



# **AAGL** 2022

## *51st* GLOBAL CONGRESS ON MIGS

**DECEMBER 1-4, 2022** | Gaylord Rockies Resort and Convention Center | Aurora, CO

## **EXHIBITOR PROSPECTUS**

Experience AAGL22—the global event where surgeons, industry, and educators come together to continue to improve women's healthcare

**CONGRESS.AAGL.ORG**

**AAGL** 714-643-6184 | 800-554-2245 x233 | [hbradford@aagl.org](mailto:hbradford@aagl.org)  
**SPARGO** 703-631-6200 | 800-564-4220 | [aaglexhibits@spargoinc.com](mailto:aaglexhibits@spargoinc.com)

# DISSEMINATION OF MIGS CARE: IMPROVING ACCESS FOR ALL

As the Scientific Program Chair, it is my honor to invite you to exhibit at the 51<sup>st</sup> Global Congress of Minimally Invasive Gynecology in beautiful Aurora, Colorado, December 1-4, 2022.

Every year the AAGL Global Congress provides the advanced education and role modeling needed to become better surgeons while providing the most up-to-date, best practices to keep us on a growth trajectory. It is through your participation that our surgeons can assess the latest technology and practices of our global community of MIGS surgeons, thereby, achieving our goal of improving care for our patients.

Through our combined wealth of experience, we are best positioned to identify ways to improve access to quality MIGS care to all women, including those in underserved populations. It is this thought process that inspired the theme for this year's Congress: Dissemination of MIGS Care: Improving Access for All.

Our program has been thoughtfully designed to include education on all modalities of MIGS access, including low-cost vaginal surgery, vNOTES, hysteroscopy, laparoscopy, and robotics. We will also explore disparities in access to care during our very popular AAGL MED Talks.

This is a Congress you won't want to miss. Along with the focus on our theme, it is packed with high-quality, cutting-edge training through PG courses, riveting panels, stimulating MED Talks, and progressive live surgeries. I invite you to join me, your colleagues, and industry partners from around the world at the premier MIGS event of the year!

Secure your participation today, I look forward to seeing you there!

**Andrew I. Sokol, MD**  
AAGL Vice-President

*Dr. Sokol is the AAGL SPC Chair, AAGL Vice-President, Professor of Ob/Gyn and Urology at Georgetown University School of Medicine and a surgeon in the Section of Female Pelvic Medicine and Reconstructive Surgery at MedStar Washington Hospital Center in Washington, DC.*

## ACCESS & ENGAGE

- Branding Opportunities
- Corporate Sponsorships
- Dedicated Daily Exhibit Hall Hours
- Exhibit Hall Product Theaters
- Exhibit Hall Welcome Reception
- Exhibitor Presentations
- General Session and Live Surgery Support
- Labs
- Private Meeting Rooms
- Virtual Poster Presentations



[WEBSITE](#)

[FLOOR PLAN](#)

[RESERVE A BOOTH](#)

[TERMS &  
CONDITIONS](#)

# ABOUT AAGL

AAGL is the largest medical society focused on gynecologic surgery, with an international membership of over 7,100 physicians and healthcare providers committed to advancing minimally invasive gynecologic surgery (MIGS). AAGL's Annual Global Congress is the premier scientific program that provides the world's finest gynecologic surgeons with the latest education and best practices in MIGS.

## MISSION

Focused on the ultimate goal of improving patient care in gynecologic medicine, AAGL recognizes that surgical gynecologists and other clinicians require lifelong learning. The AAGL provides a variety of educational activities to ensure our members achieve this goal.

## VISION

The AAGL vision is to serve women by advancing the safest and most efficacious diagnostic and therapeutic techniques that afford less invasive treatments for gynecologic conditions through the integration of clinical practice, research, innovation, and dialogue.



