

# EXHIBITOR PROSPECTUS

## ORTHOPEDIC SURGERY CONTROVERSIES 2017

[www.orthopedicsurgerycontroversies.net](http://www.orthopedicsurgerycontroversies.net)

Laguna Cliffs Marriott Hotel  
25135 Park Lantern  
Dana Point, California 92629  
USA  
949-661-5000

### EXHIBITOR SCHEDULE

DATE	TIME	EVENT
Thursday, January 26, 2017	12:00 PM-6:00 PM	Registration & Set-Up
Friday, January 27, 2017	6:30am – 7:30am 6:30am-5:00 pm	Breakfast in Exhibit Hall Exhibits Open**
	9am – noon	Late Exhibitor Registration
Saturday, January 28, 2017	6:30am – 7:30 am 9am – 3:45pm 3:45pm	Breakfast in Exhibit Hall Exhibits Open** Exhibit Breakdown

\*\* Tentative Schedule. Removal of Exhibits prior to official closing time is prohibited.

# EXHIBITOR PROSPECTUS

## SPONSORS

The course sponsor is The Sports Clinic Orthopaedic Medical Associates, Inc. Continuing medical education credits are provided by Long Beach Memorial-Center for Health Education.

## FUNCTION SPACE

Meeting space can be secured by completing this form and returning it to the course sponsor by November 15, 2016. Space is assigned on a first come first serve basis.

## HOUSING

Rooms will be available through Laguna Cliffs Marriott Hotel. Please book your room directly, and ask for the meeting rate to be included in our room block. 949-661-5000.

## GENERAL INFORMATION

### BOOTH ASSIGNMENT

Please review the entire prospectus carefully.

It includes important information about your participation in the meeting. The rules and regulations listed in the prospectus are part of the application for space, and consequently, constitute a contract between the exhibitor and Orthopedic Surgery Controversies 2017. Applications **must** be received by **November 15, 2016, and** will be considered only if accompanied by full payment. **No company will be allowed to exhibit without receipt of payment in full.**

Exhibit contracts received after November 15, 2016 will be assigned booth space only if available and then according to the date received.

The meeting sponsor reserves the right to modify the exhibit floor layout to accommodate exhibitor booth space requirements.

In the event the 2017 meeting is sold out, companies will be automatically placed on a waiting list. As exhibit space becomes available, companies on the wait list will be notified of space availability.

## Fees

Early Rate: premium location adjacent to entry/exit **\$ 2000**

Early Rate: standard location **\$ 1800**

Regular Rate: premium location **\$ 2150**

Regular Rate: standard location **\$ 1950**

*Early rates available until October 15, 2016 premium locations subject to availability.*

Additional Representative per day (Advanced purchase) **\$150**

The price of the booth includes, in addition to the space itself:

- Listing of the company name, address, and product description in the Final Program
- Two complimentary badges per booth
- General security
- Copies of the Preliminary and Final Programs

### PAYMENT

Full payment must accompany the application. Applications submitted without payment will not be processed until full payment is received. Completed application must include credit card information or if a check, in US funds made payable to:

**The Sports Clinic Educational Foundation**

### CANCELLATION OR REDUCTION IN SPACE

Requests for cancellations or booth reduction of exhibit space must be in writing on company letterhead. If written notification of cancellation or booth reduction is received at the meeting office by:

On or before November, 2016

Full refund less \$100 will be granted.

After November 15, 2016

No refund of any fees will be made after the assignment of space.

No refunds will be made for space not occupied or any space occupied for only a portion of the exhibit time.

## BOOTH INFORMATION

# EXHIBITOR PROSPECTUS

Booth carpeting is available at the exhibitor option and expense. **Hanging signs need to be approved by show management in advance.**

## ELECTRICAL REQUESTS

**Orthopedic Surgery Controversies** will provide a six-foot skirted table and one 2 or 3 prong electrical outlet. If you need additional electrical amps, i.e. 220v or 20 amps with 4 plugs, the Exhibitor Company will be financially responsible for the extra request. **The added charge per the hotel management is \$300 per day.** Please note there is limited availability. We appreciate your understanding and cooperation in this important matter.

