

AANS 2021 ORLANDO

AUGUST 21-25



RULES & REGULATIONS

The following Rules and Regulations, including any published amendments, are part of the contract between the exhibitor and the American Association for Neurological Surgery (AANS) and its authorized representatives, hereinafter referred to as "Show Management." All matters not covered in these Rules & Regulations shall be referred to Show Management for adjudication, and the decision of Show Management shall be final.

1. ELIGIBILITY

New companies requesting sponsorship or exhibit space during the 2021 AANS Annual Scientific Meeting must submit an overview of their company product and/or service for approval to AANS Show Management. The review process is completed within two business days of submission.

Products and services must be related to the practice and advancement of the art and science of neurological surgery and the professional education of medical attendees. Exhibiting companies must be in good financial standing with AANS. The AANS reserves the right to refuse space to any company who has failed to fulfill its financial obligations to AANS, and/or whose products or services, in the judgment of AANS, do not meet the educational or practice needs of our members, and/or if AANS determines it is not in the best interest of the exposition. The Association does not in any manner endorse any of the products or services related to the exhibits that have been accepted for display during the 2021 AANS Annual Scientific Meeting.

2. PAYMENT AND REFUNDS

A deposit of at least 50% of the total booth cost must accompany the original submission of the Exhibit Contract. The application will not be processed and space will not be assigned without the required deposit. The balance of the remaining fee, if applicable, is due on or before Jun. 21, 2021. If space is reserved after Jun. 21, 2021, full payment with contract submission is required to confirm. If full payment is not received by Jun. 21, 2021 date, the assigned space may be reassigned or sold and the deposit forfeited. Exhibitors will not be allowed to occupy assigned space until all monies due to the Association are paid in full. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid for exhibit space reservation regardless of whether or not the Show Management enters into a further lease for the space involved.

Credit Card Payments. The online contract submission process provides an area for credit card payments. Amounts over \$10,000 must be paid by check, EFT or wire transfer. Please contact Linda Griffin at lgriffin@ans.org for detailed information on an EFT or wire transfer. No refund will be made after Jun. 21, 2021.

Mail payments by check to:

AANS
2370 Eagle Way
Chicago, IL 60678-1023

Make checks payable in U.S. dollars drawn on a U.S. bank, to the American Association of Neurological Surgeons, Inc. Allow 10 days for receipt and processing of checks sent to the above address. If you wish to overnight your payment to this address, use ONLY United States Postal Service Priority Mail. Other overnight services do not deliver to the above address.

Booth Cancellation. Requests for cancellation of exhibit space must be made in writing. No refunds will be allowed for space left unoccupied during the 2021 AANS Annual Scientific Meeting. Refunds will be made in accordance with the following schedule:

- Received by the AANS prior to May 21, 2021: full refund (less \$200 processing fee)
- Received by the AANS after May 21, 2021 and up to Jun. 21, 2021: forfeit 50% of total booth cost
- Received by the AANS after Jun. 22, 2021: forfeit 100% of total booth cost

Space Reduction. Requests for reductions in exhibit space must be made in writing. Fax or email is accepted. Refunds for the originally contracted space will be made in accordance with the following schedule:

- Received by the AANS prior to May 21, 2021: full refund (less \$200 processing fee)
- Received by the AANS after May 21, 2021 and up to Jun. 21, 2021: forfeit 50% of total booth cost
- Received by the AANS after Jun. 22, 2021: forfeit 100% of total booth cost

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

Expo Cancellation. In case the exposition shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the

return to the exhibitor of the amount already paid for space for this specific event.

3. EXHIBITOR OPT-IN FOR EMAIL COMMUNICATIONS WITH OFFICIAL CONTRACTORS

To ensure compliance with unsolicited commercial email laws, exhibitors consent that they "opt-in" on email communications from the AANS and official contractors associated with the 2021 AANS Annual Scientific Meeting. Exhibitor agrees to indemnify, defend and hold harmless the AANS and official contractors for any and all violations of this provision.

