

American Association of Oral and Maxillofacial Surgeons  
91<sup>st</sup> Annual Meeting, Scientific Sessions and Exhibition  
Metro Toronto Convention Centre, Toronto, Ontario, Canada

## GENERAL INFORMATION

### MEETING DATES:

Wednesday, October 14 – Saturday, October 17, 2009

### EXHIBITION DATES:

Thursday, October 15 – Saturday, October 17, 2009

### EXHIBITOR MOVE-IN:

Tuesday, October 13	9:00 a.m. - 6:00 p.m.
* <b>Exhibitor Lounge</b> - Aisle 2400	<b>9:00 a.m. - 6:00 p.m.</b>
Wednesday, October 14	9:00 a.m. - 5:00 p.m.
* <b>Exhibitor Lounge</b> - Aisle 2400	<b>9:00 a.m. - 5:00 p.m.</b>

### EXHIBITION HOURS:

Thursday, October 15	9:00 a.m. - 5:00 p.m.
<i>-Attendee Beverage Breaks</i>	<i>9:30 a.m. - 10:00 a.m. and 2:30 p.m. - 3:00 p.m.</i>
Friday, October 16	9:00 a.m. - 5:00 p.m.
* <b>Space Draw 2010 Chicago</b> - Aisle 2400	<b>7:30 a.m. - 4:30 p.m.</b>
<i>-Attendee Beverage Breaks</i>	<i>9:30 a.m. - 10:00 a.m. and 3:00 p.m. - 3:30 p.m.</i>
Saturday, October 17	9:00 a.m. - 1:00 p.m.
* <b>Exhibitor Relations Meeting</b> - Aisle 2400	<b>7:30 a.m. - 8:45 a.m.</b>
<i>-Attendee Beverage Break</i>	<i>9:30 a.m. - 10:00 a.m.</i>

### 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.”

**\*Aisle 2400 is located in the back of Hall C behind Exhibit Manager’s office**

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**VIRTUAL EXHIBIT HALL – VXH:**

At [www.aaoms.org](http://www.aaoms.org) your customers are able to access your website to view your company's latest products and services. Double click on the Virtual Exhibit Hall link and be taken to the 91<sup>st</sup> Annual Meeting, Scientific Sessions & Exhibition. To view a company's information, double click on the specific company listed in the Exhibitor Directory to view the booth location and double click again to be taken to their website. It's that easy!

**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.**

**NEW!!! BADGE – REMINDER:**

A Service Manual Exhibitor Badge Form is **NOT** included in this service manual as a “reminder” to submit name(s) and company title(s) to AAOMS. Please respond to your e-mail reminder(s). Submit to [tracym@aaoms.org](mailto:tracym@aaoms.org), Exhibitor Badge Request information for your badges to be processed with the full name(s), nickname(s), if applicable, company title(s), as well as city and state. Refer to the emailed Exhibitor Badge Request Form for badge allowances, amounts and fees.

**NOTE:** AAOMS Members (DDS/DMD) representing an exhibiting company must note that distinction. Violation of this rule may result in, but is not limited to, a representative's dismissal from the hall.

**Advance Badge Request Forms must be received by September 4, 2009 in order to be processed and mailed to the Company Contact in mid-September.** Exhibiting companies must check in at the Exhibitor Check-In Counter to obtain a copy of the Final Program. Badges must be worn at all times. You will not be allowed on the exhibition floor without an exhibitor badge. **There will be no exceptions.**

The Exhibitor Check-In counter will be located **in the lobby of the Metro Toronto Convention Centre**. Exhibitor Check-In will open on Tuesday, October 13<sup>th</sup> at 9:00 a.m. Non-official contractors must check in at the **GES Servicer**, located in **Exhibit Hall A behind Aisle 300**. No one will be allowed on the exhibit hall floor without a badge/ID.

**SHOW COLORS:**

Booth Drape: Blue and White

Aisle carpet: Blue (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 7"x 44" identification sign

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**EXHIBITOR CHECK-IN:**

Onsite Check-in and International Exhibitor Badge Pick-up will be located in the **Lobby** of the Metro Toronto Convention Centre.

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

Tuesday, October 13	9:00 a.m. - 6:00 p.m.
Wednesday, October 14	7:30 a.m. - 5:00 p.m.
Thursday, October 15	7:30 a.m. - 5:00 p.m.
Friday, October 16	7:30 a.m. - 5:00 p.m.
Saturday, October 17	7:30 a.m. - 1:00 p.m.

