# Exhibition Manual

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **AABIP 2026 Exhibition**.

The Exhibition will be held in conjunction with the **AABIP 9th Annual Conference,** which will take place in **Denver, CO (USA)**, on **August 20-22, 2026.**

**Conference Venue**
**Hyatt Regency Denver at Colorado Convention Center**
650 15th St, Denver,
CO 80202, United States
View on map

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates. Please read this manual **thoroughly** as it provides **important** information and is designed to assist you in preparing for **AABIP 2026 exhibition**.
**Please share this manual with everyone involved in this project.**

We look forward to welcoming you in Denver and wish you a successful and fruitful conference!

For further support, please don't hesitate to contact us:

**Diyana Yosifova**
Senior Exhibition Manager & Industry Coordinator
E: dyosifova@kenes.com | Tel: +41 22 908 0488 Ext: 258

Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Exhibitor Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing

Link to access the Portal https://exhibitorportal.kenes.com

**Notes:**

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Contact Information

## Kenes Group Contacts:

**Conference Organizer**
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Contact Us

**Exhibition & Industry Coordinator**
**Diyana Yosifova**
Kenes Group
E-mail: dyosifova@kenes.com

**Industry Liaison & Sales**
**Paula Suarez**
Kenes Group
E-mail: psuarez@kenes.com

**Hotel Accommodation**
**Irina Sapir**
Kenes Group
E-mail: isapir@kenes.com
https://aabipconference.com/book-your-hotel/

**Registration**
**Melissa Gynesh**
Kenes Group
E-mail: reg_aabip26@kenes.com

**Conference Website**
www.aabipconference.com

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## Official Contractors:

**Graphics / Furnishings & Rental Carpet / Floral Arrangements / Cleaning / I&D Labor / Modular Rental Options**

**Viper**
*Official Builder*
**Krista D'Amico**
**Viper Exhibitor Services Coordinator**
E: krista@vipertradeshow.com| P: +1-847-426-3100

- AABIP26 Viper Exhibitors Kit, Labor and Logistics
- Viper Online Order Form*
  *Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator: Krista D'Amico | krista@vipertradeshow.com

**Shipping & Freight Handling**

**Viper**
*Official Logistics Agent*

- Viper Shipping Forms, Labels, Material Handling Form and Inbound form
- Viper Online Order Form

**Krista D'Amico**
**Exhibitor Services Coordinator**
E: krista@vipertradeshow.com | P: +1-847-426-3100
www.vipertradeshow.com

**In-Booth Catering**

**Hyatt Regency Denver**
*Exclusive Catering Service Provider*
Jennifer King
E-mail: Jennifer.King@Hyatt.com | Tel: +1-303-486-4483

- Hyatt Regency Denver Menu Selection for In-Booth Catering

**Deadline:** menu selections: Thursday, July 30 / FINAL guarantees: August 13 (Orders placed after the deadlines are subject to surcharges and availability.)

**Electrical Options**

**Encore**
*Exclusive Electrical Service Provider*

- Encore Online Order Form

**Briana Christianson**
Senior Sales Manager
bri.christianson@encoreglobal.com
M: +1-612-242-0454

Exhibition – Deadlines and Key Dates

| Action Item | Deadline | Contact Person |
|---|---|---|
| Hotel reservation for Staff | **As soon as possible** | **Irina Sapir**<br>E-mail: isapir@kenes.com<br>www.aabipconference.com/book-your-hotel |
| Company logo and profile | As soon as possible and no later than **Thursday, July 16, 2026** | Via **Kenes Exhibitor's Portal**<br>https://exhibitorportal.kenes.com<br>For inquiries, please contact Diyana Yosifova:<br>E-mail: dyosifova@kenes.com |
| Lead Retrieval Badge / Scanner App | **Thursday, August 06, 2026**<br>*Onsite rate will apply after this deadline* | |
| Extra Exhibitor Badges | **Thursday, August 06, 2026** | Via **Kenes Exhibitor's Portal**<br>exhibitorportal.kenes.com<br>For inquiries, please contact Melissa Gynesh:<br>E-mail: reg_aabip26@kenes.com |

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|---|---|---|
| Furniture Rental<br><br>Booth Extras<br><br>Graphics/Signage<br><br>Plants & Floral Arrangements<br><br>Daily Booth Cleaning / I&D Labor | **Monday, July 27, 2026 ADVANCE ORDER DISCOUNT DEADLINE**<br>*Forms must be received by Viper with full payment to receive discounted rates. No refunds for cancellations are provided after this date. Standard pricing will apply to all orders received after the published deadline and onsite. Orders after this deadline are subject to availability.* | **Viper**<br>For inquiries, please contact Krista D'Amico at<br>E-mail: krista@vipertradeshow.com \| P: +1-847-426-3100<br>• AABIP26 Viper Exhibitors Kit, Labor and Logistics<br>• Viper Online Order Form*<br>*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator Krista D'Amico: krista@vipertradeshow.com |
| AV Equip. for the booths<br>*(Screens, Laptop, etc.)* | **Friday, July 31, 2026**<br>*Early rate deadline. Orders placed after the deadline are subject to surcharges and availability.* | For inquiries, please contact **Mike Perchig:**<br>E-mail: nest@nest-av.com |
| Electricity orders | **72 hours prior to event start** | **Encore**<br>*Exclusive Service*<br>Encore Online Order Form<br>**Briana Christianson**<br>E-mail: bri.christianson@encoreglobal.com<br>M: +1-612-242-0454 |
| In-booth Catering<br>*Hyatt Regency Denver Exclusive Service* | Menu selections: **Thursday, July 30, 2026**<br>FINAL guarantees: **Thursday, August 13, 2026** | **Hyatt Regency Denver**<br>For inquiries, please contact **Jennifer King**:<br>E-mail: Jennifer.King@Hyatt.com \| Tel: +1-303-486-4483<br>Hyatt Regency Denver Menu Selections for In-Booth Catering |
| Hostesses & Temporary Staff | To be advised | For inquiries, please contact **Diyana Yosifova**:<br>E-mail: dyosifova@kenes.com |
| Security | To be advised | For inquiries, please contact **Diyana Yosifova**:<br>E-mail: dyosifova@kenes.com |
| **Delivery** | | |
| Door to Door Shipments | Please contact **Viper** | **Viper**<br>Any questions or difficulties, please contact:<br>Krista D'Amico: krista@vipertradeshow.com\| P: +1-847-426-3100 |
| Shipment via Advance Warehouse | Shipments should arrive **on** or **between**:<br>**July 20, 2026 – August 17, 2026**<br>**Receiving Hours:**<br>**M – F \| 8 AM – 4 PM**<br>The warehouse must receive your freight by EOD 8/10/26 to avoid late fees | • Viper Shipping forms, Labels, Material Handling Form and Inbound Form<br>• Viper Online Order Form*<br>*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator Krista D'Amico: krista@vipertradeshow.com |

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|---|---|---|
| Show Site Deliveries | **Only on Wednesday, August 19, 2026 \| 3:30 PM – 9:00 PM ONLY @ Hyatt Regency Denver**<br>SHOW SITE SHIPMENTS ARE NOT RECOMMENDED. All show site deliveries are to be delivered on the listed date and within the listed times. Shipments received before this date are at risk of being refused or additional charges to be applied. | |

Exhibition Timetable

| **Exhibition Hours** | | |
|---|---|---|
| **Exhibition Set-up and Decoration** | Wednesday, August 19 | **12:00 PM – 07:00 PM ⇒ Set-up**<br>**07:00 PM – 10:00 PM ⇒ Decoration only**<br>*By 07:00 PM, all empty boxes, crates, and packaging materials must be removed.*<br>*From 07:00 PM onward, only decoration and fine-tuning within booth parameters will be allowed.* |
| **Exhibition Opening Hours** | Thursday, August 20 | **09:00 AM – 04:00 PM** |
| | Friday, August 21 | **09:30 AM – 07:30 PM**<br>*(until the end of the President's Welcome Reception)* |
| | Saturday, August 22 | **09:00 AM – 03:00 PM** |
| **Dismantling / Breakdown** | Saturday, August 22 | **03:00 PM – 04:15 PM**<br>*Quiet Dismantling within the parameters of the booth*<br>**04:30 – 06:00 PM**<br>*Full dismantling* |

**The timetable is subject to possible changes in accordance to the scientific program.**
Updates to follow up in due time.

