



## REVIEW THE TERMS AND CONDITIONS

Please read the Terms and Conditions, then sign below.

### Terms & Conditions

Anatomy Connected 2024: The AAA Annual Meeting (AAA) exhibitions are owned, produced, and managed by the American Association for Anatomy. The term 'Exhibitor' refers to the organization or person that applied for and has been granted exhibit space rental and such applicant's officers, directors, shareholders, employees, contractors, agents, and representatives.

Anatomy Connected 2024: The AAA Annual Meeting will be held at Sheraton Centre Toronto Hotel in Toronto, Canada. The official dates of the Anatomy Connected 2024: The AAA Annual Meeting are March 22 - 25, 2024. The AAA Exhibitor Kit is incorporated herein by reference.

These Exhibitor Rules and Regulations and documents incorporated by reference herein constitute the entire agreement between the Exhibitor and AAA for the services described herein.

### Booth Assignments

Booth spaces are assigned based on the order in which online exhibit applications are received. No reservations for booth space will be accepted over the telephone or without payment. All booths are shown on the online floor plan. AAA Exhibit Management reserves the right to finalize any revisions, if necessary, to the floor plan. AAA reserves the right to refuse space to any applicant that, in the opinion of AAA, is unlikely to contribute to the overall focus of Anatomy Connected 2024: The AAA Annual Meeting.

If any Exhibitor is not set up by 9:00 am on Saturday, March 23, 2024, AAA reserves the right to reassign the space to another Exhibitor or to make such other use of the space as deemed necessary or appropriate, with no refund being made to the original contracting Exhibitor. Any charges incurred by AAA for necessary changes to the unoccupied exhibit booth after 9:00 am on Saturday, March 23, 2024, shall be borne by the original contracting Exhibitor.

### Table-top Exhibit

Exhibitors may bring a 5' maximum width backdrop; no larger will be permitted. If not in compliance, AAA show management will ask the exhibitor to remove the backdrop or resize it within requirements. Table-top Exhibits include all benefits as described in the Anatomy Connected 2024 Exhibitor Prospectus

### 10x10 Booth Construction

The standard booth equipment provided to a linear booth Exhibitor by Management will include an 8-foot-high draped back wall and 3-foot-high draped side dividers. Island booths will not have pipe and drape. All Exhibitors must remain within the confines of their own exhibit space, and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other Exhibitors. The exhibit hall will have aisle carpeting. All Exhibitors are required to rent carpet from the decorator for

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their booth (If not already provided in the ballroom/exhibit space). Please see Exhibitor Kit for information to confirm requirements and pricing.

A. Standard Linear Booth: one or more standard booth units in a straight line. In the area 5 feet forward from the rear of the booth, display material may be placed up to a height not exceeding 8 feet from the floor.

B. Perimeter Booth: Exhibit booth located on the outer perimeter of the exhibit floor. In the area 5 feet forward from the rear of the booth, display material may be placed up to a height not exceeding 8 feet from the floor and must remain accessible from all sides. The reverse side of any wing panel extending from the back wall of a display must be draped to avoid a raw exposure to a neighboring booth. (This refers to pop-up background displays where the unfinished back of the display can be seen from the exhibit side.) If the Exhibitor does not comply with the above standards, AAA will have the decorator drape the area and bill the Exhibitor.

### **Rates, Deposits, and Refunds**

Full Payment is required at the time of purchase. AAA accepts checks, EFT, and credit card (Visa, Mastercard, American Express) payments.

a. **Cancellation** requests must be submitted in writing to the AAA Sponsorships Manager (AAA@discoverSB.com). If written cancellation is received before December 11, 2023, the exhibit fee will be refunded less 50% of the contracted fee. Any outstanding balance owed at the time of cancellation must be paid to AAA prior to AAA accepting the cancellation request. In the event that AAA transitions to a virtual conference or the exhibition hall is canceled by AAA for any reason outside of those covered by the Force Majeure clause, this contract may be terminated by AAA, and exhibitors will be refunded any deposits made prior to the effective date of termination.

b. No refunds or cancellations will be made after December 11, 2023. If a sponsorship is canceled, all benefits will be forfeited and canceled. *Sponsorships, Marketing, and Promotional Opportunities are nonrefundable at any time.*

c. Payments by check must be received within one month of purchase. If the check is not received within this timeline, the sponsorship will be released for general sale. AAA cannot accept partial payment. Checks must be in USD and payable to the American Association for Anatomy. All international bank fees are the responsibility of the sponsor/exhibitor.

d. In the event of an incorrect price listing or quote, you will be notified by email or phone and given the option to accept the corrected price or cancel the order.

