

RULES AND REGULATIONS

EXHIBIT CONDUCT

Interpretation of Rules

The following Rules and Regulations are part of the contract between the exhibitor and the American Association of Neurosurgeons (the Association). All matters not covered in these Rules and Regulations shall be referred to the Association for adjudication and the decision of the Association shall be final.

These Rules and Regulations may be amended at any time by the Association and all the amendments so made shall be binding upon the exhibitor equally with these Rules and Regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments.

Notice may be verbal or in writing, before or during the 2010 AANS Annual Meeting, and may be given to any authorized agent or representative of the exhibitor.

Purpose of Exhibits

The purpose of the exhibits, an integral part of the Association's largest educational activity, is to complement the professional meetings and scientific sessions by enabling registrants to examine and evaluate the latest developments in equipment, supplies and services that are presented for use in the course of neurosurgical practice. Each exhibitor is responsible for making sure that all attending personnel are aware of these provisions.

Any organization that convenes one or more meetings/exhibitions annually which is deemed as competitive with the AANS Annual Meeting shall not be allowed to market and/or sell said meetings/exhibitions at the AANS Annual Meeting.

Potential Exhibitor Information

Day passes for potential exhibiting companies at the AANS Annual Meeting are not available for purchase. Potential exhibitors who wish to experience the exhibit hall may make advance arrangements for a brief tour of the hall, to be accompanied by the AANS Exhibits Manager, by contacting the AANS at

(847) 378-0552 or exhibitors@aans.org no later than two weeks prior to the meeting.

Sales and/or Solicitation of Orders

As set forth above, the exhibition is designed specifically to educate registrants at the AANS Annual Meeting. The sole purpose for contracting exhibit space is to display and/or demonstrate equipment, supplies and/or services.

Therefore, in accordance with Internal Revenue Service regulations, the solicitation of orders and/or the selling of any products or services for delivery during or following the AANS Annual Meeting is strictly forbidden.

Eligibility to Exhibit

This exhibition is designed for the display and demonstration of products and services relating to the practice and advancement of the art and science of neurosurgical surgery and the professional education of the medical attendees at the AANS Annual Meeting.

Only companies exhibiting products and services related to the neurosciences will be permitted to exhibit. The Association reserves the right to decline or prohibit any exhibit or part thereof that, in its opinion, is not in keeping with the character and/or spirit of the AANS Annual Meeting.

FDA Compliance

Any medical device exhibited must have fulfilled all applicable Federal Drug Administration (FDA) regulations. Products which are not FDA approved for a particular use in humans or which are not commercially available in the U.S. will be permitted to be displayed only when accompanied by appropriate signs that indicate the device's FDA clearance status. The signs must be easily visible and placed near the device itself and on any graphics depicting the device.

Unapproved devices with pending pre-market approval (PMA) applications or premarket notification (510(k)) submissions should bear a label stating: "Pending 510(k)/PMA, not available for sale within the United States." Unapproved devices without a pending 510(k) or PMA should

bear a label stating: "Not available in the United States." Products in the development stage should bear a label stating: "Work in progress."

Booth Conduct

The Association reserves the right to approve all exhibits and activities related thereto. The Association may require that an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of the AANS or the AANS Annual Meeting, or if it exceeds the bounds of good taste as interpreted by show management. An exhibitor of a questionable exhibit or activity relating thereto must submit a description of the exhibit or activity with the Exhibit Contract for AANS approval.

Inspection of the exhibit hall will be made during installation hours. Every effort will be made to advise exhibitors of any deviation from exhibit rules at that time. Exhibitors must make all corrections requested by show management at their own expense or risk removal from the exhibition without notice and without obligation on the part of the AANS for any refund whatsoever.

The AANS 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 AANS Annual Meeting.

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.

The AANS does not in any manner endorse any of the products or services related to the exhibits which have been accepted for display during the AANS Annual Meeting.

Exhibitors may not sell any food or beverage on the exhibit floor.

Distribution of any literature outside of an exhibitor's own space is prohibited.

No procedures may be performed on any live tissue or cadavers on the exhibit floor.

