



**AAOMR 73<sup>rd</sup> Annual Session**  
 September 7-10, 2022  
 Hilton Hotel ● Portland, OR

## AAOMR Exhibitor Registration Form

E-mail [ed@aaomr.org](mailto:ed@aaomr.org)

By completing and returning this form you acknowledge that you have read and understand the exhibit rules and regulations and agree to abide by such

Company Name: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**NAME(S) OF COMPANY REPRESENTATIVE(S) ATTENDING**

Rep #1: \_\_\_\_\_ email: \_\_\_\_\_ cell: \_\_\_\_\_

Rep #2: \_\_\_\_\_ email: \_\_\_\_\_ cell: \_\_\_\_\_

**MEMBER**

\_\_\_\_\_ Single - 8' X 10' Space(s) @ **\$3,500 (price on/before July 1, 2022; After July 1 fee is \$4,000)**

Check if only a table is required

**NON-MEMBER**

\_\_\_\_\_ Single - 8' X 10' Space(s) @ **\$4,500 (price on/before July 1, 2022; after July 1 fee is \$5,000)**

Check if only a table is required

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|---|--|
| <p>_____ Welcome Reception \$15,000 (sole sponsor) )</p> <p>_____ Welcome Reception \$2,500 (multiple available)</p> <p>_____ App Home page \$4,000</p> <p>_____ Poster Session \$2,000</p> <p>_____ Assorted Conference Gifts starting at \$500 + gift</p> <p>_____ Lanyards \$1,500 <b>SOLD</b></p> | <p>_____ <del>Residents Luncheon and Learn \$5,000 (sole sponsor)</del> <b>NOT AVAILABLE</b></p> <p>_____ <del>Residents Luncheon and Learn \$2,500 (two available)</del> <b>SOLD</b></p> <p>_____ <del>Early Career OMR Networking Event \$2,500</del> <b>SOLD</b></p> <p>_____ <del>Tote Bags \$2,500</del> <b>SOLD</b></p> <p>_____ Hotel Key Cards \$3,500</p> |
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**NOTE: Exhibitors are responsible for making arrangements for electrical, internet connections, etc. directly with the hotel for additional charges.**

# AGREEMENT, RELEASE FROM LIABILITY, AND INDEMNIFICATION

## Voluntary Participation

1. I, \_\_\_\_\_ acknowledge that I have (or my company has) voluntarily applied to participate in the 73<sup>rd</sup> Annual Session of the American Academy of Oral and Maxillofacial Radiology ("AAOMR"), which is scheduled for September 7-10, 2022 at the Hilton Hotel, Portland, OR ("The Premises").

## Authority of Signer

2. The Name of the company that I represent is \_\_\_\_\_. I represent that I have the authority to execute this Agreement, Release, and Indemnification on behalf of the above named company.

## Assumption of Risk

3. I (or my company) am (or is) installing equipment on the premises. I am aware that the equipment, which will be on the premises for the purposes of display or other reasons, may be hazardous if not used properly. I am also aware that AAOMR is not indemnifying me or my company against loss or damage to my property for any reason. I am also aware that AAOMR is not indemnifying me or my company against any tort liability whatsoever as a result of my participation or my company's participation. My company and I are voluntarily participating in this **AAOMR Annual Session** with the knowledge of the danger involved and the lack of indemnification. I hereby agree, on behalf of myself and my company, to accept any and all risks of liability, and verify this statement by placing my initials here \_\_\_\_\_.

## Release

4. As consideration for being permitted by AAOMR or one of its affiliated organizations to participate in these activities and use the premises, I hereby agree on behalf of myself and my company that neither I nor any member of my company, nor the assignees, heirs, distributors, guardians, or legal representatives of my or any member of my Company will make a claim against, sue, or attach the property of AAOMR or any of its affiliated organizations or the supplier of any of the equipment I will use in these activities, for injury or damage resulting from the negligence or other acts, howsoever caused by any employee, agent, or contractor of AAOMR as a result of my participation in the above mentioned Annual Session. I hereby release AAOMR and any of its affiliated organizations from all actions, claims, or demands that I, my assignees, heirs, distributors, guardians, and legal representatives now have or may hereafter have for any injury or damage resulting from my participation in the above mentioned Annual Session.

## Indemnification

5. As further consideration for being permitted by AAOMR or one of its affiliated organizations to participate in these activities and use the premises, I hereby agree on behalf of myself and my company that I and my company will indemnify AAOMR against any and all third party and public liability tort claims which may arise as a result of my and/or my company's participation in the above mentioned Annual Session.

## Knowing and Voluntary Execution

6. I have read this agreement, rules and regulations and fully understand its contents. I am aware that this is a release of liability and a contract between my company and the American Academy of Oral and Maxillofacial Radiology and/or its affiliated organizations and sign of my own free will.

Executed on \_\_\_\_\_, 2022

\_\_\_\_\_  
Signature of Representative

# RULES AND REGULATIONS GOVERNING EXHIBITS

## Exhibit Space

The exhibit space will be located in the room with the scientific posters. No space dividers (pipe and drape) 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.

