



American Association of Oral  
and Maxillofacial Surgeons



## GIVEAWAY AND DRAWING APPROVAL REGULATIONS

AAOMS encourages creative marketing activities by exhibitors consistent with the highest traditions of the specialty and the professional atmosphere of the Exhibition. This includes giveaways, sweepstakes, contests and prize drawings conducted at exhibitor booths in compliance with all applicable rules and policies governing the Exhibition.

### Deadline

Giveaways at the Exhibitor's booth must be approved by AAOMS exhibit management by **September 10, 2018**. Please refer to the detailed instructions below.

### Sweepstakes, Contests and Prize Drawings

Sweepstakes, contests, prize drawings and similar activities are permitted within the confines of the rented exhibit booth, provided they are conducted in compliance with all applicable laws, Convention Center rules, and regulations of the Exhibition. Exhibitors must submit an AAOMS giveaway and drawing approval form along with a copy of any entry form or other tool attendees may have to complete to be eligible to participate. Rules of the sweepstakes, contest or drawing shall be prominently displayed at the booth or handed out to each participant in advance of participating. Registration for sweepstakes or drawings must be conducted within the confines of the rented exhibit booth and may not distract from other exhibitor displays.

The Exhibitor conducting a sweepstakes, contest, prize drawing and similar activity must disclose the number and approximate value of prizes, the chances of winning such as the odds of winning, and that placing an order will not affect the odds of winning. No sweepstakes or drawing that requires placing an order for a product or service or the purchase of a raffle or lottery ticket is permitted. AAOMS reserves the right as it sees fit to close any exhibitor activity that fails to comply with applicable laws, Convention Center rules, and regulations of the Exhibition. Distribution of prizes shall not be unduly delayed and exhibitors shall not require attendees to be present to win.

### Indemnification

Giveaways, sweepstakes, contests, prize drawings and similar activities at the AAOMS Annual Meeting are subject to all applicable federal, state and local laws and regulations, Convention Center rules, and regulations of the Exhibition. The Exhibitor agrees to indemnify, defend and hold harmless AAOMS, the Convention Center Authority and their respective officers, trustees, directors, members, employees, agents and representatives, from and against any and all demands, claims, causes of action, injury to persons or damage to property, liabilities, taxes, fines, penalties, costs and expenses, including reasonable attorney fees and litigation costs up through and including any appeal that result from or arise out of or in connection with any giveaway, sweepstakes, contest, drawing or similar activity offered by the Exhibitor at the AAOMS Annual Meeting. AAOMS and its affiliated and related entities have no duty, obligation or responsibility to address in any manner any complaint, claim or action that is in any way related to any giveaway, sweepstakes, contest, drawing or similar activity offered by the Exhibitor at the AAOMS Annual Meeting. All complaints, claims and causes of action, of any type or nature regarding any giveaway, sweepstakes, contest, drawing or similar activity shall be referred to and resolved by the Exhibitor.

## Giveaways

All giveaway items or a description of the item, along with a completed Giveaway and Drawing Approval Form, must be submitted for advance approval by the American Association of Oral and Maxillofacial Surgeons, AAOMS.

We strongly recommend obtaining AAOMS approval before ordering giveaways. Exhibitors may be required to suspend distribution of unapproved items.

## Guidelines

To respect our contractual obligations and agreements with various facility vendors and companies providing Corporate Support during the AAOMS Annual Meeting requests that your organization adhere to the following guidelines:

1. Food and beverage items ordered from the center's official in-house caterer; do not require AAOMS approval to distribute.
2. Product samples, and/or the following non-product items do not require AAOMS approval to distribute:
  - bookmarks    •key chains    •luggage tags    •memo clips    •mouse pads    •pads of paper
  - pencils        •pens            •plastic bags    •rulers        •stress balls    •tape measures    •USB flash drives
3. All other novelty items not manufactured by the exhibiting company must be submitted to AAOMS for review and approval by **September 10, 2018**.

### Bags

- Bags are permitted as giveaways including tote bags, backpacks and computer bags.
- The Annual Meeting logo can be used with prior approval from AAOMS.
- Any use of the AAOMS logo is strictly prohibited.

### Apparel

- All apparel items, including T-shirts, must be approved by AAOMS.
- The Annual Meeting logo can be used with prior approval from AAOMS.
- Any use of the AAOMS logo is strictly prohibited.

### Food

- All food and beverage items to be given away must be ordered through the convention center.
- All food items, including candy, must be individually wrapped.
- Peanuts in the shell and alcohol are not permitted.

### Other Prohibited Items

- Helium balloons, noisemakers, decals, cash, lottery tickets, pocket knives or weapons of any type are not permitted.
- Magnetized giveaways are not permitted as they may interfere with participant credit cards, hotel room keys, and the lead retrieval system.

Exhibitors who adhere to the revised PhRMA and ADVAMed Codes are encouraged to consider offering textbooks or AAOMS Journal subscriptions through the AAOMS Resource Center.

Exhibitors may want to consider offering:

- Scholarships to the 2019 AAOMS Annual Meeting in San Francisco
- AAOMS Gift Certificates for items in the AAOMS Resource Center
- AAOMS Membership or Renewals as prize drawings

# GIVEAWAY AND DRAWING APPROVAL FORM

Please print or type the required information below. After your item(s) have been approved you will receive a copy of this form for your records.

All giveaways **MUST** be submitted to AAOMS for approval. Samples will not be returned.

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

We strongly recommend obtaining AAOMS approval before ordering giveaways. Exhibitors may be required to suspend distribution of unapproved items.

Please list, describe and/or send samples of items that your company will be using as giveaways or in a drawing to give to attendees at the AAOMS Annual Meeting. **Please select whether item is a giveaway, drawing or both.**

GIVEAWAY	DRAWING	ITEM/DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

**For AAOMS use only:**

- ☐ Item(s) are approved.
- ☐ Item(s) are approved with the following restrictions:
- ☐ Item(s) are denied, reason:
- ☐ AAOMS Mailing List requested/submitted for drawing:

**RETURN THIS FORM BY SEPTEMBER 10, 2018 TO:**

Exhibits  
AAOMS, 9700 W. Bryn Mawr Avenue, Rosemont, IL 60018  
(T) 847-233-4393 (F) 847-678-6279  
[exhibitor@aaoms.org](mailto:exhibitor@aaoms.org)