Failure to comply with corrections requested by show management may result in loss of Priority Points and/or removal from the exhibition.

Pyrotechnics and Laser Policy

Laser equipment may be operated only if the laser is contained within a safety shield. Exhibitors may not operate carbon dioxide, argon and neodymium YAG lasers in a therapeutic or treatment mode without providing a suitable, enclosed place with eye protection for those viewing the laser.

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by Pennsylvania Convention Center and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. Standby fire personnel may be required. Permittee will be charged by Philadelphia, Pennsylvania, for the cost of standby personnel.

Live Music

Once approved by the AANS, exhibitors must get relevant licenses from ASCAP and BMI to present live or pre-recorded music at any time during the meeting.

Children

Children under 18 years of age are NOT permitted to enter the exhibit hall at any time during the meeting. This restriction includes installation, exhibition and dismantling hours. If children are present, they will be required to leave the hall immediately.

Photography / Videotaping / Audiotaping

Only the official photographer may take photographs, video or audio tapes of and in the exhibit hall. Details about the official photographer will be included in the Exhibit Services Kit, available online at www.AANS.org in the Annual Meeting section.

Exhibitors may photograph or video tape within their own booth, or have their own booth photographed by a photographer hired by them for this purpose. Exhibitors must notify the AANS Exhibits Manager in writing of use of an outside photographer, and must arrange with AANS Show Management for security clearance for

access to the exhibit hall. Photographing any exhibit or presentation other than one's own is strictly prohibited.

Handouts and Giveaways

Distribution of product samples and souvenirs is permissible. Approval of samples and souvenirs must be obtained by the AANS Exhibits Manager at least one month prior to the meeting.

Distribution of such products or souvenirs will be allowed, provided it is done in a dignified manner, does not create a nuisance, meets PHRMA and AdvaMed codes, and causes no interference with adjoining exhibits. Unapproved items will be removed from the exhibit floor.

For approval, send a pre-production sample of all giveaways and handouts to:

AANS Exhibits Manager
5550 Meadowbrook Drive
Rolling Meadows, IL 60008-3852
(Samples will not be returned)

Contests, Raffles, and Drawings

Approved contests, drawings or raffles must comply with all local, state and federal laws governing such contests, raffles or drawings and have prior approval of the AANS Exhibits Manager.

The rules must be posted at the booth and must include: eligibility, date and time of the drawing, the words "no purchase necessary to enter," odds of winning, how winners are notified, and how participants can find out who won. The exhibitor must agree to indemnify the AANS, its Board of Directors, employees and vendors in the event of any claims arising from the operation of the event.

The AANS must be notified of the winners and when the prize was awarded. The AANS reserves the right to restrict contests, drawings or raffles that it deems inappropriate or unprofessional.

Food and Beverage Regulations

Exhibitors may serve or dispense beverages on the exhibit floor. However, you must complete the "Booth Catering Order Form" located in the Exhibit Services Kit online at www.AANS.org in the Annual Meeting section and submit to the convention caterer for approval. The only food item(s) that can be supplied by the exhibitor and dispensed from the exhibit booth are individually wrapped

bite-sized pieces of candy. Food for exhibit personnel only may also be purchased from the convention caterer. Please see the catering menu for available options; however, no alcoholic beverages will be allowed.

Security

The Association will provide uniformed security guard service in the exhibit hall beginning with the delivery of exhibits to the hall through 4:00 PM, Thursday, May 6, 2010. Neither the Association nor Pennsylvania Convention Center will be held responsible for any loss or damage to the exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

Security information will be available in the Exhibit Services Kit available online at www.AANS.org in the Annual Meeting section.

SPACE ASSIGNMENT AND FEES

Applying for Exhibit Space

To apply for exhibit space, use the online contract submission process via Exhibitor's Corner. A 50% deposit is required and may be made online using a credit card, or by mailing a check within 10 business days of contract submission to: American Association of Neurosurgeons, 2370 Eagle Way, Chicago, IL 60678-1023, via first-class or Express Mail. Exhibit contracts received without the necessary deposit may be returned to the applicant.

