

# AOFAS Exhibit Rules & Regulations

## Space Rental and Assignment of Location

The AOFAS Exhibit Hall is designed to provide a showcase for goods and services, either specifically designed for or customarily related to orthopaedics. The AOFAS reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of the AOFAS, likely to be compatible with the general character and objectives of the Exhibit Hall. Whenever possible, space assignments will be made by the AOFAS in keeping with the preferences as to location as requested by the Exhibitor. THE AOFAS, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

## Use of Space / Subletting of Space

No Exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from the AOFAS. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the Exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an Exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit areas.

## Exhibitor Authorized Representative & Staffing

Each Exhibitor must name one person to be his/her representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the Exhibitor shall be responsible. All exhibits must be staffed during exhibit hours. Exhibitors that do not comply with this requirement may be unable to participate in future AOFAS exhibits. The Exhibitor shall assume responsibility for such representative being in attendance throughout all Exhibit Hall periods, and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

## Fire, Safety and Health

The Exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. No flammable decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper must be flame proof and are to be removed from the floor. This material is NOT to be stored under tables or behind displays. All muslin, velvet, silken or other cloth decorations must withstand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable are to be kept in safety containers.

## Food and Drug Administration (FDA) Regulations

Exhibitors are expected to abide by all applicable FDA regulations. Exhibitors shall have available at their table a letter from the FDA which describes the allowable use status of the product. Exhibitors are reminded of FDA restrictions on the promotion of investigational and pre-approved drugs and devices, and the prohibition on promoting approved drugs and devices for unapproved uses. All products which are not FDA approved for a particular use in humans or which are not commercially available in the US will be permitted to be exhibited only when accompanied by the appropriate signs that indicate their status. The signs must be easily visible and placed near the product and on any graphics depicting the product. The following are signs that should be displayed:

- Device/product is not for distribution in the United States
- Device/product is limited by Federal Law for investigational use
- Cleared for marketing when intended for \_\_\_\_\_ (type of use) only

## Displays

Display sizing regulations:

- **Annual Meeting** displays are limited to 8' x 10' space ONLY, height not to exceed 8'. Exceptions for 'Island' exhibits at the Annual Meeting will be on a case by case basis.
- **Education Conference** displays are limited to a 6' tabletop space ONLY, height not to exceed 8'.

All exhibit displays, literature, video and audio equipment, etc. must be contained in allotted space. Additional name badges and other display requirements, such as electrical needs or phone lines, can be requested on the corresponding form posted on the AOFAS website under Exhibits (in Exhibitor Service Kit for the Annual Meeting). All display requirements (such as extension cords, phone lines, internet connection) may result in an additional charge. Rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all Exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the AOFAS for approval at least 60 days prior to the conference. Any questions concerning these regulations should be directed to the AOFAS. The AOFAS reserves the right to require an Exhibitor to alter the exhibit before the show or on-site. Necessary changes are to be made at the Exhibitor's expense and are subject to the approval of the AOFAS.

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## Operation of Displays

Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent Exhibitors and their patrons, nor cause the aisles to be blocked.

Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Any sound that exceeds 80 decibels measured at the edge of an Exhibitor's booth is considered objectionable and will not be allowed. Sound should not be directed at the aisles or adjoining booths and should be directed into an Exhibitor's booth. The AOFAS reserves the right to reposition speakers. The AOFAS will monitor sound levels at individual booths during show hours. If the Exhibitor does not comply with requests to adjust sound levels, the AOFAS reserves the right to disconnect power to the sound source.

## Booth Space Restrictions

All business must be conducted within the confines of the booth(s) assigned. No more than four (4) persons may occupy a booth space at any one time or be present in the Exhibit Hall. Exhibitors are prohibited from publicizing, distributing or conducting any surveys, demonstrations, or displays outside the space assigned to them. Demonstration areas may not extend to the aisle line of the exhibit; space must be left within the exhibit area to absorb the spectators and those waiting in line. Distribution of circulars may be made only within the space assigned to the Exhibitor presenting such materials. The AOFAS reserves the right to require Exhibitors to discontinue any activity that interferes with the normal traffic flow or another exhibit. No advertising circulars, catalogs, folders, or devices shall be distributed by Exhibitors in the aisles, meeting rooms, registration areas, lounges, grounds, or other facilities. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the AOFAS during the course of this conference. Exhibitors must cease the distribution of samples of any kind whenever such action blocks the aisles or in any way handicaps nearby Exhibitors. The distribution of promotional materials in the form of balloons, canes, games, or other advertising material which tends to distract from the professional and educational purposes of the Exhibit Hall is prohibited. In addition, no promotional adhesive-backed decals are permitted to be given out or used inside the hall. Exhibitors will be permitted to distribute small catering items such as coffee, cookies, etc., from their booth, if also permitted by Exhibit Hall facility. If permitted, **items must be approved in writing by the AOFAS and ordered through the Exhibit Hall facility's catering department.** Items which detract from the exhibit's professional appearance (popcorn, peanuts, etc.) will not be allowed.

