

Exhibitor Housing Reservations and Travel Information

Exhibitor Housing Procedures

Wyndham Jade, AAOS's official housing bureau, will email exhibitors their User ID and Password to access the online housing link. Exhibitor housing will open in four groups:

Tier 1 and 2	Exhibitors with the largest blocks of rooms will be notified in September of their date to go online
Tier 3	Exhibitors with allotment of 10 or more rooms
October 17	11:00 AM CST - Online housing opens for Tier 3
Tier 4	Exhibitors with allotment of 9 or less rooms
October 24	11:00 AM CST - Online housing opens for Tier 4

AAOS Housing Policy

Exhibitors must obtain sleeping rooms through AAOS's housing bureau, Wyndham Jade, or risk the loss of priority points. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the San Francisco area. If such a violation should occur, the company will lose 25% of its accrued priority points for exhibit space assignments for the AAOS 2013 Annual Meeting.

AAOS has contracted over 15,000 hotel rooms in the San Francisco area for the 2012 Annual Meeting. The ratio of physician to exhibitor sleeping rooms is in proportion to the number of physicians to exhibitors who attended the AAOS 2011 Annual Meeting. To ensure their participation, 75% of hotels in close proximity to the Moscone Center are blocked for physicians.

Sleeping Room Allotments

Exhibitors will be able to reserve a maximum of three rooms per 100nsf of booth space. Out of this allotment, exhibitors will be able to secure their sleeping rooms in properties designated by AAOS as follows:

Area A – 25% Area B – 75%

Exhibitors may choose to reserve all of their sleeping rooms in Area B hotels. Requests for additional rooms over the three rooms per each 100nsf of booth space will be assigned after December 19, 2011, based upon availability.

AAOS Housing Bureau

Wyndham Jade

6400 International Parkway, Suite 2500, Plano, TX 75093

Hours: 8:00 AM – 6:30 PM Central Time.

Phone: 800-931-6027 (Canada & US) 972-349-5559 (International)

Fax: 972-349-7715 • Email: aaoste@wyndhamjade.com

AAOS Exhibitor Housing link: www.wynjade.com/aaos12/exhibitors

Deposits

A deposit of one night's room charge and tax is required for each room reservation. Requests will not be processed without a deposit. Deposits can be made by credit card, or for groups with 50 or more rooms by check.

Payments by Check:

- If option to pay by check is selected, please contact Wyndham Jade for an invoice.
- Checks will need to be received within 3 weeks of the invoice date and no later than December 13, 2011.
- After December 13, 2011 any additional room requests/deposits will need to be paid by credit card.

Payments by Credit Card:

- Deposits will be charged to credit cards beginning December 13, 2011.
- For reservations made online, a different credit card may be used for each room reserved.
- For all reservations received by December 28, 2011, Wyndham Jade will NOT transmit your credit card information to the hotel(s).
- For reservations received after December 28, 2011 the credit card will be sent to the hotel and a deposit charged by the hotel.

Master Accounts: To establish a master account billing for room charges, contact the Hotel Credit Manager after January 13, 2011. Deposits cannot be charged to master accounts.

All deposits are non-refundable on December 13, 2011 after 5:00 PM CST.

Early Checkout Fee

Contact the hotel directly for their policy and fees. Guests who depart early may be charged an early checkout fee. If your travel plans change, please notify Wyndham Jade and the hotel to avoid any fee.

Changes and Cancellations

- Wyndham Jade will accept cancels and replacements until January 19 at 5:00 PM CST; deposits are nonrefundable for cancellations made after December 13, 5:00 PM CST.
- After January 25, contact the hotel directly, however, deposits are nonrefundable.
- Wyndham Jade has the right to cancel room reservations for companies that cancel or reduce booth space.
- Failure to check-in at the hotel on scheduled arrival date will result in forfeiture of the reservation and hotel deposit.

Liability

In previous years, a large number of rooms held for exhibitors/groups went unused. Hotels are now penalizing companies like AAOS for not using all of the sleeping rooms contracted. In an effort to reduce this expense and ensure that rooms are properly utilized, AAOS requires all exhibitors to adhere to the established deadlines and be financially responsible for rooms that are set aside for their use. Cancellations made after December 13 at 5:00 PM CST will forfeit their deposit of one night's room charge and tax for each room cancelled.

Housing for International Medical Attendees

AAOS has designated Wyndham Jade's International Groups Department (WJ-IGD) as the official international travel agent for the Academy's 2012 Annual Meeting. WJ-IGD can assist exhibitors with hotel arrangements for international medical attendees. Exhibitors may reserve one room for every five physician sleeping room reservations made.

Email: nliger@internationalgroupsdepartment.com

Internet: <http://www.internationalgroupsdepartment.com>

Americas - contact Miami, USA

Telephone: 1-305-865-4648, Fax: 1-305-865-4382

Asia - contact San Francisco, USA

Telephone: 415-738-4839, Fax: 305-865-4382

Europe and Mediterranean Region - contact Rome, Italy

Telephone: 39-06-9028-6042, Fax: 39-06-233-24-5675

Important Housing Dates

December 13	Last date to enter names to rooms. Rooms without names will be dropped from your block at 5:00 PM CST. Deadline for cancellations for full refund, 5:00 PM CST. Cancellations made after 5:00 PM CST on December 13 forfeit their deposits.
December 19	Requests received for additional sleeping rooms over allotment will be assigned based upon availability.
January 25	Contact hotels directly to make changes.

TRAVEL INFORMATION

Attire

Professional attire is appropriate at the meeting and to visit the exhibit area. Some restaurants require coats and ties for men, but most welcome casual attire. Check each restaurant's policy when making reservations.

