



## AAOMS 96<sup>th</sup> Annual Meeting Corporate Forum Application and Guidelines September 8-13, 2014 | Honolulu, Hawaii

The American Association of Oral and Maxillofacial Surgeons (AAOMS) is pleased to offer your company the opportunity to come face-to-face with decision-makers in your market at the 96<sup>th</sup> Annual Meeting. Your company can take advantage of this unique chance to showcase its products and services by conducting a seminar or product demonstration. There are five (5) concurrent **60-minute Corporate Forum** opportunities, to be held from **7:30 am to 8:30 pm**, on Wednesday, September 10, preceding the start of the Annual Meeting Educational Programs.

For consideration in hosting a Corporate Forum, a proposed program outline/summary, session title, speaker name, signed application and full payment must be returned to AAOMS no later than **March 7, 2014**. Please note: Applications received after this deadline will not be considered.

Corporate Forum space is limited to a total of five Corporate Forum Sessions. Sessions will be accepted based upon topic relevance and content to oral and maxillofacial surgery, and your level of Corporate Support. No Hands-on Courses will be accepted. If your program meets the AAOMS criteria and is accepted, you will be sent a confirmation letter in mid-March. Once approved, your Corporate Forum will be listed in the Advance Program for attendees to pre-register for your session. Please be sure to submit your summary for publication.

The Corporate Forum fee of \$6000 will be due with the Corporate Forum Contract and Application. Please make checks payable to AAOMS. No refunds will be given after notification of acceptance by AAOMS.

A 2014 Corporate Forum Checklist is provided to assist you in the planning of your Corporate Forum.

I hope you will take advantage of this prime opportunity to showcase your company. If you have any questions, please feel free to contact me at 847/233-4316 or e-mail me at [vwolf@aaoms.org](mailto:vwolf@aaoms.org).

I look forward to working with you to make your program a success!

Valerie A. Wolf, MS, CEM

Exhibition Manager

(Attachments)



## AAOMS 96<sup>th</sup> Annual Meeting Corporate Forum Application and Guidelines September 8-13, 2014 | Honolulu, Hawaii

### AAOMS CORPORATE FORUM REGULATIONS, TERMS AND CONDITIONS

For the purposes of this agreement, 'exhibitor' is defined as the exhibiting company participating in a Corporate Forum.

1. The 96<sup>th</sup> Annual Meeting Corporate Forum (five concurrent) will be held on Wednesday, September 10 from 7:30 am to 8:30 am at the Hawaii Convention Center.
2. Only current Annual Meeting exhibitors are eligible to submit a Corporate Forum Contract and Application for consideration.
3. Exhibitors must provide AAOMS with a copy of the 60-minute program outline/summary, session title and presenter names, along with the completed Corporate Forum Contract and Application by March 7, 2014. Applications received after the deadline **will not** be considered. This is for review and publication purposes. **Hands On courses will not be permitted.**
4. The Corporate Forums are **not eligible** for CME, CEU or CDE under the ACCME guidelines. Corporate Forums are not a part of the scientific program of the AAOMS Annual Meeting and cannot be represented as such in exhibitor promotional material.
5. Exhibitors will be awarded a Corporate Forum based on program content, relevance to the specialty, and level of Corporate Support. The Exhibitor Relations Committee will review submitted program outlines and participating exhibitors will be notified of their acceptance to host a Corporate Forum.
6. Since meeting room capacities vary, exhibitors will be assigned meeting space at the Hawaii Convention Center by AAOMS staff. Notification of room number will be sent in mid-March.
7. **Full payment of \$6000 is due with the Corporate Forum Contract and Application.** Please make checks payable to AAOMS. No refunds will be given after notification of acceptance by AAOMS.
8. AAOMS will publish your Corporate Forum summary in the Advance Program for attendees to pre-register. Exhibitors are responsible for the promotion, invitation and internal registration procedures for their particular session. Copies of these materials must be submitted to the Exhibition Manager for review and approval.
9. AAOMS will e-mail each forum company the conference attendee list to assist companies with their promotional efforts. AAOMS will also have a registration category for the Annual Meeting attendee to select their interest in attending a Corporate Forum. This list will be available approximately 4-6 weeks prior to the meeting. Contact the exhibition manager if your company wants to use the 2014 conference logo to promote your forum at the Annual Meeting in Honolulu, HI. Companies are prohibited from using the AAOMS logo in their forum promotional materials.
10. AAOMS will provide a company ID sign with the company name, logo, and Corporate Forum title to be placed outside the forum room. No other signage or promotional material may be placed outside the meeting room. Corporate Forum Hosts are responsible for any expenses related to food and beverage and audiovisual charges.
11. AAOMS will list Corporate Forum Hosts in the Annual Meeting Advance Program, Final Program and on the AAOMS website.
12. AAOMS is not responsible for and does not guarantee attendance at the Corporate Forum. We encourage additional marketing of your Corporate Forum. AAOMS will provide a list of attendees that are attending the meeting 4-6 weeks prior to meeting.
13. Exhibitors participating in a Corporate Forum must make arrangements to have the Exhibit Hall booth set-up and ready for the Annual Meeting Exhibition opening on September 11, 2014. If equipment is to be displayed or demonstrated in the forum, AAOMS recommends duplicate equipment be shipped through the AAOMS designated service contractor. GES Exposition Services will store equipment designated for the Corporate Forum and deliver it directly to the Corporate Forum room on the day of the session. For details and fees, call GES Exposition Services at 800/475-2098.
14. According to the Food and Drug Administration (FDA), any mention of pharmaceutical product names that is accompanied by information on use and indications will be viewed as a product advertisement and must comply with the full disclosure requirements. AAOMS is not responsible in any way for scientific content. It is recommended that all sponsoring exhibiting firms familiarize themselves with the FDA requirements to avoid being penalized by the FDA.
15. The Exhibition Regulations governing exhibitors as printed in the 2014 Exhibitor Prospectus are part of this contract. All exhibitors and their representatives must abide by these regulations. Acceptance of exhibiting firms by AAOMS and assignment of Forum space will be coordinated by the AAOMS Exhibition Manager. Verification of same will be sent to the exhibitor.