Force Majeure - Upon the occurrence of conditions beyond the control of **Orthopedic Surgery Controversies 2017** which make performance impossible or imprudent in the circumstances, including but not limited to government order, civil disruption, weather, strike or labor unrest, transportation difficulties, or orders or directions of the show management, **Orthopedic Surgery Controversies 2017** may alter, reduce, or redistribute allocated exhibit space, or even cancel this contract upon notice to the Exhibitor. In the event of such reduction or cancellation, **Orthopedic Surgery Controversies 2017** agrees to act in good faith to reduce or refund any exhibit fees paid by exhibitor to it but in no event shall be liable to Exhibitor for any damages resulting from such action.

## CO-MARKETING

If two or more companies wish to be assigned exhibit space adjacent to one another, each company must attach a cover letter to its exhibit space application, explain the request and copy the other company.

## SHARING SPACE

Sharing of exhibit space is permitted only for divisions of the same company. Exhibitors may not sublet or assign booth spaces.

**EXHIBITOR REGISTRATION/BADGES** The following conditions have been developed by **Orthopedic Surgery Controversies 2017** for the safety and benefit of all exhibitors. Please distribute a copy of these conditions to all representatives staffing the booth and any

person involved in your company's exhibit process.

Badges are required for admission to the exhibit hall and all individuals on the exhibit floor must wear a badge at all times. All company representatives must register as exhibitors. Supplementing the badge with business cards, ribbons or company logo types is not permitted. Exhibitor badges may be made out only in the name of the company shown on the application for exhibit space. Exhibitors may not register as guests. Badges may not be traded, shared or reproduced.

## BADGE DISTRIBUTION

All badges will be distributed on-site. **It is the responsibility of the exhibiting company to distribute these badges.** Badges may not be returned to the exhibitor registration desk for employees for pick up. A badge registration form will be mailed prior to the event. Additional badges may be ordered at this time.

Badges purchased on-site may be picked up on an individual basis only and will not be released to a company representative for internal distribution.

## ADMISSION TO SCIENTIFIC SESSIONS AND INSTRUCTIONAL COURSES

Unless the room is over crowded, booth personnel may attend scientific sessions which do not require a ticket by showing their name badge to the room monitor at the entrance to the meeting room.

## CONTACT INFORMATION

All questions regarding exhibition space should be directed to: **Course Coordinator:**

**Kathryn Snell**  
**The Sports Clinic Educational Foundation**  
**Telephone: 949-632-7055**  
**Fax: (949)581-6687**  
**E-mail: k.snellrn1@gmail.com**

## RULES AND REGULATIONS

The following rules and regulations have been designed for the benefit of all exhibitors. **Orthopedic Surgery Controversies 2017** requests the full cooperation of exhibitors in their observance.

# EXHIBITOR PROSPECTUS

## ELIGIBILITY

The course sponsor reserves the right to determine the eligibility of the technical exhibit of any corporation for inclusion in this Meeting, either before or after the proper execution of the Exhibit contract.

The course sponsor reserves the right to decline or prohibit any exhibit or part thereof which, in its opinion, is not in keeping with the character and spirit of the meeting.

## SUBLETTING OF BOOTH SPACE

Exhibitors may not let, sublet or transfer the exhibit privilege or space in whole or in part without the express written consent of the course sponsor.

## DIAGNOSTIC IMAGING EQUIPMENT & LASERS

In compliance with the recommendation of the U.S. Department of Health & Human Services, exhibitors shall not demonstrate diagnostic imaging equipment using either ionizing or non-ionizing radiation (including diagnostic ultrasound). In addition, demonstrations of activated therapeutic lasers are prohibited.

## DISRUPTIVE EXHIBITS, SOUND OR MUSIC

Exhibitors that use or display noisy devices, sound producing equipment or other devices which prove objectionable to the course sponsor because of noise, odor or other disagreeable features, must agree to keep the noise and/or odor of such devices at levels determined acceptable by the course manager or be discontinued. License agreements for music covered by the American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music International (BMI), and other organizations are the sole responsibility of the exhibitor.

