AAOS 2021
EXHIBITS PROSPECTUS

Apply now for exhibit space at aaos.org/exhibitors

ENGAGE IN EXCELLENCE
Exhibit at the world’s largest orthopaedic meeting.

2021 Annual Meeting
March 9 – 13, San Diego, California
Exhibit Dates: March 10 – 12
**Meeting Dates**
March 9 – 13, 2021

**Exhibit Dates**
March 10 – 12, 2021

**Facility**
San Diego Convention Center  
111 W. Harbor Drive  
San Diego, CA 92101  
[https://visitsandiego.com/](https://visitsandiego.com/)

**Exhibit Space Fees**
- Linear inline booth 10’ x 10’  
  $39 per net sq. ft.
- Linear corner booth 10’ x 10’  
  $41 per net sq. ft.
- Island booth space 20’x 20’ or larger  
  $39 per net sq. ft.

A 50% deposit must accompany the application for Exhibit Space.

**AAOS Staff**
- Phone: 847-384-4010  
  Email: [exhibits@aaos.org](mailto:exhibits@aaos.org)
- Nya Carney  
  Exhibits Coordinator  
  Phone: 847-384-4374  
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  Exhibits & Sponsorship Coordinator  
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- Patricia Whitaker  
  Senior Manager, Exhibits & Sponsorship  
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**Important Dates**
- Application and 50% deposits due for priority point assignment .......... July 9, 2020*
- Space assignments and invoices emailed .................................................. August 11, 2020
- Balance of exhibit space fees due ................................................. October 9, 2020  
  *Applications received after July 9, 2020 will be assigned on first come first serve basis.

**Exhibit Space Cancellation/Reductions**
- Full refund of exhibit space fees paid ........................................... through July 9, 2020
- AAOS retains 50% of exhibit space fees ....................... July 10 – November 9, 2020
- AAOS retains 100% of exhibit space fees ....................... after November 9, 2020

**Exhibit Space Includes**
Fees for assigned exhibit space include the following:
- Linear booths include 8’ high back drape, 3’ high side dividers
- A 7” x 44” identification sign for linear booths
- Booth number identification on an adhesive-backed label located on the floor in the aisle
- Access to over 12,000 orthopaedic surgeons and other healthcare professionals
- Opportunity for face-to-face engagement with current and prospective customers
- Visibility - all subspecialties of orthopaedic surgery will be represented at AAOS 2021
- 22 exhibit hours, 7.5 hours of dedicated exhibit time
- Five complimentary exhibit badges for each 100 sq. ft. of exhibit space, if registered by March 8, 2021
- Discounted exhibitor housing rates at AAOS official hotels, allocation of sleeping rooms through the AAOS Housing Bureau, onPeak
- Reserve meeting space at an official AAOS hotel
- Shuttle bus service for exhibitors to and from AAOS hotels and the San Diego Convention Center
- Company listing published online and select print materials if received by [November 5, 2020](#)
- Access to scientific sessions, if space permits

**2021 Exhibit Schedule**

<table>
<thead>
<tr>
<th>DATE</th>
<th>INSTALLATION*/DISMANTLE OF EXHIBITS</th>
<th>EXHIBITOR ACCESS TO THE EXHIBIT HALL</th>
<th>EXHIBIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 3</td>
<td>Per Target Schedule*</td>
<td>1:00 PM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Thursday, March 4</td>
<td>Per Target Schedule*</td>
<td>7:30 AM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Friday, March 5</td>
<td>Per Target Schedule*</td>
<td>7:30 AM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Saturday, March 6</td>
<td>Per Target Schedule*</td>
<td>7:30 AM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Sunday, March 7</td>
<td>Per Target Schedule*</td>
<td><strong>limited services-no freight receiving</strong></td>
<td>7:30 AM - 5:00 PM</td>
</tr>
<tr>
<td>Monday, March 8</td>
<td>Per Target Schedule*</td>
<td>7:30 AM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 9</td>
<td>7:30 AM – 5:00 PM</td>
<td>7:30 AM - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Wednesday, March 10</td>
<td>6:30 AM - 6:00 PM</td>
<td>9:00 AM – 5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Thursday, March 11</td>
<td>7:00 AM - 6:00 PM</td>
<td>9:00 AM – 5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Friday, March 12</td>
<td>3:00 PM – Midnight</td>
<td>7:00 AM - Midnight</td>
<td>9:00 AM – 3:00 PM</td>
</tr>
<tr>
<td>Saturday, March 13</td>
<td>7:30 AM – 5:00 PM</td>
<td>7:30 AM - 5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Sunday, March 14</td>
<td>7:30 AM – 2:00 PM</td>
<td>7:30 AM - 2:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

*Installation of exhibits will take place using a target move-in schedule, based upon booth size and location. Exhibitors must adhere to their assigned target date and time for delivery of direct shipments to the San Diego Convention Center. This schedule will be detailed in the Exhibitor Service Manual.
Driving Attendee Traffic to the Exhibit Hall

**Dedicated Exhibit Time** – 7.5 hours of dedicated exhibit time will be provided during the morning, lunch and afternoon breaks. Visit [aaos.org/exhibitors](http://aaos.org/exhibitors) for dedicated exhibit times.

**Beverage Breaks in Exhibit Halls** – Attendees will be provided with complimentary beverages during the break between scientific sessions Wednesday and Thursday afternoon and on Friday morning. Visit [aaos.org/exhibitors](http://aaos.org/exhibitors) for the beverage break times.

**AAOS Redemption Centers** – Attendees can pick up a complimentary tote bag, AAOS logo t-shirt and enter drawings for a variety of items at designated kiosks.

**TechTalks** – Presentations for attendees that focus on the latest technology related to orthopaedic surgeons, their staff and practice.

**Ask an Expert** – Interactive learning sessions that take place in the exhibit hall where attendees are invited to bring challenging cases to experts in orthopaedics for diagnosis and recommendation.

**Innovation Theater** – Presentations of innovative products, services, and solutions showcased by medical and technology professionals.

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**Top 5 Reasons Attendees Visit the Exhibit Hall**

1. See new products and technology
2. Visit multiple exhibitors in one location
3. Evaluate and compare products
4. Connect with exhibitors
5. Attend presentations/demonstrations

98% of attendees say they achieve their goals when visiting the exhibit hall.

*based on the 2019 Annual Meeting Attendee Survey

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**We promote your presence!**

Complimentary exhibitor listing in the following publications:

- Virtual Experience - Exhibitor Listing on AAOS Annual Meeting Website
- Final Program*
- My Academy Meeting App
- Exhibitor Directory (printed exhibit hall map)*

*Company information must be provided by November 5, 2020 to be included in print materials.
1. Eligibility to Exhibit
Exhibits are a vital extension of the educational program at the AAOS 2021 Annual Meeting. To exhibit, products and services must be related to the practice of orthopaedics. Only those companies that have successfully completed the AAOS Company Review Process are eligible to exhibit, or as otherwise specifically approved by the AAOS. AAOS reserves the right to refuse space to any company who has failed to fulfill its financial obligations to AAOS, and/or whose products or services, in the judgment of AAOS, do not meet the educational, scientific or practice needs of our Fellows and members.

2. Exhibit Space Selection
Applications for exhibit space must be submitted online. During the application process exhibitors should choose six preferred booth locations - keeping in mind their earned priority points. A priority point overview can be found on page 4.

**NEW** Earn two priority points by submitting the Exhibit Space Application with the 50% deposit by July 9, 2020. View the Priority Point System Guidelines and learn additional ways to earn priority points.

3. Exhibit Space Assignment for Applications Received by July 9, 2020

- **a.** By July 9, submit an exhibit space application and 50% deposit. Applications received without the deposit will not be assigned or reserved space until the deposit is received.
- **b.** Exhibit space will be assigned under the priority point system. All eligible companies will receive an email with that company's priority points and the link to the online Exhibit Space Application.
- **c.** For companies with the same number of priority points, the assignment order will be based on number of priority points, date of receipt of the 50% deposit and application by AAOS.
- **d.** During the application process, exhibitors should select six preferred booth locations. At the time of booth assignment, if an exhibitor's six preferred booth locations are not available, the best available exhibit space that is most similar to the provided preferences will be assigned. In this situation, the exhibitor agrees to accept the assigned booth(s). It is not possible to contact each company for new selections of booth locations during the space assignment process.
- **e.** A limited amount of exhibit space is set aside for new, first-time exhibitors. This exhibit space is assigned according to the date the exhibit space application and deposit is received at AAOS.
- **f.** AAOS intends to email initial space assignment confirmations on August 11, 2020.
- **g.** AAOS reserves the right, in its sole discretion, to allocate space on any other basis it deems appropriate.

All island booth applications 400 sq. ft. or more:

- **a.** Exhibit space will be finalized in real-time via the live booth assignment process.
- **b.** An appointment date and time will be emailed to exhibitors on July 16, 2020 with detailed instructions on the process. Appointment times are determined by the priority point system.
- **c.** Appointments cannot be changed or rescheduled, and no exceptions will be made. If an exhibitor is not able to make the assigned appointment, their booth will be selected from the six preferred booth locations submitted on the application. If those six locations are not available, the best available exhibit space that is most similar to the provided preferences will be assigned. In this situation, the exhibitor agrees to accept the assigned exhibit space.
- **d.** Island exhibit space assignments will be finalized the week of July 23-30, 2020.

**NOTE:** Several anchor exhibitors are pre-assigned in priority point order on the initial floor plan. Providing the location of these large exhibitors assists other companies by identifying booth spaces that are not available and aids in selecting six available booth choices.

4. Exhibit Space Assignment for Applications Received After July 9, 2020

After July 9, 2020, applications received will be assigned exhibit space from the remaining open booths after initial exhibit space assignments on a first come, first serve basis. All applications must be accompanied by the 50% deposit. Applications received without the deposit will not be assigned or reserved exhibit space until the deposit is received. If all exhibit space is sold out, applications will be placed on a waitlist.

