



**AMERICAN ACADEMY
OF MEDICAL ACUPUNCTURE®**

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Redondo Beach, California 90278
310/379-8261 • 310/379-8283 FAX

**31st ANNUAL SYMPOSIUM
APRIL 12-14, 2019**

**SHERATON GRAND PHOENIX
PHOENIX, AZ**

**AN INVITATION FOR EXHIBITORS &
SPECIAL EVENT PARTNERS**

EXHIBIT RULES AND REGULATIONS

NOTE – For the 2019 Symposium, AAMA will assign **ALL** exhibit spaces.

SET-UP: Thursday, April 11 5:00pm-7:00pm
Friday, April 12 7:00am – 10:00am

SHOW HOURS:
Friday, April 12 10:00am – 4:00pm
Saturday, April 13 7:00am – 4:00pm
Sunday, April 14 7:00am-1:00pm

A representative should be present during Show Hours. Lunch on Friday and Sunday; Breakfast on Saturday and Sunday; and refreshment breaks will only be available to Symposium registrants in the exhibit area.

BREAK-DOWN:
Sunday, April 14 1:00pm – 3:00pm
** It is essential that tear-down be complete by 3:00 pm.

EXHIBIT FEES: The exhibit fee for each table is \$1,650 if requested, and paid for, by February 15, 2019. After February 15th, the exhibit fee for each booth is \$1,750. Fee for each booth for member physicians*, registered for the Symposium, is \$1,050 before February 15th and \$1,200 after February 15th.

* The member physician MUST be a principal in the business and name and title should be provided on the Agreement Form. The member physician must be registered as a delegate for the Symposium.

SPACE ASSIGNMENT:
For the 2019 Symposium, **ALL** exhibit table space will be assigned by AAMA. On the Exhibitor Form, please choose the number of spaces requested. Space assignments will be made by the Academy and provided to the exhibiting company. The Academy will take into consideration the **priority point system** when making space assignments. The Academy will make assignments based on the point system which gives consideration to a company's past exhibit participation, current 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 15, 2019**. Once assigned, exhibiting companies will receive their exhibit assignments via email no later than March 8, 2019. Applications received after February 15, 2019, will be assigned on a first-come, first served, space-available basis.

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

BOOTH FURNISHINGS AND SERVICES: Each exhibit area is approximately 8'x10'. Included in the cost of each booth fee 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 is carpeted. Forms for additional furnishing will be provided by the Official Service Contractor. 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 per instructions that will be forwarded to each exhibitor. Fees associated with shipment and movement of freight is the sole responsibility of each exhibitor. The Sheraton Grand Phoenix and/or the Service contractor will provide information about shipping exhibitor materials and associated fees will be the responsibility of the exhibiting company.

EXHIBITOR HOUSING: Individuals must make their own hotel room reservations at the Sheraton Grand Phoenix, 340 N. 3rd Street, Phoenix, AZ 85004. For reservations, call (816-474-4400) by **March 11, 2018** for the AAMA group rate of \$209.00/night (single/double). Rooms at that rate will be available until the block is sold out or **March 11, 2018** whichever comes first. For more information on this hotel, including a link to make your reservation online, you can find a link through the AAMA site: www.medicalacupuncture.org.

LIABILITY: Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the Sheraton/Starwood Hotels & Resorts, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.

Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Starwood Hotels & Resorts Worldwide, LLC (a subsidiary of Marriott International, Inc.), the Hotel's Owner, and each of such entities' owners, subsidiaries and affiliates (collectively, "Hotel Parties") and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.

The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

SECURITY: For the 2019 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, Official Service Contractor, nor the Hotel are responsible for the safety of exhibitors' property from theft, damage by fire, accident, vandalism or other causes.

EXHIBIT RULES & REGULATIONS – continued

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 Manual. 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.

For the 2019 Symposium, luncheon will be 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 **February 15, 2019**. Please send via email (to aamastaff@gmail.com) or by fax, attention AAMA Exhibit Description (310-379-8283).

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 Arizona. Exhibitors may not sell, serve, or dispense food or beverages without the express, written approval of AAMA and the Sheraton Hotel. Please contact the 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.