**President's Welcome Reception at the Exhibition Area**
You are cordially invited to the President's Welcome Reception, taking place in the Exhibition Area on **Friday, August 21**, beginning at **6:00 PM**.
All exhibitors are kindly requested to have representatives present at their booths throughout the reception.

Important Information Set-up, Show Times and Dismantling

**Exhibition Important Information:**

**Setup (August 19):**

- **All empty containers must be removed from the floor by 7:00 PM on Wednesday, August 19.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.

**Storage of empty cartons and/or shipping containers in an exhibit booth is forbidden.**

- **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 Storage Info:** Empty containers will be stored **off-site** and will only begin returning to the venue at **3:00 PM on Saturday, August 22**, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. **Viper needs written acknowledgement from exhibitors who use empty storage.**

**During the Exhibition Opening Days (August 20-22):**

- During Exhibition Opening Days all Exhibitors should be in their booth **30 minutes** before the official opening hour.
- Please do not leave any visible valuable articles at your booth. Neither the Venue nor the organizers can accept responsibility for the security of the stands and their contents. The Venue as well as the organizers 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 stand and equipment.
- Please note that **attendees will be passing through the Exhibition area on their way to the halls, poster area, and seating areas, even when the Exhibition is closed.** Therefore, please do not leave any visible valuable items at your booth.

**Dismantling (August 22):**

- **Dismantling of the booth before the official hour is not permitted.**
- **Freight Force 5:30 PM August 22 |** All carriers must be checked in at Hyatt Regency Denver @ Colorado Convention Center, 650 15th Street, Denver, CO 80202
  no later than 5:30 PM on Saturday, August 22, 2026 to avoid freight force (reconsolidation of shipment)
- **Labor Force: 3:30 PM August 22 |** All exhibitors should have started dismantle by now
- It is the exhibitor's responsibility to dispose of all materials after dismantling. Any equipment, display aid or other material left behind **after 06:00 PM on Saturday, August 22** will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**
- **Empty Storage Info:** Empty containers will be stored **off-site** and will only begin returning to the venue at **3:00 PM on Saturday, August 22**, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. **Viper needs written acknowledgement from exhibitors who use empty storage.**

Exhibition Floor Plan and List of Exhibitors

**Exhibition Floor Plan**

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

- For most updated **Floor plan and List of Exhibitors**, please **click here**
- Please see **all Exhibitors and Supporters listed here**

Hall Specifications, Build-Up Heights & General Design Guidelines

The Exhibition will be held in **Centennial Ballroom Foyer, Centennial Ballroom D & E and Corridor E** on **Level 3**.

For 360 view of the space, please follow this link or scan the QR code below:
https://visitme.co/ZEu98n

Detailed Floor plan is available online here.

**Floor type: Carpeted**

If you plan to install your own flooring, please follow these guidelines to protect the hotel's carpet:

- Only **low-adhesive tape** is permitted on the hotel carpet. **Two-way carpet tape is strictly prohibited.**

- If you are installing decorator carpet:
    - You must first lay **Visqueen (minimum thickness: 7 mm)** directly over the hotel carpet. Secure the Visqueen using low-adhesive tape.
    - The decorator carpet may then be laid on top of the Visqueen and secured **only to the Visqueen**, not to the hotel carpet.
- Companies using a flooring vendor other than the official contractor must provide a valid Certificate of Insurance (COI) from their vendor to the hotel prior to installation. Exhibitors are responsible for any damage caused to the venue carpet or flooring during installation, use, or dismantling. Please note that damaged carpet may require replacement rather than repair, and all associated costs will be charged to the exhibitor.
- All drapes, curtains, table coverings and skirts, carpet, or any materials used for décor, must be flame retardant and be tagged as such. All material is subject to inspections and flame testing by the Fire Marshal.

**Raised Floor / Platform:** not allowed.

**Ceiling Rigging / Suspensions:** not allowed.

**Maximum Build-Up Height for booths 22, 22B, 23 and 24 (for pop-ups/roll-ups/self-standing graphics): 7′**

**Maximum Build-Up Height for all other booths (for pop-ups/roll-ups/self-standing graphics): 10′**

**General Design Guidelines:**

- **Side walls are not permitted.**
- 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.
- 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 booth 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.

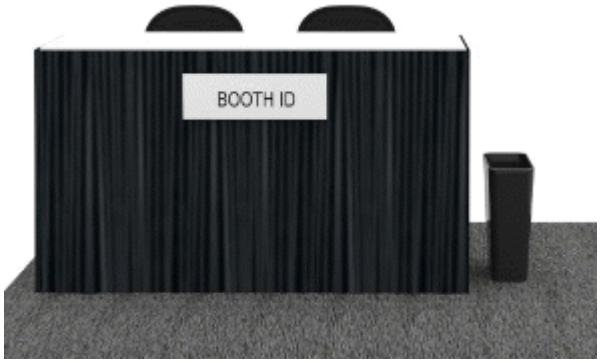
Please submit the design files for approval through the Kenes Exhibitor's Portal: https://exhibitorportal.kenes.com.

Booth Pack

**The Booths that have been pre-booked via Kenes include the following**

• One 6' black skirted table
• Two folding chairs
• One wastebasket
• One black & white ID sign
• *Level 3 Ballroom is carpeted*

**If you do not require any of the above furniture items, kindly inform us in advance so we can adjust the setup accordingly.**




**The exhibitor tables will be box-draped in black.**
If you would like a different tablecloth, you may order one through Viper or bring your own.

**Important Note – Electricity**

Please note that **power is not included in the booth space rental**.
All electrical orders must be placed separately. More information and order link via the tab **"Electricity and Electrical Orders".**

**If you need any other services such as the below, please order directly via Viper, the Official Booth Contractor:**

- AABIP26 Viper Exhibitors Kit, Labor and Logistics

- Viper Online Order Form
  *Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator Krista D'Amico | krista@vipertradeshow.com

Services provided by **Viper**:

- **Graphics**
- **Furnishings & Rental Carpet**
- **Floral Arrangements**
- **Cleaning / I&D Labor**
- **Modular Rental Options**
- **Shipping & Handling**

**Important Guidelines:**

- All the basic furniture packages will be delivered by Viper.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, floor or ceiling.
- Furniture must be returned in the same condition in which it was received. Any damage will be invoiced to the exhibitor.
- No painting is allowed; no usage of nails or screws.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the official contractors – as per published deadlines (see section "*Deadlines & Key dates*").
- **Wall and floor protection**: The customer assumes all responsibility for any floor covering damage. No pins tacks or adhesives are permitted on wall, door or column.

Viper Exhibitors Kit, Labor & Logistrics

**Viper** has been appointed the Official Booth Contractor.

**Viper Exhibitors Kit, Labor and Logistics** is available here:
AABIP26 Viper Exhibitors Kit, Labor and Logistics

**If you need any other services such as the below, please order directly via the** Viper Online Order Form*

- **Graphics**
- **Furnishings & Rental Carpet**
- **Floral Arrangements**
- **Cleaning / I&D Labor**
- **Modular Rental Options**
- **Shipping & Handling**

*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator:

**Krista D'Amico**
***Exhibitor Services Coordinator***
E: krista@vipertradeshow.com | P: +1-847-426-3100
www.vipertradeshow.com

Electricity and Electrical Orders

**Power is not included in the booth space rental.**

Electrical Services are an **Exclusive Service** of **Encore / Hyatt Regency Denver**.