### **Exhibitor's Representative**

The Exhibitor will name one individual as the duly authorized representative in charge of the exhibit. This individual will assume responsibility for all negotiations with AAA and the official general service contractor. In addition, this individual will receive all official correspondence from AAA referring to the exhibit and will be responsible for communicating this information to registered personnel from the exhibiting company and other third-party contractors.

### **Exhibit Personnel**

All participants affiliated with exhibits must be registered conference attendees, either full or exhibit hall only. Each person will be issued an exhibitor's badge and must be employed by the Exhibitor. The Exhibitor acknowledges that its on-site personnel will be required to adhere to any health and safety protocols established for meeting attendees.

## **Anatomy Connected 2024**

### ***Each Table-top Exhibitor is entitled to:***

- 1 complimentary registration (includes access to all sessions and events).
- Complimentary Lead Retrieval license per company. Additional licenses can be purchased for \$399.
- Exhibitors can purchase additional registrations at a discounted rate.
- 1 skirted adjoining table, 1 chair.
- Company name/logo in listing on website, app, program, and signage.
- May bring a 5' maximum width backdrop; no larger will be permitted

### ***Each Premium 10x10 Exhibitor is entitled to:***

- Registration—2 complimentary registrations (includes access to all sessions and events).
- Complimentary Lead Retrieval license per company. Additional licenses can be purchased for \$399.
- Exhibitors can purchase additional registrations at a discounted rate.
- 1 skirted table, 2 chairs.
- Company name/logo in listing on website, app, program, and signage.
- 10-by-10-foot booth space with 8-foot tall back pipe and drape and 3-foot side pipe and drape.

## **Unoccupied Booth**

Any Exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during show hours or begins the dismantling of exhibit space prior to the close of the show by AAA may forfeit its right to the exhibit space and its eligibility to exhibit at future AAA events. If the booth must be evacuated prior to the official closing time, Exhibitors must pay the official exhibition decorator to dismantle the booth at labor costs listed in the Exhibitor Kit. All personnel in exhibit booths are required to display proper name badges throughout move-in, show hours, and move-out. Security guards will be checking for badge identification on all exhibit representatives.

## **Admission**

AAA shall have sole control over all admission policies at all times. Any person visiting the exhibits or attending any function of the meeting will be required to register and wear an appropriate badge while in attendance. Exhibitors are permitted inside the exhibit hall two hours prior to show opening each day in order to prepare their booths. Individuals under the age of 18 are not allowed in the exhibit hall during installation, dismantle, and exhibit hours. As a reminder, due to the professional nature of this conference, children under the age of 18 are not permitted in the educational sessions or the Exhibit Hall.

## **Subletting of Exhibit Space and Prohibited Uses**

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Exhibitors cannot exhibit or permit any merchandise or advertising materials to be exhibited in their space that are not a part of their own regular products.

### **Direct Selling**

In the event that an Exhibitor engages in on-location transactions, the Exhibitor will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.

### **Promotional Items and Activities**

Items distributed at exhibit booths that contribute to the educational requirements of the professional attendee are preferred. All items must be small in size and may be imprinted with the Exhibitor's company name and/or product name. AAA's name, meeting name, and/or meeting logo may not be used without permission. Use of the AAA logo is prohibited. All items, including prizes for drawings, must be approved by AAA in writing prior to the meeting. Unapproved items may not be distributed. If any Exhibitor is found distributing materials that have not been officially approved, the items will be removed. All costs incurred by the removal of unapproved items shall be borne by the Exhibitor. All literature must be distributed from within the booth space assigned.

### **Exhibitor-hosted receptions and in-booth offerings:**

Exhibitors are allowed to host off-site receptions during Anatomy Connected 2024 as long as they do not compete with AAA programming. By completing your exhibit booth application, you are agreeing not to host any event that competes with AAA programming. Exhibitors are permitted to provide refreshments and host small receptions in their booths; however, these activities must be confined to the booth space and shall not spill over into nor obstruct the aisles in the exhibit hall. Alcohol can be served with prior approval from AAA. All food and beverage provided in the Exhibit Hall must be ordered through the Sheraton Centre Toronto Hotel onsite catering company. Please contact the Exhibits Manager at [LSL@discoversb.com](mailto:LSL@discoversb.com) for more information.

