

EXHIBITOR APPOINTED CONTRACTOR RULES AND REGULATIONS

DEFINITION

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by an exhibitor, who is not an employee of an exhibiting company or of any one of the official show contractors. EAC's are most often independent installation and dismantle companies but also include supervisors, technicians, audiovisual, and any other contractors who provide a necessary service at the show site for an Exhibitor. Permission to use an Exhibitor Appointed Contractor will NOT be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Telephone/Communications
- Drayage/Forklift Operations
- Rigging - Overhead or Lift
- Catering/Food Service
- Security – No outside security

1. The Exhibitor Appointed Contractor (EAC) must complete the AAOS EAC Approval process to gain access to the AAOS 2025 exhibit floor. An EAC Approval form must be completed for each exhibitor booth for which an EAC has been contracted. Approvals will not be given onsite. The Show Organizer is the ultimate arbiter and enforcer of show rules.
2. To cooperate fully with the Official Contractor and assist in fulfilling their responsibilities, especially by refraining from placing an undue burden on the Service Contractor by interfering with the efficient utilization of labor by the Official Contractor.
3. If the approved EAC hires or subcontracts labor from another contractor, the EAC is required to notify AAOS promptly. The approved EAC is responsible for the actions of all sub-contracted labor, including insurance coverage.
4. All personnel affiliated with the EAC must wear an AAOS-issued EAC wristband at all times while in the convention center. EAC wristbands can be picked up at the designated security desk by the onsite supervisor. It is the responsibility of the onsite supervisor to distribute these wristbands to their personnel. This process and instructions will be emailed to the onsite supervisor two weeks prior to the first installation day.
5. The EAC wristband provides access to the exhibit hall during published move-in/move-out hours only.
6. EAC personnel may request a "Show Day" EAC wristband from the Exhibits Office for access to the exhibit halls before the show opens on show days. These wristbands are not valid after 9:00 AM and **EAC personnel are not allowed on the exhibit hall floor during show hours.**

7. The show will close on Thursday, March 13 at 3:00 PM but **EAC personnel are not permitted to enter the exhibit hall before 3:30 PM**. This will allow for the removal of the aisle carpet, and crates to be returned in a timely fashion.
8. EAC agrees to only work between the published move-in/move-out hours specified in the Exhibitor Prospectus. Exhibitors, representatives of an exhibitor, or EAC who need to work past the published move-in hours will need to fill out an After-Hours Work Permit onsite with an AAOS Floor Manager each day.
9. EAC will adhere to all target move-in times and load their freight accordingly if servicing more than one exhibitor on the exhibit hall floor.
10. All materials including tools, ladders, toolboxes, graphics, freight, or other small items that cannot be hand-carried must come through the freight doors and not the exhibit hall entrances.
11. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EACs are required to confine all operations to the exhibit space of the Exhibitor who has given a valid order for services. No service desks, storage areas, break areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
12. To maintain safety and relieve congestion on the show floor, EACs and exhibitors are not permitted to have motorized carts or scooters in the building at any time.
13. The operation or use of motorized or mechanical material handling equipment or lifts by exhibitors or EACs is prohibited.
14. The Exhibitor or EAC should take steps to protect the Exhibitor and EAC's product in the booth by arranging for booth security and/or cages. AAOS and Freeman are not responsible for items left unattended on the show floor.
15. EAC must abide by all the fire and safety, and exhibit hall regulations, along with all other prevailing rules and regulations as set forth or amended by AAOS, the general service contractor - Freeman, and/or the San Diego Convention Center.
16. All booth designs and structures must conform to the AAOS and the San Diego Convention Center rules and regulations outlined in the Exhibit Prospectus and Exhibitor Service Manual.
17. All toolboxes, ladders, and all other EAC equipment must be removed completely from the show floor or must be stored within the confines of the exhibitor's booth by **Monday, March 10, at 5:00 PM**.
18. Throughout installation, all crates must be labeled for storage as soon as they are empty. For booth space 600 sq. ft. and larger, all empty crates, cases, and containers must be tagged for removal. Exhibitor Appointed Contractors shall fully cooperate with the Show Official Contractors and assist Official Contractors in the efficient utilization of labor, equipment, space, and time, and shall complete installation

prior to 5:00 PM on Monday, March 10 to include removal of empties, and dismantle and pack prior to 2:00 PM on Tuesday, March 15.