**Wait-List:** Companies that submit applications after all exhibit space is sold will be notified that they have been placed on the waitlist. As exhibit space becomes available, companies will be notified of space availability. If exhibit space is not assigned,
AAOS will issue a full refund of any exhibit space fees paid. AAOS reserves the right, in its sole discretion, to allocate exhibit space on any other basis it deems appropriate.

5. **New** Priority Points

AAOS has established a new priority point system that will go into effect for exhibit space assignment for the AAOS 2022 Annual Meeting. This new priority point system recognizes a company’s support of AAOS and rewards exhibitors for upholding Annual Meeting rules and regulations during their previous year's participation. The order of booth selection will continue to be determined by each exhibitor's cumulative number of priority points.

Priority points can be earned in the following ways:

**Permanent Priority Points:**
- Two (2) priority points are earned for each year of participation as an exhibitor at an AAOS Annual Meeting. These points are permanent and will accumulate from year to year.

**Expiring Priority Points:**
- One (1) priority point is earned for each $1,000 spent in support of the AAOS 2021 Annual Meeting. This includes booth fees, exhibitor suites, surgeon engagement opportunities, and promotional and advertising opportunities secured through AAOS.
- One (1) priority point is earned for each $10,000 spent in support of outdoor/citywide advertising opportunities through EMC Outdoor at the AAOS 2021 Annual Meeting with a commitment date of February 1, 2021.
- One (1) priority point is earned for each $1,000 spent in support of any AAOS non-Annual Meeting opportunities that occur in the 2020 calendar year. This includes CME Course Exhibits, Spotlight Sessions, advertising in AAOS publications, and sponsorships.
- Two (2) priority points are earned for each for the following:
  - Exhibit space application and 50% deposit received by the initial space assignment date, of July 9, 2020.
  - Full payment of exhibit space fees by the full payment due date of October 9, 2020.
  - Securing hotel rooms in the Exhibitor Room Block through onPeak, the official housing vendor of AAOS.

The two (2) priority points earned for each year of participation as an exhibitor are permanent and will accumulate from year to year. All other priority points earned each year will reset to zero for the following year. For more details, view the **Priority Point System Guidelines**.

For AAOS 2021 exhibit space will be assigned in priority point order. To assist companies in determining their space assignment ranking for AAOS 2021, the following is an overview of the priority points of all companies eligible to exhibit:

<table>
<thead>
<tr>
<th>Priority Points</th>
<th>Number of Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 points or more</td>
<td>20 companies</td>
</tr>
<tr>
<td>50 to 98 points</td>
<td>90 companies</td>
</tr>
<tr>
<td>26 to 48 points</td>
<td>147 companies</td>
</tr>
<tr>
<td>16 to 24 points</td>
<td>194 companies</td>
</tr>
<tr>
<td>10 to 14 points</td>
<td>203 companies</td>
</tr>
<tr>
<td>6 to 8 points</td>
<td>251 companies</td>
</tr>
<tr>
<td>2 to 4 points</td>
<td>Over 550 companies</td>
</tr>
</tbody>
</table>

A loss of priority points can occur should an exhibitor violate AAOS rules and regulations, as detailed on Page 13.

6. Rating Factors

Rating factors are based upon how closely a company’s products or services are related to the science and practice of orthopaedics. While rating factors are not currently considered for priority points, rating factors are used to ensure that the AAOS Annual Meeting continues to provide attendees with a broad spectrum of products and services on the exhibit floor. The rating system has been developed and consists of the following ratings:

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Products and services exclusively related to orthopaedics</td>
</tr>
<tr>
<td>.75</td>
<td>Products and services related to surgical disciplines</td>
</tr>
<tr>
<td>.50</td>
<td>Products and services related to general medical practice</td>
</tr>
<tr>
<td>.25</td>
<td>Products and services related to office practice productivity</td>
</tr>
<tr>
<td>.05</td>
<td>Ancillary non-medical</td>
</tr>
</tbody>
</table>

Companies that believe their rating factor may increase due to changes in products or services since their initial rating should submit current company information for review. All requests along with current product or service literature must be submitted to exhibits@aaos.org.

7. Space Limitations

AAOS reserves the right to place reasonable limitations on the number of booths to be rented to any exhibitor. The limitation will be determined by the relation of total applications to the number of booths available on the floor plan. AAOS strives to provide a broad spectrum of products and services.
8. Booth Relocation
AAOS does not normally relocate assigned exhibit booth space. On those rare occasions when this does occur, exhibitors are notified with an explanation for the relocation. If the reassigned exhibit space is not acceptable, exhibitors may notify AAOS within 10 days from the date of relocation notification to cancel the exhibit space and receive a full refund of any exhibit space fees paid.

9. Specialty Areas
The following exhibitors will be assigned space in designated specialty areas as indicated on the exhibit hall floor plan:

First-Time Exhibitors
Publishers and Educators

If an exhibitor does not wish to be placed in the First-Time Exhibitor or Publishers and Educators areas, note this request in comment section on the Application for Exhibit Space.

10. Company Name
Companies must provide their official company name, not a product or brand name when applying for exhibit space. This name will be used in all meeting materials. If a company requires a change to the submitted company name, official written notification must be sent to exhibits@aaos.org. Please note: If the name change is not received by November 5, 2020, the new company name will not be reflected in printed meeting materials.

11. Multiple Divisions
Companies with several divisions that will share the same exhibit space may not contract separately or be listed by division online, in the My Academy meeting app, or Final Program. All divisions must be listed under one company name. Badges and hotel allotments will not be split between divisions.

12. Joint-Venture/Co-Marketing
If two or more companies want exhibit space adjacent to one another, each company must submit the request along with the Application for Exhibit Space. Each request must be emailed to exhibits@aaos.org and indicate that a copy has been sent to the other company. Space assignments will then be made by averaging the companies’ priority points. Only requests received prior to July 9, 2020 will be honored.

13. Sharing/Subletting Exhibit Space
Exhibitors may not let, sublet, or transfer the exhibit privilege or exhibit space in whole or in part. Sharing of exhibit space is permitted only for divisions of the same company.

14. Mergers and Acquisitions
Companies that have merged with, been purchased by, or have purchased another company may use the exhibit history from whichever company is most favorable, but not by combining history of multiple companies for the purpose of calculating priority points. AAOS should be notified in writing that the acquisition or merger between companies has been completed, along with the effective date of this change.

Companies requesting a transfer of priority points must be directly related to the exhibiting company to inherit those priority points. A directly related company shall be defined as a company that is wholly owned by a subsidiary of or one that has merged with another company. Priority points will be awarded only if similar product lines are being displayed. The sale of a product, product line, certain technology, or certain assets to another company will be considered to transfer priority points only if and to the extent determined by AAOS in its sole discretion. All requests for priority point transactions must be submitted in writing to the exhibits@aaos.org and confirmed in writing by the parent or subsidiary company.

15. Exhibit Space Fees
- Linear inline booth 10’ x 10’ ............... $39 per net sq. ft.
- Linear corner booth 10’ x 10’ ................ $41 per net sq. ft.
- Island booth space 20’ x 20’ or larger ... $39 per net sq. ft.

16. Terms of Payment
A 50% deposit must accompany the Application for Exhibit Space. Applications received after October 9, 2020, must be paid in full. Applications received without a deposit will not be assigned exhibit space until the appropriate fee is received.

By Check: Checks are to be made payable to “AAOS” in U.S. funds only and mailed to:

AAOS 2021 Annual Meeting
American Academy of Orthopaedic Surgeons
Attn: Exhibits
9400 West Higgins Road
Rosemont, IL 60018

Please be sure to include the exhibiting company name or invoice number with the check.

By Credit Card: The required deposit can be paid by credit card. NOTE: All credit card payments will be assessed a non-refundable 2.5% credit card surcharge.

By Wire Transfer or ACH Payments:
Make payment to:

Beneficiary: AAOS
Huntington National Bank
678 Lee Street
Des Plaines, IL 60016
Account #: 01068363979
ABA #: 044000024
Swift Code: HUNTUS33

Please be sure to include the exhibiting company name or invoice number with the wire transfer. The exhibiting company is responsible for all bank fees.

Invoices: Invoices for remaining booth fees due, if any, will be sent with exhibit space assignments on August 11, 2020. The balance of required fees must be received by October 9, 2020. If a balance is still outstanding after this date, the space assigned may be resold without notification or refund of any payments.

Final payments for booth fees can be made by check, credit card or wire transfer. No company will be allowed to exhibit unless full payment for exhibit space is received.

NEW: Exhibitors that submit full payment of exhibit space fees by the full payment due date of October 9, 2020 will receive two priority points to be used for 2022 space assignment.
17. Cancellation/Refunds of Exhibit Space

All cancellations or changes in exhibit space must be sent in writing to exhibits@aaos.org. Written notice of cancellation must be received by the dates listed below to receive a refund:

- Full refund of all monies paid: Through July 9, 2020
- 50% of booth space fees retained: July 10 – November 9, 2020
- 100% of booth space fees retained: After November 9, 2020

A company’s cancellation of exhibit space will result in the release of all assigned hotel sleeping rooms and hotel meeting space previously assigned to the company, and company representatives will not be allowed to attend the annual meeting. For companies reducing exhibit space, sleeping rooms and badges will be decreased to coordinate with the reduction in exhibit space.

If a balance is still outstanding on October 9, 2020, the exhibit space assigned may be resold without notification or refund of any payments. Failure to notify AAOS in writing of intent to cancel will result in the company being denied participation at future AAOS Annual Meetings. AAOS retains the right to utilize cancelled exhibit space at its discretion.

