



American Academy of Oral & Maxillofacial Pathology

2020 AAOMP Annual Meeting
April 24-29, 2020
Loews Vanderbilt Hotel • Nashville, TN

AAOMP Exhibitor/Sponsor Registration Form
Fax 630-510-4501 or e-mail info@aaomp.org

Company Name:
Name of Contact Person:
Address:
City, State, Zip:
Email: Phone:

NAME(S) OF COMPANY REPRESENTATIVE(S) ATTENDING
Rep #1: email: cell:
Rep #2: email: cell:

EXHIBITS
1 - 6'x30" table, two chairs, small wastebasket @\$1,000

SPONSORSHIPS
Welcome Reception \$2,000 (10 available) Resident Case Exchange \$2,500
Resident Reception \$2,500 Lanyards \$1,000
Hotel Key Cards \$3,000

Please also complete the Agreement form on page 5. NOTE: Exhibitors are responsible for making arrangements for any electric requirements, internet connections, etc. directly with the hotel for additional charges.

RULES AND REGULATIONS GOVERNING EXHIBITS

Exhibit Space

Exhibits are limited to one 6'x30" table with two chairs. The exhibit space will be located near the conference registration area and the general session space. Signs or special displays may not extend above eight feet in height. No signs or articles may be posted, nailed or otherwise attached to any of the hotel premises. Gasoline, kerosene, acetylene or other flammable or explosive substances will not be permitted in the building.

ADA CERP Compliance Requirements

AAOMP must ensure that product promotion materials, product-specific advertisements, and live staffed exhibits are separate from CDE activities. As such exhibitor activities must be held in a separate room away from CDE courses/educational programs during the Annual Meeting. Exhibitors must ensure that advertisement and promotional materials are not displayed nor distributed in the educational space, immediately before, during or after CDE activities. Sales representatives and/or exhibitors of commercial entities are not permitted to engage in sales or promotional activities while in the space or place of the CDE program presentations.

Exhibit Quality

Exhibits of informative, educational, professional, ethical, and beneficial character are welcomed. AAOMP reserves the right to decline or prohibit an exhibit or proposed exhibit for reasons of taste, professional quality, or ethics and to decline or prohibit persons of same, for purposes of exhibiting at the meeting. Public address systems and sound motion pictures may not be used, unless arranged for in a separate area outside of visual and auditory range. There may be additional costs for these types of exhibits.

Representatives

Names of representatives of all exhibiting organizations must be submitted to the AAOMP in the online registration. A maximum of two (2) representatives are allotted per exhibitor table. Customized name badges will be ready when the representatives arrive. These ID name badges permit access to the Exhibit area and complimentary attendance to the non-tuition Educational Sessions. Only the representative names submitted in the online registration are the names with customized name badges.

Insurance Protection

If insurance protection is desired, each exhibitor will individually purchase same.

Allotment

Exhibit tables will be assigned by AAOMP the morning of set-up.

Application

Registration and payment must be completed utilizing the attached form. An invoice will be generated and payment will be due immediately upon receipt of the invoice. AAOMP reserves the right to extend invitations to exhibitors of its choosing at all times.

Contract

Each exhibitor must execute their own registration for the right to use an exhibitor table space. Subletting or sharing space is not allowed. Exhibit space registration will not be binding in the event of fire, strikes, riot, earthquake, civil disturbance, acts of God, war, or other unavoidable circumstances which would render the building exhibit area unfit for use, or that may prevent the presentation of the meeting. Exhibitors will indemnify and hold harmless AAOMP from all liability which might ensue from any cause whatsoever.

Exhibitor Fee

The Exhibitor Fee is one thousand dollars (\$1,000.00) per 6'x30" table. The fees are paid upon receipt of the invoice form AAOMP.

Cancellation of Exhibit Space

All cancellations must be made in writing to AAOMP by the exhibitor. If a cancellation of the exhibit contract is received 30 days or more prior to the scheduled start date of the exhibition, 50% of the exhibit cost will be refunded. Should the exhibiting company cancel within 30 days of the scheduled start date of the exhibition, AAOMP will retain all rental paid by the cancelling exhibitor.

AAOMP reserves the right to restrict exhibits that, for any reason, become objectionable and also to prohibit or evict any exhibit that may distract from the general character of the exhibition. This reservation includes persons, materials, conduct, printed matter, or anything of a character that may be objectionable for the exhibition as a whole. In the event of such restriction or eviction, AAOMP will not be liable for any refunds for rentals or other exhibit expenses.

Table Size/Type

The Exhibitor Fee includes one 6' x 30" skirted table and two chairs. Each exhibitor is responsible to arrange their electrical needs with the hotel. Signs or special displays may not extend above 8' in height. If you have special needs, please contact AAOMP prior to the meeting. No interference with light or space of any other exhibitor will be permitted.