ADA Needs

- The Hotel
ADA accommodations are available at most hotels. Please specify what your needs are when making your reservations so that the hotel can ensure your comfort. AAOS hotel shuttle will not be available to hotels located within walking distance of the Convention Center.
- The City
The San Francisco Convention & Visitors Bureau maintains a TDD/TYY information line at 415-392-0328.

Airport

The San Francisco International Airport (SFO) is located approximately 15 miles south of San Francisco, near the junction of Highways 101 and 380 and services over 51 airlines.

Airlines

Special meeting discounts can be obtained by either of the following:

Call United Airlines at (800)521-4041 or go online to www.united.com and refer to United Airlines Discount Code: **549KD** to receive a discount.

Call the CorpTrav Management Group at (800)211-8016.

CorpTrav Service Fees include 24/7/365 travel assistance with a live travel agent and \$200,000 USD in flight insurance

- \$15 USD Online (see below for login)
- \$32 USD Phone with Travel Agent

To book online with CorpTrav, go to <http://corptravonline.com>. You will be asked to create an account.

Site ID: **aaosmtg** Password Key: **aaosmtg**

Please enter the information, as instructed, (i.e. User Name, Password & Personal Information) this will grant you access to book your flights online, anytime. Once you have completed these tasks you are authorized to book air travel. You will be required to provide credit card information necessary for completing your reservation. If you need assistance when booking online please call (866)834-5678.

Banks

Exchanging foreign currency or cashing traveler's checks (foreign or domestic) can be done before leaving the airport or at several locations throughout the city. Please check with your hotel concierge for the location closest to your hotel.

Airport Shuttle

GO Lorrie's Shuttle will provide door-to-door transportation service between SFO and downtown hotels or Moscone Center in shared ride vans that make multiple stops. To make a reservation **Book Online** (www.gosfovan.com) or **By Phone (1-415-334-9000)** using **Discount Code: AAOS12** and receive a \$3.00 one-way / \$6.00 round trip discount.

- Fee: \$14.00 (One-Way)
- Fee: \$26.00 (Round-Trip)

Hotel Shuttle

Shuttle buses will run between AAOS hotels and the Moscone Center starting Tuesday, February 7 at 6:30 AM. Hotels without shuttle service are designated on the housing list.

Parking

The Moscone Center is located at 747 Howard Street, San Francisco, CA 94103. As a city-owned facility, The Moscone Center provides information according to the city's traffic management philosophy which encourages the use of transit first. Off-site parking is available at several nearby locations including: Fifth & Mission Parking Garage (adjacent to Moscone West) 833 Mission Street (between Fourth & Fifth streets); Hearst Parking Center, 45 Third Street (entrance on Stevenson, 2 blocks from Moscone South/North); and Moscone Center Garage, 255 Third Street (Folsom & Howard, across the street from Moscone South's Esplanade Ballroom). The cost is \$3.50 per hour (0-7 hours), \$28 (7-12 hours), \$32 (12-24 hours).

Public Transportation

The Bay Area is full of places to go and buses, trains and trolleys make travel accessible and economical for visitors. BART operates rail service from SFO airport to San Francisco and the East Bay directly from SFO. The SFO BART station is located on the Departures Level (Level 3) of the International Terminal, on the Boarding Area 'G' side of the terminal. You can also take the AirTrain terminal transport's red line or blue line to the BART station. There is no charge to board AirTrain. The fare to take BART to downtown San Francisco is about \$8.10 one-way. For more information about service and destinations, go to the BART home page (www.bart.gov).

Rental Cars

AAOS has negotiated special rates for rental cars during the meeting. Car reservations can be made via the AAOS registration website, CorpTrav, your travel agent, or direct with the rental car companies. Call the numbers below and mention the discount code listed.

Car Company	Meeting Code	Phone	Internet
Hertz	CV#: 02KS0017	(800)654-2240	www.hertz.com
Avis	AWD#: J095822	(800)331-1600	www.avis.com

Taxi Service

Taxi fare from San Francisco International Airport (SFO) to downtown San Francisco is approximately \$47 one-way. A \$2.00 exit surcharge is included in all San Francisco taxicab meter fares for rides originating from San Francisco International Airport. By sharing a ride, up to 5 people can ride for the price of 1 person.

Distance: 21.69km, 14 miles; Duration: 20-30 minutes
Dollars: \$47; Euros: 33€; Pounds: 29£

Taxis depart from designated taxi zones located at the roadway center islands, on the Arrivals/Baggage Claim Level of all terminals at San Francisco International Airport (SFO). Ramp accessible taxis are available. Please contact the taxi coordinator to request a ramp accessible taxi, or phone *1191 from any airport courtesy phone.

Shopping

San Francisco's varied shopping centers offer some of the best shopping in the world. Union Square, Hayes Valley, upper Fillmore, the Mission, Sacramento Street, Chinatown and downtown's San Francisco Shopping Center offer a unique style with one-of-a-kind shops, each mall and neighborhood with a distinctive feel suited to any shopper's mood, from urban sophisticate to funk fantastic.

Smoking

Smoking is banned within 20 feet of business entrances or in restaurants, bars, public offices, parks, beaches, transit station or bus stop shelters, taxis, movie theaters, concerts, ATMs, sporting events, hotel rooms and lobbies, the Moscone Center, and the San Francisco International Airport (SFO), except where designated.

Weather

San Francisco is a city with temperate unpredictable weather. When you visit, you should bring layers of clothing - everything from short to long sleeves, as well as a coat for foggy mornings and cool evenings. To find information about current weather conditions, visit SF.Gate.com, the weather page at one of the local news sources for the Bay Area.