## Booth Conduct

The AOFAS reserves the right to expel or refuse admittance to any representative whose conduct is, in its opinion, not in keeping with the character and/or spirit of the conference. Exhibit personnel may not enter another Exhibitor's booth without obtaining permission. Linger in the aisles surrounding another Exhibitor's booth for the purpose of obtaining product information or distracting other booth personnel is strictly prohibited. Exhibitors may not solicit other Exhibitors. Exhibitors may not deny any AOFAS members or registered scientific attendees with appropriate badges access to an exhibit area. All booth representatives including models, demonstrators, or actors in costume must be properly and modestly clothed and wear an official AOFAS meeting badge. No excessively revealing attire will be permitted. Models, demonstrators, and actors in costume must remain in their own exhibit throughout the show. They are not permitted in other Exhibitor's booths, in the aisles, or in public areas.

## Character of Exhibits

The AOFAS reserves the right to approve all exhibits and related activities. Contests, lotteries, raffles, and games of chance, including game style activities, are prohibited. Exhibitors may not register attendees for contests, lotteries, raffles, and games of chance that will be conducted during or after the meeting. The AOFAS may require that an Exhibitor's activity be curtailed if it does not meet the standards required or expected, if it reflects against the character of the AOFAS, or if it exceeds the bounds of good taste as interpreted by the AOFAS.

## Sales / Order Placement

Sales of, and order placement for, merchandise or services are permitted in the exhibit area, provided all transactions are conducted in a manner consistent with the professional nature of the meeting. An Exhibitor may not display signs advertising the price of any items or services available for sale. Any products for sale must be the Exhibitor's own merchandise, relate to the Exhibitor's professional interest, and must represent the same products offered for sale at wholesale or retail. It is the responsibility of each Exhibitor that sells merchandise or services in the exhibit area, regardless of whether the Exhibitor delivers such merchandise or services on-site or accepts an order for the future delivery of same, to have all licenses, permits, and/or registrations as required by the city, municipality, and/or state in which the exhibit area is located. Exhibitor is responsible for the collection and remittance of all sales, use or other applicable taxes.

# AOFAS Exhibit Rules & Regulations

## Hospitality or Other Exhibitor Functions

Offering social or educational functions during the official meeting dates must be pre-approved by the AOFAS in writing. Approval is subject to space availability. For further information regarding any Exhibitor function taking place outside an Exhibitor's allotted exhibit space, contact AOFAS Exhibits Management at 800-235-4855 or 847-698-4654 (outside US) or [DWhalen@aofas.org](mailto:DWhalen@aofas.org).

## Installation and Removal

It is mutually agreed that it is the duty and responsibility of each Exhibitor to install his/her exhibit before the opening of the Exhibit Hall and to dismantle his/her exhibit immediately after the Exhibit Hall closes. All display materials which are not removed from the exhibit floor prior to the dismantlement cutoff as announced by the AOFAS will be discarded.

**NO EXHIBITOR WILL BE ALLOWED TO DISMANTLE OR PACK UP ANY PART OF HIS/HER EXHIBIT UNTIL AFTER THE CLOSING OF THE SHOW.**

## Liability and Insurance

Exhibitor hereby assumes entire responsibility and agrees to protect, defend, indemnify, save, and hold the Annual Meeting / Educational Conference Hotel / Conference Facility, its owner, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, agents, and the AOFAS harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of Hotel / Conference Facility and its employees and agents that arise out of or is in any manner connected with the Exhibitor's participation in the AOFAS Annual Meeting / Educational Conference, including damages or losses to the Exhibitor's displays, equipment and other property brought upon the premises.

Exhibitor agrees to obtain all licenses or permits necessary to comply with all local, state and federal laws, ordinances and regulations for any of its activities conducted during the AOFAS Annual Meeting / Educational Conference.

## Labor

Exhibitors are required to observe all contracts in effect between the AOFAS, service contractors, hall, and the labor organizations involved.

## Care of Building and Equipment

Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths or booth contents, or show equipment and décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

## Interpretation, Amendments, Enforcement

Failure to comply with these Rules and Regulations and General Information, or any amendment thereto, will be sufficient cause for the AOFAS to require the immediate removal of the exhibit of the offending exhibiting company, who will forfeit all further right to exhibit during Exhibit Hall hours, together with all fees and rentals paid, and the AOFAS may lease any space so forfeited to another Exhibitor. Exhibitor shall be liable for damages caused by failure to comply with the Rules and Regulations and General Information, or any amendment thereto, and repairs of damage to property may be made at the Exhibitor's sole cost and expense. The failure of the AOFAS to insist upon a strict performance of any of these Rules and Regulations or General Information shall not be deemed a waiver of any rights the AOFAS may have.

## Other Regulations

The AOFAS reserves the right to make such additional conditions, rules and regulations as it deems necessary to insure the success of the Exhibit Hall. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the AOFAS. **The AOFAS shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for himself/herself and his/her employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.**

**[www.aofas.org](http://www.aofas.org) (Corporate Partners) • [exhibit@aofas.org](mailto:exhibit@aofas.org)  
800-235-4855 or 847-698-4654 (outside US)**