18. No-Show Policy

Any booth not in the process of being installed by 3:00 PM on Tuesday, March 9, 2021, may be regarded as a "no show." The exhibitor will be deemed to have cancelled the exhibit space contract and, as such, the exhibitor will not be awarded any priority points for the 2021 Annual Meeting. Any freight will be removed from the exhibitor's booth and returned to the loading dock at the exhibitor's expense and AAOS will be free to utilize the space at its discretion.
19. Access to Exhibit Halls
During show days, properly badged exhibitors may enter the exhibit halls as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 10</td>
<td>6:30 AM – 6:00 PM</td>
</tr>
<tr>
<td>Thursday, March 11</td>
<td>7:00 AM – 6:00 PM</td>
</tr>
<tr>
<td>Friday, March 12</td>
<td>7:00 AM – Midnight</td>
</tr>
</tbody>
</table>

Meetings in the exhibit halls with medical attendees and other non-exhibit individuals can only take place during official exhibit hours. Medical attendees must be properly badged to gain access to the exhibit halls during official exhibit hours.

20. Access to Other Exhibit Booths
Exhibiting companies are responsible for monitoring their own exhibit space. Exhibitors may not enter another exhibitor’s exhibit space without obtaining permission. This is in respect of the rights of all exhibitors to conduct business during exhibit hours without interference or improper intervention. Violation of this rule will result in expulsion of the offending exhibitor from the meeting for the duration of the meeting. If violations continue, the exhibiting company will forfeit 25% of their priority points for the 2022 AAOS Annual Meeting space assignment or not be allowed to exhibit at future AAOS meetings. AAOS, its representatives and employees, shall have free access to any exhibit at any time. Lingering in the aisles surrounding other exhibitors’ booths is prohibited.

21. Admittance to Scientific Programming
An exhibitor badge allows admission to the exhibit halls, and if space permits, poster presentations, symposia and paper presentations. Any ticketed session, like an instructional course, must be purchased on-site at Attendee Registration Ticket Sales kiosks on the day of the course, depending on availability. CME credit will not be awarded to those with exhibitor badges.

22. Badges
Exhibitors may register a maximum of five representatives for each 100 square feet of exhibit booth space. At the request of Academy members, there will be no additional badges provided or sold over this allotment so that aisles on the exhibit floor can be easily navigated.

View the Badge Registration Policies for information on badge registration, distribution, and important dates.

23. Badges for Research and Development Staff
Research and development employees of exhibiting companies that only want to attend educational sessions can register as an Exhibitor R&D Personnel. This badge is for educational purposes only and should not be used to conduct any business or for booth staff. All registrations for this category are subject to an approval by AAOS. Review the Badge Registration Policies for more details.

24. Badge Policies
a. All exhibitor representatives must register and wear the official exhibitor badge for admission to and while in the exhibit halls.

b. Company badges will not be accepted instead of the official AAOS badge. Supplementing AAOS badges with business cards, altering, adding to or defacing the official badge is not permitted.

c. Exhibitor badges are to be issued only to company employees, and/or any other individuals working in the exhibit booth.

d. All exhibitors must wear the correct AAOS name badge. For security reasons, exhibitors should never allow another individual, co-worker or not, to use their badge to gain access to the exhibit hall or educational sessions. Badge exchanges are complimentary, both at onsite registration and online, so that each exhibitor is badged properly. Violation of this rule will result in expulsion of the violator and the offending exhibitor personnel from the meeting for the duration of the meeting. If violations continue, the exhibiting company will forfeit 25% of their priority points for the 2022 AAOS Annual Meeting space assignment or not be allowed to exhibit at future AAOS meetings.

e. False certification of an individual as an exhibitor’s representative, or any other method used to assist unauthorized personnel to gain admittance to the exhibit floor and/or instructional courses, will be cause for expelling the violator from the meeting, or removing a violator’s exhibit from the exhibit floor without further obligation on the part of AAOS.

f. An exhibitor badge allows admittance to the exhibit halls, and if space permits, poster presentations, symposia and paper presentations. Any ticketed session, like an instructional course, must be purchased on-site at Attendee Registration Ticket Sales kiosks on the day of the course, depending on availability. CME credit will not be awarded to those with exhibitor badges.

g. Exhibitors should not use their badge allotment to register medical attendees. Exhibitor badges should only be used for booth staff personnel.

25. Balloons
The use of balloons is prohibited.

26. Booth Activities
a. Demonstrations of Products, Technologies and/or Services
Demonstrations of products, technologies and/or services are limited to each exhibitor’s contracted exhibit space in the exhibit hall. Such activities are not permitted in any other areas of the San Diego Convention Center, parking lots, or in any hotel, with the exception of AAOS approved ancillary events, Bioskills, Innovation Theater, and/or Lunch & Learn sessions as outlined in the AAOS Exhibitor Event and Meeting Space Guidelines. Non-compliance with this regulation will result in the prompt removal of the offending person and loss of priority points by the exhibitor.

b. Demonstrations Using Live or Human Tissue
Exhibitors are not permitted to use live or human tissue in any booth to demonstrate techniques or instrumentation. Similarly, exhibitors may not use human or xenograft tissue outside of sealed bona fide packaging. However, exhibitors that have FDA clearance for human or bovine tissue may provide a product demo as long as the tissue is kept fully in a sealed incubator display.
c. Diagnostic Imaging Equipment and Lasers
Exhibitors will be able to display and demonstrate imaging equipment in their booth space. Exhibitors shall not demonstrate diagnostic imaging equipment using either ionizing or non-ionizing radiation. In addition, demonstrations of activated therapeutic lasers are prohibited.

d. Booth Presentations
Key AAOS leaders are prohibited from giving formal presentations or talks in exhibit booths in the exhibit halls or from promoting exhibitor products in print or other advertisements at the AAOS Annual Meeting. AAOS key leadership includes:

- President
- First Vice-President
- Second Vice-President
- Immediate Past-President
- Chief Executive Officer
- Editors-in-Chief of AAOS publications

Exhibitors may utilize the services of a celebrity only if this individual is routinely employed as a spokesperson for the product, service or technology on display at AAOS 2021. Exhibitors wishing to have such a celebrity in their booth must submit the proposed schedule and activity for the celebrity via the Booth Activities form by December 3, 2020. Exhibitors with less than 400 square feet of exhibit space will not be considered for this type of activity due to crowd control concerns.

e. Continuing Medical Education (CME)
AAOS is the sole provider of Continuing Medical Education (CME) credits at the annual meeting between the hours of 7:30 AM to 6:00 PM on Tuesday and 7:30 AM to 5:00 PM on Wednesday through Saturday. CME credit cannot be not provided for presentations in the exhibit hall, surgeon engagement opportunities (Innovation Theater, Bioskills, and Lunch & Learn sessions) or time spent viewing the industry exhibits.

f. Entertainment
In keeping with the professional, educational nature of the AAOS Annual Meeting, the use of balloons, live animals, magicians, puppet shows, fortune tellers, dancers, costumed characters, celebrity look-a-likes, mimes, robots or other like entertainment is prohibited. Live performance of music is prohibited.

g. Video Display Content
Video displays are permitted and encouraged but should be relevant to the company and/or product(s) being exhibited. In the spirit of maintaining the professional nature of the AAOS Annual Meeting, video display of entertainment events in an exhibit booth, including sporting events, television shows, movies and concerts are prohibited.

h. Sports-Related Activities
Requests for a sports-related activity must be made via the Booth Activities form by December 3, 2020, and meet the following conditions:

- pertain to range of motion
- applicable for an exhibitor’s product(s)
- adequate space within booth to ensure activity will not obstruct the aisles or prevent access to any nearby exhibitor booths
- does not create a sound or noise disturbance

i. Drawings/Raffles
All drawings and raffles must be submitted to AAOS for review and approval by December 3, 2020, via the Booth Activities form and meet the following conditions:

i. Item(s) to be awarded cannot exceed $100 in value and must be educational in nature.

ii. Must comply with all local, state and federal laws governing such drawings or raffles. Determining compliance with legal obligation is solely the responsibility of the exhibitor.

iii. Rules must be posted at the booth and include the eligibility, date and time of the drawing, the words “no purchase necessary to enter,” and how winners are notified.

iv. Drawing must take place after the conclusion of the AAOS Annual Meeting.

v. It is the responsibility of the exhibitor to notify the winner and to make arrangements for the transfer of the prize to the winner.

vi. The exhibitor must agree to indemnify the American Academy of Orthopaedic Surgeons/American Association of Orthopaedic Surgeons, its official contractors, and the San Diego Convention Center and their respective directors, officers, employees, representatives, agents, successors and assigns in the event of any claims arising from the raffle or drawing.

AAOS reserves the right to restrict drawings or raffles that it deems inappropriate or unprofessional.

j. Gift and Giveaways
Exhibiting companies are permitted to distribute items from their exhibit booth during the meeting as long as these items meet the following conditions:

- Items are educational in nature
- Can be used during the meeting or in the professional activities of the attendee
- Have a cost of $25 or less per item

Exhibitors who wish to distribute items of educational nature, other than product literature or samples, must submit a Booth Activities form by December 3, 2020.

Items that do not require an approval:

- Product literature and samples, writing pens or pencils, pads of paper, rulers, tape measures, or luggage tags
- Food and beverage items ordered from the San Diego Convention Center’s exclusive food and beverage provider, Centerplate

Items that are not permitted for distribution:

- Golf balls, pocketknives, t-shirts, hats, lanyards, adhesive backed decals or stickers, unofficial badges, pins or buttons, large shopping bags or tote bags

Bags
Small paper or plastic bags for distributing company literature or products are acceptable if no larger than 14” x 11” including the handle. A sample or drawing with the dimensions must be submitted via the Booth Activities form for review and approval. Large shopping bags or tote bags are strictly forbidden.

AAOS reserves the right to grant or deny permission to distribute souvenirs or other free or special convention offers.
of any type. Distribution of unapproved or not permitted items will result in loss of 25% of the exhibiting company’s priority points for the 2022 AAOS Annual Meeting space assignment.