4. SPACE RENTAL AND ASSIGNMENT OF LOCATION

AANS adheres to the hierarchy of a priority point system for booth assignment requests through **April 1, 2021**; after this date all booths are assigned on a time/date stamp of receipt. Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. Show management, however reserves the right to make the final determination of all space assignments in the best interests of the exposition. Island, and requests for booth + Expo Suites will be assigned upon receipt of application on a first-come, first-served basis.

5. 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 Show Management. 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.

6. USE OF SPACE — GENERAL

A. No company will be permitted to display or distribute literature or any promotion outside the confines of the assigned booth space in the Exhibit Hall unless written permission is given by AANS. Distribution or display of promotional material in public areas or education session rooms is strictly prohibited. Additionally, the direct promotion of products and/or services is prohibited during educational presentations. Vendor exhibit hall and/or special product demonstrations are the only exceptions.

B. Exhibitors are prohibited from possessing, displaying or depicting any products or components or company names in their booth that could be interpreted as being a promotion of another company.

C. No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.

D. Show Floor Aisles must remain a clear pathway for attendees at all times.

Solicitation/Demonstrations/Sales Presentations/Stopping or blocking passage in the aisles is prohibited. Use of convention center furniture in the aisle or inside your booth area is prohibited. Violators will be invoiced a fee for usage.

E. Decorations and signage may not be taped, nailed or otherwise fastened to any permanent surface. Adhesive backed decals or stickers may not be distributed anywhere by anyone in the building. Confetti may not be used without prior approval. Cleaning fees will be assessed.

F. Helium balloons or lighter-than-air or other objects designed to be airborne will not be on display or permitted as handouts/souvenirs. Distribution by exhibitors, or their agents, of any printed materials, souvenirs or other articles shall be restricted to the exhibitor's booth space.

G. Any special promotions, music or stunts planned for the Exhibit Hall must be cleared with show management. AANS desires to avoid major disruption to the flow of the exhibition and reserves the right to refuse special events and/or designate specific days and hours during which special promotions may be conducted, if they are permitted at all. Additional fees may be imposed by AANS to cover floor management and/or security staffing.

H. The AANS logo and AANS conference logo may not be used without the express written permission of AANS. AANS will distribute an official AANS logo to all sponsoring and exhibiting companies for their use prior to the conference. Companies agree to abide by the guidelines included with the AANS logo.

I. Exhibitors must have a floor covering in the entire space rented if the exhibit hall is not already covered. If no covering is installed by end of exhibitor set-up, AANS will order carpet for the space at the exhibitor's cost.

J. Any exhibitor wishing to provide food or beverages in their booth during exhibit hours must receive permission from AANS Show Management. Exhibitor further agrees to abide by any rules and regulations governing food service provided by the center/facility. If a food or beverage item cannot be ordered from the catering department, Exhibitor must secure approval to offer the item from their booth from Show Management and the catering department of the facility before bringing the item onto the show floor.

K. AANS must approve all public relations, press and media-related activities of an exhibitor that will take place on the exhibit floor. All press must have a badge to enter the exhibit hall.

7. USE OF SPACE — AUDIO/ VIDEO, LIGHTS, MUSIC, PHOTOGRAPHY, ETC.

A. Exhibitor lighting must be limited to the confines of the booth space. No spotlight may be directed toward the aisles or so directed that it proves to be irritating or distracting to neighboring exhibit booths or guests. Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

No pyrotechnics, strobe light effects or lasers are permitted. Lighting with other specialized effects must be submitted to Show Management for approval.

B. Projectors, computer screens or TV screens must not cause people to block the aisle. Computer screens and TV screens are considered part of the overall booth components and may not protrude into the aisle.

C. Loud speakers or operation of equipment that is of excessive sound volume to be annoying to neighboring exhibitors or guests is not permitted based on the 80/80 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth, or is clearly identifiable more than 80 feet from that booth is considered objectionable.

D. Exhibitors are responsible for maintaining compliance with the appropriate music-licensing organizations for all music played in conjunction with an exhibit.

