

BOOTH CONSTRUCTION

1. Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act with regard to their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: www.usdoj.gov/crt/ada/infoline.htm.

2. 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.

3. Linear Exhibit Booths

Linear booths are 100 feet square (10' x 10') or multiples thereof, and consist of 8-foot high back drape and 3-foot 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 are not permitted.
- f. All booths are identified with a booth number label that is affixed on the aisle carpet and will include a 7" x 44" identification sign with the company name and booth number secured to the backwall drape.

4. 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

What's New in the Display Regulations

You can easily reference new or major changes made to the following Display Regulations by looking for **NEW** in front of the following paragraphs:

- Facility Fire/Safety Guidelines – DR2

[See Index on Page 7](#)

- c. There is no longer a requirement that the booth must provide access from all sides of the booth.
- 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. **NEW** Structures with a door facing an aisle must have enough clearance that the door will not open into the aisle. The door must be set back far enough to allow clearance to open without entering 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. Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams be placed within the perimeter of the exhibitor's booth space.
- 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. Neither identification sign nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that is affixed on the aisle carpet.
- j. 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 12, 2019**. 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. A 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.

5. 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.

6. Height Limits

Linear Booths: 8 feet in the rear half of the booth,
4 feet high with 5 feet of the front aisle

Island Booths: 25 feet (lighting and truss may be hung above this height)

7. Mobile Units or Trucks

Exhibitors that wish to display mobile units or trucks on the exhibit floor must request approval from the AAOS Exhibits Manager. Requests should be sent to: exhibits@aaos.org by **May 22, 2019** 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 and trucks need to be submitted to the Fire Marshal in advance for review as well as they may be required to follow Orange County Fire regulations based on being a covered exhibit and the stairs need to be compliant with Life Safety Code for the rise and tread and handrail measurements.

8. 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.

9. Facility Fire/Safety Guidelines

The Orange County Convention follows the Orange County Fire Rescue Department (OCFRD) requirements regarding acceptable booth configurations from a safety standpoint.

- All exhibit construction and decoration materials must be flame retardant.
- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited.
- All covered exhibits and each level of multi-level exhibits must provide at least one 2-A, 40-BC portable, dry chemical fire extinguisher, mounted in a visible location, near exit doors, and be accessible at all times.
- NEW** Any enclosed area of 1,000 sq. ft or over must include sprinkler system for each enclosed area and may require fire watch personal. Floor plans should be sent in advance to Janice Reindl, OCCC Event Manager at Janice.Reindl@occc.net.
- NEW** Any booth exceeding a 100' x 100' footprint should submit their plans in advance to Janice Reindl, OCCC Event Manager at Janice.Reindl@occc.net.

Guidelines for Multi-level exhibits and any covered exhibit larger than 300 square feet:

- Enclosed rooms or occupied second level displays must post notice at the bottom of the stairway indicating maximum permitted occupancy.
- If second level is to be occupied and greater than 300 square feet, two stairways located remotely of each other are required. If second level is less than 300 square feet, one set of stairs is required.
 - All stairs must be a minimum of three feet in width, equipped with a handrail on at least one side and be a straight run.
 - Spiral stairs or winders are not permitted.
- If the upper level or covered area is greater than 1,000 square feet additional egress will be required.
- Exhibitors must install a single station and battery-operated smoke detector on the interior of each multi-level exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed per manufacturer's instruction.
- All multi-level exhibits and any covered exhibit exceeding three hundred square feet require fire watch personnel.
 - Fire watch personnel are ordered through the OCCC no less than two weeks before the show moves in. Fire watch is ordered by Event Management instead of Exhibitor Services at (407) 685-9882.
 - Fire watch is required on all show days beginning 30 minutes prior to show opening and ending 30 minutes following show closing.
- NEW** Any enclosed area of 1,000 sq. ft or over must include sprinkler system for each enclosed area and may require fire watch personnel. Floor plans should be sent in advance to Janice Reindl, OCCC Event Manager at Janice.Reindl@occc.net.

