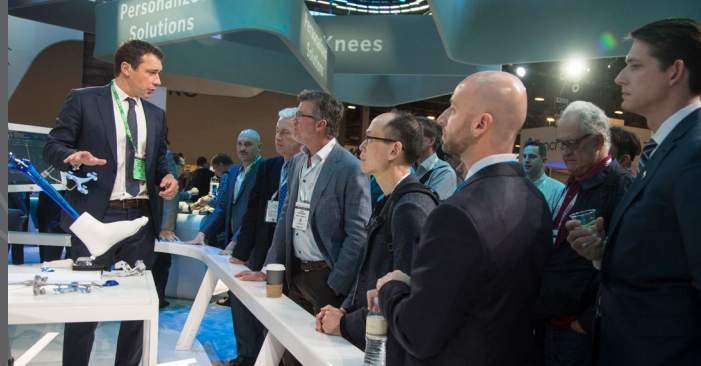


AAOS 2020

Housing Rules and Regulations



EXHIBITORS WITH BOOTH SPACE OVER 1,501 SQ. FT.

AAOS HOUSING POLICY

Exhibitors must obtain sleeping rooms through AAOS's housing bureau, MCI, USA. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the Orlando area. If such a violation should occur, the company will lose 25% of their accrued priority points for exhibit space assignments for AAOS 2021.

AAOS has contracted over 14,000 hotel rooms in Orlando for AAOS 2020. The ratio of physician to exhibitor sleeping rooms is in proportion to the number who attended the AAOS 2019 Annual Meeting in Las Vegas.

AAOS HOUSING BUREAU

AAOS has designated **MCI, USA as the ONLY official housing vendor for AAOS 2020**. If you are contacted by other third-party housing vendors (other than MCI, USA) offering housing assistance, these companies are not authorized to represent AAOS, nor do they have access to official AAOS room blocks or rates in Orlando. These unauthorized third-party companies often make attractive claims and don't deliver on their promises. For instance, you risk the following:

- Reservations being non-existent upon check-in
- Limited flexibility - difficulty making substitutions and/or changing arrival and departure date
- Possible hidden costs
- Hotels are not conveniently located
- Hefty cancellation fees
- Reservations are not protected by AAOS nor is AAOS or MCI, USA able to provide assistance if an issue occurs

In addition, these third-party companies' practices make it more difficult for AAOS to meet contracted room block commitments which exposes AAOS to penalties and increased room rates for future annual meetings.

MCI, USA

6100 West Plano Parkway Suite 3500
Plano, TX 75093

Hours: 8:00 AM – 5:30 PM CT

Phone: 1-800-931-6027 (Canada & US)
1-972-349-5559 (International)

Fax: 1-972-349-7715

Email: aaoste@mcievents.com

NEW SLEEPING ROOM ALLOCATIONS

For AAOS 2020, AAOS has increased each exhibitor’s sleeping room allocations from a maximum of three (3) rooms to four (4) rooms per 100 net sq. ft. of booth space. After AAOS 2020, the sleeping room allocations for exhibitors with booth space of 1,501 sq. ft. or larger will revert back to being based on an exhibitor’s previous year’s pick-up.

From the 2020 room allocation, exhibitors will be able to secure their sleeping rooms in properties designated by AAOS as follows:

Area A – 50% Area B – 50%

The list of hotels is available at www.aaos.org/exhibitors.

DETERMINING ROOM BLOCK

Each exhibitor will be provided with their 2019 Housing Pick Up report with the number of total room nights used at the AAOS 2019 Annual Meeting in Las Vegas. Use the following nightly flow below as a guide in determining the room block pattern.

Example: If an exhibitor requires 100 rooms on Wednesday, March 25, 2020, they should block no more than 1 room (1% of 100) on the prior Thursday, March 19, 2020. See example below.

DAY	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT
DATE	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28
%	1%	1%	1%	1%	7%	34%	94%	100%	96%	55%	9%
# of RMS	1	1	1	1	7	34	94	100	96	55	9

ADDITIONAL ROOMS

Requests for additional rooms over an exhibitor’s allotment can be requested by emailing MCI, USA at aaoste@mcievents.com. Requests will be assigned after **Wednesday, October 9, 2019**, based upon availability. Exhibitors will be responsible for all additional room nights added to their company’s total room night allotment and will be financially responsible for utilizing and paying for at least 90% of the total room nights allotment per hotel.

MANAGING YOUR ROOM BLOCK

Exhibitors will be sent a confirmation of their total room night allocation reserved. The confirmation email will contain a link to the [Exhibitor Console](#) where you can manage your room block online. This will allow you to change arrival/departure patterns, name assignments, and add or delete people from your room block based on availability.

If an exhibitor does not remember their password, please use the “Forgot your password?” feature. To retrieve the password, an exhibitor must provide the company’s primary contact email address on file. Contact AAOS at exhibits@aaos.org if there are issues retrieving a company’s login credentials.

ROOM BLOCK ATTRITION

To ensure that sleeping rooms are properly allocated and available to both exhibitors and meeting attendees, AAOS requires exhibitors with booth space over 1,501 sq. ft. to adhere to the established deadlines and be financially responsible for a percentage of the final room night allocation that is set aside for their use.

AAOS requires an attrition clause for sleeping rooms reserved for AAOS 2020. Exhibitors may adjust the number of total room nights reserved without penalty, if it is prior to **Thursday, November 21, 2019**, at 5:00 PM CST. Beginning Thursday, November 22, 2019, at 5:01 PM CST, exhibitors will be financially responsible for using at least ninety percent (90%) of the final total room night allocation contracted (not reservations) per hotel. If an exhibitor utilizes less than 90% of the final total room night allocation contracted per hotel, the exhibitor will be billed the cost of the number of room nights under 90% within 30 days after the meeting. All fees will be calculated using the room rate and taxes charged by the hotel where the 90% is not met.