All power orders must be finalized **72 hours prior to event start**.

**Encore**
*Exclusive Service*
Encore Online Order Form

**Briana Christianson**
Senior Sales Manager
E-mail: bri.christianson@encoreglobal.com
M: +1-612-242-0454

Booth Services

**Booth Cleaning**

The organizers will arrange for general cleaning of the Exhibition Area prior to the opening and daily prior to opening thereafter (**excluding exhibit booths and displays**).

For ordering daily booth cleaning (Vacuuming and Porter Service), please refer to the VIPER Online Order Form.

**Internet & Wi-Fi**

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas.
This 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, etc), 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.

If you wish to order a dedicated internet connection for your booth (wireless or wired connection), please order with **Single Digits (exclusive internet provider)**.

Internet Exhibitor Form 2026 Hyatt Regency Denver

Please email completed orders to **Danielle Smithpeter at** dsmithpeter@singledigits.com.

**Important:**

- **Please be advised private Wi-Fi networks installations in the booth are not allowed.**
- **The venue and the organizer reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- 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.

**Security**

- 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 arrange private security for exhibits, please contact the Exhibition Manager, Ms. Diyana Yosifova at: dyosifova@kenes.com

**In-booth Catering**

- Food & beverage /catering services are **exclusive** to the official caterer **Hyatt Regency Denver**.
- 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 Hyatt Regency Denver Menu Selections for In-Booth Catering.
- To order or discuss in further detail, please contact Jennifer King at E-mail: Jennifer.King@Hyatt.com | Tel: +1-303-486-4483.
- Please always CC the Exhibition manager: dyosifova@kenes.com
- **Deadline:** Menu selections: **Thursday, July 30, 2026 /** FINAL guarantees: **Thursday, August 13, 2026** (*Orders placed after the deadlines are subject to surcharges and availability.*)
- **This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.**

**Accommodation**

Kenes International is offering exhibitors special rates for various hotels around the Conference venue. Information, pictures, location and rates are available on the hotel accommodation page: Book Your Hotel or email Ms **Irina Sapir** at: isapir@kenes.com.

Loading / Freight Elevator / Storage / Parking

**Load In/ Load Out/ Freight Elevator**

Any loading in and loading out of equipment, products, or items must adhere to the hotel's loading guidelines and be coordinated through the Shipping Agent Viper.

**Use of the guest elevators is not permitted at any time for freight and equipment movement.**

**The large freight elevator will be reserved for load in/load out of equipment during the setup day (August 19, noon to 07:00 PM) and the dismantling (August 22, 03:00 PM to 11:30 PM).**
Exhibitors are required to check in with the Shipping Agent Viper upon arrival to receive directions

for freight elevator usage.

If you need to use the freight elevator during different dates/times, please contact the Exhibition manager at dyosifova@kenes.com. Any request for freight elevator usage and loading bay is subject to availability and will be assessed the following surcharge (final charge will be assessed based on actualized usage):

- Before 21 days — $60/hour, 4-hour minimum
- Within 21–7 days — $90/hour, 4-hour minimum
- Under 6 days — $100/hour, 4-hour minimum
- Within less than 24 hours — $120/hour, 4-hour minimum

The freight elevator cannot be operated without a staffed attendant. When reserved, the attendant will be stationed on the ground floor at the start of their shift. Any damages made to the freight elevator from improper usage will be assessed and charged to the liable party.

**Freight elevator dimensions and load capacity:** The internal dimensions of the large freight elevator are 12’ wide x 20’ deep and 12’ high. The large freight elevator door dimension is 12’ x 12’. Freight load capacity is 15,000 pounds.

**Hyatt Regency Denver Height Restrictions:** The doorways into Level 3 meeting space are a max of 95” high.

**Loading Dock:** There is one (1) loading dock bay available for group usage. This bay can accommodate one 53’ trailer. Slots for the Loading bay to be reserved with Viper no later than 21-days in advance. Freight elevator and loading bay is not guaranteed. Show-site deliveries are not recommended. Deliveries via adv. whse will be prioritized and are strongly encouraged.

The loading dock is for loading only, and cannot be used for parking or equipment storage. Any vehicles parked for an extended period of time are subject to being towed.
Should group choose to reserve street parking meters, it is the group responsibility to obtain permits through the City of Denver: https://www.denvergov.org/Vehicles-Parking/Parking/Street-Parking.

**Storage**

**Storage of empty cartons and/or shipping containers in an exhibit booth is forbidden. Under no circumstances may packing materials of any kind be left in the aisles, on the booths, around or behind the booths.**

It is absolutely impossible to store any kind of exhibit or empties before, during or after the exhibition at the hotel.

**The storage of empty crates will be dealt with by Viper.**

**Empty Storage –** Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper Service Desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store. All items will be returned at the close of the show but can take at least an hour to all be returned.

**Please note: Empty containers will be stored off-site** and will only begin returning to the venue at **3:00 PM on Saturday, August 22**, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. **Viper needs written acknowledgement from exhibitors who use empty storage.**

Please refer to Tab: Shipping Instructions for Material Handling.

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 Hotel takes care of the removal of these items, **it will be charged to the exhibitor**.

**Deliveries**

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 Tab: Shipping Instructions for the deliveries.

**Waste Removal**

- 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 Official Builder.
- Any discarded waste, including promotional material, left behind will be removed by the Hotel and/or the organizers at the expense of the Exhibitors concerned.

**Parking**

The availability of parking is not guaranteed and is based on the availability of spaces in the parking garage.

Detailed information is available here:
https://www.hyatt.com/hyatt-regency/en-US/dencc-hyatt-regency-denver-at-colorado-convention-center/parking-and-transportation

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 Collection Onsite**
To facilitate the registration process, your badges **will be prepared in advance** and distributed directly to your exhibition booth by our Exhibitions Manager throughout the exhibitor setup period. Badge collection from the Registration Desk will not be required.

**Additional exhibitors badges can be ordered at a rate of $275 / badge**

For any enquiries related to registration, please contact the Registration Specialist, Melissa Gynesh at: reg_aabip26@kenes.com

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.

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, booth personnel must wear their name badges at all times.

| | |
|---|---|
| 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. |

Lead Retrieval Options

**"K-Lead" Application – Barcode Scanner Application**

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.
We are pleased to offer you the K-Lead Application. Supporters 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' contact information with a quick scan of their badge.

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.
- **Compatibility**: Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App.

**Cost per unit: $750** (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!
**Deadline: 2 weeks prior to the conference**
**Onsite rate of $850** will be applied for order received after above deadline.

**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: $350**

**Key Notes for K-Lead and K-Lead Plus:**

- ***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 K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.*

**How to order K-Lead and K-Lead Plus? -> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com

**API Integration**

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry – just instant, secure, and accurate lead transfer.

**How it works:**

✅ Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.

✅ Real-Time Sync – Automatically update your CRM.

✅ CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

✅ Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.

✅ Custom Mapping – Adapt data fields to fit your CRM's structure.

✅ Secure & Compliant – Advanced encryption ensures data protection.

✅ Analytics & Reporting – Gain insights on leads and engagement.

**Cost:**
License per event: **$1800 invoiced before the event**.
API calls: invoiced after the event, based on the number of calls (scans) made:
– Up to 200 calls – calculated by **$**4 per call

– Up to 500 calls – calculated by **$**3 per call
– From 500 calls and up – calculated **$**2 per call
**Deadline to place your order for API integration: Wednesday, July 29**

**How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com.
For inquiries, please contact the Exhibition Manager at dyosifova@kenes.com.

1:1 Meeting Scheduler – Kenes Connect

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at AABIP 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

**With 1:1 Meeting Scheduler, you can:**

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

✨ **Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at AABIP.**

**All you need to do is to login to the Exhibitor Portal and Order!**
Link to access the Portal: https://exhibitorportal.kenes.com
Launch Offer: $750

Courtesy & Respect Among Exhibitors

We kindly remind all exhibitors that maintaining a respectful and professional atmosphere is essential for the success of the Exhibition.