Space Assignments

To be included in the Preliminary Program book and other promotional vehicles, Exhibit Contracts must be received by the Association on or before August 31, 2009.

To be included in the Final Program Book, contracts must be received by January 28, 2010.

Booth space is assigned on the following Priority Point basis—booth size requirements, priority points, the date of receipt of the Exhibit Contract and deposit, and the proximity of competitive companies on the exhibit floor.

Exhibit Contracts received after the August 31, 2009 deadline will be assigned space on a first-come basis.

Companies that have merged with, been

purchased by, or have purchased another company may use the exhibit history from either company, whichever is more favorable, but not the combined history of both companies. The sale of a product, product line, certain technology or certain assets to another company will be considered to transfer priority points only if and to the extent determined by the Association in its sole discretion.

The Association reserves the right to change the exhibit floor plan, without consultation of contracted exhibitors, if conflicts arise regarding space requests or conditions that are beyond the Association's control.

The Association reserves the right to locate exhibitors demonstrating loud apparatus or conducting odor-producing activities in an area where the noise or aroma will not interfere with other exhibits. Show management reserves the right to determine at what point sound or odor interferes with others and must be discontinued.

The Association reserves the right to relocate an exhibitor at any time, with the understanding that if the exhibitor does not agree with such relocation to the extent that the exhibitor cannot participate in the AANS Annual Meeting, the deposit and/or full payment for exhibit space will be fully refunded.

Booth Payments

A deposit of at least 50% of the total booth cost must accompany the original submission of the Exhibit Contract, if submitted by August 31, 2009. The application will not be processed, nor will space be assigned without the required deposit.

The balance of the remaining fee, if applicable, is due on or before November 20, 2009. If full payment is not received by this date, the assigned space may be reassigned or sold and the deposit forfeited. If space is reserved after November 20, 2009, full payment with contract submission is required to confirm the space.

Exhibitors will not be allowed to occupy assigned space until all monies due the Association are paid in full. Checks should be made payable to the American Association of Neurosurgeons, Inc.

Subletting of Space

The subletting, assignment or apportionment of the whole or any part of a booth space by an exhibitor is prohibited. Exhibitors may not advertise or display goods in their exhibit other than those manufactured or sold by them in the regular course of their business. Exhibitors may not permit any other party to exhibit in their space any goods other than those manufactured or distributed by the contracting exhibitor.

Cancellation of Booth Space Contract

Requests for cancellations of exhibit space must be made in writing. Facsimile or e-mail is accepted.

No refunds will be allowed for space left unoccupied during the AANS Annual Meeting.

Refunds will be made in accordance with the following schedule. Written cancellation of space:

- * Received by AANS prior to August 31, 2009: full refund (less \$200 processing fee)
- * Received by AANS from September 1, 2009 until November 20, 2009: forfeit 50% of total booth cost
- * Received by AANS after November 20, 2009: forfeit 100% of total booth cost

Reductions in Space

Requests for reductions in exhibit space must be made in writing. Facsimile or e-mail is accepted.

Refunds for the originally contracted space will be made in accordance with the following schedule. Written reduction in space:

- * Received by AANS prior to August 31, 2009: full refund (less \$200 processing fee)
- * Received by AANS from September 1, 2009 until November 20, 2009: forfeit 50% of total booth cost
- * Received by AANS after November 20, 2009: forfeit 100% of total booth cost

Space assignment of the smaller booth will be processed as a new booth purchase, and handled separately from the reduction schedule above.

BOOTH CONSTRUCTION

The AANS follows IAEE guidelines for Display Rules and Regulations. For details, please visit www.iaee.com.

Standard Booths and Carpet

All booths are 10' x 10' or multiples thereof. Non-island booths will be equipped with an 8' high back drape and 36" high side rails. Non-island booths will be provided with a 7" x 44" identification sign displaying the exhibitor's name and booth number. Exhibitors are required to carpet their booths and must do so at their own expense.

Linear Booths

Linear booths (including corner booths) must not exceed 8' 3" in height. Any construction that extends above the 36" high side rail dividers shall not extend more than one-half of the distance from the back wall of the exhibit, nor will any display be allowed to limit or otherwise interfere with other exhibits.