All exhibitor personnel registered for the 91st Annual Meeting, Scientific Sessions & Exhibition must wear the identification badge issued upon registration at all times while in the Exhibit Hall. **Badges will be mailed to the Exhibiting Company's contact person listed on the contract in mid-September.**

**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.

**MATERIAL HANDLING:**

For material handling service, see the forms in the Shipping & Material Handling Information section of this manual.

**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](http://www.aaoms.org). If you require additional booth security services, contact Valerie Wolf, Exhibition Manager, at 847/233-4316.

**2009 ANNUAL MEETING BADGE COLOR CATEGORIES:**

Oral and Maxillofacial Surgeons	Red Bar
Residents	Blue Bar with the word "Resident" printed on it
Allied Staff/Spouses	Yellow Bar
Exhibitors	Blue Bar
AAOMS Staff	Clear (and staff ribbon)

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**‘Space Draw’ - BOOTH SELECTION FOR THE 2010 ANNUAL MEETING:**

AAOMS, once again, is offering your company the opportunity to secure your booth space for Chicago 2010, a year in advance! ‘Space Draw’ will assist you in planning your other events for the rest of 2010! You will have the opportunity to select your booth for the 92<sup>nd</sup> Annual Meeting, Scientific Sessions and Exhibition being held in Chicago, IL, September 27 – October 2, 2010, on Friday, October 16<sup>th</sup> 2009, at this year’s meeting in Toronto! Exact location and time slot will be announced via e-mail reminder prior to space draw, with a 2010 application attached. Check our website: [www.aaoms.org](http://www.aaoms.org) for the 2010 Prospectus and Floor Plan.



**PLAN AHEAD AND PAY AHEAD FOR SAVINGS!**

Plan ahead and pay in full before December 31, 2009 to receive the early bird discount Annual Meeting rate. This will save your company \$100 per 10x10 booth contracted!

**DISMANTLING:**

*All exhibits must remain intact until the official closing of the exhibition at 1:00 p.m. on Saturday, October 17<sup>th</sup>.* 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 18, 2009.** All freight not removed by 10:00 a.m. on **Sunday, October 18, 2009**, may be shipped by a carrier selected by **GES** and billed to the Exhibitor.

**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. Exhibitors who violate any of these regulations may have their contracts terminated and become ineligible to participate in any future AAOMS Exhibitions.

- 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).

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**EXHIBITOR REGULATIONS/VIOLATIONS: (Continued)**

- 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).
- Prize awards, drawings, raffles, lotteries and contests of any kind are prohibited (see Reg. #14 & 23).
- Exhibits must remain intact until 1:00 p.m., Saturday, October 17<sup>th</sup> (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. # 20).
- 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 Metro Toronto Convention Centre, including the lounge area (see Reg. # 31).
- 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. # 33).

**BOOTH SET-UP:**

The 2009 Annual Meeting Exhibition installation date and times are:

Tuesday, October 13<sup>th</sup>  
9:00 a.m. – 6:00 p.m.

Wednesday, October 14<sup>th</sup>  
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. If set-up of any exhibit has not started by 3:00 p.m., Wednesday, October 14<sup>th</sup>, AAOMS shall have the right to order the exhibit to be erected and the Exhibitor billed for all charges.

**GES Servicenter will be open and located in Hall A, behind the 300 aisle** 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 problems or needs.

**BOOTH SIGNAGE:**

Each exhibitor will be provided with one complimentary booth identification sign, 7” x 44”, listing the company name and booth number.

Need to order additional or custom sign from **GES**, use the **Special Signage Sign Order Form** included in this Service Manual.

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**DISMANTLE AND REMOVAL INSTRUCTIONS:**

**PLEASE NOTE:**

Exhibitors are responsible for their own property. Although provisions for security are made, Exhibition Management, its agents, and the agents for the Metro Toronto Convention Centre do not assume responsibility for the safekeeping of any of your equipment, materials, tools or exhibits.

**CUSTOMS:**

Please refer to GES Customs Information at [www.gesexpo.ca](http://www.gesexpo.ca)

**DISMANTLING TIME:**

**For the safety of the attendees, Exhibitors expressly agree not to begin packing or dismantling until 1:00pm. An exhibitor who violates this regulation may be ineligible to participate in any future AAOMS exhibitions!**

**CRATES/CARTONS:**

All crates and cartons will be delivered to booths as soon as possible after show closing, but **allow 3-4 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 Toronto 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 17<sup>th</sup>, 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 18<sup>th</sup>. 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 18<sup>th</sup>.

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**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 send or e-mail Valerie Wolf, Exhibit Manager, [vwolf@aaoms.org](mailto:vwolf@aaoms.org), a copy of what you are mailing for AAOMS approval.

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](http://www.aaoms.org).