## FDA COMPLIANCE

All products which are not FDA approved for a particular use in humans or which are not commercially available in the U.S. will be permitted to be exhibited **only** when accompanied by the appropriate signs that indicate the device's FDA clearance status.

The following are signs which should be displayed:

- **The device is not cleared by the FDA for distribution in the United States.**
- **This device is intended to be used in the United States as described I the product's labeling.**

The signs must be easily visible and placed near the devices themselves and on any graphics depicting the device. The exhibitors shall have available at the booth a letter from the FDA which describes the allowable use status of the product or products. Exhibitors are cautioned about the FDA's prohibition on promoting cleared for marketing devices for unapproved uses.

## EXHIBIT DIMENSIONS & LIMITATIONS

All exhibits and demonstrations are to be within the bounds of the exhibiting corporation's assigned 8' x 10' exhibit space and will not interfere with aisle space.

Exhibitors should not limit or interfere with any adjacent or nearby booth in any manner. Exhibit signs, materials, or displays are limited to the assigned space and will not be permitted in any public space elsewhere in the meeting facility.

Exposed unfinished sides of the exhibit backgrounds must be draped or otherwise covered to present an attractive appearance. No part of any exhibit may span an aisle by roofing or floor covering without prior permission from the course sponsor. No part of an exhibit or its signage may be nailed, taped, or otherwise attached to columns, walls, doors, or floors in such a manner as to deface or destroy them. If the premises of the facility are defaced or otherwise destroyed by the exhibitor, its agent, or representatives, the exhibitor will be liable to the facility for the amount necessary for restoration to its previous condition.

All exhibit materials must be flame-proofed and fire resistant to conform to local fire ordinances and regulations or insurance carriers. Any exhibit or portion of exhibits which do not meet these requirements will be ordered to be dismantled and will be removed from the premises. All aisle and exits will be clear at all times. Fire stations and fire extinguisher equipment will not be covered or

# EXHIBITOR PROSPECTUS

obstructed in any manner.

No packing materials (trunks, cases) are to be left in the exhibit hall following installation of the exhibit. No packing materials are to be brought into the exhibit hall during exhibit hours.

## **FACILITY FIRE/SAFETY GUIDELINES**

All drapes, curtains, table coverings and skirts, carpet or any materials used in the exhibit must be flame retardant. Crates, packing, materials, etc. may not be stored in the exhibit hall.

No flammable liquids shall be used or admitted inside of the Hotel except by approval of the Fire Marshall.

## **SECURITY**

Hotel Security Guards will be engaged to provide protection for the overall exhibit area from the beginning of move-in to the end of move-out, but not for any particular exhibit. However, the course sponsor and Laguna Cliffs Marriott Hotel will not be held responsible for the loss or damage to exhibitor property, and urges the exhibitor to exercise precaution to discourage pilferage. Exhibitor is responsible for undertaking appropriate measures to safeguard of its equipment and property.

## **HOLD HARMLESS CLAUSE**

The exhibitor agrees to indemnify, defend and hold **Orthopedic Surgery Controversies 2017**, its official contractors, Laguna Cliffs Marriott Hotel, and their respective officers, directors, employees, representatives, agents, successors and assigns, harmless against any and all damages, claims, judgments, losses, costs and expenses that may at any time be incurred, suffered, sustained by or imposed upon **Orthopedic Surgery Controversies 2017** and or Laguna Cliffs Marriott Hotel, or their respective officers, directors, employees, representatives, agents, successors and assigns by reason of any action which may result because of or after acceptance of this application or the providing of exhibit space.

This indemnification and hold harmless agreement include but is not limited to any and all claims, damages, losses or expenses attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of such property.

## **INSURANCE**

If the exhibitor wishes to insure exhibit materials against theft, damage by fire, accident or loss of any kind, he must do so at his own expense. The course sponsor does not provide insurance for exhibitor's property.

## **MERGERS AND ACQUISITIONS**

Companies who have undergone mergers or acquisitions must notify the course sponsor in writing, providing the company name and date of completion.