To ensure a positive experience for all participants:

- **Respect Your Neighbors** – Please avoid blocking, entering, or interfering with other exhibitors' booths without prior consent.
- **Photography & Recording** – Please do not photograph, film, or record another exhibitor's booth, products, or materials without their explicit permission.
- **Confidential Materials** – Respect the intellectual property and proprietary information of fellow exhibitors.

Thank you for your cooperation in fostering a professional environment where all exhibitors can present their work with confidence and courtesy.

Rules and Regulations -Binding for all exhibitors and their subcontractors

**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, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

**Health & Safety**

- It is the responsibility of the booth 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 booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and booth builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

**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**
Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars…) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

**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**

- Decorative material, including drapes or curtains, shall be of a flame-retardant material. This shall not apply to items actually for sale, but rather material used or installed simply for decorative purposes, such as wall coverings, thatch material, etc.
- Booth 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.

**Smoke**
It is not permitted the operation of any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates heat or contains flame.

**Heavy Weight Element / Large Machinery**
In case the exhibitor/booth builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the venue will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the venue and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the venue has the complete information, the unloading of the element will be approved or rejected.

**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.

**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 organizers 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 organizers 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 organizers 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 organizers 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 organizers 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 organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers 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.

**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 neighboring 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.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers 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 organizers 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 organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

**Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the venue cannot accept liability for loss of or damage to private property or goods.
- Neither the venue nor the organizers can accept responsibility for the security of the booths and their contents. The venue as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed.

**Personal Transportation Vehicles**
Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

**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 booths.
- Advertising activities must not cause obstructions or disturbances in the gangways 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.

- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own booth and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

**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 booths.

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. The used space must be returned completely clear of all items and restored to its original state.

The venue reserves the right to access inside the booth in order to check the compliance with their regulations.

**At all times you must consider the staff's logistics venue indications.**

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

Exhibitors must comply with **the venue** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and booth construction companies commissioned by them to perform work on site.

Shipping Instructions

**Viper has been nominated as the official freight & onsite handling contractor for this Conference.**

**For safety, insurance, and efficiency reasons, Viper are the sole official contractor to handle cargo inside the venue.**

For shipping instructions, please click here: 2026 AABIP Shipping forms, Labels, Material Handling Form and Inbound Form

Shipping Instructions include:

- Shipping Order Form
- Material Handling Rates & Info
- Inbound Shipping Information
- VTS Material Handling Terms & Conditions
- Inbound Shipping Labels
- Move-Out Information
- Pre-Printed BOL Request

**Contact details:**
**Viper**
**Krista D'Amico**
***Exhibitor Services Coordinator***
Email: krista@vipertradeshow.com | +1-847-426-3100
www.vipertradeshow.com

**Advance Warehouse Delivery Information**
2026 AABIP
Viper Tradeshow Services
c/o Denver Air
6331 Beach Street
Denver, CO 80221

Shipments should arrive **on** or **between**:
**July 20, 2026 – August 17, 2026**
**Receiving Hours:**
**M – F | 8 AM – 4 PM**

All shipments must include your company name, booth # and 2026 AABIP on the freight. ***Companies shipping equipment for the simulation sessions should clearly mark all shipments with "SIM" to ensure delivery to the simulation rooms.***

*Deliver by August 10, 2026 to avoid late fees!*
**Last day of advance receiving August 17, 2026**
Weight ticket or BOL must be presented at the time of the delivery.

**Show-Site Delivery Information**
Receiving only during exhibitor move- in times.
2026 AABIP
Hyatt Regency Denver
650 15th Street
Denver, CO 80202
All shipments must include your company name, booth number and 26AABIP ANNUAL CONFERENCE on the freight. ***Companies shipping equipment for the simulation sessions should clearly mark all shipments with "SIM" to ensure delivery to the simulation rooms***

*Show-site deliveries are not recommended. Deliveries via adv. whse will be prioritized and are strongly encouraged*
**Deliver on Wednesday, August 19, 2026 | noon –5:00 PM ONLY**
Weight ticket or BOL must be presented at the time of the delivery.

**Labels:**

To ensure proper handling and delivery, please make sure all containers are clearly labeled as follows:

- ***Companies shipping equipment for the simulation sessions should clearly mark all shipments with "SIM" to ensure delivery to the simulation rooms.***
- Exhibition-related containers: **Booth # XX** (your booth number, please refer to the Floorplan)

**Insurance of Goods**
All cargo should be insured from point of origin

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**.

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

**Rethink your Booth Design!**

- When planning your booth, think of the many benefits of producing a booth that you can reuse at multiple events, not just for better sustainability, but also for cost efficiency.
- Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- Choose the core elements such as walls, counters from reusable materials.
- Choose recyclable carpets, vinyl flooring and other floor coverings.
- Design and word signage so that it can be stored and reused multiple times.

**Plan Smartly your Set-up and Dismantling!**

- Follow the organiser's set-up schedule. Working on your booth outside the set hours directly affects the energy needed to keep the exhibition hall open and functioning.
- Use efficient, low energy consumption equipment.
- Make a conscious effort to minimize packing materials. Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- Consider using materials or packaging that generate less waste at the end of the material's life cycle e.g. less volume or less weight.
- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.

**Be Conscious of your Booth Presence!**

- Be sure to shut off any electronic devices outside of event hours to conserve power.
- Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable materials. Ensure items are useful, not merely promotional in nature.
- Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- Instead of a giveaway, consider a donation to a special cause in the name of your booth visitor.
- Inform and train your staff about the environmentally responsible practices to be implemented during the event.

**Reduce Carbon Footprint!**

- Use local staff in the booth if possible.
- Minimize transportation to and from the event site.
- Use biodiesel or alternative fuel shipping methods, or a SmartWay hauler, where applicable.
- Where possible, travel by train. If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.
- At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi.
- For car rentals, choose electric or low-emission, and if possible, consider ride-share.

**Measure & Share Your Learnings!**

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment!

Blackout Policy – Organising Meetings and Events Outside the Conference

**Organising Meetings and Events Outside the Conference**

The success of the AABIP Conference is important to all participants, partner organizations, and industry supporters. To help maintain the integrity and value of the Conference program, AABIP has established the following guidelines regarding meetings, events, and promotional activities taking place during the Conference period. We respectfully ask all organizations and participants to support these efforts and work collaboratively within these parameters.

**Meetings, Events, and Activities**

To encourage attendee participation in the official AABIP Conference programming and activities, AABIP requests that organizations avoid hosting open-invitation meetings or events during the Conference that may compete with or distract from the Conference schedule. This includes meetings focused on respiratory medicine as well as events specifically targeting Conference participants.

In addition, AABIP asks industry partners and affiliated organizations to refrain from organizing sponsored meetings, networking activities, or other promotional gatherings during Conference hours. Our goal is to provide attendees with the opportunity to fully engage in the educational sessions, networking opportunities, and initiatives planned as part of the AABIP Conference experience.

**Scientific Symposia**

To preserve the educational integrity of the Conference program, AABIP requests that scientific symposia and educational events not be scheduled outside of the official Conference venue within the host city during the Conference period. This includes "Meet the Professor" programs, educational workshops, case-based discussions, data presentations, and similar scientific activities.

Industry-supported educational sessions should be coordinated through the official Conference program and will take place within the Conference venue on Thursday, Friday and Saturday.

**Closed Meetings and Social Events**

Companies may organize invitation-only meetings and social gatherings provided they do not conflict with the Conference program or opening session. These events should avoid the blackout times as per the Conference program.

For smaller private meetings, discussion groups, investigator meetings, or speaker briefings involving fewer than 5 participants, prior approval from AABIP is generally not required, provided the meetings comply with the timing restrictions above. Invitations should be limited to specifically invited individuals and should not be publicly promoted or open invitation events.

