

EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

Exhibitor Service Center

The Exhibitor Service Center will be located in the Morial Convention Center and will be manned by Freeman during the published installation, exhibit, and dismantling hours beginning March 5 thru March 14. Most other official vendors will be on-site starting on Monday, March 8.

Exhibitor Service Manual

The Exhibitor Service Manual, containing order forms for exhibitor furnishings and services, including electrical, furniture, rental, labor, material handling, photography service, security, signs, telephone, utilities, etc. will be available online on **November 5, 2009**. All exhibitors will receive the link to access the Exhibitor Service Manual. Exhibitors will be able to complete and submit Freeman forms online and the entire manual or selected information and forms printed as needed. Freeman will mail a printed Exhibitor Service Manual to any exhibitor that requests a printed copy. AAOS does not mail Exhibitor Service Manuals to any third party agents. The Exhibitor Service Manual will also be available online at the AAOS Annual Meeting Exhibits web page at: www.aaos.org/exhibits.

Booth Furnishings

Sample charges for advance orders of commonly ordered booth furnishings are as follows:

10'x10' CARPET	\$120.00
6' DRAPED TABLE	\$100.00
SIDE CHAIR	\$40.00

Cleaning Services

AAOS will provide cleaning service for all aisles. Cleaning service for individual booths will be provided upon request from the individual exhibitor at the exhibitor's expense. AAOS has the right to order cleaning at the exhibitor's expense if booth appearance is unsightly.

Freeman is the exclusive cleaning contractor at the Morial Convention Center and an order form for cleaning service will be included in the Exhibitor Service Manual. No other contractor or cleaning service will be allowed on the exhibit floor.

Electrical Services

Morial Convention Center is the exclusive provider of electrical services at the Morial Convention Center. Installation and connection to all electrical services must be made by the Morial Convention Center. All service above 100 Amps must come from overhead. Sample advance electrical charges, excluding labor charges and subject to change, are as follows:

5 AMP/500 WATT	\$88.00
10 AMP/601-1200 WATT	\$103.00
15 AMP/1201-1800 WATT	\$129.00
20 AMP/1801-2400 WATT	\$144.00
150 AMP/208 Volt Single Phase	\$1,444.00

Labor charges will be in ½ hour increments.
Minimum charge ½ hour:

Straight time:	72.00 per hour
Overtime:	\$103.00 per hour

Porter Service

Freeman is the exclusive cleaning contractor. If you have giveaways or other booth material items that generate trash, you will need to order porter service to remove your empty cartons and containers. Any exhibitor disposing of cartons, containers or other trash in the aisles will be charged for removal and cleaning. Information and an order form will be included in the Exhibitor Service Manual.

Up to 500 sq. ft.	\$306.95
501 to 1500 sq. ft.	\$378.35
1501 to 2500 sq. ft.	\$451.00
Greater than 2500 sq. ft.	\$519.70

Telecommunications Services

Morial Convention Center is the exclusive supplier of telecommunication services within the Morial Convention Center. Information and an order form will be included in the Exhibitor Service Manual. Sample advance rates are subject to change, are as follows:

Internet Installation Charges	\$1,133.00
Additional IP address	\$129.00
Single Line Telephone	\$260.00

Official Service Contractor

Freeman has been designated as the official service contractor. General questions regarding any services provided by Freeman (rental furnishing and carpet, material handling, labor, special signage, etc.) should be directed to the Exhibitor Service Department as listed below:

Freeman
1000 Elmwood Park
New Orleans, LA 70123
Phone: (504) 733-7469
Fax: (504) 733-8333
Email: FreemanES104@freemanco.com

Labor

Labor for display installation and dismantling must be provided by the appropriate union personnel and may be ordered through Freeman, the official service contractor.

Full time employees of exhibiting companies may erect and dismantle their own displays without assistance from local trade unions. Local authorized union personnel must render any labor

EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS *(continued)*

service that may be required beyond what a company's regular full time employees can provide. All work performed must be within the confines of the exhibitor's booth space.

If full-time company employees are utilized to set an exhibit, they must carry company identification such as a medical identification card or payroll stub.

SEIU #100 has jurisdiction via a labor agreement with Freeman for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Carpenter Local #39 jurisdiction does not cover the placement of your products on display, the opening of cartons containing your product, or the performance testing, maintenance or repairs of your products.

The use of workers hired from a non-union agency or company is prohibited.