The OCCC requires that covered exhibits larger than 300 square feet and/or multi-level exhibit booths submit two copies of scaled, engineer stamped and dated blueprints with front and side elevations including rise and tread of the stairs for their review by **December 1, 2019**. Plans must include:

- Show name and dates
- Exhibitor's name and assigned booth number
- Directional information., i.e., indicate neighboring aisles and/or booth numbers
- Maximum exhibit height within the booth

Complete details are available online at: OCCC Multi-Level Covered Booth Guidelines, and following is the OCCC contact information:

By US Postal Service:

Attn: Janice Reindl
Event Services
Orange County Convention Center
P.O. Box 691509
Orlando, FL 32869-1509

By Express Delivery:

Attn: Janice Reindl
Event Services
Orange County Convention Center
9860 Universal Boulevard
Orlando, FL 32819-8706

10. 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 the AAOS Exhibits Manager by **December 1, 2019**. Approval will be granted on a case-by-case basis upon inspection on-site at the Orange County 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 OCCO by **December 1, 2019**. 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.

The exhibitor 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.

11. 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.

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 14, 2020**, 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 **February 14, 2020**.

12. 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.

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

13. Exhibitor Service Manual

The [Exhibitor Service Manual](#), containing information and order forms for all exhibitor services and contractors will be available **October 31, 2019**, online at www.aaos.org/exhibitors.

14. Official General Service Contractor

Freeman has been designated as the general service contractor. General questions regarding any services provided by Freeman (rental furnishing and carpet, material handling, labor, special signage, etc.) should be directed to its Exhibitor Service Department, at Phone: 407-816-7900 or email: FreemanOrlandoES@freeman.com

15. Facility Exclusive Services

The following services are to be provided exclusively by the Orange County Convention Center and their service partners:

Catering
Electrical
Rigging
Telecommunications/Internet
Utilities

16. Union Jurisdictions at the Orange County Convention Center

Full-time employees of exhibiting companies may erect and dismantle their own displays. All work performed must be within the confines of the exhibitor's booth space. If full-time company employees are utilized to set an exhibit, they must carry company identification such as a medical identification card or payroll stub.

Any labor services that may be required beyond what a company's regular full-time employees can provide must be rendered by the local authorized union personnel. The use of workers hired from a non-union agency or company is prohibited.

Stagehand Union Local #835 has jurisdiction via a labor agreement with Freeman for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Local #835's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your product, or the performance testing, maintenance or repairs of your products. Labor will be available based upon advance orders. Following are the applicable rates:

| | |
|---|---|
| \$ 108.50 /hour | Straight Time 8:00 AM – 5:00 PM Monday thru Friday |
| \$ 163.00 /hour | Overtime 5:00 PM - 8:00 AM Monday thru Friday All-day Saturday and Sunday |
| Small Forklift and Driver \$ 231.00 /hour | Straight Time 8:00 AM - 5:00 PM Monday thru Friday |
| \$ 285.00 /hour | Overtime 5:00 PM - 8:00 AM Monday thru Friday All-day Saturday and Sunday |

17. Booth Furnishings

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

| | |
|-----------------|----------|
| 9'x10' Carpet | \$207.50 |
| 6' Draped Table | \$180.00 |
| Side Chair | \$69.55 |

18. 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.

Freeman is the exclusive cleaning contractor. No other contractor or cleaning service, including exhibitor-appointed contractors are allowed to perform these services. Following are sample charges for advance orders, subject to change:

| | | |
|-------------------------|-------------------------------|-----------------------|
| Vacuuming Rates: | 100 – 2,000 sq. ft. | \$0.59/sq. ft. |
| | 2,001 – 4,000 sq. ft. | \$0.49/sq. ft. |
| | 4,001 – 10,000 sq. ft. | \$0.48/sq. ft. |

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 | \$143.35 (advanced rate) |
| 501 – 1,500 sq. ft. | \$155.55 (advanced rate) |
| 1,501 – 2,500 sq. ft. | \$205.50 (advanced rate) |
| Over 2,500 sq.ft. | Call for Quote |

19. Electrical Services

The OCCC is the exclusive provider of electrical services. Installation and connection to all electrical services must be made by OCCC. See the OCCC forms for complete list of electrical services and other utilities provided in the [Exhibitor Service Manual](#) available **October 31, 2019**.