E. Only the official meeting photographer may take photographs or videotape in the Exhibit Hall. By registering, exhibitors acknowledge the possibility of being photographed or filmed and give AANS consent to potentially use your image for marketing or promotional purposes.

Exhibitors are prohibited from taking videos or photographs on the show floor, including the use of cell phone cameras. Violators will be removed and the responsible party's company will incur the loss of priority points.

8. USE OF SPACE – DEMONSTRATIONS

No procedures may be performed on any live tissue or cadavers in an exhibit booth.

Any medical device exhibited must have fulfilled all applicable U.S. Food and Drug Administration (FDA) regulations. The Association will permit products that are not FDA-approved for a particular use in humans or are not commercially available in the U.S. 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 pre-market 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."

9. USE OF SPACE – EXHIBITOR-SPONSORED MEETINGS/FUNCTIONS OUTSIDE OF THE EXHIBIT HALL

Show Management must approve all meetings, educational, promotional and social events held during the 2021 AANS Annual Scientific Meeting for the period Aug. 19-27, 2021. Unapproved meetings will result in loss of priority points.

To secure function space for your organization to host a meeting or social event during the 2021 AANS Annual Scientific Meeting in Orlando, please complete and submit the online **Request for Function Space form beginning April 1**. Forms must be submitted to the AANS for approval by **Friday, April 30, 2021**. A request form is needed for each meeting or event that a group, organization or company wants to schedule. Space is limited and will be assigned on a first-come basis at the Hilton Orlando. Room assignments and further details will be confirmed in June.

For any group requesting function space at an alternate AANS hotel or other venue, once your request is approved, the group will be able to work directly with the hotel or venue. Any **Request for Function Space** received after the **April 30, 2021** deadline will be on a space-available basis and fees may apply.

No entertainment, meetings or similar activities for AANS attendees may be scheduled during official show or program hours, including social events. Host companies must in no manner imply, directly or indirectly, that the event is a part of, or an official activity of the AANS.

Sponsoring and exhibiting companies must abide by all AANS policies and all of the facility rules and regulations. Entertainment and social functions must be in good taste and conform to the purpose of the meeting. Host companies agree to assume all liability arising out of or in connection with such functions and agree to indemnify AANS against any and all liability, claims and demands arising or in connection with such functions.

Please direct all questions to Sue Christiansen at schristiansen@aans.org or 847.378.0536.

10. EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Each exhibitor must name one person to be his 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. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibits neat, manned and orderly at all times. For their own safety and protection, children eighteen years of age and under will not be admitted to the Exhibit Hall at any time.

11. EXHIBIT STAFFING

Exhibits must be staffed by qualified employees of the exhibiting company at all times during the show hours. Each individual staffing an exhibitor's booth is required to register and must wear the exhibitor badge at show site.

Exhibitors are provided a specific quantity of complimentary Exhibitor badges per 100 square feet of exhibit space purchased. Exhibitors may purchase a limited quantity of additional badges at a reduced registration rate. Additional badges beyond those provided and those purchased at the reduced rate may be purchased at the non-physician, non-member registration rate.

Maximum number of sales persons per 10x10 booth (100 square feet): three (3), at any one time during posted show hours. Additional sales personnel are not allowed to stand in the aisles preventing clear passage.

12. 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 Association or the 2021 AANS Annual Scientific 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 to the Association approval.

Inspection of the Exhibit Hall occurs during installation hours. Every effort will be made to notify 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 Association for any refund whatsoever.

The Association 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 2021 AANS Annual Scientific Meeting. Exhibit personnel may NOT enter another exhibitor's booth without obtaining permission. Lingering in the aisles surrounding another exhibitor's booth for

the purpose of obtaining product information or distracting other booth personnel is strictly prohibited.