**Exhibitor-Sponsored Sessions**—Exhibitors may host independent events for meeting attendees under the following guidelines:

- The event does not conflict with any scheduled meeting session or event.
- Prior permission has been granted written approval by AAA meetings staff.
- Requests for function or hospitality space or suites must be submitted to AAA in writing and may require a fee.
- Once approved, the guest, attendee or third party is responsible for all costs (except for meeting room rental) associated with the function or hospitality space or suites.

### **Music Licensing/Audio Presentations**

The Exhibitor shall be responsible for securing any and all necessary licenses or consents for a) any performances, displays, or other uses of copyrighted works or patented inventions; and b) any use of any name, likeness, signature, voice, or other impression, or other intellectual property owned by any third party that is used, directly or indirectly, by the Exhibitor. The Exhibitor agrees hereby to indemnify, defend, and hold AAA harmless from and against any claim of liability and any incident resulting in loss, cost, or damage (including costs of lawsuits and attorney's fees) for failure to obtain these licenses or consents and/or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party. The use of loudspeakers, recording equipment, television sets, computers, radios, or the use of machinery, or any device that is of sufficient volume to annoy neighboring Exhibitors will not be permitted.

### **Photography/Videotaping/Audiotaping**

Only the official photographer and audiovisual vendor may take photographs, videotapes, or audiotapes of and in the Exhibit Hall. Exhibitors may photograph or videotape from the confines of their own booth during nonexhibit hours. Photographing any exhibit or presentation other than one's own is strictly prohibited.

### **Compliance with Sheraton Centre Toronto Hotel Requirements**

The Exhibitor represents and warrants that it is aware of and shall be in full compliance with the Sheraton Centre Toronto Hotel's exhibitor terms and conditions during the term of Anatomy Connected 2024.

### **Compliance with Applicable Law**

The Exhibitor represents and warrants that it shall be in full compliance with all applicable governmental laws and regulations during the term of Anatomy Connected 2024.

### **Accessibility for Persons with Disabilities**

The representatives of each Exhibitor will be responsible for making their exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act. It is understood that AAA will be held harmless by the Exhibitor for the failure of its representatives to comply with the requirements as stated in the Americans with Disabilities Act.

### **Security**

AAA will provide 24-hour guard service in and around the Exhibit Hall from installation through dismantling and will exercise reasonable care for the protection of Exhibitors' materials and displays. The furnishing of such service is in no case to be understood or interpreted by Exhibitors as a guarantee to them against loss, theft, and/or damage of any kind. AAA or any officer, its agents, staff members, the Sheraton Centre Toronto Hotel, or the official general service contractor, will not be liable for the safety of the Exhibitors' property, agents, or employees from theft and/or damage by fire, accident, or any other causes. Exhibitors wishing to insure their exhibit materials, goods, and/or wares of exhibits against theft, damage by fire, accident, or loss of any kind must do so at their own expense.

### **Limitations and Liability**

Exhibitors or their agents may not allow any articles to be brought into the exposition or any act performed on the premises that would invalidate the insurance or increase the premium of the policies held by the management of the Sheraton Centre Toronto Hotel and AAA, nor permit anything to be done by their employees and/or their agents through which the premises, property, or equipment of the AAA, the official general services contractor, the Sheraton Centre Toronto Hotel, and/or other Exhibitors will be damaged. The Exhibitor will be held liable for any damage resulting from such violation. All leased space is subject to these restrictions. AAA has the right to terminate an Exhibitor's rights pursuant to this contract at any time after discovery of a violation of this provision. Exhibitor agrees to protect, save, and keep AAA, the Sheraton Centre Toronto Hotel, and the official general services contractor forever harmless from any damage or charges imposed for violation of any law or ordinance by the Exhibitor, its employees, or agents, as well as to comply strictly with the applicable terms and conditions contained in the agreement between AAA, the occupied hotels, the Sheraton Centre Toronto Hotel, and the official general services contractor regarding the exhibition premises; and further, the Exhibitor shall at all times protect,

indemnify, save, and keep harmless AAA, the Sheraton Centre Toronto Hotel, and the official general services contractor against and from any and all loss, cost, damage, liability, or expense that arises out of, from, or by reason of any act or omission of Exhibitor, its employees, or agents.

### **Fire Regulations**

All materials used in the exhibit area must be flameproof and fire resistant to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper, corrugated paper, flameproof or otherwise, will not be permitted. All displays are subject to inspection by the Bureau of Fire Prevention. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. Absolutely no storage of any kind will be permitted behind an Exhibitor's booth.

