

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.

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 – Saturday, March 9 – 13, 2010	6:00 AM – 7:30 AM	6:00 PM – Evening

## 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 and beverages.  
**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 is 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.
- AAOS does not publish exhibitor social events in the Final Program.

## Cancellation of Meeting Space

**NEW!** 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 are payable to AAOS.

GROUP SIZE (Per Room - Per Day)	CANCELLATION FEE
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 are as follows:

On or before September 15, 2009.....	\$5,000
After September 15, 2009.....	\$7,500

## 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](mailto: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 Media Kit, available online at [www.aaos.org/exhibits](http://www.aaos.org/exhibits).
- Except for distribution from the approved AAOS Orthopaedist's Bag, AAOS's on-site newspaper or within the exhibitor's allotted exhibit space or meeting 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.

# SPACE • TRAVEL ATION

## 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.

## HOUSING INFORMATION

Exhibitors must obtain sleeping rooms through AAOS's housing reservation service or risk the loss of priority points. Exhibitors or their agents may not negotiate blocks of rooms directly with the hotels in the New Orleans area or with hotels for future AAOS Annual Meetings. Exhibitor rooms are for the purpose of housing exhibitor staff, and are not to be used to reserve sleeping rooms for medical attendees.

Misuse of AAOS room blocks by an exhibitor will result in a priority point penalty. If such a violation should occur, the company will lose 25% of their priority points. This action would impact exhibit booth assignments at the AAOS 2011 Annual Meeting.

## Housing Assignments

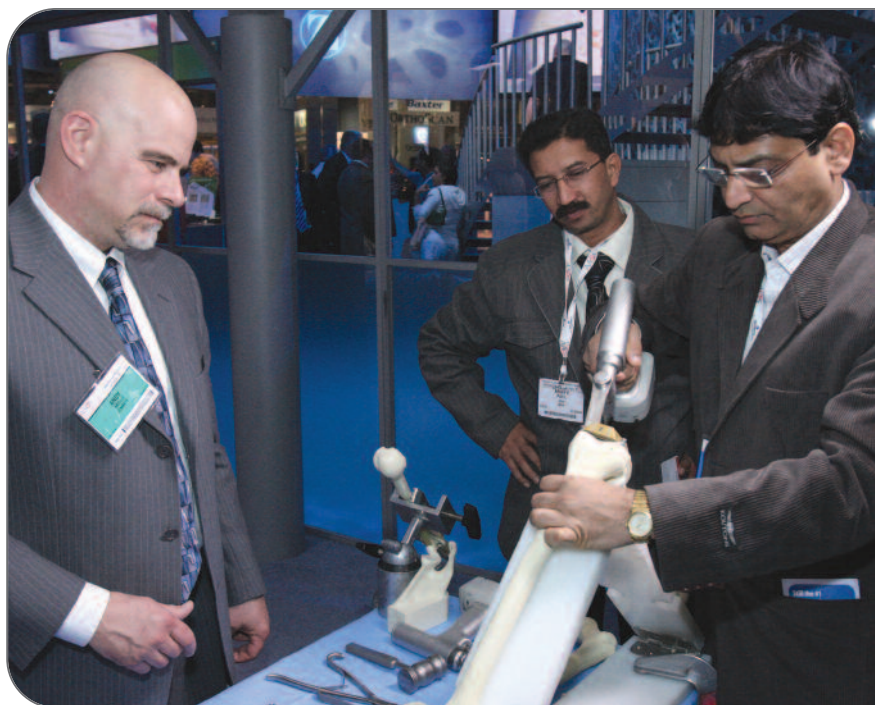
Exhibitors that reserved over 50 sleeping rooms at the AAOS 2009 annual meeting will secure sleeping rooms in September 2009 as a separate liability agreement is required with the hotels. In October, all other exhibitors will select their hotel rooms online or by fax or mail. Information, including hotel listings with descriptions, rates, maps, and specific instructions will be sent to exhibitors in September.

## Sleeping Room Allotment

Exhibitors will be able to reserve a maximum of three rooms per 100 square feet of exhibit booth space. After all exhibiting companies have been assigned rooms based on this formula additional rooms over the three rooms per 10' x 10' booth space will be assigned.

## Rates and Deposits

A one night's deposit per room must accompany all reservations. The per night room rate ranges from \$145 to \$342, with most properties charging in the \$189-259 range per night. Specific information will be provided to all exhibitors in September.



## Housing for International Medical Attendees

AAOS has designated an official international travel agent for the AAOS 2010 Annual Meeting that will make hotel arrangements for international medical attendees. AAOS will allow exhibitors to reserve a small number of exhibitor sleeping rooms along with the physician sleeping rooms. Further information will be included in the Preliminary Program and in the housing information that all exhibitors receive in September.

## Housing Desk

AAOS's housing bureau, Wyndham Jade, will staff a housing desk at the Morial Convention Center during the annual meeting.

## Shuttle Bus Service

Shuttle bus service will be provided between AAOS official hotels not within walking distance to the Morial Convention Center beginning Tuesday, March 9 and operate throughout the meeting dates. Specific details regarding AAOS shuttle bus schedule will be available on-site at the Morial Convention Center and at AAOS official hotels.

## Hotel TV Channels

The use of in house TV channels at the hotels may be allowed provided the AAOS grants written approval. Exhibitor request should be sent in writing to Anita Cooper at AAOS by December 10, 2009 at cooper@aaos.org.

## Questions

Questions regarding housing, meeting space or travel should be directed to Kathy Fornelli, Exhibits Coordinator, via phone at 847-384-4186 or email: fornelli@aaos.org.