

2019 Annual Meeting  
Boston Convention and Exhibition Center • Boston, Mass.  
Sept. 16 – 21, 2019



## Meeting Suites

Due to space constraints, the 2019 Annual Meeting will have limited meeting rooms available during the day for exhibitors to use as office space at any of our contracted hotels.

As a result, meeting suites are available for exhibitors that are more cost-effective, and packages have been created in order to have a “move-in ready” space to make the planning process easier for exhibitors.

Meeting suites can accommodate activities such as:

- Staff meetings
- Business meetings
- Hospitality suite
- VIP demos
- A more private area off the main show floor for lunches, etc.

### **Additional Information**

Custom-built, hard-wall 10'x20' and 20'X20' meeting suites are available on the show floor for rental by exhibiting companies.

Suites are rented from Wednesday, Sept. 18, through Saturday, Sept. 21, allowing exhibitors four-day access to their meeting suites during show hours. Access during non-show hours will be permitted as long as a schedule is provided to AAOMS Exhibits Staff for approval prior to the Annual Meeting. All persons accessing the suites must be badged appropriately.

**STAFF-ONLY EVENTS:** Staff-only events may be offered at any time during show hours. Staff-only events also will be permitted during non-show hours if a schedule is provided to the AAOMS Exhibit Staff for approval by **Aug. 2, 2019**. **\*\*Please note:** On Wednesday, Sept. 18, staff-only events are the only type of events permitted in the meeting suites.

**ATTENDEE-INVITED EVENTS:** Exhibitors may utilize the meeting suites during show hours to accommodate business meetings and VIP demos for attendees in order to create a more private setting.

There are a limited number of meeting suites available around the perimeter of the hall. Suites will be assigned in order of receipt of completed applications to AAOMS. After the **application deadline of July 1, 2019**, all space that is currently being held for meeting suites will be released and suites will only be available if the show floor can accommodate additional offerings.



## **Package Options**

### **Package 1 – 10'X20' Unfurnished**

The rental cost for the show floor suite is \$2,700. Included in the price of the suite rental is:

- Construction of the 10x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo

### **Package 2 – 20'X20' Unfurnished**

The rental cost for the show floor suite is \$3,700. Included in the price of the suite rental is:

- Construction of the 20x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo

### **Package 3 – 10'X20' Furnished**

The rental cost for the show floor suite is \$4,700. Included in the price of the suite rental is:

- Construction of the 10x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo
- (1) 6' conference table
- (1) 6' skirted table (for food and beverage)
- (6) contemporary side chairs
- (1) wastebasket
- (1) 5A electrical power drop

### **Package 4 – 20'X20' Furnished**

The rental cost for the show floor suite is \$5,700. Included in the price of the suite rental is:

- Construction of the 20x20 suite by GES
- 8' high hard wall with standard panels and locking door
- Carpet
- Sign with company name and logo
- (1) 6' conference table
- (1) 6' skirted table (for food and beverage)
- (6) contemporary side chairs
- (1) wastebasket
- (1) 5A electrical power drop

**\*\* Please note: Any additions or changes to the package options are the responsibility of the Exhibitor in terms of cost and coordination with GES.**

*Exhibitor regulations apply to all exhibitor show floor suites.*

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## **Meeting Suite Application**

*Application Deadline: July 1, 2019*

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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

Onsite Contact \_\_\_\_\_ Onsite Cell Phone \_\_\_\_\_

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

Package Option Selection \_\_\_\_\_

Signature \_\_\_\_\_

Questions:  
[exhibitor@aaoms.org](mailto:exhibitor@aaoms.org)

Email completed application to:  
Valerie Wolf, MS, CEM  
Exhibits Manager  
[vwolf@aaoms.org](mailto:vwolf@aaoms.org)

### **Payments**

Payment is due upon receipt of invoice.