Island Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may occupy 100% of the rental space but must maintain a 50% see-through/walk-through effect on that portion of the booth up to 8' in height, so as not to block booths located on any side of the island. Portions of the booth above 8' in height must follow IAEE Guidelines for Display Rules and Regulations.

All display fixtures more than 4' in height and placed within 4' of an adjoining booth must be at least 4' from the aisle line to avoid blocking the site line from the aisle to the adjoining booth.

Ceiling Height
Hall A and B: 30 ft.

Island booth ceiling height not to exceed 28'. Refer to floor plan for specifics.

Important: A sketch of an island booth must be submitted to the Association for design approval. If the design is not submitted and the construction is determined to be in violation of the above restrictions, the Association has the right to prohibit assembly of the booth, or to order disassembly when and if a violation becomes apparent. The exhibitor must secure the necessary safety certificate and local fire and building code approvals for two-story booths.

Two-story booths will assess a \$22/square foot rate for the second floor's dimensions.

Special arrangements for two-story booths or other special presentations must be approved 60 days in advance of the meeting by the Pennsylvania Convention Center.

Booth Construction and Arrangement

All exposed parts of displays must be finished so as to present an attractive appearance when viewed from the aisles or from adjoining exhibits. If other exhibitors or the Association object to any exposed portions of a display, the exposed portions will be draped by the Association and billed to the exhibitor.

All tables used in an exhibit space must be skirted.

Operation of heavy equipment must have the approval of the Pennsylvania Convention Center. Protective measures must be taken to protect Pennsylvania Convention Center's Exhibit Hall.

Exhibit signs, displays or other materials are prohibited in any public space or elsewhere on the premises of the Pennsylvania Convention Center. No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Any tape applied to the floor by the exhibitor must be approved by Pennsylvania Convention Center's Management. Proper tape can be purchased from Freeman. No nails or bracing wires used in erecting displays may be attached to the premises without the written consent of the Pennsylvania Convention Center.

Banners, balloons of any type, or other identification which is suspended or otherwise separated from the booth itself is not permitted, nor shall there be any structure above aisles between facing linear booths.

Carpeting of aisles is not permitted.

Every booth must be constructed or arranged in such a manner as to be able to accommodate its viewing audience inside the booth in order to discourage the formation of a standing crowd in the aisles.

Demonstration areas may not be set on the aisle line of the exhibit. All exhibits must be confined to the spatial limits of their respective booth(s) as indicated on the floor plan and all equipment, products or

materials to be shown or demonstrated must be placed within the exhibitor's contracted exhibit space in order to ensure that the attendees viewing the exhibit will stand within the said space, not in the aisles.

Decorative Materials

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows.

Holes may not be drilled, cored or punched into any surface of the Pennsylvania Convention Center.

Electrical Services

The Pennsylvania Convention Center provides utilities as an exclusive service. Forms are available in the Exhibit Services Kit online at www.AANS.org in the Annual Meeting section. Pennsylvania Convention Center requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards and other electrical equipment controlled by the Pennsylvania Convention Center be performed by their staff only. Pennsylvania Convention Center equipment should not be removed by exhibitors, service contractors or other personnel.

Helium Balloons

Helium balloons may not be distributed or sold inside the facility. With the prior approval of the AANS Exhibits Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers will be charged to the exhibitor at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Pennsylvania Convention Center.

Helium tank storage inside the Pennsylvania Convention Center is prohibited. Exhibitors are required to submit a completed "Balloon Waiver" to the Pennsylvania Convention Center prior to the balloons being permitted on property.

Multi-Level Booths

Floor plans must be submitted to the AANS Exhibits Manager for approval.

A certified structural drawing of a multilevel booth must be submitted to the Pennsylvania Convention Center's Fire Marshal at least sixty (60) days in advance of the first move-in day to allow sufficient time for any needed corrections.

