1. Installation of Exhibits

A target move-in schedule has been adopted for the installation of exhibits, based upon booth size and location. Exhibitors must adhere to their assigned target date for delivery of direct shipments to the San Diego Convention Center. This schedule will be detailed in the Exhibitor Service Manual.

Booths must be set by 5:00 PM on Tuesday, March 14, 2017. If an exhibit is not in the process of being set up by 3:00 PM on Tuesday, March 14, 2017, the exhibitor will be deemed to have cancelled the exhibit space contract, 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. Throughout installation, all crates must be labeled for storage as soon as they are empty. For booth spaces 600 sq. ft. and larger, all empty crates, cases and containers must be tagged for removal by 7:00 PM on Monday, March 13, 2017.

Exhibitors that want to request a change in their target move-in time will need to complete and submit to Freeman, by February 1, 2017, the Freight Information & Target Change Request Form that will be included in the Exhibitor Service Manual.

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.

2. Dismantle of Exhibits

Dismantling of exhibits will start on Friday, March 17, 2017, at 4:00 PM and end on Sunday, March 19, 2017, at 2:00 PM. All exhibits must remain intact until Friday, March 17, 2017, at 4:00 PM, the official closing time, or be subject to penalties enforced by AAOS. 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 down and packed with an outbound bill of lading turned in to the Exhibitor Service Center by Sunday, March 19, 2017, by 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 19, 2017, 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.

3. Exhibit Hall Access

Exhibitors have access to the exhibit halls during installation and dismantle hours, and for show days at 6:30 AM on Wednesday, March 15 and at 7:00 AM on Thursday and Friday March 16-17. Security will not allow access to the exhibit halls outside of the scheduled hours without prior written approval from the AAOS Exhibits Manager.