## ADA CERP Compliance Requirements

AAOMR must ensure that product promotion materials, product-specific advertisements, and live staffed exhibits are separate from CDE activities. As such exhibitor activities must be held in a separate room away from CDE courses/educational programs during the Annual Session. Exhibitors must ensure that advertisement and promotional materials are not displayed nor distributed in the educational space, immediately before, during or after CDE activities. Sales representatives and/or exhibitors of commercial entities are not permitted to engage in sales or promotional activities while in the space or place of the CDE program presentations.

## Exhibit Quality

Exhibits of informative, educational, professional, ethical, and beneficial character are welcomed. AAOMR 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 a separate area outside of visual and auditory range. There may be additional costs for these types of exhibits.

## Representatives

Names of representatives of all exhibiting organizations must be submitted to AAOMR in the online 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 online registration are the names with customized name badges. No badge swapping is permitted.

## 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 Exhibitor Registration Form. These signed paper copies must be mailed to the Executive Director. The specific exhibitor location assignment are determined by AAOMR.

## Application

Registration and payment must be completed in the online registration process. AAOMR reserves the right to extend invitations to exhibitors of its choosing at all times. Applications received are on a space available basis. The deadline for submitting the Exhibit Registration Form is **July 1, 2022**. Late exhibitor registration will be accepted on a space availability basis with an additional Late Registration Fee of \$500.00.

## Contract

Each exhibitor must execute their own registration for the right to use an exhibitor space. Subletting or 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 AAOMR from all liability which might ensue from any cause whatsoever.

## Exhibitor Fee

The Exhibitor Fee is \$3,500.00 US per space for members and \$4,500.00 US per space for non-members. The fees are paid when registering online at the Annual Session page of the AAOMR website ([www.AAOMR.org](http://www.AAOMR.org)). The signed Exhibitor Registration Form must be sent with payment. After July 1, 2022 the exhibit space fee increases by \$500. The cancellation refund policy is listed below.

### **Cancellation of Exhibit Space**

All cancellations must be made in writing to AAOMR by the exhibitor. If a cancellation of the exhibit contract is received 30 days or more prior to the scheduled start date of the exhibition, 50% of the exhibit cost will be refunded. Should the exhibiting company cancel within 30 days of the scheduled start date of the exhibition, AAOMR will retain all rental paid by the cancelling exhibitor.

AAOMR reserves the right to restrict exhibits that, for any reason, become objectionable and also to prohibit or evict any exhibit that may distract from the general character of the exhibition. This reservation includes persons, materials, conduct, printed matter, or anything of a character that may be objectionable for the exhibition as a whole. In the event of such restriction or eviction, AAOMR will not be liable for any refunds for rentals or other exhibit expenses.

### **Exhibit Space**

Your space is limited to 8' wide x 10' deep, without the use of pipe and drape. The Exhibitor Fee includes one 6' x 30" skirted table and two chairs. Each exhibitor is responsible to arrange their electrical and internet needs with the hotel. Signs or special displays may not extend above 8' in height. If you have special needs, please contact AAOMR prior to the meeting. No interference with light or space of any other exhibitor will be permitted.

### **Installation, Opening, and Closing**

The exhibit hall will be open daily beginning Wednesday, September 7 through Friday, September 9. The exhibit area will be open for set up Tuesday evening, September 6, 2022 from 4:00 pm to 6:00 pm, and again Wednesday morning, September 7, 2022 from 8:00 am – 9:15 am. Move out must be completed by Friday, September 9, 2022 at 5:00 pm. All times are subject to change and will be confirmed at least two months prior to the meeting.

### **Shipping & Receiving**

Exhibitors are responsible for any shipping/receiving and handling fees that the Hilton Portland may charge to ship and/or distribute boxes to their respective exhibit spaces. Boxes may not arrive at the hotel more than 72 hours prior to the start day of the exhibition.

### **Security**

Every reasonable precaution will be taken to protect property during the Annual Sessions. However, neither AAOMR, nor the management of the Hilton Portland, is responsible for the safety of the property of exhibitors due to theft, damage by fire, vandalism or other causes.

### **Food and Beverage**

All food and beverage items that an exhibitor has at their space MUST receive prior approval from the Hyatt Regency Atlanta catering staff. Please contact AAOMR, [ed@aaomr.org](mailto:ed@aaomr.org), for the hotel contact.

### **Helium Balloons/Confetti**

No helium balloons or confetti are allowed in the Exhibit Hill.

### **Distribution of Printed Materials and Canvassing by Industry**

Canvassing in any part of the facilities used by AAOMR is strictly forbidden, and anyone doing so will be requested to leave. Distribution of advertising or printed material by the exhibitor outside of the exhibitor's allotted space will not be permitted unless the distribution of advertising is pre-approved by AAOMR.

### **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 AAOMR at [ed@aaomr.org](mailto:ed@aaomr.org).