Installation, Opening, and Closing

Exhibitors are expected to be at their tables beginning 7:30 am Saturday, April 25 through 8:30 am Wednesday, April 29. Exhibitors should be available during all of the scheduled breaks, including daily lunch breaks. Move out must be completed by Wednesday, April 29, 2020 at 10:30 am.

Shipping & Receiving

Exhibitors are responsible for any shipping/receiving and handling fees that the Loews Vanderbilt Hotel may charge to ship and/or distribute boxes to their respective exhibit spaces. Boxes may not arrive at the hotel more than 72 hours prior to the start day of the exhibition.

Security

Exhibit space is located in common hallways of the Loews Vanderbilt Hotel. Security will not be provided, nor is there a storage room near the exhibit space. Neither AAOMP, nor the management of the Loews Vanderbilt Hotel, is responsible for the safety of the property of exhibitors due to theft, damage by fire, vandalism or other causes.

Food and Beverage

All food and beverage items that an exhibitor has at their space MUST receive prior approval from the Loews Vanderbilt Hotel catering staff. Please contact AAOMP, info@aaomp.org, for the hotel contact.

Helium Balloons/Confetti

No helium balloons or confetti are allowed in the Exhibit space.

Distribution of Printed Materials and Canvassing by Industry

Canvassing in any part of the facilities used by AAOMP is strictly forbidden, and anyone doing so will be requested to leave. Distribution of advertising or printed material by the exhibitor outside of the exhibitor's allotted space will not be permitted unless the distribution of advertising is pre-approved by AAOMP.

Special Needs

While we cannot make any guarantees, the AAOMP is committed to working with our exhibitors to accommodate any special needs. We will make every effort to honor reasonable requests. If any exhibitor requires special assistance or special accommodations under the American Disability Act, please notify the Administrative Director, Karen Benton, by telephone at 630-451-4552 or email at info@aaomp.org.

AGREEMENT, RELEASE FROM LIABILITY, AND INDEMNIFICATION

Voluntary Participation

1. I, _____ acknowledge that I have (or my company has) voluntarily applied to participate in the 2020 Annual Meeting of the American Academy of Oral and Maxillofacial Pathology ("AAOMP"), which is scheduled for April 24-29, 2020 at the Loews Vanderbilt Hotel ("The Premises").

Authority of Signer

2. The Name of the company that I represent is _____. I represent that I have the authority to execute this Agreement, Release, and Indemnification on behalf of the above named company.

Assumption of Risk

3. I (or my company) am (or is) installing equipment on the premises. I am aware that the equipment, which will be on the premises for the purposes of display or other reasons, may be hazardous if not used properly. I am also aware that AAOMP is not indemnifying me or my company against loss or damage to my property for any reason. I am also aware that AAOMP is not indemnifying me or my company against any tort liability whatsoever as a result of my participation or my company's participation. My company and I are voluntarily participating in 2020 Annual Meeting with the knowledge of the danger involved and the lack of indemnification. I hereby agree, on behalf of myself and my company, to accept any and all risks of liability, and verify this statement by placing my initials here _____.

Release

4. As consideration for being permitted by AAOMP or one of its affiliated organizations to participate in these activities and use the premises, I hereby agree on behalf of myself and my company that neither I nor any member of my company, nor the assignees, heirs, distributors, guardians, or legal representatives of my or any member of my Company will make a claim against, sue, or attach the property of AAOMP or any of its affiliated organizations or the supplier of any of the equipment I will use in these activities, for injury or damage resulting from the negligence or other acts, howsoever caused by any employee, agent, or contractor of AAOMP as a result of my participation in the above mentioned 2020 Annual Meeting. I hereby release AAOMP and any of its affiliated organizations from all actions, claims, or demands that I, my assignees, heirs, distributors, guardians, and legal representatives now have or may hereafter have for any injury or damage resulting from my participation in the above mentioned 2020 Annual Meeting.

Indemnification

5. As further consideration for being permitted by AAOMP or one of its affiliated organizations to participate in these activities and use the premises, I hereby agree on behalf of myself and my company that I and my company will indemnify AAOMP against any and all third party and public liability tort claims which may arise as a result of my and/or my company's participation in the above mentioned 2020 Annual Meeting.

Knowing and Voluntary Execution

6. I have read this agreement, rules and regulations and fully understand its contents. I am aware that this is a release of liability and a contract between my company and the American Academy of Oral and Maxillofacial Pathology and/or its affiliated organizations and sign of my own free will.

Executed on _____, 2020

Signature of Representative