27. Catering
Exhibitors will be permitted to distribute food and beverage items from their booth provided items are ordered through the San Diego Convention Center exclusive food and beverage contractor, Centerplate. Examples of items allowed include cookies, granola bars, ice cream, water, soda, and beverage stations. Popcorn and alcoholic beverages are not allowed. Additional information and the catering order form will be included in the Exhibitor Service Manual which will be available October 15, 2020.

28. Dismantle of Exhibits
Dismantling of exhibits will start on Friday, March 12, 2021 at 3:00 PM and end on Sunday, March 14, 2021, at 2:00 PM. All exhibits must remain intact until Friday, March 12, 2020 at 3:00 PM, the official closing time. Exhibitors in violation of this rule will forfeit 25% of their accrued priority points for the following year’s space assignment. Repeat violations may result in the exhibitor being permitted to exhibit at future annual meetings.

Exhibitors should remain with their display materials until crates are returned and all materials are packed. Exhibitors are reminded that the return of empty crates, containers and cartons will take a minimum of eight to ten hours after the close of the show. Please plan your departure schedule accordingly.

All exhibits must be dismantled and packed with an outbound bill of lading turned in to the Exhibitor Service Center by Sunday, March 14, 2021, at 2:00 PM. Any materials left on the floor for which an outbound bill of lading has not been submitted by 2:00 PM on Sunday, March 14, 2021, may be re-routed onto another carrier at the exhibitor’s expense. Neither AAOS nor the official service contractor shall be responsible for any costs, damages or losses incurred.

For the installation, details please refer to page 9.

29. Distribution of Printed Materials
Distribution of printed materials by an exhibitor or its agents is limited to within the exhibitor’s allotted exhibit or meeting space. Such materials are not permitted to be distributed in the aisles, lobbies, registration, Academy Hall, publication bins, on counters and/or tables, in or near education rooms, parking lots, and/or in any hotel. Non-compliance with this regulation will result in a loss of priority points by the exhibiting company for the following year’s space assignment.

30. Exhibitor Conduct
All exhibitors are expected to contribute to an overall professional environment of the meeting, and AAOS reserves the right to make on-site judgments regarding conduct that detracts from that environment. Any questionable exhibit or activity that exceeds the bounds of good taste as interpreted by AAOS will be terminated.

a. It is the responsibility of the official exhibitor contact to ensure that all booth staff and vendors/contractors/agents are aware of and adhere to all AAOS rules and regulations and conduct themselves in a professional manner.

b. During the annual meeting all exhibitors, their vendors, contractors and agents must wear attire that is consistent with the professional atmosphere of the meeting.

c. No exhibitors, including vendors/contractors/agents hired to work a booth, may solicit attendees or other exhibitors from outside of their booth or elsewhere in the meeting venue.

d. Exhibitor personnel may not enter another exhibitor’s booth space without obtaining permission, nor should personnel block access to another booth. At no time may anyone enter an unstaffed booth of another exhibitor. Violation of this rule will result in expulsion of the offending exhibitor from the meeting for the duration of the meeting. If violations continue, the exhibiting company will lose 25% of their priority points for the 2022 AAOS Annual Meeting space assignment or not be allowed to exhibit at future AAOS meetings.

e. AAOS prohibits harassment or discrimination in any form by or against an employee, exhibitor, vendor or attendee. For more information, view AAOS Anti-Discrimination and Anti-Harassment Policies and Procedures.

31. Exhibitor Console
The Exhibitor Console is the password protected area of the AAOS web site where exhibitors will be directed throughout the planning cycle. The following are some items that will be available:

- Checklist - Keep Track of Completed Tasks for AAOS 2021
- Exhibitor Housing
- Exhibitor Registration
- Pay and Print Invoices
- Update Company Description and Contact Information

A password is required to access the Exhibitor Console. If an exhibitor does not remember their password, please use the “Forgot your password?” feature. Contact AAOS at exhibits@aaos.org if there are issues retrieving a company’s password.

32. Exhibitor-Designated Contractor (EDC) Badges
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 3, 2020, exhibitors planning to use the services of an outside independent contractor for set up and/or dismantle labor and/or supervision must notify the AAOS by completing the Request for Use of Exhibitor-Designated Contractor form located in the Exhibitor Service Manual. Exhibitors that do not provide this request by December 3, 2020 will be required to use labor and/or supervision 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 San Diego 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 designated contractor.

AAOS reserves the right to remove exhibitor-designated contractors whose actions jeopardize the on-time opening of the exhibition, or whose employees fail to observe the regulations and procedures of the AAOS.
Upon receipt of the Request for Use of Exhibitor-Designated Contractor form, specific information detailing AAOS requirements and policies will be directly sent to each contractor. Exhibitors should note that the Exhibitor Service Manual will only be emailed to the participating exhibitor, and it is the exhibitor's responsibility to provide third parties with the necessary information, Exhibitor-Designated Contractor Code of Conduct and any other form from the Exhibitor Service Manual.

33. FDA Compliance

All products that are not FDA approved for a particular use in humans, or which are not commercially available in the United States, will be permitted to be exhibited only when accompanied by the appropriate signs that indicate the product’s FDA clearance status. Requests for information and guidance can be obtained at www.fda.gov. Following are sample signs that should be displayed:

- This product is not cleared by the FDA for distribution in the United States
- This product is intended to be used in the United States as described in the product's labeling

Signs must be easily visible, placed near the product, and on any graphics depicting the product. The size of text must be a minimum of 1/8 inch in height or larger so that the sign is visible from a distance of four feet from the display/product. The AAOS Exhibits Committee no longer conducts a walkthrough of the exhibit halls for compliance with FDA requirements.

34. Hazardous Waste Disposal

The disposal, treatment and transportation of medical hazardous waste must be pre-arranged with a qualified medical hazardous waste disposal company. Exhibitors that plan to produce hazardous waste during their exhibit must notify AAOS by December 3, 2020, via the Booth Activities form.

35. Housing

AAOS has contracted hotel rooms in San Diego, CA for exhibitors at the 2021 Annual Meeting. Exhibitors must obtain sleeping rooms through AAOS’s housing bureau, onPeak, or risk the loss of priority points. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the San Diego area. If such a violation should occur, the company will lose 25% of its accrued priority points for exhibit space assignments for the AAOS 2022 Annual Meeting. View the Housing Policies for more information on allotments, list of hotels, and important dates.

Exhibitors that want to request a change in their target move-in time will need to complete the Freight Information & Target Change Request Form and submit to Freeman by January 14, 2021. This form will be included in the Exhibitor Service Manual.

Booths must be set by 5:00 PM on Tuesday, March 9, 2021. If an exhibit is not in the process of being set up by 3:00 PM on Tuesday, March 9, 2021, the exhibitor will be regarded as a no show, and, as such, any freight will be removed from the exhibitor's booth, returned to the loading dock at the exhibitor's expense, and AAOS will be free to utilize the space at its discretion.

On-site at the meeting, exhibitors that require extended installation hours should direct these requests to the Exhibit’s Office no later than 2:00 PM on the day that additional installation time is requested. Exhibitors may be required to hire a security guard for any approved additional hours they will be working in their booth outside of established installation hours. For the dismantling details, please refer to page 7.

39. Marketing Free Zone

The Academy has created a marketing free zone that extends a 5-mile radius around the San Diego Convention Center, including event hotels and other venues which will be populated by AAOS Annual Meeting attendees. Only with written AAOS permission are exhibitors allowed to participate in any street marketing activities within this area which include, but are not limited to segway’s, banners, street teams, decals or literature distribution. Violation of this rule will result in loss of 25% of the exhibiting company’s priority points for the 2022 AAOS Annual Meeting space assignment.

40. Meeting Space and Educational Events

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 written approval from AAOS and comply with the policies set forth in the AAOS Exhibitor Event and Meeting Space Guidelines. All events including events held at a non-hotel venue (such as restaurants, museums, etc) are required to submit the Exhibitor Event and Meeting Space form to secure written approval from AAOS.

AAOS prohibits exhibitor events scheduled directly for meeting attendees that conflict with the AAOS scientific program and the exhibit hall hours. Unapproved meetings conflicting with AAOS educational activities will result in loss of 25% of the exhibiting company's priority points for the 2022 AAOS Annual Meeting space assignment.
41. Media Relations at the Meeting

The Academy invites exhibitors to supply appropriate press materials for distribution in the Academy Press Room. For complete details, please refer to the Media & Communicator Guidelines, which will be available online October 15, 2020.

Exhibitors are prohibited from conducting press conferences in their booth during exhibit hours. Exhibitors can notify our media relations staff of any off-site media only events or exhibitor announcements, as a list will be maintained in the Press Room for media reference.

If you have any media-related questions, please contact Deanna Killackey, Media Relations Manager at killackey@aaos.org or 847-384-4035.

42. Obstructing Aisle Space

Demonstrations, lighting, booth models, literature distribution and sound levels must not interfere with the flow of aisle traffic. Adequate space/seating for presentations and demonstrations must be provided within the exhibitor's booth space. AAOS reserves the right to have the exhibitor discontinue any activity or demonstration that interferes with the normal traffic flow in the aisles or that overflows into neighboring exhibits. Violation of this rule will result in loss of 25% of the exhibiting company's priority points for the 2022 AAOS Annual Meeting space assignment.

43. Photography, Video and Audiotape Activities

AAOS has designated an official photographer to handle all photography/videography within the exhibit halls. An order form will be included in the Exhibitor Service Manual. Except for services ordered through the official photographer, exhibitors must have prior written approval for any photographing, videotaping or audio taping activity in the exhibit halls. Requests must be submitted by December 3, 2020 via the Booth Activities form. Provided shots are taken by a full-time company employee, exhibitors may photograph and/or videotape their booth from the confines of their booth space during non-exhibit hours when attendees are not present in the exhibit halls. Photographing, videotaping or audio taping during exhibit hours is strictly prohibited. Exhibitors in violation of this rule will forfeit 25% of their priority points for the 2022 AAOS Annual Meeting space assignment.