Display installation/dismantle labor order forms will be included in the Exhibitor Service Manual. Labor will be available based upon advance orders. Following are the applicable rates:

\$65.00 per hour **Straight Time**
8:00 AM – 5:00 PM
Monday through Friday

\$97.50 per hour **Overtime**
5:00 PM – 8:00 AM
Monday through Friday
All hours on Saturday, Sunday, and holidays

Forklift and Operator

\$105.00 per hour **Straight Time**
8:00 AM – 5:00 PM
Monday through Friday

\$133.50 per hour **Overtime**
5:00 PM – 8:00 AM
Monday through Friday
All hours on Saturday, Sunday, and holidays

A surcharge will apply to labor ordered on-site.

Official Material Handling Contractor

Freeman has been designated the official material handling contractor. They are responsible for maintaining all in and out traffic schedules at the show site and handling the move-in and move-out of all exhibitors' materials and equipment.

Direct shipments cannot and will not be accepted at the Morial Convention Center prior to 8:00 AM on Friday, March 5, unless arrangements have been made in advance with Freeman for early unloading. Please refer to the target move-in floor plan in the Exhibitor Service Manual.

All shipments must be prepaid. Collect shipments will not be accepted.

Complete details including schedules and shipping instructions will be included in the Exhibitor Service Manual.

Accessible Storage

An area for accessible storage of sample materials and other items will be available at the Morial Convention Center. An order form will be included in the Exhibitor Service Manual. Labor charges are the responsibility of the exhibitor. Rates for accessible storage are as follows and are for the duration of the show:

\$35.00 per skid plus labor, ½ hour labor (two person minimum crew)

Advance Shipping

Rates for advance shipments are:

\$63.50 per cwt for all crated, boxed, or skidded shipments.

Loose/uncrated shipments will not be accepted at the advance warehouse. Rates are round trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges.

Advance shipping rates include receiving of crated shipments at the warehouse, up to 30 days storage, delivery to the booth during designated move-in days and hours, handling and storage of empty crates, and reloading for outbound shipment during the designated move out days and hours.

Advance shipments sent to Freeman warehouse should be scheduled to arrive between February 1, 2010 and February 24, 2010. Address shipments as follows:

Company Name and Booth #
AAOS 2010
c/o Freeman
905 Sams Avenue
New Orleans, LA 71023

Direct Shipments

Rates for all direct shipments to the Morial Convention Center are:

CRATED, BOXED, SKIDDED SHIPMENTS\$59.50 per cwt.
LOOSE / UNCRATED SHIPMENTS\$74.00 per cwt.

Rates are round trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges. Shipments must arrive on or after the appropriate date assigned based on the "Target-move in" floor plan. More detailed information will be provided in the Exhibitor Service Manual.

Direct shipments should be sent to:

Company Name and Booth #
For AAOS 2010
c/o Freeman
Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

Small Packages

Direct shipments of 30 pounds or less will be charged a special small package rate:

FIRST CARTON OR ENVELOPE	\$32.00
EACH ADDITIONAL CARTON OR ENVELOPE	\$8.00

Rates are inclusive of overtime loading and unloading and any applicable special handling surcharges.

Mixed Shipments

A mixed shipment is defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated. Mixed shipments will be charged at 50% the rate for crated materials and 50% the rate for loose/uncrated materials unless certified weight tickets accompany the shipment that specify the separate weights of the crated and loose/uncrated portions of the shipments.

Return Shipments

Arrangements for all outbound shipments must be made with Freeman prior to the close of the show. A return material handling order form will be required for each outbound shipment at the close of the show. Outbound material handling order forms should not be left in exhibit booths or on materials to be shipped. All material handling forms should be delivered to the Exhibitor Service Center as soon as the materials are ready for shipment. If shipments are to be sent by a specific carrier, that carrier must be indicated on the material handling form. If no carrier is indicated on the material handling order form, the official drayage contractor will select the most convenient carrier available. Official carrier representatives will be on-site to discuss shipping needs.

Deliveries

Deliveries must be sent through the Morial Convention Center loading dock, as delivery personnel will not be badged and cannot gain access to the exhibit floor.

Marshaling Yard

A vehicle marshaling yard will be utilized for the AAOS 2010 Annual Meeting to ease congestion at the Morial Convention Center and maximize the utilization of available dock space. All delivering carriers and trucks, including privately owned vehicles (POV's) must check in first at the marshaling yard to be assigned a number and position to be unloaded. This same process will be in effect during the move-out of the show. Complete details, information, and directions will be included in the Exhibitor Service Manual.

