



EXHIBITOR SHOW-FLOOR SUITE APPLICATION

CONTINUING THIS OFFERING FOR 2018!

Due to space constraints, the 2018 Annual Meeting will have extremely limited function space available during the day for exhibitors to use as office space at any of our contracted hotels.

As a result, we have changed the Exhibitor Show-Floor Suites to make them more cost effective and have created additional packages in order to have a “move-in ready” space to make the planning process easier for our exhibitors.

Show-floor suites can accommodate activities such as:

- Staff Meetings
- Business Meetings
- VIP demos
- A more private area off the main show floor for lunches, etc.

INFORMATION

Custom-built hard-wall 10'x20' and 20'x20' suites are available on the show-floor for rental by exhibiting companies.

Suites are rented from Wednesday, October 10 through Saturday, October 13 allowing exhibitors four-day access to their Show-Floor Suites during show hours. Access during non-show hours will be permitted as long as schedule is provided to AAOMS Exhibits Staff for approval. All persons accessing the suites must be badged appropriately.

Payment is due upon receipt of invoice.

STAFF ONLY EVENTS: Staff only events may be offered at any time during show hours. Staff only events will also be permitted during non-show hours if a schedule is provided to the AAOMS Exhibit Staff no later than **August 1, 2018** for approval. ****Please Note:** on Wednesday, October 10, Staff Only Events are the only type of events permitted in the Show-Floor Suites.

ATTENDEE INVITED EVENTS: Exhibitors may utilize the Exhibitor Show-Floor Suites during show hours **ONLY** to accommodate business meetings and VIP demos for attendees in order to create a more private setting.

There is limited number of Exhibitor Show-Floor Suites available around the perimeter of the hall. Suites will be assigned in order of receipt of completed applications to AAOMS. After the **application deadline of May 1, 2018**, all space that is currently being held for Exhibitor Show-Floor Suites will be released and suites will only be available if the show-floor can accommodate additional offerings.

2018 Annual Meeting
McCormick Place West • Chicago, Ill.
October 8 – 13, 2018



PACKAGE OPTIONS

PACKAGE 1 – 10'X20' Unfurnished

The rental cost for the show-floor suite is \$2,700.00 (previously \$4,200.00 in 2016). Included in the price of the suite rental is:

- Construction of the 10x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo

PACKAGE 2 – 20'X20' Unfurnished

The rental cost for the show-floor suite is \$3,700.00. Included in the price of the suite rental is:

- Construction of the 20x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo

PACKAGE 3 – 10'X20' Furnished

The rental cost for the show-floor suite is \$4,200.00. Included in the price of the suite rental is:

- Construction of the 10x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo
- (1) 6' Conference Table
- (1) 6' Skirted Table (for food & beverage)
- (6) Contemporary Side Chairs
- (1) Wastebasket
- (1) 5A Electrical Power Drop

PACKAGE 4 – 20'X20' Furnished

The rental cost for the show-floor suite is \$5,700.00. Included in the price of the suite rental is:

- Construction of the 20x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo
- (1) 6' Conference Table
- (1) 6' Skirted Table (for food & beverage)
- (6) Contemporary Side Chairs
- (1) Wastebasket
- (1) 5A Electrical Power Drop

**** Please Note: Any additions or changes to the package options are the responsibility of the Exhibitor in terms of cost and coordination with GES.**

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Exhibitor Regulations Apply to all Exhibitor Show-Floor Suites.

Application Deadline: May 1, 2018

Exhibiting Company _____ Booth Number _____

Contact Person _____ Title _____

Phone _____ E-mail _____

On-Site Contact _____ On-Site Cell Phone _____

Phone _____ E-mail _____

Package Option Selection: _____

Signature _____

Questions:
exhibitor@aaoms.org

E-mail completed application to:
Valerie Wolf, MS, CEM
Exhibits Manager
E-mail: vwolf@aaoms.org

Payments

Payment is due upon receipt of invoice.