Exhibitor Event and Meeting Space Guidelines

AAOS 2017 Annual Meeting
San Diego Convention Center
San Diego, California

Meeting Dates: March 14 - 18, 2017
Exhibit Dates: March 15 - 17, 2017

Obtain approval for meeting space in two easy steps

Step 1:
Submit a Exhibitor Event and Meeting Space form available at www.aaos.org/exhibitors.

Step 2:
AAOS will review your request and respond in writing.
These guidelines have been developed to ensure exhibitors do not schedule meeting or events that conflict with AAOS Scientific Programming at the AAOS 2017 Annual Meeting.

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. Meeting space will only be assigned to companies exhibiting at the 2017 Annual Meeting.

### PERMITTED TIMES

<table>
<thead>
<tr>
<th>Monday, March 13</th>
<th>Tuesday, March 14</th>
<th>Wednesday, March 15</th>
<th>Thursday, March 16</th>
<th>Friday, March 17</th>
<th>Saturday, March 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Day</td>
<td>6:00 - 7:30 AM</td>
<td>6:00 - 7:30 AM</td>
<td>6:00 - 7:30 AM</td>
<td>6:00 - 7:30 AM</td>
<td>6:00 - 7:30 AM</td>
</tr>
<tr>
<td>6:00 PM - Evening</td>
<td>6:00 PM - Evening</td>
<td>6:00 PM - Evening</td>
<td>6:00 PM - Evening</td>
<td>6:00 PM - Evening</td>
<td>6:00 PM - Evening</td>
</tr>
</tbody>
</table>

_Do not begin registration or travel to the event earlier than the designated times above._

### ASSIGNMENT OF SPACE

a. All hotel meeting space requests must be submitted via the online [Exhibitor Event and Meeting Space form](#). Events held at a non-Hotel venue (such as restaurants, museums, etc.) are also required to submit the Exhibitor Event and Meeting Space form and receive written approval from AAOS. Exhibitor Event and Meeting form available at [www.aaos.org/exhibitors](http://www.aaos.org/exhibitors).

b. Meeting space is assigned on a first-come, first-served basis. AAOS will attempt to accommodate all preferred location requests but cannot guarantee the location due to space constraints.

c. AAOS reserves the right to assign the best available meeting space at the time of assignment.

d. Educational Events/Satellite Symposia, Social Events and Hospitality Suites must be scheduled during the AAOS permitted times. Company/Staff meetings that only include the exhibiting company’s staff, do not have any time restrictions, however, these events require written approval from AAOS.

e. Meeting space is not available at the San Diego Convention Center or the San Diego Marriott Marquis & Marina.

f. Hotels may assess room rental charges for events that do not meet required food and beverage minimums.

g. AAOS does not guarantee that an exhibitor’s sleeping rooms will be assigned in the same hotel as the exhibitor function.

h. Receipt of the application will be sent via email at the time the application is submitted.

i. Space assignment will be confirmed or denied within ten business days of receipt of the application.

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

k. AAOS does not endorse exhibitor functions and does not consider them a part of the official program.

l. AAOS does not publish social events and/or company/staff meetings events in the Final Program.

m. It is the responsibility of the exhibitor to ensure that all company personnel or third party agents that are involved in meeting or travel arrangements are aware of and adhere to AAOS rules and regulations.

n. On December 17, 2016 or after any request for approval of events or meeting space are required to submit the Event and Meeting Space form.

**Note:** AAOS will approve the date and times then the exhibitor will work with the hotel or other venue directly to secure space.
LIST OF HOTELS AND CONTACTS

Below are the four (4) hotels AAOS has identified for Exhibitors events. If you have any questions regarding meeting space at any of these hotels, please contact Anita Cooper, AAOS Meeting/Housing Specialist.

1. Hilton San Diego Bayfront Convention Center
   1 Park Boulevard
   San Diego, CA 92101
   Phone: 619-564-3333
   Website: www.hilton.com

2. Hotel Del Coronado
   1500 Orange Avenue
   Coronado, CA 92118
   Phone: 619-435-6611
   Website: www.hoteldel.com

3. Manchester Grand Hyatt San Diego
   One Market Place
   San Diego, CA 92101
   Phone: 619-232-1234
   Website: www.manchestergrand.hyatt.com

4. Omni San Diego Hotel
   675 L Street
   San Diego, CA 92101
   Phone: 619-231-6664
   Website: www.omnihotels.com

NOTE: Meeting space is not available at the San Diego Convention Center and/or San Diego Marriott Marquis & Marina.

