

96th Annual Meeting, Scientific Sessions and Exhibition
Hawaii Convention Center, Honolulu, Hawaii

GENERAL INFORMATION

MEETING DATES

Wednesday, September 10 – Saturday, September 13, 2014

EXHIBITION DATES

Thursday, September 11 – Saturday, September 13, 2014

EXHIBITION HOURS

Thursday, September 11th

8:00 a.m. - 3:00 p.m.

- *Attendee Beverage Break* 8:30 a.m. - 9:00 a.m.
- *Complimentary Attendee Lunch in Exhibit Hall* 11:30 a.m. - 1:00 p.m.

Friday, September 12th

8:00 a.m. - 3:00 p.m.

- *Attendee Beverage Break* 8:30 a.m. - 9:00 a.m.
- **2015 Annual Meeting Space Draw (access behind the 300 aisle at the center cross aisle)**
- *Lunch for purchase in Exhibit Hall* 11:30 a.m. - 1:00 p.m.

Saturday, September 13th

8:00 a.m. - 11:00 a.m.

- *Attendee Beverage Break* 8:30 a.m. - 9:00 a.m.

EXHIBITOR CHECK-IN

Onsite Exhibitor Check-in and International exhibitor badge pick-up will be located in the Lobby of the Hawaii Convention Center.

Hours for exhibitor packet pick-up and badge pick-up:

Tuesday, September 9 th	8:00 a.m. - 5:00 p.m.
Wednesday, September 10 th	8:00 a.m. - 6:00 p.m.
Thursday, September 11 th	6:30 a.m. - 3:00 p.m.
Friday, September 12 th	6:30 a.m. - 3:00 p.m.
Saturday, September 13 th	6:30 a.m. - 11:00 a.m.

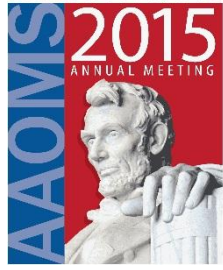
BOOTH SET-UP

The 2014 Annual Meeting Exhibition installation dates and times are:

Tuesday, September 9 th	8:00 a.m. - 5:00 p.m.
Wednesday, September 10 th	8:00 a.m. - 6:00 p.m.

In order for the exhibition to be ready for the opening on Thursday morning, booths must be set and tagged by 4:00 p.m. on Wednesday, September 10th. If set-up of any exhibit has not started by 3:00 p.m., Wednesday, AAOMS shall have the right to order the exhibit to be erected and the Exhibitor billed for all charges.

The GES Servicer will be open during exhibitor set-up hours to assist you. Additionally, Valerie Wolf, Exhibition Manager and Sharon Sinclair, Floor Manager, will be able to assist you onsite with any special challenges, problems or needs.



SPACE DRAW FOR THE 2015 ANNUAL MEETING – WASHINGTON DC

AAOMS, once again, is offering your company the opportunity to secure your booth space for Washington DC, a year in advance! Space Draw will assist you in planning your other events for the rest of 2015. You will have the opportunity to select your booth for the 97th Annual Meeting, Scientific Sessions and Exhibition being held in Washington, DC, September 28 – October 3, 2015, on **Friday, September 12, 2014**, at this year's meeting in Honolulu. Exact location and time slot will be announced via e-mail reminder prior to space draw, with a link to the 2015 application and prospectus.

OPPORTUNITIES TO EARN PRIORITY POINTS!

PLAN AHEAD FOR 2015 AND PAY IN FULL FOR SAVINGS!

Pay in full before December 31, 2014 to receive the early bird discount (EBD) Annual Meeting rate. This will save your company \$100 per 10x10 booth contracted!

