



RULES AND REGULATIONS GOVERNING EXHIBITS

Exhibit Space

The exhibit space will be on the hotel mezzanine level adjacent the balcony level of the main Crystal Ballroom where the continuing education and scientific sessions will take place. No booth dividers will be utilized. Signs or special displays may not extend above eight feet in height. No signs or articles may be posted, nailed or otherwise attached to any of the hotel premises. Gasoline, kerosene, acetylene or other flammable or explosive substances will not be permitted in the building.

Exhibit Quality

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

Representatives

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

Insurance Protection

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

Allotment

Exhibit space will be allotted according to the date of receipt of the signed Booth Requirement Form (aka "BR Form") and the signed Agreement, Release (from Liability) and Indemnification Form (aka ARI Form"). These signed paper copies of the BR and ARI Forms must be mailed to the Exhibits Chairman. The specific booth(s) location assignment is determined by the AAOMR.

Application

Registration and payment must be completed in the on-line registration process. However, signed copies of the BR and ARI Forms must be returned to the Exhibits Chairman. Fax or electronic documents are not accepted. This Academy reserves the right to extend invitations to exhibitors of its selection at all times. Applications received are on a space-available basis. The deadline for submitting Exhibitor applications is November 23, 2011. Late Exhibitor Registrations will be accepted on a space available basis and with a Late Registration fee.



Contract

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

Exhibit Fee

The Exhibit Fee is two thousand dollars (\$2,000.00) per 8' x 10' space. The fees are paid when registering on-line at the Annual Session page of the Academy website (www.AAOMR.org). The signed BR and ARI Forms must be sent to the Exhibits Chairman by November 23, 2011. The cancellation refund policy is also detailed in the on-line registration.

Booth Size/Type

The Exhibitor fee includes an 8' x 10' space, one 6' x 30' covered table, a chair, and the use of 110 volt electrical outlets, if so requested. A printed sign with your company name should be provided by you. Signs or special displays may not extend above 8' in height. If you have special needs, please contact the Exhibits Chairman prior to the meeting. No interference with light or space of any other exhibitor will be permitted.

Installation, Opening and Closing

The exhibit area will be open for exhibits Thursday December 8th and Friday December 9th, 2011 from 7:00 AM to 4:45 PM. The exhibit area will be open for set up Wednesday afternoon from approximately 3:00 PM until 7:00 PM. Move out must be completed on Saturday, December 10th, 2011 however, a deadline hour has not yet been determined by the hotel.

Special Needs

While we cannot make any guarantees, the AAOMR is committed to working with our exhibitors to accommodate any special needs. We will make every effort to honor reasonable requests. If any exhibitor requires special assistance or special accommodations under the American Disability Act, please notify the Exhibits Chairman, Dr. Kenneth Abramovitch by telephone @ 713-500-4109 or e-mail at Kenneth.Abramovitch@uth.tmc.edu.