

Exhibitor-Sponsored Events

Exhibitor-Sponsored Hospitality Events

Friday, May 4, 2018 is the evening that has been set aside for exhibitor-sponsored hospitality events. Events must not start before 7:00pm. Events cannot be held on any other day/evening.

Exhibitor-Sponsored Courses, Lectures, Study Groups, Clinics, Hospitality Events

Exhibitors and other persons are required to complete the Function Space Request form in the back of this book to conduct a course, lecture, study group, clinic or other such event. Once the event is approved, appropriate available space will be assigned to the group, and the group will work directly with the venue assigned.

Exhibitors in violation of this policy may be penalized in any manner deemed appropriate by the AAO, including having contracted space canceled without refund and removal from the Exhibit Hall without refund of space rental fees.

The American Association of Orthodontists will allow the presentation of meetings, programs, events, and courses by individuals, organizations or business entities in conjunction with the Annual Session if they comply with the criteria listed below.

1. Permission must be requested by the host from the AAO no later than six months prior to the Annual Session to which the event relates, which shall include a description of the event, location, proposed promotional materials and anticipated audience size and makeup. All requests must be approved in writing by the AAO, and the AAO reserves the right to approve or disapprove any presentation or event in its sole and absolute discretion.
2. Orthodontic manufacturers and dental supply companies requesting permission must be exhibiting at the Annual Session or conference related to the request.
3. Events must be held within forty-eight (48) hours prior to the Annual Session scientific sessions or following the conclusion of the Annual Session exhibition, with the exception of events sponsored and planned by entities related to the AAO, and then only with the prior approval of the Board of Trustees, in its sole and absolute discretion.
4. All event participants must be registered for the Annual Session to which the event relates.
5. Event organizers must utilize the AAO to secure official housing and meeting space. Events must be held in official AAO Annual Session facilities.
6. Approved event sponsors will not be allowed to use the AAO logo, Annual Session logo or refer in any way as being part of the Annual Session, unless previously authorized under an existing written agreement with the AAO.
7. Upon written approval, exhibitors may arrange for Annual Session attendees to visit/tour the exhibitor's facility. Visits/tours may only take place during the date(s) designated by that year's planning committee for Exhibitor-Sponsored Hospitality Events.

Any individual representing an organization or business entity found in violation of this policy may be subject to sanctions, as determined by the AAO Board of Trustees in its sole and absolute discretion, including, but not limited to, prohibition of exhibition or making presentations (scientific or otherwise) at any AAO Annual Session conference or meeting.

Function Space Request

Place and Time

Walter E. Washington Convention Center
Exhibit Dates May 5-8, 2018

The AAO does not guarantee space availability at the preferred facility.
Please refer to requirements on Exhibitor-Sponsored Events page.

Return To

American Association of Orthodontists
401 North Lindbergh Blvd.
St. Louis MO 63141-7816
Attn: AAO Senior Meetings/Exhibit Manager
Fax: 314.692.8178

Please type or use a ball point pen when filling out application.

Please complete one application for each function. (photocopies accepted)

Company name _____

Contact person (For AAO use only.) _____

Title _____

President/CEO _____

Address _____

City _____ State/province _____

Country _____ Zip/postal code _____

Phone _____ FAX _____

E-mail address _____ Web address _____

Request For Meeting Room

Name of function _____

Date of function _____ Time of function _____ Anticipated attendance _____

Telephone _____

Type of Function

Meeting* Breakfast Luncheon Dinner Reception Other (Specify) _____

Type of Attendance

Doctors* Orthodontic Staff* Distributors Internal Sales

Room Set Type

Boardroom School room U-shaped Other (Specify) _____

I agree to abide by all the requirements, restrictions, and obligations as outlined in the American Association of Orthodontists' *Invitation to Exhibit* and related materials.

Authorized Signature _____ Date _____

(Applications received without an authorized signature or deposit will not be processed.)

* Exhibitors requesting space for a users' meeting or seminar (inviting doctors and/or their staff) now have the option to list these meetings and seminars in the AAO's onsite Annual Session Program. If you opt to list, you must provide your function title, date, time and location to dhaman@aaortho.org by December 15, 2017.

AAO Use Only Date Received _____ Approved _____ Facility _____ Room _____