**Promotional Meetings**

Press and media events held outside of the Conference venue are permitted during blackout periods when attendance is limited to company staff and invited media representatives only.

**Internal Staff Meetings**

Companies may hold internal meetings for delegates they have sponsored to attend the Conference, including meetings involving more than 5 participants. However, these meetings should not overlap with Conference programming or detract from the educational value and attendee engagement of the AABIP Conference.

To assist with coordination, programs for larger internal meetings should be submitted to the AABIP Office for review. Please forward materials to Paula Suarez at psuarez@kenes.com.

Each exhibitor/supporter has received an e-mail with login details to access the Exhibitor Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing

Link to access the Portal https://exhibitorportal.kenes.com

**Notes:**

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

## Kenes Group Contacts:

**Conference Organizer**
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland

Contact Us

**Exhibition & Industry Coordinator**
**Diyana Yosifova**
Kenes Group
E-mail: dyosifova@kenes.com

**Industry Liaison & Sales**
**Paula Suarez**
Kenes Group
E-mail: psuarez@kenes.com

**Hotel Accommodation**
**Irina Sapir**
Kenes Group
E-mail: isapir@kenes.com
https://aabipconference.com/book-your-hotel/

**Registration**
**Melissa Gynesh**
Kenes Group
E-mail: reg_aabip26@kenes.com

**Conference Website**
www.aabipconference.com

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## Official Contractors:

**Graphics / Furnishings & Rental Carpet / Floral Arrangements / Cleaning / I&D Labor / Modular Rental Options**

**Viper**
*Official Builder*
**Krista D'Amico**
**Viper Exhibitor Services Coordinator**
E: krista@vipertradeshow.com| P: +1-847-426-3100

- AABIP26 Viper Exhibitors Kit, Labor and Logistics
- Viper Online Order Form*
  *Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator: Krista D'Amico | krista@vipertradeshow.com

**Shipping & Freight Handling**

**Viper**
*Official Logistics Agent*

- Viper Shipping Forms, Labels, Material Handling Form and Inbound form
- Viper Online Order Form

**Krista D'Amico**
**Exhibitor Services Coordinator**
E: krista@vipertradeshow.com | P: +1-847-426-3100
www.vipertradeshow.com

**In-Booth Catering**

**Hyatt Regency Denver**
*Exclusive Catering Service Provider*
Jennifer King
E-mail: Jennifer.King@Hyatt.com | Tel: +1-303-486-4483

- Hyatt Regency Denver Menu Selection for In-Booth Catering

**Deadline:** menu selections: Thursday, July 30 / FINAL guarantees: August 13 (Orders placed after the deadlines are subject to surcharges and availability.)

**Electrical Options**

**Encore**
*Exclusive Electrical Service Provider*

- Encore Online Order Form

**Briana Christianson**
Senior Sales Manager
bri.christianson@encoreglobal.com
M: +1-612-242-0454

| Action Item | Deadline | Contact Person |
|---|---|---|
| Hotel reservation for Staff | **As soon as possible** | **Irina Sapir**<br>E-mail: isapir@kenes.com<br>www.aabipconference.com/book-your-hotel |
| Company logo and profile | As soon as possible and no later than **Thursday, July 16, 2026** | Via **Kenes Exhibitor's Portal**<br>https://exhibitorportal.kenes.com<br>For inquiries, please contact Diyana Yosifova:<br>E-mail: dyosifova@kenes.com |
| Lead Retrieval Badge / Scanner App | **Thursday, August 06, 2026**<br>*Onsite rate will apply after this deadline* | |
| Extra Exhibitor Badges | **Thursday, August 06, 2026** | Via **Kenes Exhibitor's Portal**<br>exhibitorportal.kenes.com<br>For inquiries, please contact Melissa Gynesh:<br>E-mail: reg_aabip26@kenes.com |

| | | |
|---|---|---|
| Furniture Rental<br><br>Booth Extras<br><br>Graphics/Signage<br><br>Plants & Floral Arrangements<br><br>Daily Booth Cleaning / I&D Labor | **Monday, July 27, 2026 ADVANCE ORDER DISCOUNT DEADLINE**<br>*Forms must be received by Viper with full payment to receive discounted rates. No refunds for cancellations are provided after this date. Standard pricing will apply to all orders received after the published deadline and onsite. Orders after this deadline are subject to availability.* | **Viper**<br>For inquiries, please contact Krista D'Amico at<br>E-mail: krista@vipertradeshow.com \| P: +1-847-426-3100<br>• AABIP26 Viper Exhibitors Kit, Labor and Logistics<br>• Viper Online Order Form*<br>*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator Krista D'Amico: krista@vipertradeshow.com |
| AV Equip. for the booths<br>*(Screens, Laptop, etc.)* | **Friday, July 31, 2026**<br>*Early rate deadline. Orders placed after the deadline are subject to surcharges and availability.* | For inquiries, please contact **Mike Perchig:**<br>E-mail: nest@nest-av.com |
| Electricity orders | **72 hours prior to event start** | **Encore**<br>*Exclusive Service*<br>Encore Online Order Form<br>**Briana Christianson**<br>E-mail: bri.christianson@encoreglobal.com<br>M: +1-612-242-0454 |
| In-booth Catering<br>*Hyatt Regency Denver Exclusive Service* | Menu selections: **Thursday, July 30, 2026**<br>FINAL guarantees: **Thursday, August 13, 2026** | **Hyatt Regency Denver**<br>For inquiries, please contact **Jennifer King**:<br>E-mail: Jennifer.King@Hyatt.com \| Tel: +1-303-486-4483<br>Hyatt Regency Denver Menu Selections for In-Booth Catering |
| Hostesses & Temporary Staff | To be advised | For inquiries, please contact **Diyana Yosifova**:<br>E-mail: dyosifova@kenes.com |
| Security | To be advised | For inquiries, please contact **Diyana Yosifova**:<br>E-mail: dyosifova@kenes.com |
| **Delivery** | | |
| Door to Door Shipments | Please contact **Viper** | **Viper**<br>Any questions or difficulties, please contact:<br>Krista D'Amico: krista@vipertradeshow.com\| P: +1-847-426-3100 |
| Shipment via Advance Warehouse | Shipments should arrive **on** or **between**:<br>**July 20, 2026 – August 17, 2026**<br>**Receiving Hours:**<br>**M – F \| 8 AM – 4 PM**<br>The warehouse must receive your freight by EOD 8/10/26 to avoid late fees | • Viper Shipping forms, Labels, Material Handling Form and Inbound Form<br>• Viper Online Order Form*<br>*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator Krista D'Amico: krista@vipertradeshow.com |

| | | |
|---|---|---|
| Show Site Deliveries | **Only on Wednesday, August 19, 2026 \| 3:30 PM – 9:00 PM ONLY @ Hyatt Regency Denver**<br>SHOW SITE SHIPMENTS ARE NOT RECOMMENDED. All show site deliveries are to be delivered on the listed date and within the listed times. Shipments received before this date are at risk of being refused or additional charges to be applied. | |
| **Exhibition Hours** | | |
| **Exhibition Set-up and Decoration** | Wednesday, August 19 | **12:00 PM – 07:00 PM ⇒ Set-up**<br>**07:00 PM – 10:00 PM ⇒ Decoration only**<br>*By 07:00 PM, all empty boxes, crates, and packaging materials must be removed.*<br>*From 07:00 PM onward, only decoration and fine-tuning within booth parameters will be allowed.* |
| **Exhibition Opening Hours** | Thursday, August 20 | **09:00 AM – 04:00 PM** |
| | Friday, August 21 | **09:30 AM – 07:30 PM**<br>*(until the end of the President's Welcome Reception)* |
| | Saturday, August 22 | **09:00 AM – 03:00 PM** |
| **Dismantling / Breakdown** | Saturday, August 22 | **03:00 PM – 04:15 PM**<br>*Quiet Dismantling within the parameters of the booth*<br>**04:30 – 06:00 PM**<br>*Full dismantling* |

**The timetable is subject to possible changes in accordance to the scientific program.**
Updates to follow up in due time.