Exhibitor should not photograph or videotape any other exhibitor's booth or products. If an exhibitor believes their booth or product is being photographed or videotaped by another exhibitor or attendee, contact the AAOS Exhibits Office immediately. Exhibitors in violation of this rule will forfeit 25% of their priority points for the 2022 AAOS Annual Meeting space assignment.

During the meeting, AAOS reserves the right to photograph and/or videotape exhibits and/or attendees through the services of an AAOS official vendor. Some of these photos and/or videos may be available on the AAOS website as b-roll for general use by others or displayed in publications or material related to the meeting. If you do not wish your image to be displayed by AAOS, please submit your request in writing by December 3, 2020 to exhibits@aaos.org.

44. Promotion of AAOS Annual Meeting Educational Events

Promotion of any specific AAOS Annual Meeting education sessions, papers, presentations, posters, or speakers before, during or after the annual meeting by an exhibitor is strictly prohibited. This promotion is against ACCME rules and threatens AAOS' accreditation status, and may result in penalties not outlined in the rules and regulations.

45. Publicity and Advertising

All promotional materials (including announcements, invitations, emails, websites, social media posts, advertisements, and flyers) referencing the AAOS Annual Meeting must be approved by AAOS prior to printing and/or distribution. Final versions of materials should be submitted via the online Advertising Approval Request. While AAOS will make every effort to grant these approvals in a timely fashion, please allow a minimum of five (5) business days for approval. Failure to abide by the Publicity and Advertising
Guidelines will result in the loss of priority points or other action deemed appropriate by AAOS.

**Use of the AAOS Name and/or Logo**

a. The use of the name, insignia, logo, logotype or other identifying marks of the American Academy of Orthopaedic Surgeons/American Association of Orthopaedic Surgeons other than the approved exhibitor graphic, is never to be used in signs, advertising or promotions in any media or on descriptive product literature.

b. Any inclusion of “AAOS” or “American Academy of Orthopaedic Surgeons” requires written approval from AAOS.

c. Companies are prohibited from promoting any specific AAOS Annual Meeting education session, including paper presentations or scientific posters.

d. Companies are prohibited from using AAOS’s name in any advertising for meetings that are sponsored by another organization or at other meetings sponsored by AAOS.

e. The fact that an exhibitor or its goods or services is or was exhibited at the AAOS Annual Meeting, cannot be used in advertisements or promotional activities by the exhibitor.

**Official AAOS 2021 Graphic Use:** The AAOS has created an official AAOS 2021 Annual Meeting exhibitor graphic for use within online, print, email, and social media posts that promotes a company’s exhibit booth at the AAOS 2021 Annual Meeting. Only companies exhibiting at the AAOS 2021 Annual Meeting can use this graphic. This graphic can only be used to promote a company’s participation as an exhibitor at the AAOS 2021 Annual Meeting. For access to the AAOS 2021 Annual Meeting exhibitor graphic, please email exhibits@aaos.org.

**How to Reference AAOS 2021 on Promotional Materials:** AAOS does not endorse, expressly or by implication, the exhibitor or its goods or services. Wording such as “presented in conjunction with,” “preceding” or “prior to the AAOS Annual Meeting” is not allowed. The following formats are the proper way to reference the AAOS 2021 Annual Meeting on promotional materials:

- AAOS 2021 - Booth XXX - March 10 - 12, 2021
- AAOS 2021 – Booth XXX
- AAOS Annual Meeting - Booth XXX – March 10 - 12, 2021
- AAOS 2021 Annual Meeting - Booth XXX
- Companies that create a website or email address for the Annual Meeting can include Ortho, Orthopaedic or Academy as an extension.

Improper formats that are not allowed include:

- AAOS Booth XXX
- Annual Meeting Booth XXX
- AAOS Meeting Booth XXX
- AAOS cannot be used as an extension for websites or email addresses.

**Distribution Guidelines:** 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 San Diego Convention Center, AAOS official hotels, or other venues are prohibited. Order forms for inclusion of promotional materials in the official AAOS Orthopaedist’s Bag or the AAOS Annual Meeting pre-registration list order forms are available in the Promotional Opportunities brochure.

Social Media: For guidelines on AAOS approved messaging via social media, refer to page 3 of the Publicity and Advertising Guidelines.

**46. Selling and Order Taking**

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted if transactions are conducted in a manner consistent with the professional nature of the meeting. The exhibitor is responsible for permits and paying sales tax, if applicable. AAOS reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors that sell items for delivery on the show floor may be required to obtain city occupational licenses. Additionally, they may be required to collect and remit city and state sales taxes.

**47. Sound and Odor Restrictions**

Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound and noise may not exceed 85 decibels. Exhibitors that use or display noisy devices, sound producing equipment or other devices that prove objectionable to AAOS because of noise, odor or other disagreeable features, must agree to keep the noise and/or odor of such devices at levels determined acceptable by the AAOS management or be discontinued. Only recorded music can be played in booths and exhibitors should be aware that they may be subject to laws governing the use of copyrighted compositions. Licensing agreements for music covered by the American Society of Composers, Authors, and Publishers (ASCAP), Broadcast Music International (BMI), and other organizations are the sole responsibility of the exhibitor.

**48. Staffing of Exhibits**

Exhibit booths must be staffed during all exhibit hours. An exhibit company that fails to set up or properly staff its booth during the exhibition will forfeit all exhibit rights for this annual meeting.

**49. Security**

AAOS will provide 24-hour security to control access to the exhibit halls from the start of move-in to the end of moveout. However, AAOS and the San Diego 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, discourage theft, and arrange for appropriate insurance against loss.

**50. Temporary Staff/Models**

Temporary staff/models are considered company personnel and must be registered and wear an exhibitor badge for entrance to the exhibit halls. These badges must be registered within the exhibitor’s allotment of badges. Models under the age of 16 are prohibited unless advance arrangements have been approved AAOS. Requests should be made in writing to exhibits@aaos.org. Attire and conduct of models shall be consistent with the professional atmosphere of the AAOS Annual Meeting. Models can wear sports attire including sweat suits, shorts and T-shirts. Tight fitting or other inappropriate garments, which include T-backs and short-shorts, will not be permitted on the exhibit floor.
51. Attendance
AAOS makes reasonable attempts to attract attendees to its annual meeting. Traffic by any given booth is a function of efforts (including pre-show and on-site promotional efforts) made by the exhibiting company to attract attendees to that exhibit and is not the responsibility of AAOS.

52. Cancellation of Exhibition
Except as otherwise set forth in this paragraph, if AAOS fails or is unable to fulfill its obligations in providing the opportunity to hold exhibits at the annual meeting, AAOS agrees to promptly return to the exhibitor all monies paid. If this occurs, any agreements made shall be canceled by mutual consent and AAOS shall be relieved of all responsibility.

It is mutually agreed that, in the event the AAOS 2021 Annual Meeting is canceled due to disasters, strikes, governmental regulations or recommendations, mass airport closings, pandemic disease, commercial practicability or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated and the AAOS shall determine an equitable basis for the refund of such portion of the exhibit fees, after due consideration of expenditures and commitments already made.

This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois. The Parties agree to the jurisdiction and venue of the Circuit Courts of Cook County, Illinois or the United States District Court of the Northern District of Illinois, for resolving disputes arising under this Agreement.

53. Compliance with Local Ordinances
Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be responsible for compliance with local health, fire, and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations, and with all current FDA regulations for such products and services as highlighted on Page 8. AAOS has no further responsibility to notify the exhibitors that this compliance is required.

54. Damage to San Diego Convention Center
Exhibitors will be held responsible for any damage done to the San Diego Convention Center by them, their employees or agents. No nails, tacks, or screws may be driven into the floor, wall or woodwork of the building. Exhibitors may not install any permanent fixtures or deface the building, and upon conclusion of the meeting, they must leave the exhibit space in the same condition that it was received. No adhesives, chemicals, solvents or any other materials or substances that can potentially damage the floor or floor sealants are allowed. Exhibitors will be financially responsible for any damage to floor or any structure of the building.

55. Disputes
AAOS will not settle disputes between exhibitors regarding trademarks, copyrights, patents or other product issues.

56. Fire Ordinances
Exhibitors must strictly observe all city, state, and federal fire laws. Complete fire safety requirements will be included in the Exhibitor Service Manual.

57. Indemnity and Limitations
Each exhibitor assumes full responsibility for and agrees to protect, defend, indemnify, save and hold forever harmless the AAOS, Freeman, San Diego Convention Center and their respective agents, employees, representatives, successors and assigns, from any and against all claims, demands, causes of action, damages, costs and expenses, including attorney’s fees, for injury to person or damage to property, including theft, misappropriation or loss of property asserted against either or all of them as a direct result of exhibitor’s negligence or willful misconduct, including but not limited to the installation, maintenance and removal of the exhibit, and from and against any penalty, damages or charges imposed for the violation of any law, ordinances or regulations arising out of or in connection with the exhibitor’s occupancy or use of San Diego Convention Center and its exhibit hall, including but not limited to the installation, maintenance or removal of the exhibit, resulting from the negligent act or acts of its employee(s) or products. The exhibitor waives any and all claims it may have against any or all of the following: AAOS, Freeman, San Diego Convention Center and their respective agents, employees, representatives, successors and assigns for injury or damage to persons or property (including theft, misappropriation or loss of property or any other losses) arising out of or in connection with the AAOS 2021 Annual Meeting and the use of San Diego Convention Center and its exhibition hall, except as may arise solely from the gross negligence of one of the foregoing parties. The exhibitor further waives any claim against the AAOS and its agents, employees, representatives, successors and assigns, arising out of the oral or written publication of any statement made in connection with the AAOS 2021 Annual Meeting by anyone not an employee of the AAOS concerning the exhibitor or his/her exhibit.