AAOS Meetings / Housing Specialist
Anita R. Cooper, CMP
AAOS Meetings / Housing Specialist
Phone: 847-384-4182
Email: cooper@aaos.org
MEETING OR EVENT FORMATS

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

Educational Events/Satellite Symposia
Educational Events/Satellite Symposia are events that include presentations, speakers, equipment demonstrations, procedural instruction or focus groups. Only companies exhibiting at the AAOS meeting are eligible to present educational events/satellite symposia to AAOS attendees. Third party organizers must be designated by the exhibitor. These events may not conflict with the AAOS Scientific Program. AAOS charges a non-refundable fee to exhibitors holding educational functions that include access to AAOS attendees.

- $5,000 – 1 to 3 events with a total attendance of 150 attendees or less per event
- $7,500 – 1 to 3 events with a total attendance of 151 attendees or more per event

The fee includes:
- Approval of up to three (3) events

Social Events
Receptions, dinners, and other events where there is no educational programming offered to attendees are considered social events. If a social event is held in conjunction with an educational event, the event would be considered an educational event. Social events may not conflict with the AAOS Scientific Program.

Hospitality Suites
Hospitality suites are only available to companies that exhibit at the AAOS 2017 Annual Meeting. Requests for hotel suites should be made through the AAOS housing bureau at the same time that sleeping room requests are made and availability is based on hotel demand and current occupancy factors. Hospitality functions cannot conflict with the official AAOS scientific programming.

Exhibitor Suites
A limited number of exhibitor suites will be available on a first-come first-served basis at the convention center. Located on the exhibit floor, suites are open during exhibit hall hours and will only be available to exhibiting companies. The cost of an exhibitor suite is $4,100 per 10’ x 10’. Information for securing an Exhibitor Suite will be available October 14 at www.aaos.org/exhibitors.

CANCELLATION POLICY

Fees for Educational Events/Satellite Symposia are non-refundable. Meeting space canceled after December 16, 2016, for any function other than Educational Events/Satellite Symposia will be subject to a $250 cancellation fee if AAOS is unable to reassign that space. The fee will be invoiced by and made payable to AAOS. If exhibit booth space is canceled, AAOS will automatically cancel meeting space.

REGULATIONS

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

CME Accreditation
AAOS does not provide Continuing Medical Education accreditation for exhibitor educational events. Exhibitors wishing to provide credit for their educational event will need to obtain credit from other accredited CME providers.

Signage
Signage for exhibitor events is allowed at the room entrance only. The overall dimensions of signs are not to exceed 28” x 44”.
Third Party Organizers
Third party organizers must be designated on the Meeting Space form and confirmed by the exhibiting company before any space will be assigned. Sleeping room requirements for third party individuals must be reserved through the exhibitor’s housing allotment.

Publicity and Advertising
a. All promotional materials (including announcements, invitations, emails, websites, 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 for approval to schott@aaos.org. 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.

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

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

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.

f. AAOS does not endorse, either 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.

g. The following formats are the proper way to reference the AAOS 2017 Annual Meeting on promotional materials:
   • AAOS Annual Meeting - Booth XXX – March 15-17, 2017
   • AAOS 2017 Annual Meeting - Booth XXX
   • Companies that create a web site address for the Annual Meeting are allowed to include Ortho, Orthopaedic or Academy as an extension.

h. Improper formats that are not allowed include:
   • AAOS Booth XXX
   • Annual Meeting Booth XXX
   • AAOS Meeting Booth XXX
   • Companies that create a web site address for the Annual Meeting are not allowed use AAOS as an extension.

Transportation for Exhibitor Functions
AAOS shuttle buses cannot be used to transport attendees to or from exhibitor functions. Exhibitor-sponsored shuttle buses may not utilize AAOS shuttle bus drop-off or pickup areas at the San Diego Convention Center. Please contact amevents@aaos.org to pre-arrange an exhibitor shuttle bus drop-off or pickup area.

Violation of Rules and Regulations
Failure to abide by these regulations will result in the loss of priority points or other action deemed appropriate by AAOS. 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 on the basis of the particular 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 taken into account in assessing penalties for the 2018 Annual Meeting.