**President's Welcome Reception at the Exhibition Area**
You are cordially invited to the President's Welcome Reception, taking place in the Exhibition Area on **Friday, August 21**, beginning at **6:00 PM**.
All exhibitors are kindly requested to have representatives present at their booths throughout the reception.

**Exhibition Important Information:**

**Setup (August 19):**

- **All empty containers must be removed from the floor by 7:00 PM on Wednesday, August 19.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times. **Storage of empty cartons and/or shipping containers in an exhibit booth is forbidden.**
- **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 Storage Info:** Empty containers will be stored **off-site** and will only begin returning to the venue at **3:00 PM on Saturday, August 22**, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. **Viper needs written acknowledgement from exhibitors who use empty storage.**

**During the Exhibition Opening Days (August 20-22):**

- During Exhibition Opening Days all Exhibitors should be in their booth **30 minutes** before the official opening hour.
- Please do not leave any visible valuable articles at your booth. Neither the Venue nor the organizers can accept responsibility for the security of the stands and their contents. The Venue as well as the organizers 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 stand and equipment.
- Please note that **attendees will be passing through the Exhibition area on their way to the halls, poster area, and seating areas, even when the Exhibition is closed.** Therefore, please do not leave any visible valuable items at your booth.

**Dismantling (August 22):**

- **Dismantling of the booth before the official hour is not permitted.**
- **Freight Force 5:30 PM August 22 |** All carriers must be checked in at Hyatt Regency Denver @ Colorado Convention Center, 650 15th Street, Denver, CO 80202 no later than 5:30 PM on Saturday, August 22, 2026 to avoid freight force (reconsolidation of shipment)
- **Labor Force: 3:30 PM August 22 |** All exhibitors should have started dismantle by now
- It is the exhibitor's responsibility to dispose of all materials after dismantling. Any equipment, display aid or other material left behind **after 06:00 PM on Saturday, August 22** will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**
- **Empty Storage Info:** Empty containers will be stored **off-site** and will only begin returning to the venue at **3:00 PM on Saturday, August 22**, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. **Viper needs written acknowledgement from exhibitors who use empty storage.**

**Exhibition Floor Plan**

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

- For most updated **Floor plan and List of Exhibitors**, please **click here**
- Please see **all Exhibitors and Supporters listed here**

The Exhibition will be held in **Centennial Ballroom Foyer, Centennial Ballroom D & E and Corridor E** on **Level 3**.

For 360 view of the space, please follow this link or scan the QR code below:
https://visitme.co/ZEu98n

Detailed Floor plan is available online here.

**Floor type: Carpeted**

If you plan to install your own flooring, please follow these guidelines to protect the hotel's carpet:

- Only **low-adhesive tape** is permitted on the hotel carpet. **Two-way carpet tape is strictly prohibited.**

- If you are installing decorator carpet:
    - You must first lay **Visqueen (minimum thickness: 7 mm)** directly over the hotel carpet. Secure the Visqueen using low-adhesive tape.
    - The decorator carpet may then be laid on top of the Visqueen and secured **only to the Visqueen**, not to the hotel carpet.
- Companies using a flooring vendor other than the official contractor must provide a valid Certificate of Insurance (COI) from their vendor to the hotel prior to installation. Exhibitors are responsible for any damage caused to the venue carpet or flooring during installation, use, or dismantling. Please note that damaged carpet may require replacement rather than repair, and all associated costs will be charged to the exhibitor.
- All drapes, curtains, table coverings and skirts, carpet, or any materials used for décor, must be flame retardant and be tagged as such. All material is subject to inspections and flame testing by the Fire Marshal.

**Raised Floor / Platform:** not allowed.

**Ceiling Rigging / Suspensions:** not allowed.

**Maximum Build-Up Height for booths 22, 22B, 23 and 24 (for pop-ups/roll-ups/self-standing graphics): 7′**

**Maximum Build-Up Height for all other booths (for pop-ups/roll-ups/self-standing graphics): 10′**

**General Design Guidelines:**

- **Side walls are not permitted.**
- 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.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing

in the aisle. For example:

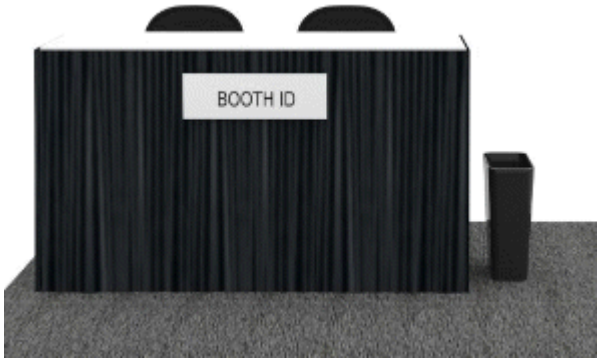
- Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the booth contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens 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.

Please submit the design files for approval through the Kenes Exhibitor's Portal: https://exhibitorportal.kenes.com.

**The Booths that have been pre-booked via Kenes include the following**

• One 6' black skirted table
• Two folding chairs
• One wastebasket
• One black & white ID sign
• *Level 3 Ballroom is carpeted*

**If you do not require any of the above furniture items, kindly inform us in advance so we can adjust the setup accordingly.**




**The exhibitor tables will be box-draped in black.**
If you would like a different tablecloth, you may order one through Viper or bring your own.

**Important Note – Electricity**

Please note that **power is not included in the booth space rental**.
All electrical orders must be placed separately. More information and order link via the tab **"Electricity and Electrical Orders".**

**If you need any other services such as the below, please order directly via Viper, the Official Booth Contractor:**

- AABIP26 Viper Exhibitors Kit, Labor and Logistics
- Viper Online Order Form
  *Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator Krista D'Amico | krista@vipertradeshow.com

Services provided by **Viper**:

- **Graphics**
- **Furnishings & Rental Carpet**
- **Floral Arrangements**
- **Cleaning / I&D Labor**
- **Modular Rental Options**
- **Shipping & Handling**

**Important Guidelines:**

- All the basic furniture packages will be delivered by Viper.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, floor or ceiling.
- Furniture must be returned in the same condition in which it was received. Any damage will be invoiced to the exhibitor.
- No painting is allowed; no usage of nails or screws.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the official contractors – as per published deadlines (see section "*Deadlines & Key dates*").
- **Wall and floor protection**: The customer assumes all responsibility for any floor covering damage. No pins tacks or adhesives are permitted on wall, door or column.

**Viper** has been appointed the Official Booth Contractor.

**Viper Exhibitors Kit, Labor and Logistics** is available here:
AABIP26 Viper Exhibitors Kit, Labor and Logistics

**If you need any other services such as the below, please order directly via the** Viper Online Order Form*

- **Graphics**
- **Furnishings & Rental Carpet**
- **Floral Arrangements**
- **Cleaning / I&D Labor**
- **Modular Rental Options**
- **Shipping & Handling**

*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify your Exhibitor Services Coordinator:

**Krista D'Amico**
***Exhibitor Services Coordinator***
E: krista@vipertradeshow.com | P: +1-847-426-3100
www.vipertradeshow.com

**Power is not included in the booth space rental.**

Electrical Services are an **Exclusive Service** of **Encore / Hyatt Regency Denver**.

All power orders must be finalized **72 hours prior to event start**.

**Encore**
*Exclusive Service*
Encore Online Order Form

**Briana Christianson**
Senior Sales Manager
E-mail: bri.christianson@encoreglobal.com
M: +1-612-242-0454

**Booth Cleaning**

The organizers will arrange for general cleaning of the Exhibition Area prior to the opening and daily prior to opening thereafter (**excluding exhibit booths and displays**).

