

American Association of Oral and Maxillofacial Surgeons

95th Annual Meeting, Scientific Sessions and Exhibition
Orange County Convention Center, Orlando, Florida

GENERAL INFORMATION

MEETING DATES

Wednesday, October 9 – Saturday, October 12, 2013

EXHIBITION DATES

Thursday, October 10 – Saturday, October 12, 2013

EXHIBITION HOURS

Thursday, October 10 th	9:00 a.m. - 5:00 p.m.
• <i>Attendee Beverage Breaks</i>	<i>9:00 a.m. - 9:30 a.m. and 3:00 p.m. - 3:30 p.m.</i>
• <i>Complimentary Attendee Lunch in Exhibit Hall</i>	<i>11:30 a.m. - 1:00 p.m.</i>
Friday, October 11 th	9:00 a.m. - 5:00 p.m.
• <i>Attendee Beverage Breaks</i>	<i>9:00 a.m. - 9:30 a.m. and 3:00 p.m. - 3:30 p.m.</i>
• 2013 Annual Meeting Space Draw (access to staircase by concessions in the 1600 aisle)	
Saturday, October 12 th	9:00 a.m. - 1:00 p.m.
• <i>Attendee Beverage Break</i>	<i>9:30 a.m. - 10:00 a.m.</i>

EXHIBITOR CHECK-IN

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

Hours for exhibitor check-in and badge pick-up:

Tuesday, October 8 th	9:00 a.m. - 6:00 p.m.
Wednesday, October 9 th	9:00 a.m. - 5:00 p.m.
Thursday, October 10 th	7:30 a.m. - 5:00 p.m.
Friday, October 11 th	7:30 a.m. - 5:00 p.m.
Saturday, October 12 th	7:30 a.m. - 1:00 p.m.

BOOTH SET-UP

The 2013 Annual Meeting Exhibition installation dates and times are:

Tuesday, October 8 th	9:00 a.m. - 6:00 p.m.
Wednesday, October 9 th	9:00 a.m. - 5:00 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, October 9th. 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 Servicenter 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 2014 ANNUAL MEETING - Hawaii

AAOMS, once again, is offering your company the opportunity to secure your booth space for Honolulu, a year in advance! Space Draw will assist you in planning your other events for the rest of 2014. You will have the opportunity to select your booth for the 96th Annual Meeting, Scientific Sessions and Exhibition being held in Honolulu, HI, September 8 – 13, 2014, on **Friday, October 11, 2013**, at this year's meeting in Orlando. Exact location and time slot will be announced via e-mail reminder prior to space draw, with a link to the 2014 application and prospectus.

OPPORTUNITIES TO EARN PRIORITY POINTS!

PLAN AHEAD for 2014 AND PAY IN FULL FOR SAVINGS!

Pay in full before December 31, 2013 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 2013 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 2013 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/Orlando

NEW to the Exhibit Hall

We are listening to the Exhibitors and the following are NEW initiatives for the 2013 Annual Meeting Exhibit Hall.

- Complimentary lunch in the Exhibit Hall for meeting attendees on Thursday, October 10.
- Extended 90 minute lunch breaks will be in place again this year to allow attendees more time to visit with exhibitors.
- Complimentary themed beverage breaks will be held in the morning and afternoon inside the Exhibit Hall.
- Special events 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 "punch card" that, once stamped by the requisite number of exhibitors, may be entered in a special drawing.

BADGE FORM

You will receive a badge form via email in July. **Badge request forms must be submitted by August 16, 2013** in order to be processed and mailed to the company contact in **late 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 must check in at the **GES Servicerter**. 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: Gold and White

Aisle carpet: Pepper (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.

DISMANTLE AND REMOVAL INSTRUCTIONS

All exhibits must remain intact until the official closing of the exhibition at 1:00 p.m. on Saturday, October 12th.

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 2-3 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, October 13th**. 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 Orange County 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 Orlando 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 1:00 p.m. on Saturday, October 12th, 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, October 13th. 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, October 13th.

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 2013 Annual Meeting Exhibitor Regulations, all Exhibitor Appointed Contractors must provide both above parties with a current certificate of insurance by **September 6, 2013**.

All Exhibitor Appointed Contractors will be required to check-in at the GES Servicecenter to receive wrist band to allow entrance into the exhibit hall. Exhibition Management will verify that the appropriate insurance certificate is on file and will issue a work wrist band.

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](#). 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 16, 2013. 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** on the exhibit floor. However, **no exchange of merchandise for payment will be permitted**, in keeping with the educational nature of the exhibition (see Reg. #13).
- Badge stick-on and promotional gummed labels are prohibited (see Reg. #14).
- Exhibits must remain intact until 1:00 p.m., Saturday, October 12th (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 Orange County 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-attende 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.

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

If so, consider participating in the [New Exhibitor Spotlight](#) program. 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).

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.

A Night of Magic and Excitement



You've never experienced an evening like this! You'll enjoy the dining and nightlife of Universal CityWalk®, The Entertainment Capital of OrlandoSM. Plus, we've reserved a unique location at Universal's Islands of Adventure® theme park just for your party. You'll have unlimited access to the incredible rides and attractions in The Wizarding World of Harry Potter™—from the streets of Hogsmeade™ to Hogwarts™ castle to the groundbreaking thrill ride Harry Potter and the Forbidden Journey™. It'll be an unforgettable night of fun and entertainment, and it's all for you!



OCTOBER 11, 2013
7:00 PM TO 11:00 PM

DON'T MISS THIS EXCITING EVENT!
TICKETS NOW AVAILABLE

PRE-PURCHASE PRICE: \$75 (21+) AND \$60 (UNDER 21)
\$95 ON-SITE

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SHUTTLES WILL BE PROVIDED FROM ALL AAOMS OFFICIAL HOTELS

AAOMS PRESIDENT'S EVENT- FRIDAY, OCTOBER 11TH

For one memorable night at Universal Studios in celebration of the 2013 AAOMS Annual Meeting President's Event honoring President Miro Pavelka, DDS,MSD, and his wife, Janet. The evening will begin with dinner, music and karaoke in the Universal CityWalk Promenade. At 9:00 pm we're off to the park's Islands of Adventure, where we will have the exclusive use of one of Universal's newest and most popular attractions, The Wizarding World of Harry Potter™. Tickets for the 2013 President's Event are available at the magically low preconference price of \$75 for adults and \$60 for youths under 21.

MARK YOUR CALENDARS!

2013 Dental Implant Conference

December 6 – 7, 2013

Exhibit Hall – SOLD OUT!

Sheraton Chicago Hotel and Towers

Chicago, Illinois

**96th Annual Meeting, Scientific Sessions and Exhibition
in conjunction with the Japanese Association of Oral & Maxillofacial Surgeons
and the Korean Association of Oral & Maxillofacial Surgeons**

September 8 – 13, 2014

Hawaii Convention Center

Honolulu, Hawaii

2014 Dental Implant Conference

December 5 – 6, 2014

Sheraton Chicago Hotel and 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

Washington, D.C.

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