VIRTUAL EXHIBIT HALL

At www.aaoms.org, your customers are able to access your website to view your company's latest products and services through the 2014 Annual Meeting Virtual Exhibit Hall. **Note:** *If you have pop-up-blocker, you will need to press CTRL and double click on the exhibitor booth to be linked to their website.*

AAOMS ANNUAL MEETING APP

Be in the know of what attendees are doing and when with the AAOMS 2014 Annual Meeting App for your smartphone or tablet! Download the app prior to the meeting or at the meeting, simply scan the QR code. For more information, visit aaoms.org/Honolulu

ACTIVITIES CONTINUING IN THE EXHIBIT HALL

We are listening to the Exhibitors and the following are continuing for the 2014 Annual Meeting in the Exhibit Hall.

- Complimentary lunch in the Exhibit Hall for meeting attendees on Thursday, September 11th.
- Extended 90 minute lunch breaks will be in place again this year to allow attendees more time to visit and interact with exhibitors.
- Complimentary beverage breaks will be held in the morning inside the Exhibit Hall.
- Back Again, **Exhibitor Excursion** will be planned for Residents and Professional Allied Staff encouraging them to tour the exhibit hall and meet with vendors. This event will feature a "sticker card" that, once stamped with the requisite number of exhibitor stickers, may then be entered in a special drawing.
- **NEW! Saturday Only, DC Dash, for just the OMSs!** Use your stash of stickers for their cards when they present them on Saturday morning. Prize will be donated by AAOMS.
- As a participant in the special events for the Residents and the Professional Allied Staff, [consider providing a 'prize item' for the winners!](#) Special color-coded stickers and recognition for providing prizes!

BADGE FORM

You will receive a badge form via email in July. **Badge request forms must be submitted by July 25, 2014** in order to be processed and mailed to the company contact in **mid-August**. Badges must be worn at all times in the Exhibit hall. You will not be allowed on the exhibition floor without an exhibitor badge. **There will be no exceptions.** Refer to the exhibitor badge request form you receive for badge allowances, amounts and fees.

Non-official contractors (EAC's) must check in with Hawaii Convention Center security on Level 2. EAC's sign in and get wrist a band. No one will be allowed on the exhibit hall floor without a badge/ID.

EXHIBIT STORAGE

For safety and fire prevention, Exhibitors may not store cartons or empty display cases behind their exhibit booths. Exhibitors may store only the amount of material used for each day of the exhibition. Please make arrangements with **GES** for any items that will require accessible storage and empty stickers will be available for any empty boxes and display cases that will need to be returned at the close of the exhibition.

SHOW COLORS

Booth Drape: Teal and White

Aisle carpet: Gray (Exhibitors are responsible for ordering booth carpet)

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth comes with the following:

- 8' draped back wall and 3' side rail panels
- Standard 17" x 11" identification sign

BOOTH SIGNAGE

Each exhibitor will be provided with one complimentary booth identification sign, 17" x 11", listing the company name and booth number. Need to order additional or custom signs from **GES**, use the **Special Signage Sign Order Form** included in this Service Manual.

IMPORTANT! NEW REGULATION: CASH AND CARRY SALES

Cash and carry sales are permitted at the AAOMS 2014 Exhibition in Honolulu, Hawaii. If an exhibitor wishes to conduct cash and carry sales, it must notify AAOMS and provide a complete description of each item to be sold, accompanied by a certificate of insurance evidencing the exhibitor's insurance coverage for commercial general and product liability claims. Receipts that include the cost of each item purchased and all applicable taxes must be provided to purchasers. Exhibitors selling products on the exhibit floor are solely responsible for:

Compliance with all applicable federal, state and local laws regarding cash and carry sales;

- Obtaining all necessary licenses to sell items on the floor during the 2014 Exhibition in Honolulu;
- Storage, maintenance and handling of the items to be sold;
- Collection and remittance of taxes on sales; and
- Addressing and resolving customer questions and complaints related to the items sold.
It is AAOMS' understanding that exhibitors selling merchandise at the 2014 Exhibition must have a State of Hawaii General Excise Tax (GET) license. Merchandise offered for sale will be subject to Hawaii's General Excise Tax. It is the seller's responsibility to obtain a license and pay all applicable taxes on sales in the state, on the Island of Oahu and in City of Honolulu. See <http://tax.hawaii.gov/faq> for more information.