### **Violations**

Each Exhibitor, its agents, and employees agree to abide by the contract conditions/rules and regulations set forth herein or any subsequent amendments or interpretations. Violation of any of these regulations on the part of the Exhibitor, its employees, or agents shall annul the right to occupy space, and such Exhibitor will forfeit to AAA all monies that may have been paid. Upon evidence of violations, AAA may reenter and retake possession of the space occupied by the Exhibitor and may remove all personal items at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages that AAA may incur thereby. In addition, AAA may refuse to permit the Exhibitor to participate in future AAA meetings.

### **Force Majeure**

In case the premises of the Sheraton Centre Toronto Hotel shall be destroyed or damaged, or if AAA exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, pandemic, act of war, act of God, emergency declared by any government agency, or for any other reason beyond the reasonable control of the Sheraton Centre Toronto Hotel or AAA, this contract may be terminated by AAA. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the AAA shall be to return to each Exhibitor its space payments, less its pro-rata share of all costs and expenses incurred, and committed by AAA.

### **Official Contractors**

AAA designates official show contractors to provide various services to the Exhibitor. Such contractors provide all show services other than supervision. The Exhibitor shall provide only the material and equipment that it owns and that are to be used in the exhibit space. All other items used in the booth must be procured only through official show contractors.

### **Union Labor**

Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations represented. Any labor required for installation and/or dismantle, decoration, or use of equipment must be ordered through the official general services contractor. Tipping is strictly forbidden for any personnel providing services to Exhibitors.

### **Exhibitor-Appointed Contractors**

An Exhibitor-Appointed Contractor (EAC) is any company other than the designated official show contractor listed in the Exhibitor Kit that provides a service (display installation and tear down, floral, photography, audiovisual, etc.) and needs access to the exhibit at any time during the installation, show dates, or dismantling. Exceptions to using the official show contractors will be granted only if such exception does not interfere with or prejudice the orderly installation, interim services, or dismantling of the exhibit. No exception will be granted if inconsistent with the commitments made and obligations assumed by AAA in any contract with service contractors or in its agreements and leases with the Sheraton Centre Toronto Hotel. Exhibitor is solely responsible for any costs associated with the EAC. For services such as electrical, plumbing, telephone, data lines, cleaning, food and beverage, water/drain, compressed air, and drayage, no exception will be made, and the official show contractors designated by the AAA must be used. Should you use an EAC for any service, you agree to indemnify and hold harmless AAA, official show contractors, and the exhibit facility from any act or situation that would cause AAA, official show contractors, and the facility to become liable or suffer losses, damages, injuries, claims, demands, and expenses, including legal expenses, due to the presence or actions of the nonofficial show contractor. You further agree to obtain an original certificate of insurance from your EAC with the limits and terms as shown in subsections B&C below. Exhibitors and their designated agents or EACs must confine their activity to their assigned space. Exhibit facility corridors, hallways, loading docks, and marshaling areas are not to be used for any purpose other than ingress and egress.

AAA will consider exceptions to the use of AAA official show contractors only when the Exhibitor has completed the following steps by February 12, 2024

A. The Exhibitor has notified AAA of its request in writing of the names, addresses, and contact names of those independent service companies by submitting a letter on the Exhibitor's company letterhead for each company being used. Please note: Notification must include an original signature and be from the Exhibitor.

B. The Exhibitor requesting an EAC has provided proof in the form of Certificates of Insurance to AAA of sufficient insurance to cover the activities of said Exhibitor-Appointed Contractor. (See Item C below.)

C. As stated above, Certificates of Insurance for EACs are the responsibility of the Exhibitor and must include: workers' compensation/employers' liability - \$1,000,000; comprehensive general liability insurance - \$1,000,000. The workers' compensation and employers' liability insurance must provide a minimum limit of \$1,000,000 and meet the requirements of the Sheraton Centre Toronto Hotel. Please upload a copy of your certificate to your exhibitor profile online.

D. All employees, representatives, or agents representing the Exhibitor must be fully identified by the official AAA convention badge. All EACs must furnish the AAA with a list of full-time employees of their firm who will be working during installation, show dates, or dismantling. Failure to meet any one of the above steps could jeopardize the EAC's ability to obtain proper authorization for installation, servicing, or dismantling of exhibiting companies.

E. AAA reserves the right to deny an Exhibitor's request for use of an EAC at its sole discretion.

### **Amendments**

AAA shall have sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of Anatomy Connected 2024.

Exhibit Management: Deanne Rockola Altman, Exhibits and Sponsorships Sales Manager, SB Expos and Events on behalf of AAA Phone: 301-658-2115

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Email: AAAexhibits@discoversb.com

**Please sign below.**

I have read and agree to the Terms & Conditions



Signature \_\_\_\_\_

Please type your full name on the line above.