

2017 Dental Implant Conference  
Sheraton Grand Hotel, Chicago, IL

## GENERAL INFORMATION

### **MEETING DATES**

Thursday November 30 – Saturday December 2, 2017

### **EXHIBITION DATES**

December 1 – 2, 2017

### **EXHIBITOR MOVE-IN**

Thursday, November 30

9 a.m. – 6 p.m.

### **EXHIBITOR CORPORATE FORUMS**

Thursday November 30

5 – 7 p.m.

### **EXHIBITION HOURS**

Friday, December 1

- *Attendee Beverage Break*
- *Complimentary Attendee Lunch in River Exhibit Hall*
- *Attendee Afternoon Break*
- *Reception in the River Exhibit Hall*

**9:30 a.m. – 6:15 p.m.**

*10:00 – 10:30 a.m.*

*Noon – 1 p.m.*

*2:40 – 3:35 p.m.*

*4:45 – 6:15 p.m.*

Saturday, December 2

- *Attendee Beverage Break*
- *Complimentary Attendee Lunch in River Exhibit Hall*
- *Attendee Afternoon Break*

**9:30 a.m. – 3 p.m.**

*10:00 – 10:45 a.m.*

*Noon – 1 p.m.*

*2:15 PM – 2:45 p.m.*

### **EXHIBITOR CHECK-IN**

Onsite Exhibitor Check-in and Badge pick-up will be located in the River Promenade East Counter of the Sheraton Grand Hotel.

#### **Hours for Badge pick-up:**

Thursday, November 30	9 a.m. – 6 p.m.
Friday, December 1	7:30 a.m. – 5 p.m.
Saturday, December 2	7:30 a.m. – 3:30 p.m.

Non-official contractors must check in at the GES Service Desk, located River level, at the base of the west escalators. No one will be allowed on the exhibit hall floor without a badge.

In order for the exhibition to be ready for the opening on Friday morning, booths must be set and tagged by 4 p.m. on Thursday, November 30. If set-up of any exhibit has not started by 4 p.m., Thursday, 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, will be able to assist you onsite with any special challenges, problems or needs.

### **VIRTUAL EXHIBIT HALL**

At <http://www.expocad.com/host/fx/aaoms/17dic/exfx.html#floorplan>, your customers are able to access your website to view your company's latest products and services through the 2017 Dental Implant Conference Virtual Exhibit Hall and for one year after the 2017 meeting has ended.

***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 DENTAL IMPLANT CONFERENCE APP**

Be in the know of what attendees are doing and when with the AAOMS 2017 Dental Implant Conference 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 <http://www.aaoms.org/meetings-exhibitions/2017-dental-implant-conference/general-info>

### **ACTIVITIES CONTINUING IN THE EXHIBIT HALL**

We are listening to our Exhibitors and the following are continuing for the 2017 Dental Implant Conference in the Exhibit Hall:

- Lunch will be offered in the Exhibit Hall for meeting attendees on Friday, December 1 and Saturday, December 2
- Complimentary attendee beverage breaks will be held daily in the morning and afternoon inside the Exhibit Hall.
- Extended 55 minute beverage break on Friday will be in place this year to allow attendees more time to visit and interact with exhibitors.
- Back Again! The Reception for attendees and exhibitors will be held in the River Exhibition Hall on Friday from 4:45 – 6:15 p.m.

### **BADGES & BADGE FORMS**

The Exhibitor Badge Order Form will be emailed to your company contact mid-October. Please return completed Exhibitor Badge Request Form and payment information to [exhibitorbadges@aaoms.org](mailto:exhibitorbadges@aaoms.org). Please Note: Additional badges are \$120 each.

Exhibitor Lunches, Attendee Reception, Beverage Breaks and the Exhibitor Lounge are included in the badge fee. If you have any questions regarding your badge request, please contact [exhibitorbadges@aaoms.org](mailto:exhibitorbadges@aaoms.org).

Badges will be picked up on-site at Exhibitor Check-in.