For information on Hawaii's tax laws, please refer to the Department of Taxation Web site at tax.hawaii.gov. To contact the Tax Office, call 808/587-4242 (Toll-Free: 800/222-3229) or e-mail Taxpayer.Services@hawaii.gov. Exhibitors may apply for the GET license online at the Hawaii Business Express Web site at <https://hbe.ehawaii.gov/BizEx/home.eb> or in person at the Business Action Center located at 1130 N. Nimitz Hwy., Suite A-220, Honolulu, HI 96817. To contact the Business Action Center, please call 808/586-2545 or contact them by e-mail at bac@dcca.hawaii.gov.

By selling merchandise at the 2014 Exhibition, exhibitors agree that AAOMS shall have no liability for any damages or costs arising from or related to the exhibitor's sale of these items. Moreover, the exhibitors agree to defend, indemnify and hold harmless AAOMS and the Convention Center from any and all

actual or alleged claims, demands, causes of action, liability, loss, damage and/or injury to persons or property, including without limitation wrongful death, or imposed by a court of law or by administrative action of any governmental body or agency, arising out of or incident to the sale of the exhibitor's merchandise and whether arising in contract, tort, strict liability, misrepresentation, violation of applicable law and/or any other cause. This indemnification, without limitation, applies to and includes the payment of all penalties, fines, judgments, awards, decrees, settlements, attorney fees and related costs or expenses, and reimbursement for legal expenses and costs incurred by AAOMS and the Convention Center.

DISMANTLE AND REMOVAL INSTRUCTIONS

All exhibits must remain intact until the official closing of the exhibition at 11:00 a.m. on Saturday, September 13th. Exhibitors expressly agree not to begin packing or dismantling until such time. An Exhibitor who violates this regulation may be ineligible to participate in any future AAOMS Exhibitions. Please allow 4-5 hours to receive your packing cases and crates. Plan your flights accordingly!

Exhibitors will complete arrangements for prompt **pick up of all outbound shipments and removal no later than 10:00 a.m. on Sunday, September 14th.** All freight not removed by 10:00 a.m. on **Sunday** may be shipped by a carrier selected by **GES** and billed to the Exhibitor.

PLEASE NOTE: Exhibitors are responsible for their own property. Although provisions for security are made, Exhibition Management, its agents, and the agents for the Hawaii Convention Center do not assume responsibility for the safekeeping of any of your equipment, materials, tools or exhibits.

CRATES/CARTONS

All crates and cartons will be delivered to booths as soon as possible after show closing, but **allow 4-5 hours for crate/carton delivery.** Please keep in mind that it will require some time for the return of crates and cartons. Please schedule your flights out of Honolulu with this in mind.

SMALL DISPLAY EQUIPMENT

Be sure to pack all small equipment, supplies, tools, etc. immediately at the close of the show. It is advisable to combine small packages in a larger box.

LABOR

Please place your labor order well in advance at the GES Servicenter. Labor will be available beginning at 11:00 a.m. on Saturday, September 13th, and **not** before.

RETURN SHIPMENT

Make arrangements with GES at the Servicenter for shipment of your material and equipment, bills of lading, tags, etc.

TIME LIMIT FOR EXIT

Outside carriers must be checked in by 8:00 a.m. on Sunday, September 14th. Exhibits must be packed with bill(s) of lading turned in by 6:00 a.m. All freight must be cleared from the exhibit hall by 10:00 a.m. Sunday, September 14th.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors are required to notify AAOMS Exhibition Management and GES of any outside service which is not being supplied by the official service contractor, GES. This includes any installation and dismantling companies,

sound and lighting companies, production and promotion companies, or any person or company providing direct services to an exhibitor while on site.