Exhibitors are expected to treat people with respect and dignity. The AANS policy Regarding Harassment and Disruptive Behavior at Meetings and Courses can be found at: <https://www.aans.org/-/media/Files/AANS/About-Us/Governance/AANS-Policy-Regarding-Harassment-and-Disruptive-Behavior-at-Meetings-and-Courses.ashx?la=en&hash=80CC0FDED6EE4F37F81EC37C06A3579A99CB3DD9>

13. COMPANY DESCRIPTION

AANS will collect descriptions from each exhibiting company. Information may be included in the AANS mobile app and AANS Vendor Directory. Information will include all or part of the following: company name, logo, URL, booth number, categories and 50-word description.

AANS will make every attempt to collect the description from the exhibiting company but if a timely response is not received, AANS reserves the right to use a description submitted in a previous year or to use information from the exhibiting company's website.

14. COMMUNICATIONS

A. Exhibiting and sponsoring companies will not post solicitous messaging, sales promotions or unprofessional notations on the AANS Annual Meeting Mobile App. It is the sole discretion of AANS to remove messages that do not comply with our guidelines and/or remove privileges entirely.

B. Exhibiting and sponsoring companies' communications will not convey endorsement by or representation of AANS.

C. Exhibiting and sponsoring companies will not use the AANS logo without written authorization.

D. No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples or other materials; other areas of the hotel and convention center or the aisles may not be used for this purpose.

AANS reserves the right to exclude noncompliant exhibiting and sponsoring companies from the current or future conferences.

15. EXHIBIT HOURS AND ADMISSION

Admittance during non-show hours without permission from AANS Show Management is prohibited. Children under the age of 18 are not permitted on the exhibit floor at any time. AANS Show Management shall have the sole control over admission policies. All persons visiting the exhibit area, including exhibit booth representatives, will be required to register and to wear an appropriate badge.

16. CANVASSING BY NON-EXHIBITING AND SPONSORING COMPANIES

The 2021 AANS Annual Scientific Meeting is limited to registered attendees as well as registered representatives of firms, professional organizations and dealers who have contracted with AANS for exhibit space and/or sponsorship. No other persons or concerns will be permitted to demonstrate their products or distribute advertising materials at any time during AANS.

17. INSTALLATION AND REMOVAL

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition. Any space not claimed and occupied by Saturday, August 21 at 12:00 pm (noon) may be resold or assigned without refund.

No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Show on Tuesday, August 24 at 4:15 pm. Breaking down before the close of the show, will result in a loss of exhibitor priority points in future years. Plan staff travel accordingly.

Scheduled times are subject to change. Exhibitors will be notified in advance of any changes.

18. ARRANGEMENT OF EXHIBITS

Each exhibitor is provided an Official Exhibitors Kit via e-mail from our decorator partner, Freeman. The Exhibitors Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Rules and Regulations. If, in the sole opinion of Show Management, any exhibit fails to conform to the guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. AANS adheres to the International Association of Exhibitions and Events® (IAEE) Guidelines (www.iaee.com).

Exhibitor Plan Review. Booth construction plans and layout arrangements for first-time exhibitors, island booth spaces or involving other unusual construction features must be submitted for approval at least sixty (60) days prior to the opening of the exposition. AANS reserves right to determine best booth layout and size for the exposition, it may differ from year to year.

19. BOOTH CONSTRUCTION, ALL BOOTH SPACES ARE IN MULTIPLES OF 10X10' Standard Inline Booth.

Inline booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Individual booths may be combined to form a larger inline booth space. All inline booths are 10' across the front and 10' in depth.

Use of Space. Regardless of the number of inline booths utilized, e.g. 10' by 20', 10' by 30', etc., exhibit construction and fixtures should be arranged in such a manner as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 10' is allowed in the rear of the booth space, with a 4' height restriction imposed on all exhibit inclusions (monitors, computers, signage, marketing materials, etc.) within 5' of an aisle.

Corner Booth. A corner booth is an inline booth exposed to aisles on two (2) sides. All other guidelines for inline booths apply.

Perimeter Booth. A perimeter booth is an inline booth that backs up to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for inline booths apply to perimeter booths with the exception that the maximum back wall height is 12'.