58. Insurance
Insurance protection will not be afforded to the exhibitor either by AAOS or the San Diego Convention Center. Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and general public liability insurance of at least $1 million per occurrence and $1 million aggregate, against injury to the person and property of others.

The exhibitor shall, at its sole cost and expense, procure and maintain through the terms of the contract for exhibit space, workers’ compensation insurance in full compliance with all federal and state laws, including any state required limits, governing all of the exhibitor’s employees or agents engaged in the performance of any work for the exhibitor.

Policies shall name AAOS as a named additional insured. Any policy providing such general liability insurance must contain an express waiver by the exhibitor’s insurance company of any right of subrogation as to any claims against AAOS, its officers, directors, agents, members or employees. Each exhibitor is required to obtain and furnish AAOS with a certificate of insurance evidencing the required insurance by January 10, 2021, that:

• Indicates the policy will be in effect over all installation and dismantling dates, March 3 through March 14, 2021.
• Indicates comprehensive general liability insurance against
  claims for bodily injury or death and property covers damage of
  no 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 is in force over this same period.
• Names AAOS as certificate holder and as an additional insured.
• Information on how to submit the certificate of insurance to
  AAOS will be included in the Exhibitor Service Manual.

NOTE: Exhibitors using Exhibitor-Designated Contractors to install
and/or dismantle their booth are still required to submit their
(the exhibiting company’s) certificate of insurance to AAOS. For
Exhibitor-Designated Contractors, refer to page 17 for details
regarding their required documentation.

59. Interpretation of Rules
In determining whether to accept an application for exhibition
space in any subsequent year, AAOS may consider breaches or
infractions of these terms, rules and regulations by an exhibitor
in any year. In addition, infractions of the spirit of the rules by
exhibitors or potential exhibitors at any time may be considered in
determining whether to accept an application from such person or
company seeking to exhibit at a future AAOS Annual Meeting.

Any matters not specifically covered herein are subject to the
judgment and final determination by AAOS. AAOS may amend
these rules and regulations at any time, and the amendments so
made shall be binding upon the exhibitor equally with these rules
and regulations, and shall become a part thereof, provided that the
exhibitor is notified of the amendments. Notice may be verbal or
in writing, before or during the annual meeting, and may be given
to any authorized agent or representative of the exhibitor.

60. Termination or Modification of
Display Privileges at Any Time
AAOS reserves the right to terminate or modify the exhibitor’s
display privileges at any time for a breach of any of these terms,
rules and regulations. AAOS will be the sole interpreter of whether
a breach has occurred. Such termination or modification may
occur during the annual meeting, at which time the exhibitor must
agree to close the exhibit upon receipt of a notice of termination
and to remove or modify the exhibit from the exhibition hall as
soon as possible without disruption of the meeting. Such removal
shall be done under the direction of the AAOS Exhibits Manager.

Expulsion or modification of an exhibit under this rule shall not
give rise to any claim, and there shall be no refund of the fees
paid by such exhibitor.

61. Use of Certain Property
The exhibitor will assume all responsibility and costs arising
from the use of materials and or products which are protected
by patents, trademarks, copyrights, or franchised agreements,
including but not limited to devices, processes, materials, music
or dramatic performances. License agreements for music covered
by ASCAP, BMI and other organizations are the sole responsibility
of the exhibitor.

62. Violation of Rules and Regulations
As a condition for exhibiting, each exhibitor shall agree to observe
all rules and regulations. For most violations, the following are the
penalties that will be enforced:

First violation: Loss of 25% of priority points
Second violation: Loss of 50% of priority points
Third violation: Loss of 100% of priority points
Fourth violation: One-year suspension of exhibit privileges
Subsequent violations: Company will not be eligible to exhibit
at future annual meetings

The action taken against an exhibitor for violation of rules and
regulations will be determined based on the circumstances of
each case. Some infractions will be communicated in a warning
notice that may not result in a violation if, in the sole discretion
of the AAOS Exhibits Manager, it is deemed that corrective
measures were completed in a timely fashion and no other parties
were negatively impacted. Prior years’ warnings and penalties
may be considered in assessing penalties for the 2022 Annual
Meeting. AAOS reserves the right to levy a more severe penalty,
up to and including refusal of or termination of the exhibit, at its
sole discretion without progressing through each of the following
successive steps. In the event of such restriction or eviction, AAOS
will not be liable for any refunds on rentals or other exhibit fee or
expenses.
63. **Americans with Disabilities Act**
Exhibitors shall be responsible for compliance with the Americans with Disabilities Act regarding their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).

64. **Booth Requirements**
All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.

65. **Linear Exhibit Booths**
Linear booths are 100 feet square (10' x 10') or multiples thereof and consist of 8-feet high back drape and 3-feet high side dividers mounted on aluminum tubular frames.

a. Signs, decorations, lights and equipment may not rise above 8 feet or be placed outside the booth space.

b. Solid construction, signs, decorations, monitors, or equipment over 4 feet high must be a minimum of 5 feet back from the front aisle.

c. Exposed or unfinished sides of the exhibit must be professionally finished or draped to present an attractive appearance.

d. Any portion of the exhibit bordering (facing into) another exhibitor's space may not incorporate any identification signs, logos, letters, product images or graphics that would detract from the adjoining exhibit.

e. Hanging signs and lights are not permitted.

f. All booths are identified with a booth number label that is affixed to the floor in the aisle and will include a 7" x 44" identification sign with the company name and booth number secured to the backwall drape.

g. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS's discretion, be carpeted and/or corrected at the exhibitor's expense.

h. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.

i. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.

j. Neither identification sign nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that are affixed to the floor in the aisle.

k. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS's discretion, be carpeted and/or corrected at the exhibitor’s expense.

**NEW** Aisles will not be carpeted and an exhibitor's floor coverings along the aisle must be finished in order to prevent any safety issues.

66. **Island Exhibit Booths**
An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to all outer edges of the booth.

a. Aisles may not be obstructed due to any activities within the booth.

b. Counters must be placed at minimum one foot in from all aisles.

c. An island booth is not required to provide access from all sides of the booth. This is subject to approval by the San Diego Fire Marshal.

d. Formal presentation areas are required to be placed a minimum of five feet in from the aisles. Exhibitors are responsible for providing adequate space for presentations and monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.

e. Structures with a door facing an aisle must have the door set back far enough to prevent the door from opening into the aisle.

f. Raised floors must include ramps for access to the booth space and raised areas that are not ramped must be clearly marked or lighted around the perimeter.

g. All illuminated walls or displays must have the ability to adjust the brightness.

h. For island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams, the lights must be placed within the perimeter of the exhibitor's booth space.

i. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.

j. Neither identification sign nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that are affixed to the floor in the aisle.

k. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS's discretion, be carpeted and/or corrected at the exhibitor’s expense.

**NEW** Aisles will not be carpeted and an exhibitor's floor coverings along the aisles must be finished in order to prevent any safety issues.

I. All exhibitors with an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AAOS for approval by December 3, 2020. These floor plans must be drawn to scale and include all exhibit components and their dimensions. Floor plans should also include all hanging signs and rigging components. The scale utilized for each floor plan should accompany that floor plan. An Island Booth Design Approval form will be provided in the Exhibitor Service Manual.
Island booth floor plans are required to ensure that AAOS rules and regulations are followed and provide AAOS with the ability to resolve potential issues before show site. If not submitted, and the construction is determined to be in violation of booth restrictions, AAOS has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor’s expense.

67. Multi-level Exhibit Booths
A multi-level exhibit booth is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths. In addition, all multi-level booths must provide California structural engineer stamped floor plans to be reviewed by the Fire Marshal. Details provided on page 17, Facility Fire/Safety Guidelines.

68. Height Limits
Linear Booths: 8 feet in the rear half of the booth, 4 feet high within 5 feet of the front aisle
Island Booths: 25 feet measured from the floor up to the top of the hanging sign. Lighting and truss may be hung above this height but are not allowed to extend beyond the perimeter of the booth space.

69. Mobile Units or Trucks
Exhibitors that wish to display mobile units or trucks on the exhibit floor must request approval. Requests should be sent to exhibits@aaos.org by July 9, 2020, and must include specific space requirements. Mobile units or trucks for display in the exhibit halls will only be in designated areas and cannot be in regular exhibit booth space. Mobile units must follow fire prevention codes according to San Diego Convention Center rules and regulations and the Americans with Disabilities Act.

70. Peninsula or End-Cap Booths
AAOS does not offer peninsula or end-cap booths. A peninsula booth is bounded by three aisles; an end-cap booth is a linear 10’ x 20’ booth spanning two different aisles.

71. Facility Fire/Safety Guidelines
The San Diego Convention Center has established guidelines regarding acceptable booth configurations from a safety standpoint. By December 17, 2020, exhibitors with a single-level covered exhibit or multi-level exhibit are required to submit California structural engineer stamped floor plans to the San Diego Convention Center:

Name: Joe May
Title: Fire Marshal
111 W. Harbor Drive
San Diego, CA 92101
Phone: (619) 525-5419
Email: jm@san diego.gov

a. All exhibit construction and decoration materials must be flame retardant.
b. All island booths with enclosed areas (closets, offices, etc.) need to be equipped with an UL approved battery-operated smoke detector and at least one 2A10BC Fire Extinguisher.
c. No ceilings are allowed on the topmost level.
d. All multi-level exhibits must have one 2A10BC-type fire extinguisher on each level of the display, easily available and unobstructed from view.
e. All areas under multi-level booths must be equipped with a UL approved battery-operated smoke detector attached to the ceiling or understructure.
f. All booths shall have one stairway exit directly to the outside of the booth. Stairs cannot exit into an enclosed room.
g. All stairways must be at least three feet in width and must be equipped with a handrail on at least one side.
h. Decks designed to hold over 10 people require a second staircase for emergency evacuations.
i. Any deck with occupancy on the upper deck needs a California structure engineering stamped floor plan and needs to be approved by the fire marshal.
j. Exhibitors with a single-level covered exhibit must have approval from the fire marshal. Any covered structure over 400 sq. ft may have additional requirements. Structures are “preferred” to be permeable and must be fire retardant material.
k. Any displays or signs over 14 feet high must have a seismic safety support or secured to a building structure and must be installed by a General Service Contractor’s certified rigger.