Example of 90% final room night allocation:

Total Company Allotment: 150
Block divided between three (3) hotels.

Hotel	Room Nights				Room Rate Plus Taxes*	Total for one room night	Total Amount Invoiced per Hotel
	Contracted on Nov. 21	90% Commitment	Total Used (Calculated post-meeting)	Less than 90%			
Hilton Orlando	50	45	40	-5	\$304.00 + \$40.25	\$344.25	\$1,721.25
Rosen Centre Hotel	75	67	68	+1	\$269.00 + \$35.88	\$304.88	\$0.00
Rosen Plaza Hotel	25	22	19	-3	\$235.00 + \$31.63	\$266.63	\$799.89
Total Amount Invoiced by AAOS							\$2,521.14

*Room tax in Orlando is 13.5% and is subject to change.

ROOMING LIST DUE DATE

Rooming lists are due to MCI, USA by **January 7, 2020 at 5:00 PM CST**. This rooming list must specify first and last names, arrival and departure dates, and type of room requested. The rooming list must be entered online or uploaded using the Microsoft Excel template provided by MCI, USA. Rooming lists that are not in the proper Microsoft Excel format will not be accepted.

RELEASE DATE FOR GROUP'S ROOMS

Any remaining rooms from an exhibitor's room block that have not been assigned a name and arrival/departure date will be released on **January 7, 2020 at 5:01 PM CST**. This release of rooms does not relieve an exhibitor of their financial commitment, and they will be invoiced if the 90% of the total room night allocation contracted per hotel is not met.

DEPOSITS

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

Payments by Check:

- Contact MCI, USA for an invoice.
- Checks must be received within 3 weeks of the invoice date and no later than **January 7, 2020**.
- After **January 7, 2020**, any additional room requests/deposits must be paid by credit card.

Payments by Credit Card:

- Deposits will be charged to credit cards beginning **January 7, 2020**.
- For reservations made online, a different credit card may be used for each room reserved.

- For all reservations made on and before **February 20, 2020 at 5:00 PM CST**, MCI, USA will charge a deposit of one night's room charge but will NOT transmit your credit card information to the hotel(s).
- For reservations received after **February 20, 2020, at 5:01 PM CST**, the credit card information will be sent to the hotel and a deposit will be charged by the hotel. Deposit amounts charged may vary among hotels.

Master Accounts: To establish a master account billing for room charges, contact the Hotel Credit Manager after **March 9, 2020**. Deposits cannot be charged to master accounts.

MODIFICATIONS/CANCELLATIONS

Modifications or cancellations to the rooming list must be submitted in writing via the website or email to aaoste@mcievents.com and must be in accordance with the following schedule below:

- **On and Prior to November 21, 2019, at 5:00 PM CST**, exhibitors can adjust their total room nights reserved without penalty.
- **Beginning November 21, 2019, at 5:01 PM CST**, exhibitors will be required to maintain 90% of their final room night allocation contracted at each hotel. Should an exhibitor utilize less than the 90% of the final room night allocation contracted, they will be responsible for the difference between the number of room nights utilized and 90% of the final room night allocation contracted per hotel. All fees will be calculated using the room rate and taxes charged by the hotel where the 90% is not met.

HOSPITALITY SUITES ASSIGNMENTS

Request for hospitality suites will be assigned on a first come, first serve basis. Please contact MCI, USA regarding suite requests.

Suites will be counted as follows:

- 1 Bedroom Suite = 2 sleeping rooms
- 2 Bedroom Suite = 3 sleeping rooms

HOUSING FOR INTERNATIONAL EXHIBITORS AND MEDICAL ATTENDEES

IGD EXHIBITORS: partner of MCI USA, provide ConServices®.

ConServices® offers exhibitors a la carte housing and concierge services. Multilingual travel experts are dedicated to Exhibitors from online to onsite and provide exceptional individualized customer assistance for housing, travel, ground services, special events, and registration needs. Friendly housing policies with low rates and secure processing offer simpler payment while ensuring an exceptional worry-free experience.

To reserve your AAOS International Group Housing and learn more about all-inclusive options, please visit www.aaos-igd.com. For any questions, please email IGD at exhibitors@aaos-igd.com.

Important Dates

Starting June 24, 2019	Tier 1 Exhibitors with the largest room blocks will be notified via email from MCI, USA to secure their housing block (booth size larger than 1501 sq. ft.)
July 30, 2019 11:00 AM CST	Tier 2 housing opens for exhibitors with allotment of 13 or more rooms (booth size 400 – 1500 sq. ft.)
August 20, 2019 11:00 AM CST	Tier 3 housing opens for exhibitors with allotment of 12 or less rooms (booth size 300 sq. ft. or less)
Starting October 9, 2019	Requests for additional rooms will be assigned based on availability.
Prior to November 21, 2019 at 5:00 PM CST	Exhibitors may adjust their total room nights reserved without any penalty.
Beginning November 21, 2019 at 5:01 PM CST	Exhibitors will be financially responsible for using and paying for 90% of the final room night allocation contracted per hotel (not reservations).
January 7, 2020	Last date to enter names to rooms. Rooms without names will be dropped from an exhibitor's block at 5:01 PM CST. This release of rooms does not relieve an exhibitor of their financial commitment to meet the 90% of the total room night allocation contracted per hotel.
February 27, 2020	MCI, USA will accept cancellations and replacements until February 27, 2020 at 5:00 PM CST.
March 9, 2020	Contact hotels directly to make changes.
March 29, 2020	Total room nights used will be calculated and if at least 90% of the total room night allocation contracted per hotel is not met, the exhibitor will be billed the difference.

****HOUSING WARNING****

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