up to **two representatives**, display time, meals and receptions. Please update us if your attendee changes. Additional representatives are welcome for an additional fee of \$250 per representative.

## Concurrent Events

No exhibitor may hold any event at the same time as any ASAAI-sponsored event. However, there are no restrictions on exhibitors that would like to provide dinners and events (on-site or off-site) during "free" times.

## Booth Sharing

No subletting or sharing exhibit space by more than one company or organization will be permitted. Two companies who desire to exhibit together must pay for two booths. Upon request, ASAAI staff will make every effort to place companies next to each other in the exhibit hall.

## Shipping Booth and Exhibit Materials

Exhibitors should make arrangements with host hotel for receiving and shipping of exhibit materials. *ASAAI staff will not be liable for storing, transporting or retrieving any exhibitor materials to or from the hotel or other facility. ASAAI is not responsible for shipping charges.*

At the end of the event, please make sure you have made arrangements for your booth materials before you leave the venue. ASAAI will not be responsible for anything left in the exhibit hall at the end of the day.

## Cancellation Policy

The deadline to cancel exhibit space is **30 days prior** to the date of the event. Cancellations must be in writing by mail or e-mail and will not be accepted by telephone. If a company fails to cancel by the 30-day cut-off, it will be listed as a "No show" and the company will not receive a refund.

## Suitcasing Policy

Suitcasing is the action of soliciting business during the ASAAI conference, including another company's booth or the conference facility lobby. Please note that while all meeting attendees are invited to the Exhibit Hall, any person who HAS NOT paid for an Exhibit Booth at the conference that is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied.

## Attendee List

ACCME requires that attendees "opt in" to give permission for their name and contact information to be shared with exhibitors. The list will include name, practice name, city and state.

# 2025 ASAAI Exhibitor Registration Form (page 1)

## COMPANY INFORMATION *PLEASE PRINT CLEARLY*

Exhibiting Company Name to appear on promotions: \_\_\_\_\_

Company Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Phone:  Office  Cell \_\_\_\_\_ Business Type: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## EXHIBITOR OPPORTUNITIES

**Registration deadline for the August 1-3 Conference is July 1, 2025** .....  \$2,000

First Attending Rep's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Second Attending Rep's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name \_\_\_\_\_ E-mail \_\_\_\_\_  \$250

Fourth Attending Rep's Name \_\_\_\_\_ E-mail \_\_\_\_\_  \$250

## SPONSORSHIP OPPORTUNITIES

**Sponsorships are available on a first come first serve basis and must be reserved by July 1, 2025.**

Platinum Contributor.....  \$10,000

Major Contributor .....  \$ 7,500

Contributor .....  \$ 5,000

**Grand Total Due (Exhibit Fee and Sponsorships)** ..... \$ \_\_\_\_\_

*See payment information on next page.*

## EXHIBIT PLACEMENT

**Exhibit space allows for a 6-foot table and two chairs.**

Check here if you need additional space for a large display or equipment. Our staff will contact you for details.

List competitors not to be located near. \_\_\_\_\_

# 2025 ASAAI Exhibitor Registration Form (page 2)

Company Name \_\_\_\_\_

## METHOD OF PAYMENT

VISA    MasterCard    American Express    Check made payable to ASAAI

Name on Card: \_\_\_\_\_ E-mail address for receipt: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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Your signature acknowledges your understanding that exhibitor assumes all responsibilities that may arise from the exhibitor's negligence or willful misconduct and agrees to protect against all claims, losses and damages to persons or property caused by exhibitor; and guarantees payment in full as indicated on this form. ASAAI and the Medical Association of the State of Alabama shall not be held responsible for any claims, losses and/or damages to persons or property, except to the degree of negligence or willful misconduct of ASAAI and the Medical Association of the State of Alabama. ASAAI reserves the right to reject a company or agency as an exhibitor without explanation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## INSTRUCTIONS

Return signed form (**both pages**) with your payment to Erich Burbage, P.O. Box 1900, Montgomery, AL 36102. Or, to pre-reserve your booth (recommended), fax this form to (334) 269-5200 or e-mail it to [eburbage@alamedical.org](mailto:eburbage@alamedical.org) and note that payment will follow under a separate cover.

**ASAAI Tax ID#: 63-0788514**

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For office use only.

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