



AMERICAN ACADEMY OF MEDICAL  
ACUPUNCTURE

19<sup>TH</sup> ANNUAL SYMPOSIUM  
APRIL 27-29, 2007

BALTIMORE MARRIOTT WATERFRONT  
BALTIMORE, MD

AN INVITATION FOR EXHIBITORS &  
SPECIAL EVENT PARTNERS



## EXHIBIT RULES AND REGULATIONS

**NOTE – For the 2007 Symposium, AAMA will assign ALL exhibit space. Exhibit floorplan will be made available when assignments are made.**

**SET-UP:** Thursday, April 26 2:00pm – 6:00pm  
Friday, April 27 7:00am – 9:00am

**SHOW HOURS:** Friday, April 27 10:00am – 7:30pm  
Saturday, April 28 7:00am – 4:00pm  
Sunday, April 29 7:00am – Noon

A representative should be present during these hours. Breakfast on Saturday and Sunday and all refreshment breaks will be available to Symposium registrants only in the Exhibit area.

On Friday, April 27<sup>th</sup>, there will be a wine and cheese reception along with a Poster session from 6:00pm – 7:30pm in and around the Exhibit area.

\* For the 2007 Symposium, the exhibit area is in an open, public space. Exhibitors must take care when setting up and tearing down. Exhibitors should also take care to secure all materials at all times.

**BREAK-DOWN:** Sunday, April 29 Noon – 2:00pm  
\*\* It is essential that tear-down not begin before Noon on Sunday, April 29<sup>th</sup>.

**EXHIBIT FEES:** The exhibit fee for each booth is \$1,250 if requested, and paid for, by February 28. After February 28, the exhibit fee for each booth is \$1,400. The fee for each booth for member physicians\*, registered for the Symposium is \$800 before February 28 and \$950 after February 28.

\* The member physician MUST be a principal in the business and name and title should be provided on the Agreement Form.

**SPACE ASSIGNMENT:** For the 2007 Symposium, ALL exhibit space will be assigned by AAMA. On the Exhibitor Form, please choose the number of spaces requested and any special considerations. Space assignments will be made by the Academy and provided to the exhibiting company. The Academy will take into consideration the **priority point system** that has been utilized for the last several years when making space assignments. The Academy will make assignments based on the point system which gives consideration to a company's past exhibit participation, level of participation and support, date application and payment for this year is received, among other considerations. The exhibit space will be assigned first for applications received no later than **February 28, 2007**. Once assigned, exhibiting companies will receive their exhibit assignments via email by March 7, 2007. Applications received after February 28, 2007, will be assigned on a first-come, first served, space-available basis.

Management will make every effort to accommodate written requests to avoid (or be close to) certain exhibitors in making assignments. However, Exhibit Management has the right to assign you to the best available booth at the time assignments are made and may not be able to accommodate all special requests.

**SUBLETTING OF SPACE:** Exhibitors may not sublet nor assign space. Only those products, services, or goods manufactured, distributed or marketed by the exhibitor who contracts for the booth(s) may be displayed in the exhibitor's space.

**OFFICIAL SERVICE CONTRACTOR:** U-Neek Expo, 2801 W. Patapsco Ave, Ste C, Baltimore, MD 21230 is the official service contractor for the Symposium. Forms for ordering additional furniture, electrical services and shipping information will be made available by U-Neek Expo. You may contact U-Neek Expo at any time at 443/709-0502.

**BOOTH FURNISHINGS AND SERVICES:** Each exhibit area is 8'x10'. Included in the cost of each booth is the following:  
8' high backdrape,  
3' high sidedrape,  
1- 6' skirted table  
2-side chairs  
1-Identification sign containing the exhibitor's name.  
1-wastebasket

The exhibit area within the Baltimore Marriott Waterfront is carpeted.

**EXHIBITOR SERVICE MANUALS:** Complete shipping instructions and information regarding additional furniture, audio visual equipment rental, phone and electrical services will be forwarded to each exhibitor. Exhibitors are solely responsible for ordering and paying associated fees for anything in addition to what is provided by AAMA as listed above.

**SHIPPING MATERIALS:** Exhibitor materials/displays should be shipped to the Official Service Contractor as outlined in the instructions in the Exhibitor Service materials. Fees associated with shipment and movement of freight is the sole responsibility of each exhibitor. The Baltimore Marriott Waterfront will refer any shipments of exhibit material to the Official Service Contractor and associated fees will be the responsibility of the exhibiting company.