19. EAC agrees to abide by all Union Rules and Regulations and all EAC labor must be properly hired Union Labor.
20. EAC agrees to indemnify, defend, and hold the AAOS Show Management, the San Diego Convention Center, and Freeman harmless from and against any and all claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of Union provided labor.
21. Exhibitors are required to return their booth space in the same manner it was received. Exhibitors and EACs are to arrange the removal of all trash from the exhibitor space after dismantling. AAOS, San Diego Convention Center, and Freeman reserve the right to charge the exhibiting company for any excess trash removed from the booth by the contracted cleaning company.
22. Solicitation of business on the show floor is strictly prohibited. If an EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
23. Each EAC company responsible for dismantling exhibits at the close of the show must have all exhibits dismantled and ready for shipping according to the move-out schedule.
24. The EAC must follow the rules and regulations of the San Diego Convention Center as well as those of AAOS. A violation of the EAC Rules & Regulations will result in the following action:
 - a. AAOS staff and floor managers will directly notify the EAC to resolve issues that arise from move-in through move-out.
 - b. Should there be issues that are not being satisfactorily resolved from working directly with the EAC, AAOS will then inform the exhibitor of the infraction with written notice.
 - c. Should issues remain unresolved within a reasonable time after the exhibitor has been notified of the situation, or if the circumstances be deemed by AAOS to negatively impact other parties, the exhibiting company may receive a violation which may result in a loss of priority points, affecting space assignment for next year's meeting.
25. EAC must provide proof of insurance through the term of AAOS 2025 as outlined in the Exhibitor Manual. Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insurance (COI) on file, evidencing the correct coverage, by **February 5, 2025**, or the EAC will not be able to access to the show floor. The EAC must upload the COI via the online portal with the following coverages:



AMERICAN ACADEMY OF
ORTHOPAEDIC SURGEONS

2025 Annual Meeting

March 10-14, San Diego, California

Exhibit Dates: March 11-13

San Diego Convention Center

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
 - Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: American Academy of Orthopaedic Surgeons, Freeman Expositions, LLC, and San Diego Convention Center and each of its subsidiaries, affiliates, officers, employees, agents and representatives.
 - COI must include the complete show dates of March 5 – March 15, 2025.
 - The certificate holder must be listed as: American Academy of Orthopaedic Surgeons 9400 W Higgins Road, Rosemont, IL 60018.
26. EAC must pay a fee of \$150 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are non-refundable. There will be a 6% credit card fee deducted from the original amount paid if an EAC application is requested to be canceled after it has been submitted and processed.
27. In addition, the Exhibitor Appointed Contractor shall share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
28. The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
29. San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services. No other individuals or companies can perform cleaning services on SDCC property, including other contractors and cleaning services providers (including but not limited to exhibitor-appointed contractors, Official Service Contractors, and decorators), exhibitors, and booth personnel.
1. Cleaning services offered exclusively by SDCC in the Facility include but are not limited to: Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
 2. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors (“EAC”) or Official Service Contractors (“OSC”).



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30. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
31. Exhibitor Appointed Contractors should furnish the Show Organizer with names, phone numbers of a key contact for emergencies & should designate a contact in the same city as the show move-in through move-out.
32. All property of the EAC remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither AAOS 2025 or its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, & the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the EAC obtain adequate insurance coverage, at their expense, for property loss or damage & liability for personal injury.
33. The EAC must have all licenses, permits or bonding required by federal, state, county or municipal governments and the San Diego Convention Center prior to commencing work. The EAC must be able to provide security with evidence of compliance if requested.