UNION REGULATIONS AND JURISDICTION

Material Handling

An exhibitor may only move material that can be hand-carried by one person in one trip and are not permitted access to the loading/freight door areas. The use or rental of dollies, forklifts, flatbeds, or other mechanical equipment is not permitted.

Union personnel (SEIU Local 100) have jurisdiction over all material handling in the dock area as well as operation of all material handling equipment. They unload all trucks or vehicles, deliver the material to the booths, handle all empty containers and remove and reload materials at the close of the show.

Official Contractors

AAOS has designated official vendors for the following areas:

- **Audiovisual**
- **Computer**
- **Florist**
- **Lead Retrieval**
- **Photographer**
- **Security**

The Exhibitor Service Manual will contain additional information and forms to order these and other services.

Security

AAOS will provide 24-hour security to control access to the exhibit hall from the start of move-in to the end of move-out. However, AAOS and the Morial Convention Center will not be held responsible for the loss or damage to exhibitor property. Exhibitors are urged to take precautions to protect their own property to discourage theft, and to arrange for appropriate insurance against loss. Information regarding ordering individual booth security will be contained in the Exhibitor Service Manual.

Exhibitor-Designated Contractor (EDC) Badges

Badges for approved exhibitor-designated contractors will be available at the EDC security desk located at the convention center. Unregistered exhibitor personnel and exhibitor-designated contractors that need access to the exhibit floor during installation and dismantling hours will be required to show proof of affiliation with the exhibitor or EDC to receive a badge. Note that no EDC personnel will be allowed on the exhibit hall floor for dismantling of booths prior to 5:00 PM on Friday, March 12.

Different badges will be provided for installation, dismantle, and show days only valid during non-show hours. Exhibitor badges will be required for admission to the exhibit floor on show days during show hours. Specific details on the process for obtaining these badges will be communicated to exhibitors and EDCs upon receipt and approval of the completed Request to Use Exhibitor Designated Contractor (EDC).

EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS *(continued)*

Guidelines for Use of Exhibitor-Designated Contractor (EDC)

Exhibitors may use the services of an outside independent contractor only for the installation and dismantling of exhibits. All other services must be secured through the official contractors.

By **December 10, 2009**, exhibitors planning to use the services of an outside independent contractor for set up and/or dismantle must notify the AAOS Exhibits Manager by completing the “Request for Use of Exhibitor-Designated Contractor” form included in the Exhibitor Service Manual. Exhibitors not providing this request by the deadline date will be required to use labor provided by the official contractor for installation and dismantling.

The exhibiting company is responsible for the actions of their independent contractors. The exhibitor agrees to indemnify and hold harmless AAOS and the Morial Convention Center (and all related organizations) for any and all expenses (including attorney fees, judgments, demands, claims or other amounts) resulting from damage or death caused in any part by the exhibitor’s appointed contractor. AAOS reserves the right to remove exhibitor-designated contractors whose actions jeopardize the on-time opening of the exposition or whose employees fail to observe the regulations and procedures in the Exhibit Prospectus and the Exhibitor Service Manual.

Upon receipt of the Request for Use of Exhibitor-Designated Contractor form, AAOS will send directly to the contractor specified information detailing AAOS requirements and policies. Exhibitors should note that the Exhibitor Service Manual will only be mailed to the

participating exhibitor, and it is the exhibitor’s responsibility to provide third parties with the necessary information and forms from their manual.

Exhibitor-Designated Contractors must:

Provide an original Certificate of Insurance to the AAOS Exhibits Manager by **December 10, 2009** that:

- Indicate the policy will be in effect over all installation and dismantling dates, March 3 through March 14, 2010.
- Indicate comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1,000,000 for each occurrence, and an active workers’ compensation insurance policy covering all permanent employees and temporary labor hired to perform work during this event are required.
- Name the American Academy of Orthopaedic Surgeons as certificate holder and as an additional insured.

Upon arrival at the Morial Convention Center, show proof of affiliation with the exhibiting company or exhibitor-designated contractor to receive a work badge that will provide access to the exhibit halls.

Not engage in solicitation of business on the exhibit floor for present or future conventions.

Follow all of AAOS move-in and move-out rules in a timely and professional manner, and must perform duties within established AAOS deadlines. Deadlines are not negotiable. If Exhibitor-Designated Contractor information is not received by the deadlines listed the exhibitor will need to use AAOS official contractors.