No Refunds will be issued after November 1, 2017. Badges must be worn at all times and you will not be allowed on the exhibit hall floor without an exhibitor badge. **All on-site badge reprints will be \$120.00** – this includes any badges left in hotel rooms, lost and misplaced badges.

### **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: Blue and Beige

Carpet: **The Sheraton Grand Hotel River Exhibit Hall is carpeted!**

## **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
- No additional booth carpeting necessary

## **BOOTH SIGNAGE**

Each exhibitor will be provided with one complimentary booth identification sign, 17" x 11", listing the company name and booth number. 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 3 p.m. on Saturday, December 2.*** 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 3-5 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 p.m. on Saturday, December 2.** All carriers must be checked in by 6:30 p.m.. All freight not called for within the AAOMS designated move-out time 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 Sheraton Grand Chicago do not assume responsibility for the safekeeping of any of your equipment, materials, tools or exhibits.

## **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:**

#### **AAOMS**

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

#### **Global Experience Specialists, Inc. (GES)**

Attn: Chicago Operations  
6800 Santa Fe Drive  
Suite B  
Hodgkins, IL 60525-7638  
Phone: 773-767-2237 Fax: 702-914-5232

In accordance with the 2017 Dental Implant Conference Exhibitor Regulations, all Exhibitor Appointed Contractors must provide both above parties with a current certificate of insurance by **November 3, 2017.** **If no Certificate of Insurance is received, no one from the exhibiting company will be allowed on the exhibit floor.**

All exhibitor Appointed Contractors will be required to check-in at the GES Service Desk located River level, at the base of the west escalators. Exhibition Management will verify that the appropriate insurance certificate is on file and will issue a work badge.

## **CERTIFICATE OF LIABILITY INSURANCE**

Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. An original copy of the

exhibitor's Certificate of Insurance must be submitted to AAOMS no fewer than 30 days prior to the move-in date- November 1, 2017. (Sample COI provided in the Service Manual). You may choose to submit a waiver if you choose not to carry insurance. Please send a request for a COI waiver to complete to [exhibits@aaoms.org](mailto:exhibits@aaoms.org).

### **SECURITY**

AAOMS will provide 24-hour security during set-up, the exhibition and move-out days, in the exhibit hall. AAOMS is not responsible for theft, damage or personal injuries. For full exhibitor regulations, please refer to the prospectus/invitation to exhibit located on our website at [www.aaoms.org/exhibits](http://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**

- Product samples must be distributed at least two feet inside of booth.
- No exhibitor shall assign, sublet or apportion its contacted space to any other exhibitor or person except to a parent, subsidiary or affiliated corporation or business.
- 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 technical nature of the exhibition.
- Badge stick-on and promotional gummed labels are prohibited.
- **Prize awards, drawings, raffles, lotteries and contests are allowed – AAOMS Approval Required. Please complete the request form included in the manual.**
- Exhibits must remain intact and staffed until **3 p.m.**, Saturday, December 2.
- 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.
- Exhibits must not project beyond space allotment or projected into the aisle.
- Exhibitors must keep an attendant in its display during all open exhibition hours.
- Audiovisual and other sound and attention-getting devices and effects must not interfere with the activities of neighboring exhibitors.
- AAOMS is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education. AAOMS must abide by all guidelines as set forth by the ACCME.
- Smoking is prohibited in the exhibition hall, including the exhibitor lounge area.
- 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.

### **SOCIAL EVENTS, FUNCTION SPACE REQUESTS AND MAILING LISTS**

The AAOMS Dental Implant Conference 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 Dental Implant Conference! 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](mailto: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 [here](#).

## MARK YOUR CALENDARS!



### **100<sup>th</sup> Annual Meeting, Scientific Sessions and Exhibition**

October 8-13, 2018

Hilton Hotel and McCormick Place West

Chicago, IL

### **2018 Dental Implant Conference**

November 29 – December 2, 2018

Sheraton Grand

Chicago, Illinois

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