

It is the responsibility of the exhibitor to ensure that all company personnel or third party agents that are involved in meeting or travel arrangements are aware of and adhere to AAOS rules and regulations contained in the AAOS Exhibit Prospectus. Those relevant to meeting space or exhibitor events taking place outside of the exhibitor booth space are provided below for your reference. Any exhibitor planning on holding an event or function that will take place outside of their assigned exhibit booth space during the AAOS Annual Meeting must secure approval from AAOS.

Approval of Events & Meetings

All requests must be submitted to AAOS for Approval on the Exhibitor Meeting Space Application which is included with the Exhibit Prospectus and is also available online at: www.aaos.org/exhibits.

Assignment of Meeting Space

Meeting space is assigned on a first-come, first-served basis. Hotels may assess room rental charges to events that do not meet required Food & Beverage minimums.

TIP: To avoid room rental charges, order minimal amounts of F&B (e.g. soft drinks, cookies, fruit, etc.) for your functions.

Once space is assigned, the organizer is responsible for finalizing all arrangements directly with the assigned hotel. Any penalties incurred between the exhibitor and the hotel are the responsibility of the exhibitor. It is understood that AAOS accepts no responsibility for the event(s).

Meeting space is not available at the Morial Convention Center or the Hilton Riverside hotel. AAOS does not guarantee that an exhibitor's sleeping rooms will be assigned in the same hotel as the exhibitor function. AAOS does not endorse exhibitor's function and does not consider them a part of the official program.

Activities that include AAOS Annual Meeting attendees may only be scheduled during the following times:

Date - Times Exhibitor Functions Permitted

| | |
|---------------------|-------------------------------|
| Monday, March 8 | All Day |
| Tuesday, March 9 | 6:00-7:30 AM; 6:00 PM-Evening |
| Wednesday, March 10 | 6:00-7:30 AM; 6:00 PM-Evening |
| Thursday, March 11 | 6:00-7:30 AM; 6:00 PM-Evening |
| Friday, March 12 | 6:00-7:30 AM; 6:00 PM-Evening |
| Saturday, March 13 | 6:00-7:30 AM; 6:00 PM-Evening |

Cancellation of Meeting Space

Meeting space cancelled **after November 2** is subject to a cancellation fee. The fee, invoiced by AAOS, will be based on the size of the group (see *chart below*). Cancellation fees should be made payable to AAOS.

| Group Size | Cancellation Fee (Per Room - Per Day) |
|----------------------|------------------------------------------|
| Less than 25 people | \$250 |
| 26 - 75 people | \$500 |
| 76 - 249 people | \$1,000 |
| 250 - 499 people | \$2,500 |
| More than 500 people | \$5,000 |

In the event exhibit booth space is cancelled, AAOS will automatically cancel meeting space.

Company/Staff Meetings

For events that only include staff of the exhibiting company, there are no date or time restrictions; however these events require approval from AAOS. These meetings cannot include AAOS attendees unless the individual is an employee of the company holding the event.

Educational Events

AAOS charges an administrative fee to exhibitors who hold "Educational" events that include AAOS attendees. **Fees for "Educational" events are nonrefundable.** Promotional materials may not use the AAOS logo or make mention of "AAOS" or the "AAOS Annual Meeting."

Badges & Bar Codes

Exhibitors are not allowed to use AAOS official badges for admission to exhibitor events, nor scan and capture AAOS badge bar code data at any non-AAOS meeting or event.

CME Accreditation

AAOS does not provide CME accreditation for exhibitor "Educational" events. Exhibitors wishing to provide credit for their "Educational" event will need to obtain credit from other accredited CME providers.

Hospitality Suites

Hospitality suites are only available to companies that exhibit at the AAOS 2010 Annual Meeting. Requests for suites are made through the AAOS housing bureau at the same time that sleeping room requests are made. Hospitality functions cannot conflict with the official AAOS scientific programming, and may only be scheduled as indicated.

Publicity and Advertising

AAOS does not publish exhibitor social events in the Final Program. Promotional materials of any kind may not use the AAOS logo or name or make mention of AAOS or the AAOS Annual Meeting. Wording such as "presented in conjunction with," "preceding" or "prior to the AAOS Annual Meeting" is not allowed. Exhibitors may include on their materials "AAOS Annual Meeting—Booth #XXX—March 10-12, 2010." These rules apply to materials developed for use before, during and after the annual meeting. Any such intended use must receive prior written approval from the AAOS Exhibits Manager, Patricia Whitaker. Direct questions and/or requests via e-mail to whitaker@aaos.org.

Order forms for inclusion of promotional materials in official AAOS publications, the AAOS Orthopaedist's Bag and for purchasing AAOS Annual Meeting pre-registration lists are available in the Promotional Opportunities brochure online at www.aaos.org/exhibits, and will be included in the Exhibitor Service Manual. Except for distribution from the approved AAOS Orthopaedist's Bag, AAOS's on-site newspaper or within the exhibitor's allotted exhibit space, the distribution of handbills, fliers or other literature within the convention center, hotels, or other venues is prohibited. Failure to abide by these regulations will result in the loss of priority points or other action deemed appropriate by AAOS.

Signage

Signage for exhibitor events is allowed at the room entrance only. The overall dimensions of signs are not to exceed 28" x 44".

Surgical Skills Courses

A hotel, or similar facility, is an inappropriate setting for surgical skills courses using cadaveric specimens due to the difficulty involved in complying with safety recommendations and requirements. Surgical skills courses utilizing cadaveric specimens are restricted to a clinical setting.

Third Party Organizers

Third party organizers must be designated by the exhibitor on the exhibitor's stationery and forwarded to AAOS Housing & Travel Specialist, Anita Cooper (cooper@aaos.org) before any investigation of space can begin. Sleeping room requirements for third party individuals must be reserved through the exhibitor's housing allotment.

Transportation for Exhibitor Functions

AAOS shuttle buses cannot be used to transport attendees to or from exhibitor functions. Exhibitor-sponsored shuttle buses may not utilize AAOS shuttle bus drop-off or pick-up areas at the convention center.