Notify in writing:

Valerie A. Wolf, MS, CEM
Exhibition Manager
AAOMS
9700 W. Bryn Mawr
Rosemont, IL 60018
Phone: 847/233-4316
Fax: 847/678-6279

Exhibitor Servicer
Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800/475-2098
Fax: 866/329-1437

In accordance with the 2014 Annual Meeting Exhibitor Regulations, all Exhibitor Appointed Contractors must provide both above parties with a current certificate of insurance by **August 8, 2014**.

Non-official contractors (EAC's) must check in with Hawaii Convention Center security on Level 2. EAC's sign in and get wrist a band. No one will be allowed on the exhibit hall floor without a badge/ID. Exhibition Management will verify that the appropriate insurance certificate is on file.

SECURITY

AAOMS will provide 24-hour security during set-up, the exhibition and move-out days, in the exhibit hall. However, AAOMS is not responsible for theft, damage or personal injuries (see Exhibitor Regulations included in this manual). For full exhibitor regulations, please refer to the prospectus/invitation to exhibit located on our website at www.aaoms.org/exhibits. If you require additional booth security services, contact Valerie Wolf, Exhibition Manager, at 847/233-4316.

EXHIBIT HALL DISCLAIMER FOR THE ATTENDEE

"The exhibition is made available for informational purposes only. With the exception of specific products or services expressly endorsed by the American Association of Oral and Maxillofacial Surgeons (AAOMS). AAOMS does not endorse exhibit hall products or services and the presence of any exhibition at an AAOMS meeting or function does not imply an endorsement.

By attending the AAOMS Annual Meeting, you acknowledge and accept that the AAOMS has assumed no duty to review, investigate, or otherwise approve, and has not reviewed, investigated, or otherwise approved, the quality, type, message, nature, or value of any product or service marketed by attendees and exhibitors. As such, you should conduct your own independent research of such products or services, and the AAOMS disclaims any liability for any damages to person or property arising out of any product or service."

EXHIBITOR REGULATIONS/VIOLATIONS

To assure that your company does not inadvertently violate its contract for exhibit space, please take a few minutes to read the following list of key exhibitor regulations. Each item below, as well as all other regulations, is more thoroughly detailed in the official Exhibitor Regulations that can be found [here](http://www.aaoms.org/exhibits). Exhibitors who violate any of these regulations may have their contracts terminated and become ineligible to participate in any future AAOMS Exhibitions.

- **Companies wanting to have an in-booth promotion must complete and submit a Giveaways and Drawing Approval Form, by August 8, 2014. Regulations and Approval Form can be found at www.aaoms.org/exhibits**
- Product samples must be distributed at least two feet inside of booth (see Reg. #4).
- No exhibitor shall assign, sublet or apportion its contracted space to any other exhibitor or person except to a parent, subsidiary or affiliated corporation or business (see Reg. #8).

- Exhibitors will be allowed to **take orders** and **Cash and Carry** on the exhibit floor. Exhibitors selling merchandise at the 2014 Exhibition must have a State of Hawaii General Excise Tax (GET) license. Merchandise offered for sale will be subject to Hawaii's General Excise Tax. (see Reg. #13)
- Badge stick-on and promotional gummed labels are prohibited (see Reg. #14).
- Exhibits must remain intact until 11:00 a.m., Saturday, September 13th (see Reg. #18).
- Materials over four feet in height must be placed within five feet of the back wall. Exhibits shall not obstruct the light, view or space of others (see Reg. #19).
- Exhibits must not project beyond space allotment or project into the aisle (see Reg. #19).
- Exhibitors must keep an attendant in its display during all open exhibition hours (see Reg. #25).
- Audiovisual and other sound and attention-getting devices and effects must not interfere with the activities of neighboring exhibitors (see Reg. #24).
- Smoking is prohibited in the Hawaii Convention Center, including the lounge areas (see Reg. # 32).
- Market Research and Surveys must be approved by AAOMS prior to the exhibition. Research and Surveys must be completed in the confines of the contracted space (see Reg. #34).