## AAOMS 96<sup>th</sup> Annual Meeting Corporate Forum Application and Guidelines September 8-13, 2014 | Honolulu, Hawaii

AAOMS will not be held liable for scientific content or descriptions provided by exhibiting firms to be printed in the 2014 AAOMS 96<sup>th</sup> Annual Meeting, Scientific Sessions and Exhibition Final Program.

16. All matters not specifically covered in the preceding regulations shall be subject solely to the decision of AAOMS. Unethical conduct or infraction of these rules by the exhibiting firm or its representatives will, without limitation of other sanctions, be subject to dismissal from the forum area. If such happens, no refund will be made, and the exhibiting firm or its representatives will make no demands for redress. It is the responsibility of the exhibiting firm representative contracting for a corporate forum to notify all on-site firm personnel of these regulations and ensure compliance herewith.

The Exhibitor assumes full responsibility for its equipment, merchandise, displays and its forum premises during Exhibitor's set-up, maintenance, occupancy and removal thereof. In addition, the Exhibitor shall be responsible for its own acts, errors and omissions, as well as any representations, warranties and agreements, made in conducting the Corporate Forum and the performance of this Contract. Exhibitor's responsibility shall include, but shall not be limited to, any injury or damage caused by or arising out of any work performed by the Exhibitor or its employees or any person hired by the Exhibitor, or the failure of Exhibitor's equipment, defects in the premises caused by the Exhibitor or its employees or any person hired by the Exhibitor, or any sale or service of food and beverages by the Exhibitor.

The Exhibitor shall indemnify, hold harmless and defend the American Association of Oral and Maxillofacial Surgeons (AAOMS), GES Exposition Services, any employed security service, Hawaii Convention Center and their respective trustees, directors, officers, employees and agents, and each of them (collectively referred to as "Indemnities"), from and against any and all demands, claims, causes of action, injury to persons or damage to property, liabilities, fines, penalties, costs and expenses, including reasonable attorney fees and litigation costs up through and including any appeal, arising solely out of or caused by the Exhibitor's negligent or willful acts, errors or omissions or failure of performance in connection with the Corporate Forum as contemplated by these regulations, terms and conditions. The terms of this indemnification shall survive the termination or expiration of the Corporate Forum contract.

The Exhibitor, at its own expense, shall carry adequate liability and other insurance protecting itself against any claims arising from any activities it conducts during or related to the Corporate Forum. All such insurance shall be with a carrier or carriers authorized to do business in the State of Hawaii who has a Best's Rating of A-VII or better. The fact that the Exhibitor obtains such insurance shall not relieve or release the Exhibitor from or limit the Exhibitor's obligations to protect, indemnify, hold harmless and defend the Indemnities as required by these regulations. Proof of this insurance will be made available to AAOMS upon request. No coverage shall be amended, canceled, terminated, or reduced without thirty (30) days prior written notification to AAOMS.



## AAOMS 96<sup>th</sup> Annual Meeting Corporate Forum Application and Guidelines September 8-13, 2014 | Honolulu, Hawaii

Please print or type this application.