72. Lighting
Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto other exhibitor’s space or AAOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Lighting that spins, rotates, pulsates or other specialized effects must be submitted for approval to exhibits@aaos.org by February 10, 2021. Approval will be granted on a case-by-case basis and will be inspected on-site at the San Diego Convention Center.

Island booth exhibitors that wish to have facility lights turned off that are within the confines of their booth space must submit requests to SDCC by February 10, 2021. No requests will be granted to turn off lights that project over aisle space or other exhibitors’ booths. Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams must be placed within the perimeter of the exhibitor’s booth space. Lights for linear booths may not rise above 8 feet or be placed outside the booth space.

The exhibitor of an island booth is responsible for any costs related to lighting installation and dismantle, including any lights which may be denied approval on-site due to infringing on AAOS aisles, or other areas outside the exhibitor’s booth space.

73. Signs
Only professionally printed signs are allowed in the exhibit halls. Forms for ordering booth ID signs and additional signs will be included in the Exhibitor Service Manual.

Booth ID Signs: A 7” by 44” identification sign with company name and booth number will be provided for all linear booths at no charge.

Recyclable Materials: All signs must be made of recyclable materials (such as Falcon board or corrugated cardboard). Foam core signs are not allowed to be used at the San Diego Convention Center.
**Hanging Signs or Banners:** Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The suspended height limit for signs is 25 feet when measured from the floor up to the top of the sign. Hanging signs must be received at the warehouse by **February 24, 2021**, using the “Hanging Sign” shipping label that will be included in the Exhibitor Service Manual to avoid additional fees. The first day hanging signs will be accepted at the advance warehouse is **January 27, 2021**.

**74. Floor Covering and Carpet**
Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering, or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS’s discretion, be carpeted and/or corrected at the exhibitor’s expense.

**NEW** Aisles will not be carpeted and an exhibitor’s floor coverings must be finished in order to prevent any safety issues. **75. Exhibitor Service Manual**
The Exhibitor Service Manual containing information and order forms for all exhibitor services and contractors will be available **October 15, 2020**, at aaos.org/exhibitors.

**75. Official General Service Contractor**
Freeman has been designated as the general service contractor. General questions regarding any services provided by Freeman (rental of booth furnishings and carpet, material handling, labor, special signage, etc.) should be directed to its Exhibitor Service Department, at Phone: 714-254-3410 or email: FreemanAnaheimES@freemanco.com.

**76. Facility Exclusive Services**
The following services are to be provided exclusively by the San Diego Convention Center and their service partners:
- Booth Cleaning Services
- Catering
- Telecommunications/Internet

**77. Union Jurisdictions at the San Diego Convention Center**
Labor for display installation and dismantling must be provided by the appropriate union personnel and may be ordered through Freeman, the official general service contractor.

Full time employees of exhibiting companies may erect and dismantle their own displays without assistance from local trade unions provided that the work is performed by one person only, does not require the use of hand tools, takes no longer than 60 minutes to complete and the booth does not exceed 10’ in length in any direction. In all other instances, local authorized union labor is required. All work must be performed within the confines of the exhibitor's booth area.

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:

- **$134.00 /hour** Straight Time
  8:00 AM – 5:00 PM
  Monday thru Friday

- **$244.50 /hour** Overtime
  5:00 PM - 8:00 AM
  Monday thru Friday
  All-day Saturday and Sunday

**New**

- **Small Forklift and Driver**
  **$209.25 /hour** Straight Time
  8:00 AM - 5:00 PM
  Monday thru Friday

- **$278.75 /hour** Overtime
  5:00 PM - 8:00 AM
  Monday thru Friday
  All-day Saturday and Sunday

**78. Booth Furnishings**
Sample charges for advance online orders of common booth furnishings are as follows:
- 9’x10’ Carpet $226.75
- 6’ Draped Table $186.10
- Side Chair $159.60

**79. Cleaning/Porter Service**
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.

The San Diego Convention Center is the exclusive cleaning contractor. No other contractor or cleaning service, including exhibitor-appointed contractors, can perform these services. Following are sample charges for advance orders, subject to change:

- **Vacuuming Per Day** $0.48 per sq. ft (advanced rate)

If an exhibitor has giveaways or other booth material items that generate trash, they will need to order porter service to remove empty cartons and/or containers. Any exhibitor disposing of cartons, containers or other trash in the aisles will be charged for removal and cleaning. Porter service includes emptying of your booth’s wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours. Following are sample advance rates, subject to change:

- **Under 500 sq.ft** $110.00 (advanced rate)
- 501 - 1,500 sq. ft. $121.00 (advanced rate)
- 1,501 - 3,000 sq. ft. $145.00 (advanced rate)
- **Over 3,000 sq.ft.** Call for Quote
Booth Abandonment Cleaning Service:

Exhibitors are responsible for arranging the disposal of their booth. Booth disposal should be communicated at least one full day prior to move out and if significant amount involved, at least 2 days prior to move out to the Cleaning Services desk in the Exhibits Service Center. If arrangements are not made in advance and the booth is abandoned, the booth will be dismantled by the General Service Contractor labor at the prevailing rate and either the General Service Contractor or SDCC staff will transport those materials from exhibit floor to disposal area. A fee of one-half of the prevailing rate for a compactor pull for each 100 sq. ft. of exhibit space will be charged to the exhibitor.

80. Electrical Services

Freeman is the exclusive provider of electrical services. Sample advance electrical charges (which includes labor to place the specific service ordered), and subject to change, are as follows:

<table>
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<tr>
<th>AMP</th>
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<th>Rate</th>
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</thead>
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<tr>
<td>5</td>
<td>0-500</td>
<td>$180.25</td>
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<tr>
<td>10</td>
<td>1000</td>
<td>$316.50</td>
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<tr>
<td>20</td>
<td>2000</td>
<td>$441.50</td>
</tr>
</tbody>
</table>

Forms with a complete list of electrical services and other utilities will be available in the Exhibitor Service Manual on October 15, 2020.

Prewire and Save! Considerable on-site cost savings can be realized by prewiring and pre-connecting electrical equipment. Wherever possible, install standard “twist-lock” receptacles or similar “quick-disconnect” devices at your plant. Make sure all connections are sealed and that there are no live exposed metal parts that may cause shock or electrical hazard.

81. Security

AAOS will provide 24-hour security to control access to the exhibit halls from the start of move-in to the end of move-out. However, AAOS and the San Diego 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 arrange for appropriate insurance against loss. Information regarding ordering individual booth security will be contained in the Exhibitor Service Manual.

82. Telecommunication Services

Smart City is the exclusive supplier of Internet and Telecommunication services. AAOS will be providing complimentary Wi-Fi throughout the exhibit hall for basic internet access, such as browsing the Web or checking e-mails. A login for this network will be provided before the event and on-site at the meeting. If an exhibitor needs a more robust connection or private network for greater needs such as streaming video, product demonstrations, networking devices or more, it must be ordered through Smart City.

Smart City provides both wireless and hardwired services with the option for public IP addresses or private IP addresses which can be both statically assigned or automatically assigned. The Smart City Customer Service team is available to assist in determining the right solution for your booth needs. Sample advance rates are as follows:

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<thead>
<tr>
<th>Rate</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Basic Internet Service -</td>
<td>$895.00</td>
</tr>
<tr>
<td>Includes 1 Private IP Address</td>
<td>(advanced</td>
</tr>
<tr>
<td></td>
<td>rate)</td>
</tr>
<tr>
<td>Additional Device for Basic</td>
<td>$185.00</td>
</tr>
<tr>
<td>Service</td>
<td>(advanced</td>
</tr>
<tr>
<td></td>
<td>rate)</td>
</tr>
<tr>
<td>Routers Supported:</td>
<td>$3,495.00</td>
</tr>
<tr>
<td>Dedicated 3 Mbps (includes 5</td>
<td>(advanced</td>
</tr>
<tr>
<td>IP addresses)</td>
<td>rate)</td>
</tr>
<tr>
<td>Dedicated 6 Mbps (includes 5</td>
<td>$5,900.00</td>
</tr>
<tr>
<td>IP addresses)</td>
<td>(advanced</td>
</tr>
<tr>
<td></td>
<td>rate)</td>
</tr>
</tbody>
</table>

Rates subject to change.

83. 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 3, 2020, exhibitors planning to use the services of an outside independent contractor for installation and/or dismantling must notify AAOS by completing the “Request for Use of Exhibitor-Designated Contractor” form included in the Exhibitor Service Manual. Exhibitors not providing this by the deadline date will be required to use labor provided by the official contractor for installation and dismantling.

Exhibitor-Designated Contractors must provide an original Certificate of Insurance to the AAOS by January 10, 2021, that:

a. Indicates the policy will be in effect over all installation and dismantling dates, March 3 through March 14, 2021.

b. Indicates comprehensive general liability insurance against claims for bodily injury or death and property damage of no 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 is in force over this same period.

c. Names AAOS as certificate holder and as an additional insured.

Upon arrival at the San Diego Convention Center, the EDC must:

a. Must obtain a Temporary ESCA Photo ID Badge from the SDCC Security Department before being allowed into the SDCC. Details are available in the Exhibitor Service Manual.

b. In addition to the ESCA Photo ID must show proof of affiliation with the exhibitor-designated contractor in order to receive an AAOS work badge that will provide access to the exhibit halls.

