Exhibit Hall VIP Pass Guidelines

Exhibitors are encouraged to take advantage of this opportunity to conduct private showings in their booth for AABB Annual Meeting attendees during **VIP Hours**.

**VIP hours are:**
- **Sunday, Oct. 23**: 9:30 am – 11:00 am
- **Monday, Oct. 24**: 8:30 am – 10:00 am
- **Tuesday, Oct. 25**: 8:30 am – 10:00 am

- All VIP guests must be a registered Annual Meeting attendee.
- All VIP guests must have an Exhibit Hall VIP pass **AND** their valid attendee badge **AND** a host company escort to enter the exhibit hall during VIP hours.
- Exhibitor representatives of hosting companies must greet VIP guests outside the entrance to the exhibit hall and escort them directly to and from the booth.
- Once the session has concluded, the hosting company is required to escort guests out of the exhibit hall. They may re-enter during the regular exhibit hours.
- It is the responsibility of the hosting exhibitor to provide VIP passes to guests.
- **There is no limit on VIP passes; however, a pass is required for each person, each day of the meeting.**
- All VIP Passes ordered by **Friday, October 14th** will contain the company name and booth number and be sent electronically to the host exhibitor for distribution.
- Imprinted VIP passes are not available on-site. Please print and bring extras.

Submit your request to order VIP passes **via email** to shirley.harris@spargoinc.com

Please supply the following information:

Subject line: **VIP Pass**
Indicate company name: _______________
Indicate booth number: _______________

**For additional information contact:**
Shirley Harris
Senior Manager, Exposition Operations
shirley.harris@spargoinc.com
Direct Line: 703.679.3953