### Section A

- Return completed application with full payment by, **March 7, 2014**. Applications received after the deadline will not be considered.
- Sessions will be assigned based on the program content and its relevance to oral and maxillofacial surgery. Hands On format courses will not be permitted.
- There is no refund for cancellation of a confirmed session.
- The Exhibition Regulations governing exhibitors as printed in 2014 Exhibitor Prospectus is a part of the contract. All exhibitors and their representatives must abide by these regulations. Acceptance of exhibiting firms by AAOMS and assignment of Forum space will be coordinated by the AAOMS Exhibition Manager. Verification of same will be sent to the exhibitor. AAOMS will not be held liable for scientific context of descriptions provided by exhibiting firms to be printed in the 2014 AAOMS 96<sup>th</sup> Annual Meeting, Scientific Sessions and Exhibition Advance Program, Final Program and Web site.
- The acceptance of this application shall be at the sole discretion of AAOMS, and upon acceptance, becomes a contract. By completing and signing this application, the undersigned agrees to comply with, and be subject to, the terms and conditions of the Corporate Forum Regulations. AAOMS reserves the right to refuse or deny a program submission.

### Section B

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Content Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**On-site Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The undersigned acknowledges having read the contract and agrees to all terms and regulations for the Corporate Forum.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## AAOMS 96<sup>th</sup> Annual Meeting Corporate Forum Application and Guidelines September 8-13, 2014 | Honolulu, Hawaii

### Section C

Please remit a payment in the amount of \$6000 by check payable to AAOMS, in U.S. currency, drawn on a U.S. account. **If you prefer to pay by credit card, please only FAX this information through our secure fax line in order to safeguard your credit card information: 847/678-6279.** You may pay by credit card (Visa, MasterCard, Discover or American Express) no later than March 7, 2014.

Please check one:

☐ Check/Money Order enclosed    ☐ Check #:    ☐ MasterCard    ☐ Visa    ☐ American Express    ☐ Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

### Section D

Forum Outline: **Please attach an outline/ summary of your proposed Corporate Forum program**, including title of program, names of presenters. The Corporate Forum summary will be published in the Advance Program, Final Program and AAOMS Website. Your application is not complete until the outline/summary has been submitted. Forum rooms are assigned on a first come, first served basis. Corporate Support status only applies in the determination if there are more applicants than space available. Then it is based on the date the completed submission was returned.



## AAOMS 96<sup>th</sup> Annual Meeting Corporate Forum Application and Guidelines September 8-13, 2014 | Honolulu, Hawaii

Forum Application: Page 2 of 2

### Corporate Forum Checklist

- ☐ Submit Corporate Forum Application and Contract, program title, summary, 60 minute program outline, speaker name(s), PDF company logo and payment by **March 7, 2014** and confirm any products that have FDA approval. If approved, your session summary will be printed in the advance program for attendees to register for your Corporate Forum. Your application will not be considered if it is not submitted in full.
- ☐ Send company logo (PDF) to Valerie Wolf ([vwolf@aaoms.org](mailto:vwolf@aaoms.org)) at AAOMS by **March 7, 2014**, for use in the Advance and Final Program and AAOMS Website.
- ☐ Receive Corporate Forum confirmation letter from AAOMS by **March 28, 2014**. Room Assignments will be received at that time.
- ☐ Send EPS format of company logo to GES ([bchalupa@ges.com](mailto:bchalupa@ges.com)) for signage by **April 19, 2014**.
- ☐ Request a copy of the 2014 conference logo for use in promoting your Corporate Forum.
- ☐ Submit Corporate Forum room set-up, preliminary food and beverage and audiovisual requests to Katie Woywod ([katie@kmevents.com](mailto:katie@kmevents.com)) no later July 18, 2014. The Corporate Forum host is responsible for all costs of food and beverage, audiovisual services and labor associated with any requested changes to the standard meeting room set up.
- ☐ Develop marketing information to invite attendees to the Corporate Forum and send to Valerie Wolf ([vwolf@aaoms.org](mailto:vwolf@aaoms.org)) for review and approval, prior to production and mailing.
- ☐ Receive Annual Meeting Pre-Registered Attendee file from AAOMS for pre-session marketing and personal invitations 4-6 weeks prior to the Corporate Forum. (You will not receive the mailing list until your marketing materials have been approved)
- ☐ Send Corporate Forum invitations/announcements requesting attendees to register for your Corporate Forum in the Advance Program. Attendees will be issued a reminder ticket in their registration materials for the Corporate Forums.
- ☐ Confirm final food and beverage guarantee with Katie Woywod ([Katie@kmwevents.com](mailto:Katie@kmwevents.com)), based on pre-marketing efforts and attendee response, by **August 27, 2014**. **AAOMS assists in promoting the Forum but does not guarantee attendance.**

**If you have any questions, please feel free to contact Valerie Wolf, Exhibition Manager at AAOMS**

Phone: 847/233-4316, fax: 847/678-6279 or e-mail [vwolf@aaoms.org](mailto:vwolf@aaoms.org) with any questions.