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

d. Follow all AAOS move-in and move-out rules in a timely and professional manner and must perform duties within established AAOS deadlines.

e. Adhere to deadlines. Deadlines are not negotiable.

f. If Exhibitor-Designated Contractor information is not received by the deadlines listed, the exhibitor will be required to use AAOS official contractors.

84. Official Material Handling Contractor

Freeman has been contracted to be the exclusive provider for material handling services. Freeman has the responsibility to manage all freight docks/doors and to schedule all vehicles into and out of all designated material handling areas of the AAOS Annual Meeting. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facility or designated material handling areas, as well as mobile spotting units.

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.

85. Accessible Storage

An area for accessible storage of sample materials and other items will be available at the San Diego 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:

- $1.25 per lb  The labor is included with per/lb rate.

86. Advance Shipping

Advance shipments sent to Freeman’s warehouse should be scheduled to arrive between February 3, 2021 through February 24, 2021. Material handling rates for advance shipments are:

- $111.50 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 3, 2021 through February 24, 2021. Address shipments as follows:

Company Name and Booth #
AAOS 2021 Annual Meeting
c/o Freeman
6060 Nancy Ridge Dr. Ste C
San Diego, CA 92121

Hours of operation: Monday thru Friday, 8:00 AM – 3:30 PM

87. Direct Shipments

Material handling rates for all direct shipments to the San Diego Convention Center are:

- $109.80 per cwt  Crated or skidded shipments
- $166.75 per cwt  Loose/uncrated or pad-wrapped shipments

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. Detailed information will be provided in the Exhibitor Service Manual.

Direct shipments cannot and will not be accepted at the San Diego Convention Center prior to 1:00 PM on Friday, March 5, 2021, unless arrangements have been made in advance with Freeman for early unloading. Direct shipments should be sent to:

Company Name and Booth #
AAOS 2021 Annual Meeting
111 W Harbor Dr.
c/o Freeman
San Diego, CA 92101

88. Small Packages

Direct shipments of 30 pounds or less will be charged a special small package rate. Rates are inclusive of overtime loading and unloading and any applicable special handling surcharges per shipment:

$45.00 per shipment

89. 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.

90. 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 material handling contractor will select the most convenient carrier available. Official carrier representatives will be onsite to discuss shipping needs.

91. Deliveries

Deliveries should be sent care of (C/O) Freeman Exposition Services either to their advance warehouse or direct to the San Diego Convention Center (via Freeman’s Marshaling Yard) only during designated move-in hours to Freeman’s attention to ensure exhibit materials are delivered properly.

Refer to the shipping instructions in the Exhibitor Service Manual for more details. Contracted delivery personnel will not be badged and cannot gain access to the exhibit floor.
**92. Marshaling Yard**

A vehicle marshaling yard will be utilized for the AAOS 2021 Annual Meeting to ease congestion at the San Diego Convention Center and maximize the utilization of available dock space. All delivering carriers and trucks, including privately owned vehicles (POV’s) and mobile units must check in first at the marshaling yard to be assigned a number and position to be unloaded or directed to the dock for spotting onto the floor. This same process will be in effect during the move-out of the show. Complete details and directions will be included in the Exhibitor Service Manual.

**93. Exhibitor 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 motorized, hydraulic or mechanical equipment is not permitted. Freeman will control access into the loading docks to maintain and provide for a safe and orderly move-in/move-out environment. They unload all trucks and vehicles, deliver the material to the booths, handle all empty containers and remove and reload materials at the close of the show.

### Important Dates

#### 2020

- Application and 50% deposits due for priority point assignment .......................................................... July 9, 2020
- Housing Request form emailed to exhibitors (Early Housing) ................................................................. July 24, 2020
- Space assignments, invoices and housing information emailed ................................................................. August 11, 2020
- Exhibitor housing opens ......................................................................................................................... October 1, 2020
- Balance of booth space fees due ............................................................................................................... October 9, 2020
- Exhibitor service manual available online ............................................................................................. October 15, 2020
- Island booth floor plans due ...................................................................................................................... December 3, 2020
- Request to distribute giveaway form due ............................................................................................... December 3, 2020
- Request to use Exhibitor-Designated Contractors form due ................................................................. December 3, 2020

#### 2021

- Certificate of Insurance due from Exhibitor-Designated Contractors ...................................................... January 10, 2021
- Last day to enter names for sleeping rooms ............................................................................................. January 18, 2021
- First day advance shipments will be accepted at the warehouse ............................................................... February 3, 2021
- Last day advance shipments will be accepted at the warehouse ............................................................. February 24, 2021
- Installation of exhibits begins at 1:00 PM (per target schedule) ................................................................. March 3, 2021
- On-site exhibitor registration opens ........................................................................................................ March 7, 2021
- Installation of exhibits must be completed by 5:00 PM ........................................................................... March 9, 2021
- Official opening of exhibits at 9:00 AM ..................................................................................................... March 10, 2021
- Exhibitors Open Forum at 8:00 AM .......................................................................................................... March 12, 2021
- All materials must be removed from the exhibit halls by 2:00 PM .......................................................... March 14, 2021

### Future Annual Meetings

**2022**

Chicago, IL
March 22 – 26

**2023**

Las Vegas, NV
March 7 - 11
## INDEX

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Exhibit Halls</td>
<td>Badge Policies</td>
<td>Cancellation of Exhibition</td>
<td>Damage to San Diego Convention Center</td>
<td>Electrical Services</td>
<td>Facility Exclusive Services</td>
<td>General Service Contractor</td>
<td>Hazardous Waste Disposal</td>
<td>Indemnity</td>
</tr>
<tr>
<td>Access to Other Exhibit Booths</td>
<td>Badges</td>
<td>Cancellation/Refunds</td>
<td>Diagnostic Imaging Equipment and Lasers</td>
<td>Eligibility to Exhibit</td>
<td>FDA Compliance</td>
<td>Gift and Giveaways</td>
<td>Height Limits</td>
<td>Installation of Exhibits</td>
</tr>
<tr>
<td>Admittance to Scientific Programming</td>
<td>Balloons</td>
<td>Catering</td>
<td>Dismantle of Exhibits</td>
<td>Exhibitor Conduct</td>
<td>Fees and Terms of Payment</td>
<td>Hotel Promotional Items</td>
<td>Hotel Promotional Items</td>
<td>Interpretation of Rules</td>
</tr>
<tr>
<td>Age Restriction</td>
<td>Booth Activities</td>
<td>Cleaning/Porter Service</td>
<td>Island Exhibit Booths</td>
<td>Insurance</td>
<td>Floor Covering and Carpet</td>
<td>Island Exhibit Booths</td>
<td>Installation of Exhibits</td>
<td>Island Exhibit Booths</td>
</tr>
<tr>
<td>Attendance</td>
<td>Booth Presentations</td>
<td>Compliance with Local Ordinances</td>
<td>Joint-Venture/Co-Marketing</td>
<td>Flooring</td>
<td>Marketing Free Zone</td>
<td>Joint-Venture/Co-Marketing</td>
<td>Indemnity</td>
<td>Island Exhibit Booths</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td>Booth Relocation</td>
<td>Compliances with Local Ordinances</td>
<td>Joint-Venture/Co-Marketing</td>
<td>Lighting</td>
<td>Marketing Free Zone</td>
<td>Joint-Venture/Co-Marketing</td>
<td>Indemnity</td>
<td>Island Exhibit Booths</td>
</tr>
<tr>
<td>B</td>
<td>D</td>
<td>E</td>
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<th>R</th>
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<tbody>
<tr>
<td>Rating Factors</td>
<td>Security</td>
<td>Target Move-in Date</td>
<td>Union Jurisdictions at the San Diego Convention Center</td>
<td>Violation of Rules and Regulations</td>
</tr>
<tr>
<td>Reservation of Right to Make Changes</td>
<td>Selling and Order Taking</td>
<td>Telecommunications Services</td>
<td>Use of Certain Property</td>
<td>Violation of Rules and Regulations</td>
</tr>
<tr>
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<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
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<td>Access to Exhibit Halls</td>
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<td>D</td>
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<td>F</td>
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| A                     | B                     | C                     | D                     | E                     |
| Access to Exhibit Halls | Badge Policies | Cancellation of Exhibition | Damage to San Diego Convention Center | Electrical Services |
| Access to Other Exhibit Booths | Badges | Cancellation/Refunds | Diagnostic Imaging Equipment and Lasers | Eligibility to Exhibit |
| Admittance to Scientific Programming | Balloons | Catering | Dismantle of Exhibits | Exhibitor Conduct |
| Age Restriction | Booth Activities | Cleaning/Porter Service | Island Exhibit Booths | Flooring |
| Attendance | Booth Presentations | Compliance with Local Ordinances | Joint-Venture/Co-Marketing | General Service Contractor |
| Americans with Disabilities Act | Booth Relocation | Compliances with Local Ordinances | Joint-Venture/Co-Marketing | General Service Contractor |
| B                      | D                     | E                     | F                     | G                     |
| Badge Policies | Damage to San Diego Convention Center | Electrical Services | Facility Exclusive Services | General Service Contractor |
| Balloons | Diagnostic Imaging Equipment and Lasers | Eligibility to Exhibit | Facility Exclusive Services | General Service Contractor |
| Booth Activities | Dismantle of Exhibits | Exhibit Peers | Facility Exclusive Services | General Service Contractor |
| Booth Presentations | Island Exhibit Booths | Exhibitor-Designated Contractor (EDC) | Facility Exclusive Services | General Service Contractor |
| Booth Relocation | Island Exhibit Booths | Exhibitor-Designated Contractor (EDC) Badges | Facility Exclusive Services | General Service Contractor |
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