## **LIABILITY**

Neither **Orthopedic Surgery Controversies 2017**, nor Laguna Cliffs Marriott Hotel, nor any respective officer, agents or employees, shall be liable for any act or omission of guards hired to patrol the Exhibit Hall; for any damage or injury caused to an exhibitor or his property occasioned by the condition of the premises or its mechanical systems; loss by theft, mysterious disappearance or damage by fire, accident, or any other case; or any other act or omission of **Orthopedic Surgery Controversies 2017**, or The Surf and Sand Hotel, and/or its officers, agents, and employees; or any damage or injury arising from any act, omission or negligence of **Orthopedic Surgery Controversies 2017** or Laguna Cliffs Marriott Hotel, or its officers, agents or employees.

Exhibitor agrees that at the conclusion of the Exhibit, Exhibitor shall surrender the space occupied in the hotel in the same condition it was in at the commencement of the move-in. Exhibitor agrees that it is responsible for the defense and payment of any and all claims, demands, and suits on account of any alleged injuries, death or other loss by individuals, or damage to property or other loss, to any party occurring in the hotel area or elsewhere because of the acts or omissions of the Exhibitor, its employees, agents, licensees, guests or contractors.

## **GIFT AND PROMOTIONAL ITEMS**

Exhibitors are permitted to distribute product samples from their exhibit booth during the meeting. Novelty items not manufactured by the exhibiting company must be submitted to the Association for review. These premiums should be items that can be used during the meeting or in the professional activities of the attendees.

# EXHIBITOR PROSPECTUS

Sat Jan 28

7:30am-12:00pm, 1:30-5:30PM

Exhibitors may not distribute adhesive backed decals or stickers, unofficial badges or company nameplates. Large shopping bags or tote bags are strictly forbidden. Small bags for distributing literature or products are acceptable.

## SELLING AND ORDER TAKING

The technical exhibits are intended primarily for informational and educational purposes through product/service displays and demonstrations.

Sales and order taking are permitted, if the transactions are conducted in an appropriate professional and business-like manner. No signage or advertising of products pricing will be allowed. The exhibiting company is responsible for permits and paying sales tax, if applicable. The course sponsor reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

## CANVASSING BY NON-EXHIBITORS

No person, firm or organization not having contracted with **Orthopedic Surgery Controversies 2017** for the occupancy of space in the Exhibition will be permitted to display or demonstrate its products, processes or services or distribute promotional materials in or on the premises of the Exhibit Hall or Laguna Cliffs Marriott Hotel. Any infringement of this rule will result in the removal of the offending person.

## SOCIAL & EDUCATIONAL FUNCTIONS SEMINARS

Exhibiting companies of the 2017 Meeting that wish to hold a social or education function must complete Industry Workshop registration forms and submit full payment no later than thirty (30) days before the Meeting.

Social or educational functions in public space will not be permitted at any other times. Invitations shall be issued only to Meeting registrants. It shall be made clear that these are unofficial functions. Any Exhibitor who violates the above agreement may be ineligible to participate in any future Meetings.

Exhibitor activities held outside the exhibition hall may **not** be scheduled during the following times:

Friday, Jan 27 7:30am-12:30pm, 1:30-5:30PM

## POLICIES AND SPECIAL NOTES FOR ADVERTISERS AND SPONSORS

1. Advertisers/Sponsors at the 2017 Meeting are limited to companies exhibiting.
2. All advertising will conform to applicable federal and state laws and regulations, specifically those promulgated by the U.S. FDA and or the U.S. Federal Trade Commission. Advertisement of any medical device not cleared for marketing by the U.S. FDA must include a statement of the device's current clearance status.
3. Advertising for meetings or other activities conflicting with the meeting hours will not be permitted.
4. Exhibiting companies advertising in programs or providing sponsorships may not claim sponsorship for the Meeting as a whole or endorsement by the course sponsor.
5. The Course Sponsor reserves the right to reject or discontinue any advertising, and such right shall not be deemed to have been waived by acceptance or actual use of any advertising matter.
6. All advertising is subject to approval of the course sponsor.
7. Camera-ready art sized to the exact dimension is expected.
8. No exhibitor shall use the name of **Orthopedic Surgery Controversies 2017** or any symbol or logo in any way expressing that the exhibitor, products or services possess the approval or endorsement of the course sponsor.