For ordering daily booth cleaning (Vacuuming and Porter Service), please refer to the VIPER Online Order Form.

**Internet & Wi-Fi**

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas.
This 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, etc), 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.

If you wish to order a dedicated internet connection for your booth (wireless or wired connection), please order with **Single Digits (exclusive internet provider)**.

Internet Exhibitor Form 2026 Hyatt Regency Denver

Please email completed orders to **Danielle Smithpeter at** dsmithpeter@singledigits.com.

**Important:**

- **Please be advised private Wi-Fi networks installations in the booth are not allowed.**
- **The venue and the organizer reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- 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.

**Security**

- 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 arrange private security for exhibits, please contact the Exhibition Manager, Ms. Diyana Yosifova at: dyosifova@kenes.com

**In-booth Catering**

- Food & beverage /catering services are **exclusive** to the official caterer **Hyatt Regency Denver**.
- 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 Hyatt Regency Denver Menu Selections for In-Booth Catering.
- To order or discuss in further detail, please contact Jennifer King at E-mail: Jennifer.King@Hyatt.com | Tel: +1-303-486-4483.
- Please always CC the Exhibition manager: dyosifova@kenes.com
- **Deadline:** Menu selections: **Thursday, July 30, 2026 /** FINAL guarantees: **Thursday, August 13, 2026** (*Orders placed after the deadlines are subject to surcharges and availability.*)
- **This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.**

**Accommodation**

Kenes International is offering exhibitors special rates for various hotels around the Conference venue. Information, pictures, location and rates are available on the hotel accommodation page: Book Your Hotel or email Ms **Irina Sapir** at: isapir@kenes.com.

**Load In/ Load Out/ Freight Elevator**

Any loading in and loading out of equipment, products, or items must adhere to the hotel's loading guidelines and be coordinated through the Shipping Agent Viper.

**Use of the guest elevators is not permitted at any time for freight and equipment movement.**

**The large freight elevator will be reserved for load in/load out of equipment during the setup day (August 19, noon to 07:00 PM) and the dismantling (August 22, 03:00 PM to 11:30 PM).**
Exhibitors are required to check in with the Shipping Agent Viper upon arrival to receive directions for freight elevator usage.

If you need to use the freight elevator during different dates/times, please contact the Exhibition manager at dyosifova@kenes.com. Any request for freight elevator usage and loading bay is subject to availability and will be assessed the following surcharge (final charge will be assessed based on actualized usage):

- Before 21 days — $60/hour, 4-hour minimum
- Within 21–7 days — $90/hour, 4-hour minimum
- Under 6 days — $100/hour, 4-hour minimum

- Within less than 24 hours — $120/hour, 4-hour minimum

The freight elevator cannot be operated without a staffed attendant. When reserved, the attendant will be stationed on the ground floor at the start of their shift. Any damages made to the freight elevator from improper usage will be assessed and charged to the liable party.

**Freight elevator dimensions and load capacity:** The internal dimensions of the large freight elevator are 12’ wide x 20’ deep and 12’ high. The large freight elevator door dimension is 12’ x 12’. Freight load capacity is 15,000 pounds.

**Hyatt Regency Denver Height Restrictions:** The doorways into Level 3 meeting space are a max of 95” high.

**Loading Dock:** There is one (1) loading dock bay available for group usage. This bay can accommodate one 53’ trailer. Slots for the Loading bay to be reserved with Viper no later than 21-days in advance. Freight elevator and loading bay is not guaranteed. Show-site deliveries are not recommended. Deliveries via adv. whse will be prioritized and are strongly encouraged.

The loading dock is for loading only, and cannot be used for parking or equipment storage. Any vehicles parked for an extended period of time are subject to being towed.
Should group choose to reserve street parking meters, it is the group responsibility to obtain permits through the City of Denver: https://www.denvergov.org/Vehicles-Parking/Parking/Street-Parking.

**Storage**

**Storage of empty cartons and/or shipping containers in an exhibit booth is forbidden. Under no circumstances may packing materials of any kind be left in the aisles, on the booths, around or behind the booths.**

It is absolutely impossible to store any kind of exhibit or empties before, during or after the exhibition at the hotel.

**The storage of empty crates will be dealt with by Viper.**

**Empty Storage –** Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper Service Desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store. All items will be returned at the close of the show but can take at least an hour to all be returned.

**Please note: Empty containers will be stored off-site** and will only begin returning to the venue at **3:00 PM on Saturday, August 22**, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. **Viper needs written acknowledgement from exhibitors who use empty storage.**

Please refer to Tab: Shipping Instructions for Material Handling.

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 Hotel takes care of the removal of these items, **it will be charged to the exhibitor**.

**Deliveries**

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 Tab: Shipping Instructions for the deliveries.

**Waste Removal**

- 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 Official Builder.
- Any discarded waste, including promotional material, left behind will be removed by the Hotel and/or the organizers at the expense of the Exhibitors concerned.

**Parking**

The availability of parking is not guaranteed and is based on the availability of spaces in the parking garage.

Detailed information is available here:
https://www.hyatt.com/hyatt-regency/en-US/dencc-hyatt-regency-denver-at-colorado-convention-center/parking-and-transportation

- 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 Collection Onsite**
To facilitate the registration process, your badges **will be prepared in advance** and distributed directly to your exhibition booth by our Exhibitions Manager throughout the exhibitor setup period. Badge collection from the Registration Desk will not be required.

**Additional exhibitors badges can be ordered at a rate of $275 / badge**

For any enquiries related to registration, please contact the Registration Specialist, Melissa Gynesh at: reg_aabip26@kenes.com

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.

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, booth personnel must wear their name badges at all times.

| | |
|---|---|
| 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. |

**“K-Lead” Application – Barcode Scanner Application**

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.
We are pleased to offer you the K-Lead Application. Supporters 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’ contact information with a quick scan of their badge.

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.
- **Compatibility**: Download from the **Apple Store** or **Google Play** using “Kenes K-Lead App.

**Cost per unit: $750** (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!
**Deadline: 2 weeks prior to the conference**
**Onsite rate of $850** will be applied for order received after above deadline.

**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: $350**

**Key Notes for K-Lead and K-Lead Plus:**

- ***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 K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.*

**How to order K-Lead and K-Lead Plus? -> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com

**API Integration**

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry – just instant, secure, and accurate lead transfer.

**How it works:**

✅ Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.

✅ Real-Time Sync – Automatically update your CRM.

✅ CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

✅ Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.

✅ Custom Mapping – Adapt data fields to fit your CRM's structure.

✅ Secure & Compliant – Advanced encryption ensures data protection.

✅ Analytics & Reporting – Gain insights on leads and engagement.

**Cost:**
License per event: **$1800 invoiced before the event**.
API calls: invoiced after the event, based on the number of calls (scans) made:
– Up to 200 calls – calculated by **$**4 per call
– Up to 500 calls – calculated by **$**3 per call
– From 500 calls and up – calculated **$**2 per call
**Deadline to place your order for API integration: Wednesday, July 29**

**How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com.
For inquiries, please contact the Exhibition Manager at dyosifova@kenes.com.

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at AABIP 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

**With 1:1 Meeting Scheduler, you can:**

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

**Don’t miss out! As this is our first launch, we’re offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at AABIP.**

**All you need to do is to login to the Exhibitor Portal and Order!**
Link to access the Portal: https://exhibitorportal.kenes.com
Launch Offer: $750

We kindly remind all exhibitors that maintaining a respectful and professional atmosphere is essential for the success of the Exhibition.

To ensure a positive experience for all participants:

- **Respect Your Neighbors** – Please avoid blocking, entering, or interfering with other exhibitors’ booths without prior consent.
- **Photography & Recording** – Please do not photograph, film, or record another exhibitor’s booth, products, or materials without their explicit permission.
- **Confidential Materials** – Respect the intellectual property and proprietary information of fellow exhibitors.