Island Booth. An island booth is an open area of exhibit space with aisles on all four sides that must provide accessibility from all four sides. Island booths may occupy 100% of the rental space, but must maintain a 50% see-through/walk-through effect.

Any Exhibitor occupying an island booth is required to submit a detailed floor plan with dimensions, including height, of all items in the booth, including hanging signage (if allowed in the current exhibition hall), to AANS Show Management for review and approval sixty (60) days prior to the show opening.

Multi-level Exhibits and Enclosed Booths

A multi-level exhibit is an island exhibit booth with a second level. All requirements for island exhibit booths apply to multi-level exhibit booths. Detailed plans of multiple-story or enclosed booths must be submitted at least 60 days prior to move-in. Multi-level booths assessed a \$22/square foot rate for the second floor's dimensions. Please contact Linda Griffin at lgriffin@aans.org for more information on multi-level exhibit space.

Exhibitor Appointed Contractor (EAC).

Exhibitors who plan to use a vendor other than the official vendors listed in the service kit must complete the EAC Form in the service kit on or before **July 2, 2021**. The company name, address, company telephone number and name of the supervisor and their cell phone number scheduled to be in attendance at the 2021 AANS Annual Scientific 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.

Independent contractors must: perform all services in a timeline and professional matter in accordance with established deadlines; not engage in solicitation of business on the exhibit floor for present or future meetings; submit a Certificate of Insurance; order decorator labor in advance from Freeman; register all employees and temporary help at the labor entrance; and wear convention center access

credential and individual event credentials at all times.

20. EXHIBITS AND PUBLIC POLICY

Each exhibitor responsible for knowledge of and compliance with all applicable federal, state and local laws, regulations and codes pertaining to health, fire prevention, public safety, local union guidelines and other services while participating in this exposition.

Show Management and service contractors have no responsibility pertaining to the compliance with public policy as to individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such public policy to their exhibit or display, Show Management will endeavor to answer them.

Show management and service contractors reserve the right to inspect exhibits to ensure compliance with public policy. If inspection indicates any exhibitor has neglected to comply, Show Management reserves the right to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense.

21. STORAGE OF EXCESS MATERIAL, PACKING CRATES AND BOXES

A. Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas that will be made available for such purpose.

B. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibits period, but these, when properly marked, will be stored and returned to the booth by service contractors. Crates and boxes not properly marked or identified by the exhibitor may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Because of the lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by Show Management for removal time and materials at prevailing rates.

22. OPERATION OF DISPLAYS

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit that, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit that, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole.

Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near his exhibit space free of congestion caused by demonstrations or other promotions.

Direct Sales. Exhibitors who make sales or take orders for sales during the meeting are responsible for obtaining any/all permits/licenses required by the host state/city. All city and state taxes related to onsite sales/orders are the sole responsibility of the exhibitor.

Contests, Drawings and Lotteries. Show Management must approve any contest or drawing. The exhibitor must agree to indemnify the Association, its Board of Directors, employees and vendors in the event of any claims arising from the operation of the event. The Association must be notified of the winners and when the prize was awarded. The Association reserves the right to restrict contests or drawings that it deems inappropriate or unprofessional.

If, in your role as an Exhibitor (VENDOR), you choose to promote a sweepstakes, contest or giveaway, you (VENDOR) are solely responsible for compliance with all sweepstakes, contests or other promotional laws and regulations; and you (VENDOR) are responsible for creating your own OFFICIAL RULES for the sweepstakes, contest or other promotion that you plan to conduct. Any promotion of the activity to conference attendees must include the following language. Such language is required anywhere and anytime any promotion of the activity is undertaken, including on flyers, posters, websites, etc. : "The [Sweepstakes, Contest, Promotion] ("Promotion") is not affiliated with, sponsored by, approved by or provided by the American Association of Neurological Surgeons and/ or AANS ("Conference Host"). Conference Host has not marketed or advertised, has not reviewed, does not administer and is not otherwise involved in any aspect of the Promotion. The Promotion and any prizes to be awarded pursuant to the Promotion are the sole and exclusive responsibility of [INSERT NAME] ("Vendor"). No purchase necessary to enter or win. A purchase will not increase your chances of winning. Odds of winning will depend on the total number of entries received. Contest only open to AANS 2021 Conference attendees who are residents of the 50 U.S. or D.C., 21 years and older. Contest begins on or about ___/___/___ at _____ a.m. Central Standard Time (CT) and ends at _____ p.m. CT on ___/___/____. [COMPLETE]. Subject to full Official Rules [INSERT LINK]. Vendor: [INSERT]."

