



## Giveaway Request Instructions

It is AACC's policy that all giveaways by exhibitors will meet the giveaway standards of the [PhRMA Code](#), whether or not the exhibitors have adopted the PhRMA Code. It is the responsibility of the exhibitor to ensure the giveaway follows applicable code and to receive approval for distribution. In keeping with the [PhRMA Code](#), all giveaways by exhibitors must be designed primarily for educational purposes. Giveaways must not exceed \$100 in value and must be available to all registered attendees.

The following items are not eligible giveaway items: balloons, cash or cash equivalents, golf/tennis balls, hats, fans, massagers, stuffed animals, t-shirts, toys.

Approved Giveaway items: Hand Sanitizers, Pens, Catering, Lens cleaning cloths, Industry related books, Business card holders, USB's, Safety glasses, Gloves, Tools related to the job (petri dishes, slides, beakers, graduated cylinders, ph papers, droppers, tube pinching clamps, beaker tongs, test tube racks, thermometers, stirring rods, pipettes and bulbs and funnels) Scales, Instant Sealing Pouches and Lab Air Monitors.

Any exhibitor at the Annual Meeting who provides food and beverage to attendees is required to order and pay for porter service through the exclusive general services contractor, Freeman. Order forms and additional information is available in the Exhibitor Service Manual under "Service Order Forms."

All exhibiting companies/organizations that choose to Giveaway an item are required to submit a request form, via the online [Exhibitor Resource Center](#), comply with all rules and regulations and supply necessary information by the **Friday, June 8** deadline.

AACC may withhold or withdraw permission to distribute gifts, souvenirs, advertising or other materials, which at its sole discretion, it deems inappropriate/objectionable or did not receive approval.

If you have questions with regards to the giveaway policy, please contact Meghan Leahy, Exhibit Operations Manager, at [meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com) or 703-654-6929.