Thank you for your cooperation in fostering a professional environment where all exhibitors can present their work with confidence and courtesy.

**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, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

**Health & Safety**

- It is the responsibility of the booth 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 booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and booth builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

**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**
Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars…) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

**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**

- Decorative material, including drapes or curtains, shall be of a flame-retardant material. This shall not apply to items actually for sale, but rather material used or installed simply for decorative purposes, such as wall coverings, thatch material, etc.
- Booth 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.

**Smoke**
It is not permitted the operation of any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates heat or contains flame.

**Heavy Weight Element / Large Machinery**
In case the exhibitor/booth builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the venue will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the venue and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the venue has the complete information, the unloading of the element will be approved or

rejected.

**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.

**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 organizers 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 organizers 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 organizers 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 organizers 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 organizers 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 organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers 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.

**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 neighboring 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.

Further guidelines:

- Live music is not allowed.

- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers 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 organizers 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 organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

**Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the venue cannot accept liability for loss of or damage to private property or goods.
- Neither the venue nor the organizers can accept responsibility for the security of the booths and their contents. The venue as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed.

**Personal Transportation Vehicles**
Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

**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 booths.
- Advertising activities must not cause obstructions or disturbances in the gangways 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.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own booth and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

**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 booths.

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. The used space must be returned completely clear of all items and restored to its original state.

The venue reserves the right to access inside the booth in order to check the compliance with their regulations.

**At all times you must consider the staff's logistics venue indications.**

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

Exhibitors must comply with **the venue** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and booth construction companies commissioned by them to perform work on site.

**Viper has been nominated as the official freight & onsite handling contractor for this Conference.**

**For safety, insurance, and efficiency reasons, Viper are the sole official contractor to handle cargo inside the venue.**

For shipping instructions, please click here: 2026 AABIP Shipping forms, Labels, Material Handling Form and Inbound Form

Shipping Instructions include:

- Shipping Order Form
- Material Handling Rates & Info
- Inbound Shipping Information
- VTS Material Handling Terms & Conditions
- Inbound Shipping Labels
- Move-Out Information
- Pre-Printed BOL Request

**Contact details:**
**Viper**
**Krista D'Amico**
***Exhibitor Services Coordinator***
Email: krista@vipertradeshow.com | +1-847-426-3100
www.vipertradeshow.com

**Advance Warehouse Delivery Information**
2026 AABIP
Viper Tradeshow Services
c/o Denver Air

6331 Beach Street
Denver, CO 80221

Shipments should arrive **on** or **between**:
**July 20, 2026 – August 17, 2026**
**Receiving Hours:**
**M – F | 8 AM – 4 PM**

All shipments must include your company name, booth # and 2026 AABIP on the freight. ***Companies shipping equipment for the simulation sessions should clearly mark all shipments with "SIM" to ensure delivery to the simulation rooms.***

*Deliver by August 10, 2026 to avoid late fees!*
**Last day of advance receiving August 17, 2026**
Weight ticket or BOL must be presented at the time of the delivery.

**Show-Site Delivery Information**
Receiving only during exhibitor move- in times.
2026 AABIP
Hyatt Regency Denver
650 15th Street
Denver, CO 80202
All shipments must include your company name, booth number and 26AABIP ANNUAL CONFERENCE on the freight. ***Companies shipping equipment for the simulation sessions should clearly mark all shipments with "SIM" to ensure delivery to the simulation rooms***

*Show-site deliveries are not recommended. Deliveries via adv. whse will be prioritized and are strongly encouraged*
**Deliver on Wednesday, August 19, 2026 | noon –5:00 PM ONLY**
Weight ticket or BOL must be presented at the time of the delivery.

**Labels:**

To ensure proper handling and delivery, please make sure all containers are clearly labeled as follows:

- ***Companies shipping equipment for the simulation sessions should clearly mark all shipments with "SIM" to ensure delivery to the simulation rooms.***
- Exhibition-related containers: **Booth # XX** (your booth number, please refer to the Floorplan)

**Insurance of Goods**
All cargo should be insured from point of origin

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**.

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

**Rethink your Booth Design!**

- When planning your booth, think of the many benefits of producing a booth that you can reuse at multiple events, not just for better sustainability, but also for cost efficiency.
- Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- Choose the core elements such as walls, counters from reusable materials.
- Choose recyclable carpets, vinyl flooring and other floor coverings.
- Design and word signage so that it can be stored and reused multiple times.

**Plan Smartly your Set-up and Dismantling!**

- Follow the organiser's set-up schedule. Working on your booth outside the set hours directly affects the energy needed to keep the exhibition hall open and functioning.
- Use efficient, low energy consumption equipment.
- Make a conscious effort to minimize packing materials. Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- Consider using materials or packaging that generate less waste at the end of the material's life cycle e.g. less volume or less weight.
- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.

**Be Conscious of your Booth Presence!**

- Be sure to shut off any electronic devices outside of event hours to conserve power.
- Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable materials. Ensure items are useful, not merely promotional in nature.
- Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- Instead of a giveaway, consider a donation to a special cause in the name of your booth visitor.
- Inform and train your staff about the environmentally responsible practices to be implemented during the event.

**Reduce Carbon Footprint!**

- Use local staff in the booth if possible.
- Minimize transportation to and from the event site.
- Use biodiesel or alternative fuel shipping methods, or a SmartWay hauler, where applicable.
- Where possible, travel by train. If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.
- At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi.
- For car rentals, choose electric or low-emission, and if possible, consider ride-share.

**Measure & Share Your Learnings!**

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment!

## Organising Meetings and Events Outside the Conference

The success of the AABIP Conference is important to all participants, partner organizations, and industry supporters. To help maintain the integrity and value of the Conference program, AABIP has established the following guidelines regarding meetings, events, and promotional activities taking place during the Conference period. We respectfully ask all organizations and participants to support these efforts and work collaboratively within these parameters.

### Meetings, Events, and Activities

To encourage attendee participation in the official AABIP Conference programming and activities, AABIP requests that organizations avoid hosting open-invitation meetings or events during the Conference that may compete with or distract from the Conference schedule. This includes meetings focused on respiratory medicine as well as events specifically targeting Conference participants.

In addition, AABIP asks industry partners and affiliated organizations to refrain from organizing sponsored meetings, networking activities, or other promotional gatherings during Conference hours. Our goal is to provide attendees with the opportunity to fully engage in the educational sessions, networking opportunities, and initiatives planned as part of the AABIP Conference experience.

### Scientific Symposia

To preserve the educational integrity of the Conference program, AABIP requests that scientific symposia and educational events not be scheduled outside of the official Conference venue within the host city during the Conference period. This includes “Meet the Professor” programs, educational workshops, case-based discussions, data presentations, and similar scientific activities.

Industry-supported educational sessions should be coordinated through the official Conference program and will take place within the Conference venue on Thursday, Friday and Saturday.

### Closed Meetings and Social Events

Companies may organize invitation-only meetings and social gatherings provided they do not conflict with the Conference program or opening session. These events should avoid the blackout times as per the Conference program.

For smaller private meetings, discussion groups, investigator meetings, or speaker briefings involving fewer than 5 participants, prior approval from AABIP is generally not required, provided the meetings comply with the timing restrictions above. Invitations should be limited to specifically invited individuals and should not be publicly promoted or open invitation events.

### Promotional Meetings

Press and media events held outside of the Conference venue are permitted during blackout periods when attendance is limited to company staff and invited media representatives only.

### Internal Staff Meetings

Companies may hold internal meetings for delegates they have sponsored to attend the Conference, including meetings involving more than 5 participants. However, these meetings should not overlap with Conference programming or detract from the educational value and attendee engagement of the AABIP Conference.

To assist with coordination, programs for larger internal meetings should be submitted to the AABIP Office for review. Please forward materials to Paula Suarez at psuarez@kenes.com.