## ADVERTISING IN HOTELS

Exhibitors are not allowed to distribute fliers, handbills, invitations, magazines or other printed materials to hotel rooms of Meeting attendees without prior consent from the course sponsor.

## AMERICANS WITH DISABILITIES ACT

The Exhibitor agrees to indemnify and hold **Orthopedic Surgery Controversies 2017** harmless from all liability, fines, and penalties and reasonable attorney fees arising from any

# EXHIBITOR PROSPECTUS

failure of the exhibitor to comply with those requirements of the Americans with Disabilities Act, and any other federal, state and local laws and regulations intended to provide equal access for persons with disabilities, applicable to the exhibitor's exhibit.

## RESTRICTIONS AND RULES OF CONDUCT

Exhibits must be staffed at all times during exhibit hours.

Combustible materials, flammable liquids or gases will not be permitted. All cylinders containing compressed gases must be secured to prevent tip-over; exhibitors not complying with this regulation will not be permitted to have such cylinders in the exhibit hall. Radiologic equipment may be displayed but not operated.

Audiovisual and other sound and attention getting devices and effects will not be permitted. Noises from electrical or mechanical equipment must not interfere with nearby exhibits. Business attire must be worn by all exhibitors representatives while in the exhibit hall.

## CONTRACTOR SERVICE

Exhibitors using outside service contractors must notify the course sponsor at least 30 days prior to the Meeting and provide the names and addresses of regular and supervisory personnel who will be working in the exhibit area during installation and dismantling. Certificates of insurance for liability and workmen's compensation are required for outside contractors admitted to the exhibit hall.

## INSTALLATION & DISMANTLING

Installation of exhibits will begin at 12:00pm on Thursday, January 26, 2017. The exhibits will close at 3:30pm on Saturday, January 28, 2017. Dismantling may begin at 3:30pm. **All exhibits must be removed from the exhibit hall by 5:30 pm on Saturday, January 28, 2017.** No exhibits are to be packed or dismantled in any manner prior to the 3:30 PM dismantling time. Space not occupied by 9:00 pm on Thursday, January 21, 2017 will revert to the course sponsor for any purpose **Orthopedic Surgery Controversies 2017**, may see fit, and without any obligation on the part of **Orthopedic Surgery Controversies 2017** for a refund.

## SERVICE CONTRACTOR

In the event that a nonofficial contractor is employed, a letter indicating such must be sent by the exhibitor by December 15, 2016. The nonofficial contractor must also submit a letter of notification indicating the exhibiting company's name, by which employed, and a certificate of insurance to the course sponsor.

## CERTIFICATE OF INSURANCE

Exhibitors using the services of an independent contractor are responsible for ensuring that their contractor sends a certificate of insurance to the course sponsor by August 14, 2016.

Independent contractors who do not send a certificate of insurance by this date will not be allowed access to the exhibit floor.

The Certificate must include the following information:

1. Insured: Full Company Name & Mailing Address.
2. Date of the Meeting: January 26-28, 2017 (This includes exhibitor move-in, show dates and move-out)
3. Additional insured: **Orthopedic Surgery Controversies 2017**, Laguna Cliffs Marriott Hotel, and their respective members, officers, trustees, directors, agents, employees, contractors and assigns.
4. Liability Amounts: The certificate of insurance must provide a minimum of \$1,000,000 public liability coverage.

## DRAYAGE

Advance shipments of exhibit material must be coordinated with Laguna Cliffs Marriott Hotel, Angela Wise, 949-661-5000.

Due to the move-in schedule, exhibitors are urged to advance ship materials directly to a warehouse, or the Laguna Cliffs Marriott Hotel, if they can accommodate the materials. This will guarantee that your freight is in your booth prior to the start of the exhibit installation.

All shipments must be prepaid. Collect and C.O.D. shipments will not be accepted.