[AAGL WEBSITE](#)

**CONTACT US FOR MORE INFORMATION ON YOUR PARTICIPATION IN AAGL22!**



## AAGL CORPORATE RELATIONS

**Heather Bradford**  
Account Executive  
AAGL  
714-643-6184  
[hbradford@aagl.org](mailto:hbradford@aagl.org)

## EXHIBIT AND SPONSORSHIP SALES

**Craig Baker**, Director of Sales  
(Companies A-L)  
SPARGO, Inc.  
703-679-3942  
[aaglexhibits@spargoinc.com](mailto:aaglexhibits@spargoinc.com)

**Jazelle Harvey**, Account Manager  
(Companies M-Z)  
SPARGO, Inc.  
703-679-3949  
[aaglexhibits@spargoinc.com](mailto:aaglexhibits@spargoinc.com)

[WEBSITE](#)

[FLOOR PLAN](#)

[RESERVE A BOOTH](#)

[TERMS & CONDITIONS](#)



# GAIN ACCESS TO THE GLOBAL GYNECOLOGIC SURGERY COMMUNITY

AAGL22 is the meeting place for you to engage, build, and promote your company as a partner in advancing women's surgical health. Since 1971, AAGL has developed into the most advanced global community of professionals, fellows, residents, and industry partners and by integrating their expertise with the most current technology in MIGS, have made immeasurable advancements in women's health across the globe. Join us as our international and domestic experts reconvene to share their knowledge and experiences to continue this legacy of excellence.

## WHAT'S HAPPENING IN THE EXHIBIT HALL

- Welcome Reception
- Continental Breakfast, Beverage Breaks and Themed Lunches
- Exhibitor Presentations (Booth Talks)
- On Floor Private Meeting Rooms
- Product Theaters (Morning and Afternoon)
- Virtual Poster Presentations
- AAGL Booth and Store
- Daily Giveaways
- Headshot Booth
- Essentials in MIGS (EMIG) and Lab Demonstrations

## AAGL21 STATS

**1,994+**

Total Attendees

**1,752**

Professional Attendees

**141**

Fellows

**292**

Residents

**64**

Countries Represented

**263**

Posters

**7**

General Sessions and Live Surgeries

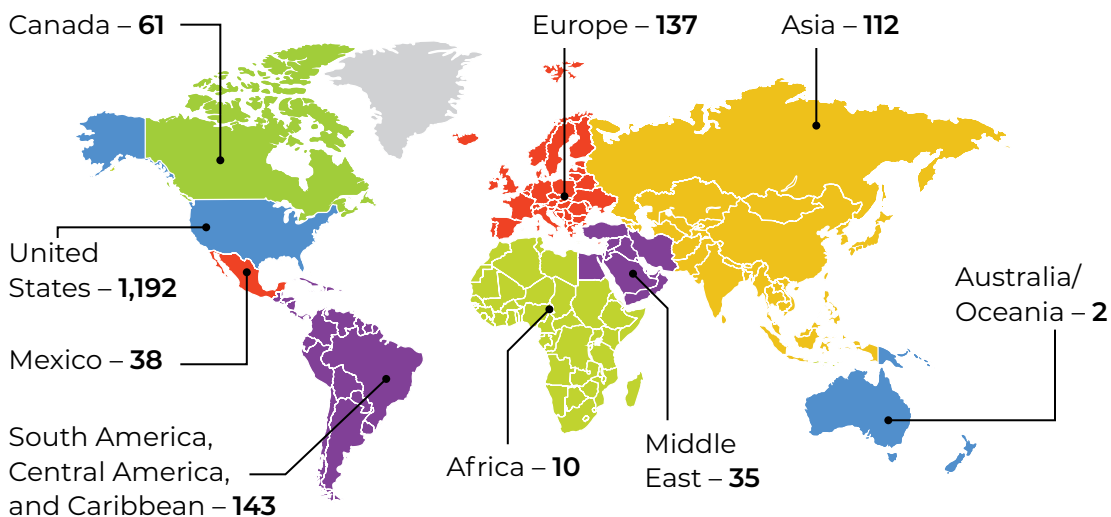
**4**

Labs

**16**

Didactic Post-Graduate Courses

## GEOGRAPHIC BREAKDOWN



## TOP EXHIBITOR INDUSTRIES

- Hysteroscopy
- Laparoscopic Instruments
- Medical Aesthetics
- Non-Profit Organizations/Associations
- Pharmaceuticals
- Physician Recruiting
- Research Organizations
- Robotic Surgery
- Surgical Supplies
- Training/Simulation
- Vaginal Rejuvenation