- * Two-story booths will assess a \$22/square foot rate for the second floor's dimensions.
- * One 2A10BC-type fire extinguisher must be on each level of the booth, easily available and unobstructed from view.
- * All areas under multi-level booths must be equipped with a UL approved battery-operated smoke detector attached to the ceiling or understructure.
- * No ceilings are allowed on the topmost level.
- * If any deck is designed to hold over 10 people, a second staircase is required for emergency evacuations.
- * All stairways must be at least three (3) feet in width and must be equipped with a handrail on at least one side.
- * Fire watch may be required depending on booth size, at the prevailing rate.

Gas Bottles

Non-flammable gas bottles must be securely fastened to a carriage or to a fixed location at all times, and must be removed from the Pennsylvania Convention Center at the close of each event day. At no time can extra tanks be stored in the Pennsylvania Convention Center. Use of pressurized cylinders containing compressed gasses or liquids must be pre-approved by the Fire Marshal.

Safety

Exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.

Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be four (4) feet away from the front of the display, or have a shield 18 inches high, 1/4 inch thick across the front

and down the sides of the demonstration area. A 2A10BC fire extinguisher must be in the booth and readily available near the demonstration area.

Activity that introduces a fire hazard into the facility may require fire watch personnel at the prevailing rate.

The use of welding equipment, open flames, decorative candles or smoke emitting devices or material is prohibited.

All display materials must be flame retardant according to Pennsylvania fire codes. A fire retardancy certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or for multilevel exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.

Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisle ways must be clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is discouraged in the facilities. If your exhibit absolutely requires the use of hazardous materials, maximum limits and controls will be placed on use of such materials.

Those maximum limits and controls include our reserved right to curtail the use of the materials.

In the event that an alarm goes off, please do not deactivate any alarm until the proper emergency response team is onsite, verifies the cause of the alarm and then deactivates the alarm. The Pennsylvania Convention Center operates at a maximum safety level that helps to insure life. In case of an emergency following an alarm, the Pennsylvania Convention Center will activate their public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions.

Doing anything else will increase the hazard and put you at risk.

Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property.

Sufficient access and working space must be provided for all electrical equipment.

No spray painting is allowed on the premises.

Smoking

The Pennsylvania Convention Center is a nonsmoking facility. By state law, and in the interest of public health, Pennsylvania has adopted a no smoking policy. There are areas outside the building where smoking is permitted.

Hanging Signs/Lighting

Show management prohibits signs, parts of exhibits, lighting, trusses, banners or any other exhibit materials to be suspended from or attached to the ceiling of the exhibit hall in any manner. All booth identification must be part of the physical structure of the booth itself.

Ceiling Height

The ceiling height of the Pennsylvania Convention Center is:

Halls A & B: 30 feet.

* Refer to floor plan for specifics (pages 10 and 11).

Island booth ceiling height not to exceed 28'. Linear booth ceiling height not to exceed 8'3".

Utilities

Complete information on utilities will be available in the Exhibit Services Kit, which will be posted online at www.AANS.org in the Annual Meeting area in January 2010.

INSTALLATION AND DISMANTLING

Installation

Dismantling, or "preparing to dismantle" prior to the show closing will result in a \$1,000 fine, loss of priority points and a ban to exhibit at future meetings.

The following hours have been scheduled for the installation of exhibits:

* Saturday, May 1
8:00 AM–4:30 PM

* Sunday, May 2
8:00 AM–4:30 PM

All crates, etc. must be off the exhibit floor and all exhibits must be erected by 4:00 PM on Sunday, May 2. No trunks, cases or other packaging materials are to be left in the exhibit area after installation of the booth, nor may such materials be brought into the exhibit hall during open exhibit hours.

Any space not claimed and occupied, or for which no special arrangements have been made in writing to the Association prior to 12:00 noon on Sunday, May 2, shall revert to the Association to be re-let and occupied in any manner and for such purposes as the Association may see fit.

If set-up of an exhibit has not begun by 2:00 PM on Sunday, May 2, and the Association was not notified of same in advance, the Association may, but shall not be obligated to, order the exhibit erected and the exhibitor billed for all charges incurred.

Neither the Association nor Freeman shall be responsible for any injury to person or damage to property incurred.