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.

20. 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 Orange County 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](#).

21. Telecommunications Services

Smart City is the exclusive supplier of Internet and Telecommunication services. AAOS will again 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, etc, it must be ordered through the 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.

It is the exhibitor's responsibility to provide administrative rights to configure computers. To ensure proper installation, a scaled booth floorplan must be submitted with the order to include adjacent booth/aisle numbers and services ordered. If no floorplan is provided, all connections will be placed in the rear center of the exhibitor's booth and a labor charge will be assessed to relocate.

If you wish to network multiple devices, a switch and Cat5 cables will be required, which can be purchased from Smart City or provided by the exhibitor.

Information will be included in the [Exhibitor Service Manual](#). Sample internet/telephone pricing (subject to change) are as follows:

| | |
|--|-------------------|
| Premium Internet (Shared Service up to 10 Mbps w/ 1 Private IP) | \$1,095.00 |
| Additional Device for Premium Service | \$150.00 |
| Dedicated 3 Mbps (includes 5 IP addresses) | \$3,495.00 |
| Dedicated 6 Mbps (includes 5 IP addresses) | \$5,900.00 |
| Single Line Phone (includes \$125 deposit) | \$275.00 |

22. 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 12, 2019**, exhibitors planning to use the services of an outside independent contractor for installation and/or dismantle 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 Communications Specialist by **December 12, 2019**, that:

- Indicates the policy will be in effect over all installation and dismantling dates, March 17 through March 29, 2020.
- 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.
- Names AAOS as certificate holder and as an additional insured.

Upon arrival at the Orange County Convention Center, the EDC must:

- Show proof of affiliation with the exhibitor-designated contractor in order to receive a work badge that will provide access to the exhibit halls.
- Not engage in solicitation of business on the exhibit floor for present or future conventions.
- Follow all AAOS move-in and move-out rules in a timely and professional manner, and must perform duties within established AAOS deadlines.
- Adhere to deadlines. Deadlines are not negotiable.
- If Exhibitor-Designated Contractor information is not received by the deadlines listed, the exhibitor will be required to use AAOS official contractors.
- Adhere to the regulations and procedures in the AAOS

[Rules and Regulations](#), [Display Regulations](#), EDC Code of Conduct, and the [Exhibitor Service Manual](#).

MATERIAL HANDLING AND SHIPPING

23. 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](#).

24. Accessible Storage

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

\$54.00 per skid plus labor, ½ hour labor (two-person minimum crew)

25. Advance Shipping

Advance shipments sent to Freeman's warehouse should be scheduled to arrive between February 14, 2020 through March 13, 2020. Material handling rates for advance shipments are:

\$91.00 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 14, 2020 through March 13, 2020**. Address shipments as follows:

Company Name and Booth #

AAOS 2020 Annual Meeting
10088 General Dr
c/o Freeman
Orland, FL 32824

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

26. Direct Shipments

Material handling rates for all direct shipments to the Orange County Convention Center are:

\$88.50 per cwt. Crated or skidded shipments
\$123.25 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 Orange County Convention Center prior to 1:00 PM on **Friday, March 20, 2020**, unless arrangements have been made in advance with Freeman for early unloading. Direct shipments should be sent to:

Company Name and Booth #
AAOS 2020 Annual Meeting
9800 International Drive, West Building
c/o Freeman
Orlando, FL 32819-8111

27. 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:

\$44.00 per shipment

28. 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.

29. 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 on-site to discuss shipping needs.

30. Deliveries

Deliveries should be sent care of (C/O) Freeman Exposition Services either to their advance warehouse or

direct to the Orange County 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.

31. Marshaling Yard

A vehicle marshaling yard will be utilized for the AAOS 2020 Annual Meeting to ease congestion at the Orange County 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 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](#).

32. 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/moveout 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.



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