



2018
AAHS ASPN ASRM
 ANNUAL MEETINGS
 ARIZONA BILTMORE HOTEL ♦ PHOENIX, ARIZONA



JANUARY 10-13, 2018

American Association
for Hand Surgery

JANUARY 12-14, 2018

American Society for
Peripheral Nerve

JANUARY 13-16, 2018

American Society for
Reconstructive Microsurgery

EXHIBIT DATES AND HOURS and FUNCTIONS*

(Schedule subject to change based on final program)

Wednesday, January 10	6:00 pm – 8:00 pm
Registration	6:30 am – 5:00 pm
Welcome Reception	6:30 pm – 8:00 pm
Thursday, January 11	6:30 am – 1:00 pm
Registration	6:30 am – 5:00 pm
Continental Breakfast	6:30 am – 8:00 am
Break	10:30 am – 11:00 am
Friday, January 12	6:30 am – 1:30 pm
Registration	6:30 am – 6:00 pm
Continental Breakfast	6:30 am – 8:00 am
Break	10:00 am – 10:30 am
Lunch w/ Exhibitors	12:30 pm – 1:30 pm
AAHS Dinner Dance	7:00 pm – 10:00 pm

Saturday, January 13	6:30 am – 12:00 pm
Registration	6:30 am – 6:00 pm
Continental Breakfast	6:30 am – 8:00 am
Break	9:30 am – 10:00 am
ASPN/ASRM Welcome Reception	7:00 pm – 8:30 pm
Sunday, January 14	6:30 am – 12:30 pm
Registration	6:30 am – 6:00 pm
Continental Breakfast	6:30 am – 8:00 am
Break	9:45 am – 10:15 am
Lunch	11:30 am – 12:15 pm
Monday, January 15	7:00 am – 4:00 pm
Registration	6:30 am – 6:00 pm
Continental Breakfast	7:00 am – 8:00 am
Break	11:30 am – 12:00 am
Lunch	1:00 pm – 2:00 pm
Break	2:30 pm – 3:00 pm
ASRM Celebration!	7:00pm – 10:00pm

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EXHIBITION INFORMATION

Table top display | **\$3,500**

Includes:

- ✓ 1 - 6' x 30" skirted table and 2 side chairs
- ✓ 1- 7"x 44" Company ID sign listing company name and booth number
- ✓ 2 Registrations
- ✓ 2 Tickets to each organizational social event that are open to general attendees
- ✓ A pre-registration list and a final registration list
- ✓ listing of your company contact information on the Official Meeting Mobile App
- ✓ Access to general sessions for each registered exhibitor

Traffic Builders in Exhibit Hall

- Continental breakfast and coffee breaks each day will be served exclusively in the Exhibit Hall
- Lunch on Thursday, Friday, Saturday, Sunday, and Monday

Exhibit Details

The exhibits and all breaks are located in Frank Lloyd Wright Ballroom F-J. The Scientific Sessions are located immediately adjacent in the Frank Lloyd Wright Ballroom A-E.

A 50% deposit of the contracted space should be forwarded with the Application for Exhibit Space. The balance must be paid by October 6, 2017. Checks should be made payable to the American Association for Hand Surgery and mailed to:

AAHS-ASPN-ASRM Meeting Headquarters

500 Cummings Center, Suite 4400, Beverly, MA 01915

t: (978) 927-8330 | f: (978) 524-0498

Refunds and Cancellations

Cancellations received in writing by October 6, 2017 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after October 6th and exhibitor is liable for paying remainder of exhibit fees.

Conducting Exhibits

Drawings, raffles, or quiz-type contests will be permitted, but must be submitted to show management for final approval. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Show Management. Show Managements reserves the right to refuse applications based on concerns of a vendor not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

Infringement

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

Space Assignment*

Space assignment will be given to companies in the order in which applications are received. Following the October 6, 2017 deadline, exhibit assignments will be based upon availability. If space is filled by October 6, 2017, applications received will be placed on a waiting list and notified immediately. Exhibitors wishing to avoid assignment of space adjacent to a particular company must indicate this on their application. Careful consideration will be given to such requests.

**AAHS/ASPN/ASRM reserves the right to alter the Exhibit Floor Plan at any time.*

Installation*

In order to accommodate exhibitors who wish to exhibit during certain association days there will be two installation days. The first will be on Wednesday January 10, 2018 and the second will be on Friday afternoon, January 12, 2018. The exhibit hall will be available for set-up from 4:00 p.m. – 6:00 p.m. on Wednesday, January 10, 2018. All exhibits must be set by 6:00 p.m. without exception. Those exhibits that wish to set up on Friday, January 12, 2018 will be able to set their displays from 3:30 pm –5:00 pm. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

Dismantling*

All exhibits must remain intact until the official closing time on Saturday, January 13 of 12:00 p.m. OR on Monday, January 15, 2018 at 4:00 pm. After the close of exhibits on both days, all material must be removed no later than 5:00 pm.

Shipping Instructions*

Please refer to the online exhibitor service kit available in October.

Hotel Reservation Forms, Electrical, Telecommunications, Audio/Visual and Computer Equipment

Order Forms will be included in the online exhibitor service kit available in October 2017.

Fire Protection

All materials used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

Special Needs

If you require special accommodations in order to fully participate in the meeting, please contact the AAHS office.

Security

Security shall be furnished by Show Management to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor.

Exhibit Personnel

All exhibit personnel must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted two (2) badges per exhibiting space purchased. Additional badges are \$150.

Hazardous Waste

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

** Times subject to change based on final program.*

CONTACT INFORMATION**Yvonne Grunebaum, CEM**

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