# EXHIBITOR PROSPECTUS

## Orthopedic Surgery Controversies 2017 IMPORTANT DATES

ACTION ITEM	DATE
Early Registration Closes	October 15, 2016
Application, Commercial Support Agreement and <b>full payment</b> for exhibit space due	November 15, 2016
Last day to cancel with full refund less \$100	
Notification of use of contractor and proof of insurance	
Preliminary program/Exhibitor badge form mailed	
Approval of promotional items	
Exhibitor booth personnel badge form due	November 15, 2016
Exhibitor registration & booth installation (12:00pm – 6:00pm)	January 26, 2017
Exhibits open 6:30 am	January 27, 2017
Exhibits close and dismantle at 3:30pm	January 28, 2017



# EXHIBITOR PROSPECTUS

Orthopedic Surgery Controversies 2017  
January 27-28, 2017  
Laguna Cliffs Marriott Hotel  
Dana Point, CA

**PAYMENT MUST ACCOMPANY ALL FORMS:**

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

Contact Name: \_\_\_\_\_

Street address: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Early Rate (before Oct 15, 2016)	premium location*	\$2000	_____
Early Rate (before Oct 15, 2016)	standard location	\$1800	_____
Regular Rate	premium location*	\$2150	_____
Regular Rate	standard location	\$1950	_____

\*Limited availability

(The above rates include registration for 2 representatives per booth)

Additional Representatives \_\_\_\_\_ x \$150 each

**TOTAL EXHIBITOR REGISTRATION FEES:** = \_\_\_\_\_

**If paying by CREDIT CARD please  
return registration forms to:**

The Sports Clinic Educational Foundation  
23961 Calle de la Magdalena #229  
Laguna Hills, CA 92653  
949-581-7001

**If paying by CHECK please return  
registration forms to:**

The Sports Clinic Educational Foundation  
23961 Calle de la Magdalena #229  
Laguna Hills, CA 92653  
949-581-7001

Questions Please contact Kathryn Snell: (949) 632-7055, k.snellrn1@gmail.com

# EXHIBITOR PROSPECTUS

**I. PRODUCT INFORMATION.** Please give a 25 word description of your product.

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**FDA COMPLIANCE:**

Will your exhibit contain any non-FDA approved drugs or devices?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**BOOTH SELECTION:**

We prefer not to be placed next to or across from any of the following companies: (We will do its best to accommodate requests; however, no guarantee as to this aspect of placement will be made.)

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**AGREEMENT**

Signature and submission of this application is considered agreement by the applying company and its representatives to abide by the conditions outlined in this prospectus. This includes receipt of approval from the sponsor for events held by the applicant at Orthopedic Surgery Controversies 2017 (sponsor). The signer of this application shall be the sole contact between the sponsor and the applicant company. Orthopedic Surgery Controversies 2017, its general contractor, and hotel shall not be responsible for any loss, damage or injury that may occur to the exhibitor's employees (public or other) or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract and, the exhibiting company, on signing the application expressly releases Orthopedic Surgery Controversies 2017, its employees, its general contractor and The Surf and Sand Hotel from and agrees to indemnify same against any and all claims for such loss, damage or injury. The exhibiting company agrees to defend and indemnify Orthopedic Surgery Controversies 2017, its employees, its general contractor and hotel from all claims and suits for damages of all kinds brought arising out of the display or the performance of its products.

Company Contact Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please return registration forms to:**

k.snellrn1@gmail.com

# EXHIBITOR PROSPECTUS

January 27-28, 2017  
Laguna Cliffs Marriott Hotel  
Dana Point, California

## CREDIT CARD PAYMENT FORM

Company Name:

Company Address:

Contact Name:

Credit Card Information:

Type of Credit Card:            VISA            Mastercard            American Express

Credit Card Number: \_\_\_\_\_            Expiration Date: \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Signature Authorizing Purchase: \_\_\_\_\_

Printed Name of Signor: \_\_\_\_\_

TOTAL AMOUNT AUTHORIZED:            \$ \_\_\_\_\_

**Please return registration forms and credit card payment info to:**

Orthopedic Surgery Controversies 2017  
Course Coordinator, Kathryn Snell  
The Sports Clinic Educational Foundation  
23961 Calle de la Magdalena #229  
Laguna Hills, CA 92653  
949-581-7001 FAX 949-581-6687  
Email: k.snellrn1@gmail.com