Exhibition Hours

The exhibits will be open as follows:

* Monday, May 3
9:00 AM–4:00 PM

* Tuesday, May 4
9:00 AM–4:00 PM

* Wednesday, May 5
9:00 AM–3:30 PM

The Association requires all exhibits to remain open, with booth staff representation at all published hours noted above.

Exhibit Hall Access

Exhibitor personnel will be permitted setup and wrap-up time via the following schedule:

* Monday, May 3
Pre: 7:00–9:00 AM
Post: 4:00–5:00 PM

* Tuesday, May 4
Pre: 8:00–9:00 AM
Post: 4:00–5:00 PM

* Wednesday, May 5
Pre: 8:00–9:00 AM
Post: 3:30–Midnight

Meetings scheduled in the hall before or after these times are not permitted.

Shipping Instructions

Exhibitors agree to ship and store their materials at their own risk and expense.

Arrangements have been made with Freeman to receive and store all shipments for the AANS Annual Meeting up to 30 days prior to exhibitor move-in, and to deliver all shipments to the appropriate booths on setup days. All shipments must be labeled and consigned with the company name and booth number. Shipments must have all transportation charges PREPAID and advance shipments must arrive on or before April 23. (Shipments sent collect will not be accepted.) Freeman will receive direct shipments to the Pennsylvania Convention Center no sooner than May 1. All empty and reusable cartons and boxes must be removed from the hall prior to the meeting and will be returned at its conclusion. Pennsylvania Convention Center does not accept freight of any kind for non-Pennsylvania Convention Center personnel. Complete shipping information will be available in the Exhibit Services Kit posted online at www.AANS.org in the Annual Meeting section in January 2010.

Dismantling

The following hours have been scheduled for dismantling exhibits:

- ✱ Wednesday, May 5
3:30 PM–12:00 midnight
- ✱ Thursday, May 6
8:00 AM–4:00 PM

Dismantling exhibits before the official close at 3:30 PM on Wednesday, May 5, is strictly prohibited. Dismantling, or “preparing to dismantle” prior to the show closing will result in a \$1,000 fine, loss of priority points and a ban to exhibit at future meetings. Exhibit dismantling must conclude no later than 4:00 PM on Thursday, May 6.

Return Shipments

Advance arrangements for all return shipments must be made with Freeman prior to the close of the show. Return bills of lading will be required for your outbound shipments at the close of the meeting. Each shipment will require a separate bill of lading. Do not leave outbound bills of lading in your exhibit booth or on your freight. Turn all bills in at the Freeman Service Desk as soon as your materials are ready for shipment. If you

want your shipment to be sent by a specific carrier, you must indicate that carrier on the bill of lading. If no carrier is indicated, the official drayage contractor will select the most convenient carrier available.

Service Desk

Freeman will staff a service desk beginning at 8:00 AM on Saturday, May 1. At the service desk, exhibitors may verify, check and adjust their requirements for installation, furniture rental, equipment and other auxiliary services. The service desk will be open throughout the entire meeting.

Exhibit Services Kit

A link to the Exhibit Services Kit, containing complete show information and order forms for all show services, will be e-mailed to the key contact for each exhibiting company in January 2010, and will also be posted online at www.AANS.org in the Annual Meeting section. All forms should be completed and submitted in advance of the meeting to ensure that adequate labor, equipment, etc., is available for a smooth set-up. Forms will be included for the following services—labor, material handling, electricity, furniture rental, signs, rental displays, photography service, utilities, audio visual, telephone, florist, booth food and beverage, security and cleaning.

Independent Contractors

Exhibitors who plan to use a service contractor other than Freeman must notify the AANS Exhibits Manager in writing on or before February 26. The company name, address, telephone number, name of the supervisor scheduled to be in attendance at the AANS Annual Meeting and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) must be furnished at that time. An EAC Form will be available in the Exhibit Services Kit.

Independent contractors must abide by the following:

- ✱ Perform all services in a timely and professional manner, in accordance with the AANS Annual Meeting’s established deadlines.
- ✱ Not engage in solicitation of business on the exhibit floor for present or future conventions.
- ✱ Provide a Certificate of Insurance to the

AANS Exhibits Manager no later than February 26.

- ✱ Order decorator labor in advance from Freeman.
- ✱ Register all employees and temporary help at the Exhibitor Registration Desk.

