



EXHIBITING OPPORTUNITIES AND INFORMATION

The Reconstructive Symposium will be Saturday, April 7th. The Aesthetic Symposium Sunday, April 8th. Exhibitors may choose to exhibit at one or both symposia along with the Annual Meeting Exhibition for one price either in a booth or tabletop exhibit.

ANNUAL MEETING with either one or both RECONSTRUCTIVE & AESTHETIC SYMPOSIUM
Saturday, April 7th – Tuesday, April 10th

Booth (\$5,000 fee)

- One (1) 10x10 Booth Exhibit Space at both the Aesthetic and Reconstructive Symposia and Annual Meeting
- 2 exhibitor registrations to the Exhibit Hall, Aesthetic Symposium, Reconstructive Symposium and Annual Meeting Sessions.

Table (\$4,500 fee)

- One (1) 6x30 Tabletop space at both the Aesthetic and Reconstructive Symposia and Annual Meeting
- 2 exhibitor registrations to the Exhibit Hall, Aesthetic and Reconstructive Symposia and Annual Meeting Sessions.

ANNUAL MEETING EXHIBIT HOURS – Grand Ballroom 1 & 2

Sunday, April 8	6:30 pm – 8:00 pm **
Monday, April 9	7:00 am – 5:00 pm
Tuesday, April 10	7:00 am – 10:45 am

RECONSTRUCTIVE SYMPOSIUM EXHIBIT HOURS – Grand Ballroom 1 & 2

Saturday, April 7	7:00 am - 5:00 pm**
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AESTHETIC SYMPOSIUM EXHIBIT HOURS – Grand Ballroom 1 & 2

Sunday, April 8	7:00 am – 3:00 pm**
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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 is located in Grand Ballroom 1 & 2, adjacent to the general session area which will be held in Grand Ballroom 3.

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.

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. 50% payment is due at the time of application. Payment in full is due January 12, 2018. Checks should be made payable to **AAPS**, and mailed / faxed to:

AAPS

Attn: Yvonne Grunebaum, Director of Industry Relations

500 Cummings Center, Suite 4400

Beverly, MA 01915

Industry@aaps1921.org

Fax: 978-524-0461

REFUNDS AND CANCELLATIONS

Cancellations received in writing prior to or on **January 12, 2018** will be subject to a 25% administrative fee. There will be no refunds for cancellations received after **January 12, 2018**.

SHIPPING INSTRUCTIONS

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

INSTALLATION OF EXHIBITS

The exhibit hall will be available for set-up from **noon to 5:00 pm Friday, April 6, 2018**. All exhibits for the symposia and annual meeting must be set by 5:00 pm without exception. There will no longer be separate installation times for the reconstructive and aesthetic symposia. All exhibits should be set on Friday afternoon. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of **10:45 a.m. on Tuesday, April 10, 2018**, 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 12:00 pm on Tuesday, April 10, 2018. 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 22, 2017 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 The Westin Seattle 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 Westin Seattle. 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 Westin Seattle. 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 The Westin Seattle 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 The Westin Seattle 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.