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space

assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Live Animals. Live animals are prohibited.

Models. Booth representatives, including models or demonstrators, must wear a AANS name badge and be properly and modestly clothed. Excessively revealing attire is prohibited. Special registration fee will apply.

Sound. 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.

23. LIABILITY AND INSURANCE

All property of the exhibitor remains under the exhibitor's custody and control in transit to and from the Exhibit Hall and while it is in the confines of the Exhibit Hall. Neither Show Management, its service contractors, the management of the Exhibit Hall, nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand the vendor may have against any of them by reason of any damage to or loss of any property of the exhibitor.

It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

24. INDEMNIFICATION

Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by exhibitor or any of its agents, servants, employees, contractors, patrons, guests,

licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.

Property Damage. Neither Show Management nor exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage.

Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

25. CARE OF BUILDING AND EQUIPMENT

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

26. OTHER REGULATIONS

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. Show management 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 and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

27. UNION LABOR

Exhibitors shall be bound by all contracts in effect between service contractors, the Orange County Convention Center (OCCC), Hilton Orlando, and labor organizations.

28. BOOTH ACCESSIBILITY/ADA COMPLIANCE

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regards to their booth space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at 800.514.0301 or at www.ada.gov/infoline.htm.

29. ATTENDEE AND MEMBER MAILING LIST PRIVACY

The AANS offers the opportunity to purchase a one-time, non-exclusive and non-transferable license to use a supplied mailing list consisting of names and addresses from the AANS' database, or a portion thereof, to interested parties for distribution of educational materials or commercial products/services to neurosurgeons. Email addresses, telephone numbers and fax numbers will not be provided. Exhibiting and sponsoring companies will not use the attendee mailing list for e-mail or phone appending or solicitation. Lists may be used for approved mailing purposes only and samples must be approved in advance of receiving lists. To request an attendee/member mailing list, please complete the [AANS Mailing List Order Form](#).

30. Onsite Booth Selection

The 2022 AANS Annual Scientific Meeting will be held April 29-May 2, 2022 at the Pennsylvania Convention Center in Philadelphia. AANS will be conducting onsite booth sales for booth placements and sponsorship renewals during the 2021 AANS Annual Scientific Meeting. Complete details and procedures will be made available 30 days prior to the 2021 event.

31. SECURITY

The Association provides perimeter security of the Exhibit Hall, not individual booths, on a 24-hour basis beginning with the first day of move-in and continuing until the exhibit hall is vacated. The Association, Freeman and the OCCC will not be responsible for an exhibitor's loss. Exhibitors are reminded that booth security and the protection of the exhibitor display items may require additional security at the exhibitor's own expenses. A security order form is included in the service kit.

32. SELLING ON THE FLOOR

Exhibitors who make sales or take orders for sales during the meeting are responsible for the collection and payment of the appropriate taxes to the city and state.

33. SMOKING

Smoking is prohibited inside the convention center.

34. MARKETING-FREE ZONE

The AANS has created a marketing-free zone around the vicinity of the OCCC, The Hilton Orlando and other contracted hotels. Only with written AANS permission are exhibitors allowed to participate in all street marketing activities within this area which include, but are not limited to: street banners, segways, pedicabs, promo bikes, walking/mobile billboards, street teams, bench ads, decals or literature distribution.