**EXHIBITOR HOUSING:** Individuals must make their own hotel room reservations. AAMA has reserved a block of sleeping rooms at the place at the Baltimore Marriott Waterfront, 700 Aliceanna Street, Baltimore, MD 21202 AAMA has obtained a special room rate at the Baltimore Marriott Waterfront: \$199 single/double. To get this rate, book your reservation at 800/228-9290 or 410/385-3000. This rate is good until **March 26, 2007** OR when the block sells out. After the deadline, room reservations will be accepted on a space and rate availability basis only.

**LIABILITY:** The exhibitor assumes full responsibility for damage to its properties or to the building structure of the exhibit hotel or to neighboring exhibits. Reasonable precautions will be taken by AAMA during the official period of installation, showing and dismantling to protect exhibits against ordinary damage or loss by theft. However, neither AAMA nor the hotel can guarantee or insure exhibitors against loss or damage of any type.

## **EXHIBIT RULES & REGULATIONS – continued**

This lease is subject to, and the exhibitor, its agents, and employees shall use and occupy the exhibit space pursuant to, all terms and conditions of the agreement between AAMA and the exhibit hotel regarding the use and occupancy of the exhibit hotel and to all reasonable rules and regulations prescribed by the exhibit hotel.

**SECURITY:** For the 2007 Symposium, the exhibit area is in a “public” area. During “closed” hours, all valuables should be removed or secured elsewhere by the exhibitor. Materials and handouts should be covered or placed under the table to avoid loss. Exhibiting companies should take steps to secure all property. Neither AAMA, Exhibitor Service Contractor, nor the Hotel are responsible for the safety of exhibitors’ property from theft, damage by fire, accident, vandalism or other causes. Each exhibit company must make provisions for safeguarding goods, materials, equipment, and the display at all times.

**FIRE REGULATIONS:** All exhibit material must comply with the fire regulations of the area. Volatile or flammable oils, gases, decorations or artificial flowers made of polyethylene, unprotected photographic films, or other explosive or flammable matter, or any substance prohibited by law or insurance carriers are not permitted on the premises. No exhibit in the exhibit area may have a solid ceiling, whether of heavy construction or fabric, which would restrict the efficiency of the sprinkler system in the exhibit area.

**EXHIBITOR PERSONNEL:** The exhibitor will name one person as its duly authorized representative, to have charge of the exhibit, and hereby accepts and assumes all responsibility for such representatives, or alternates, throughout the exhibit period.

Only employees of exhibiting companies may register for the Symposium as exhibitors. An Exhibitor Badge request form will be included in the Exhibitor Service materials. No more than **two** representatives are allowed per booth at any given time. Any on-site substitutions for previously registered exhibitors must be given to the Registration Desk in writing on forms provided. There is a \$5 badge replacement fee for lost badges.

The request has been made in the past to include luncheon for exhibitor personnel as part of the exhibit fee. For the 2007

Symposium, luncheon is available for exhibit personnel when available to Symposium registrants.

**EXHIBIT DESCRIPTION:** Please provide a brief description (35-word limit) of your exhibit to be included in materials distributed to Symposium registrants. Deadline for receipt of this description is **March 31, 2007**. Please send via email (to [tracey.dowden@att.net](mailto:tracey.dowden@att.net)) or by fax, attention AAMA Exhibit Description (323-937-0959).

**CONDUCT OF EXHIBITS:** AAMA reserves the right to approve all exhibits and activities related thereto and may refuse to admit an exhibit or may require that an exhibit be curtailed, if it does not meet the standards herein set forth, if it reflects against the character of the Academy or its meeting, or if it exceeds the bounds of good taste as interpreted by the Exhibits Committee. Any questionable exhibit or activity relating thereto should be submitted to the Academy in advance to avoid unnecessary inconvenience.

No exhibits will be permitted that interfere with the use of other exhibits, impede access to them, or impede the free use of the aisle. Corner booths must be arranged so there is an unobstructed sight line of neighboring exhibits. Booth personnel, including demonstrators, are required to confine their activities to within the exhibitor’s assigned area.

Acceptance of an exhibit does not imply AAMA endorsement of product or service. Direct selling of products or services must comply with the laws of the State of Maryland. Exhibitors may not sell, serve, or dispense food or beverages without the express, written approval of AAMA and the Baltimore Marriott Waterfront Hotel. Please contact AAMA Exhibits Manager to request approval. There will be no solicitation in the aisles outside of the assigned exhibitor area or outside of the exhibit area. Violation will constitute grounds for removal of the exhibitor without refund.

Exhibitors with noisy electrical devices, sound-producing movies, or other devices that prove objectionable to other exhibitors, must keep the noise and/or odor of such devices at an absolute minimum. X-ray equipment may be exhibited, but not operated.