SOCIAL EVENTS, FUNCTION SPACE REQUESTS AND MAILING LISTS

The AAOMS Annual Meeting lends itself to be a great opportunity to plan events for your existing customers and new customers. If you are planning an event you can purchase a pre-attendee listing or the whole membership list depending on your needs. A Mailing List Order Form is included in this service manual.

Get the word out that your company is going to be at this conference and invite them to stop by your booth during the Annual Meeting! To send a mailing, please complete [AAOMS Mailing List Order Form](#) and send a copy of what you are mailing for AAOMS approval to Valerie Wolf, Exhibit Manager, vwolf@aaoms.org.

If you are planning a function, let AAOMS know by submitting an online Function Space Request. You can find the Function Space Request on the Exhibitor Home Page at www.aaoms.org/exhibits.

IS THIS YOUR COMPANY'S FIRST TIME EXHIBITING WITH AAOMS?

If so, consider being featured in a [New Exhibitor Spotlight](#) tower. According to our surveys, one of the top reasons oral and maxillofacial surgeons attend an AAOMS annual meeting is to discover NEW COMPANIES AND THEIR PRODUCTS. Located in the convention center lobby, the New Exhibitor Spotlights will be highly visible to all annual meeting attendees.

The New Exhibitor Spotlight is reserved for companies that have not previously exhibited with the American Association of Oral and Maxillofacial Surgeons (AAOMS). It is your one and only opportunity to be out in front of the exhibit hall!

AAOMS PRESIDENT'S EVENT- FRIDAY, SEPTEMBER 12TH

Let's Rock and Roll All Night

AAOMS President Dr. Eric Geist and his wife, Beth, invite you to join them for an entertaining evening with all-star rock supergroup, World Classic Rockers.

Friday, September 12, 2014

6:30 pm – 10:00 pm

Hilton Hawaiian Village

Headlining this year's annual meeting President's Event are the ***World Classic Rockers***, an all-star rock supergroup featuring former and founding members of some of the greatest rock bands in history - Lynyrd Skynyrd, Boston, Journey, Santana and Steppenwolf.

Join us as we dance to hit after unforgettable hit! We'll also enjoy the endless buffet and non-stop fun that are the hallmarks of the president's Event.

You won't want to miss this exciting evening!

Tickets for this spectacular evening are only \$75 (\$95 if purchased – and if available – on site).

The World's Greatest Rock 'n Roll All-Star Band!



WCR

World Classic Rockers

featuring former members of

**Journey • Santana • Boston
Lynyrd Skynyrd • Steppenwolf**



performing these classic hits

**BORN TO BE WILD • MORE THAN A FEELING • SWEET HOME ALABAMA • BLACK MAGIC WOMAN • SEPARATE WAYS • DON'T STOP BELIEVIN
DON'T LOOK BACK • FREE BIRD • MAGIC CARPET RIDE • FOREPLAY/LONG TIME • OYE COMO VA • OPEN INVITATION • ANYWAY YOU WANT IT
ROCK & ROLL BAND • WHAT'S YOUR NAME? • SMOKIN' • SHE'S NOT THERE • GIMME THREE STEPS • HERE I GO AGAIN • EVIL WAYS**

wcr.com

MARK YOUR CALENDARS!

2014 Dental Implant Conference

December 5 – 6, 2014
Sheraton Chicago Hotel & Towers
Chicago, Illinois

**97th Annual Meeting, Scientific Sessions and Exhibition
in conjunction with the
Canadian Association of Oral & Maxillofacial Surgeons**

September 28 – October 3, 2015
The Walter E. Washington Convention Center
Marriott Marquis Washington, DC
Washington, D.C.

98th Annual Meeting, Scientific Sessions and Exhibition

September 18-23, 2016
Mandalay Bay Hotel and Casino
Las Vegas, NV

Thank you for exhibiting with us! We look forward to assisting you in having a successful exhibition.