



EXHIBITION INFORMATION

ANNUAL MEETING EXHIBIT HOURS – Lone Star E

Sunday, March 26th 6:30 pm – 8:00 pm **

Monday, March 27th 7:00 am – 5:00 pm

Tuesday, March 28th 7:00 am – 3:00 pm

RECONSTRUCTIVE SYMPOSIUM EXHIBIT HOURS – Lone Star Ballroom E

Saturday, March 25th 8:00 am - 5:00 pm**

AESTHETIC SYMPOSIUM EXHIBIT HOURS – Lone Star E

Sunday, March 26th 7:30 am – 3:00 pm**

This is a preliminary schedule and is subject to change based on final program.

**Reception in the exhibit hall

TRAFFIC BUILDERS IN EXHIBIT AREA

Subject to change based on final program

- Reconstructive Symposium Reception on Saturday evening
- AAPS Welcome Reception on Sunday evening
- Continental breakfast, coffee breaks, and beverage service daily

EXHIBIT DETAILS

The exhibit area for all three meetings is located in Lone Star E, adjacent to the general session area which will be held in Lone Star Salon D.

Table Top

\$4,250 (includes one symposium and annual meeting)

\$4,750 (includes two symposia and annual meeting)

Tabletop displays will include:

- 1 – 6' x 30" Skirted Table
- 2 – Chairs

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment will be permitted provided it fits in the 6' x 30" space provided. In most cases this would preclude the use of a table. Should equipment be larger than the space reserved, that equipment will not be allowed to be displayed. Companies with tabletop displays bringing standing equipment must notify Show Management in advance.

Booth

\$4,500 (includes one symposium and annual meeting)

\$5,000 (includes two symposia and annual meeting)

10 x 10 exhibit spaces include:

- 10 x 10 pipe and draped area
- 1 – 6' x 30" Skirted Table
- 2 – Chairs

EXHIBITION FEES AND PAYMENT

In order to participate in the exhibition, complete the Exhibit Support Application. Payment is due in full at the time of application. Checks and applications should be made payable to **AAPS**, and mailed / faxed to:

AAPS

Attn: Yvonne Grunebaum, Director of Industry Relations

500 Cummings Center, Suite 4550

Beverly, MA 01915

Industry@aaps1921.org

Fax: 978-524-0461

REFUNDS AND CANCELLATIONS

Cancellations received in writing prior to or on **December 16, 2016** will be subject to a 25% administrative fee. There will be no refunds for cancellations received after December 16, 2016.

SHIPPING INSTRUCTIONS

Shipping information will be available in the Exhibitor Service Kit, which will be available mid-January.

INSTALLATION OF EXHIBITS

Reconstructive Symposium

The Reconstructive Symposium exhibit hall will be available for set-up from **noon to midnight Friday, March 24, 2017**. All exhibits must be set by midnight without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

Aesthetic Symposium

The Aesthetic Symposium exhibit hall will be available for set-up from **4:00 p.m. until midnight Saturday, March 25, 2017**. All exhibits must be set by noon Saturday, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

Annual Meeting

The Annual Meeting exhibit hall will be available for set-up from **3:00 pm – 5:30 pm on Sunday, March 26, 2017**. All exhibits must be set by **5:30 pm on Sunday, March 26, 2017** without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

DISMANTLING OF EXHIBITS

Reconstructive Symposium

All Reconstructive Symposium exhibits must remain intact until the official closing time of **4 p.m. Saturday, March 25, 2017**, and may not be dismantled or removed, in whole or part, before that time. After the close of exhibits, all materials must be removed no later than 8 p.m. Saturday. **For those who will be exhibiting during the Annual Meeting, you will need to reinstall your display spaces in the exhibit hall again in the same location by 5:30 pm Sunday, March 26, 2017.**

AESTHETIC SYMPOSIUM

There should not be a need to dismantle your display for the Aesthetic Symposium since you will continue with your display for the Annual Meeting.

Annual Meeting

All Annual Meeting exhibits must remain intact until the official closing time of **1:00 p.m. on Tuesday, March 28, 2017**, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 3:00 pm on Tuesday, March 28th, 2017. Times are subject to change based on final program.

SPACE ASSIGNMENT

Preference of space assignment will be given to companies exhibiting at both symposiums and the annual meeting. Spaces will be assigned in the order in which applications are received. **Exhibit space is limited.** Following the December 16, 2016 deadline, exhibit assignments will be made on a space available basis. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate that on their application. Careful consideration will be given to such requests. The AAPS reserves the right to alter the exhibit floor plan at any time.

ELECTRICAL AND INTERNET

The Electrical Order and Internet services forms will be included in the online exhibitor service kit, available in January.

INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distribution of advertising matter outside the exhibitor's own space will not be permitted.

CONDUCTING EXHIBITS

Drawings, raffles, and quiz-type contests will not be permitted. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Association. The right is reserved to refuse applications of concern not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

FIRE PROTECTION

All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

SPECIAL NEEDS

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Show Management and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

EXHIBIT PERSONNEL

All exhibit personnel must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Two badges are allowed per exhibit space. Additional badges are available for \$100 per badge. An exhibitor's badge does allow the exhibitor access to the scientific sessions.

PROGRAM GUIDE

All exhibiting companies will receive recognition in the program guide.

HOTEL ACCOMMODATIONS

Rooms are reserved at The JW Marriott. The Online Reservations link will be available in the Online Service Kit.

SECURITY

Security may be furnished by Management and will be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. It is suggested that companies employ a security guard, at the company's expense, to secure valuable equipment or instruments.

PROTECTION OF THE BUILDING

Exhibitors will be held liable for any damage caused to The Eden Roc Renaissance. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the buildings or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

HAZARDOUS WASTE

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

INSURANCE

Exhibitor, AAPS, and Hotel will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

INDEMNIFICATION

Exhibitor, AAPS, and Hotel agree to indemnify and hold each other and the other's officers, directors, agents and employees harmless against any and all claims, costs, and expenses, including reasonable attorney's fees, arising out of or relating to the other's performance under this agreement.