Tipping

Freeman requests that exhibitors not tip Freeman employees in any manner.

HOUSING

The AANS has secured group housing on a citywide basis for the 2010 AANS Annual Meeting. All exhibitors who require 40 or more total room nights are expected to sub-contract their group block through the AANS. This will enable housing at one of the AANS sanctioned properties. Priority points will be removed from an exhibitor’s profile if said exhibitor does not sub-contract through AANS for their block. Subtracted points will be assessed on the following scale: 1 point for each guest’s name that is not subcontracted. Please see page 5 for housing deadlines.

REGISTRATION

Exhibitor Registration

Online Advance Badge Registration will be available to exhibiting companies in January 2010 at www.AANS.org in the Annual Meeting section. Badges must be ordered by April 9, in order to pre-register all company personnel. Personnel not registered by the April 9 deadline will incur surcharges. At least one (1) representative must be present in the exhibitor’s booth during open exhibit hours.

Badge and Program Guide Distribution

Badges will be distributed on site at the Exhibitor Registration Desk. Badges will be distributed ONLY to the key contact designated with the Registration and Housing Bureau. Representatives without a badge will not be admitted to the exhibit hall under any circumstances.

Representatives without badges will be required to exit the exhibit hall or meeting room immediately. Companies of such representatives will be subject to Priority Point penalization, and companies not

represented on the exhibit floor may be banned from future participation of the meeting.

Each exhibiting company is entitled to five complimentary badges per 10' x 10' booth contracted, whether requested in advance or onsite. All badges required beyond the free allotment will cost \$100 each before December 1. All badges requested after December 1, onsite or badge substitutions will cost \$150 each.

Badges are personal and nontransferable and must be worn in the exhibit area at all times. Attaching unapproved cards, ribbons or other items to badges is not permitted.

The designated onsite company representative is entitled to the following per each 10' x 10' booth contracted: one (1) copy of the AANS Program Guide (up to a maximum of 5) and one (1) copy of the AANS Scientific Program CD (up to a maximum of 5). Books and CDs may be collected onsite at the Exhibitor Registration Desk. Additional copies of either may be purchased for \$100 each if orders are received by December 1.

Physician Attendance

Neurological surgeons must register as members of the specialty in order to be credited with attendance at the AANS Annual Meeting and receive CME credits for participating in the related scientific sessions.

Neurosurgeons may register as representatives of exhibiting companies but will not receive CME credit or an attendance certificate.

Opening Reception Tickets

For each 10' x 10' booth contracted, exhibitors will receive two (2) complimentary tickets (up to maximum of 10 tickets) to the Opening Reception on Sunday evening, May 2. Additional tickets may be purchased for \$150 each. Dress for the Opening Reception is business attire.

Admission to Plenary and Scientific Sessions, Seminars, and Clinics

Exhibitors may attend the Plenary, Scientific and Section Sessions free of charge once all attending doctors have been seated. Exhibitors may purchase tickets for Breakfast Seminars onsite, if tickets are available. Exhibitors may NOT register for or attend Practical Clinics.

CONTRACTUAL INFORMATION

Insurance

The exhibitor acknowledges that none of the following: American Association of Neurological Surgeons, Freeman, nor the Pennsylvania Convention Center, shall be obligated to maintain property, liability or business interruption insurance covering the exhibitor. It is the sole responsibility of the exhibitor to obtain such insurance and the exhibitor must do so at his/her own expense.

Liability/Hold Harmless Agreement

Each exhibitor assumes full responsibility for and agrees to protect, defend, indemnify, save and hold forever harmless the American Association of Neurological Surgeons (AANS), Freeman, the Pennsylvania Convention Center and their respective agents, employees, representatives, successors and assigns, from any and against all claims, demands, causes of action, damages, costs and expenses, including attorney's fees, for injury to person or damage to property, including theft, misappropriation or loss of property asserted against either or all of them arising out of or in connection with the exhibitor's occupancy or use of the Pennsylvania Convention Center and its exhibition hall, including but not limited to the installation, maintenance and removal of the exhibit, and from and against any penalty, damages or charges imposed for the violation of any law, ordinances or regulations arising out of or in connection with the exhibitor's occupancy or use of the Pennsylvania Convention Center and its exhibition hall, including but not limited to the installation, maintenance or removal of the exhibit, resulting from the negligent act or acts of its employee(s) or products.

The exhibitor waives any and all claims it may have against any or all of the following: American Association of Neurological Surgeons, Freeman, the Pennsylvania Convention Center and their respective agents, employees, representatives, successors and assigns for injury or damage to persons or property (including theft, misappropriation or loss of property) arising out of or in connection with the AANS Annual Meeting and the use of the Pennsylvania Convention Center and its exhibition hall, except as may arise solely from the gross negligence of one of the foregoing parties.

The exhibitor further waives any claim against the Association and its agents, employees, representatives, successors and assigns, arising out of the oral or written publication of any statement made in connection with the Association Annual Meeting by anyone not an employee of the Association concerning the exhibitor or his/her exhibit.

In the event that the Pennsylvania Convention Center or any portion thereof is destroyed or damaged by fire or other calamity so as to prevent the use of the premises for the purposes and during the period of the exhibit or in the event the Association, the Pennsylvania Convention Center or Freeman cannot use or occupy the premises because of strikes, acts of God, war, terrorism, national emergency or other causes beyond their control, the exhibitor's right to exhibit lease shall terminate and the exhibitor hereby waives any claim it may have against any of the foregoing parties by reason of such termination, except that if such event occurs prior to May 3, the opening day of the meeting, the Association shall refund the prepaid fee to the exhibitor.

Fire Marshal

Exhibitors and independent service contractors must comply with all federal, state and local fire and building codes that apply to public assembly facilities. A Fire Marshal is assigned to the Pennsylvania Convention Center to insure compliance. The Pennsylvania Convention Center Event Manager can provide a complete copy of the Pennsylvania Convention Center operations policy which identifies the Pennsylvania Convention Center fire regulations for this facility. Special event permits for exhibits, tents, lasers, open flame, pyro or other special requests are required and will be reviewed by the Pennsylvania Fire Marshal.

Independent Exhibitor Meetings and Events

Except to hold entertainment or social functions, exhibitors must confine their activities to their allotted exhibit space. Entertainment and social functions must be in good taste and conform to the purpose of the meeting. The Association should be notified in writing of any special activities (whether entertainment, educational or promotional in nature for physicians or company personnel) planned by an exhibiting company for the period beginning Friday, April 30 through

Wednesday, May 5, 2010. AANS approval is required prior to implementation.

Announcements and invitations addressed to members of the medical profession concerning such industry sponsored events should clearly indicate the name(s) of the sponsor and must in no manner imply directly or indirectly that the event is a part of, or an official activity of, the Association. Fees may apply.

Permitted Time

No entertainment functions, meetings, courses or social functions may be scheduled to conflict with AANS Annual Meeting program hours, activity hours or exhibit hours. Approved ancillary function times are listed on page 8.

Room Assignments

Function space held by the Association will be released only to companies exhibiting at the AANS Annual Meeting and paid in full for all booth space and commercial support monies.

Space will be assigned on a first-come basis upon submission of proper forms found on www.AANS.org in the Annual Meeting section. Fees may apply.

Americans with Disabilities Act

Exhibitors are responsible for compliance with the Americans with Disabilities Act of 1992 for their booth space.

Violations

Violations of the Rules and Regulations shall subject the exhibiting company to the following penalties:

- 1) First Violation: Loss of current year's priority points
- 2) Second Violation: Loss of one-half accrued priority points
- 3) Third Violation: Loss of remainder of priority points
- 4) Fourth Violation: One year suspension of exhibit privileges

Reduction of priority points may adversely affect a company's order in space assignment for the following year.

Disciplinary action will be progressive according to the above sequence. However, a more severe penalty may be levied at the discretion of the association without following the above sequence. The Association reserves the right to restrict and/or dismiss at any time any exhibit which it deems undesirable. The exhibitor shall pay all expenses and damages that AANS may incur through the enforcement of this rule.