## TOP ATTENDEE INTERESTS

- In-office Hysteroscopy
- Laparoscopic Surgery
- Pharmaceuticals
- Robotic Surgery
- Surgical Simulation
- Vaginal Surgery

**To learn more about becoming an exhibitor contact:**

800-564-4220 | 703-631-6200

[aaglexhibits@spargoinc.com](mailto:aaglexhibits@spargoinc.com)

**Corporate Sponsorships:**

714-643-6184 | [hbradford@aagl.org](mailto:hbradford@aagl.org)  
[congress.aagl.org](http://congress.aagl.org)

WEBSITE

FLOOR PLAN

RESERVE A BOOTH

TERMS & CONDITIONS



## SCHEDULE-AT-A-GLANCE

This year we are inviting our delegates to jump start their days with our Industry Partners in the Exhibit Hall with breakfast, Product Theaters, giveaways, and engaging conversations to prepare them for the day ahead.

[VIEW CURRENT SCHEDULE](#)

Wed., November 30 FMIGS Day	Thurs., December 1 PG Day/Congress Day One	Fri., December 2 Congress Day Two	Sat., December 3 Congress Day Three	Sun., December 4 Congress Day Four
Registration Open				
FMIGS Boot Camp (All Day)	PG Labs/Didactics until 5pm	Breakfast and Product Theaters in Exhibit Hall		
		General Session II	General Session IV	Closing General Session
		Morning Concurrent Sessions	Morning Concurrent Sessions	Morning Concurrent Sessions
FMIGS Lunch	Lunch Roundtables	Lunch and Product Theaters in Exhibit Hall		Congress Adjourns
		Afternoon Concurrent Sessions	Afternoon Concurrent Sessions	
	General Session I	General Session III	General Session V	
		Industry Hosted Evening Symposia	Industry Hosted Evening Symposia	
FMIGS Graduation (By Invitation)	Welcome Reception in Exhibit Hall	Foundation Karaoke Event Open to All		
After Hours Lounge	After Hours Lounge	After Hours Lounge	Presidential Gala (Ticketed Event)	

*Schedule as of 7/28/22 and subject to change.*

[WEBSITE](#)

[FLOOR PLAN](#)

[RESERVE A BOOTH](#)

[TERMS &  
CONDITIONS](#)

# EXHIBITOR INFORMATION

## VENUE

**Gaylord Rockies Resort and Convention Center**  
6700 North Gaylord Rockies Boulevard  
Aurora, CO 80019

## EXHIBIT SPACE RATES

<b>Inline Space:</b>	\$43.50 per sq. ft.
<b>Island Space:</b>	\$47.00 per sq. ft.
<b>Inline Corner Fee:</b>	\$500 per open corner
<b>Exhibit Hall</b>	\$48.00 per sq. ft.
<b>Meeting Room:</b>	



## EXHIBIT SPACE INCLUDES:

- 8' draped back wall and 3' draped side walls (inline only)
- Company identification sign (inline only)
- Access to Plenary Sessions, Poster, and Podium Sessions

- Exhibitor listing online, in printed Final Program, and on the mobile app
- 1 - Box lunch per day for every 100 sq. ft.
- 5 - Exhibitor badges per 100 sq. ft.
- 24-hour perimeter security service (private in-booth security excluded)

# EXHIBITOR SCHEDULE

<b>Tuesday, November 29</b>	Large Booth Move-In (20'x20'+)	8:00 am – 5:00 pm
<b>Wednesday, November 30</b>	All Exhibitor Move-In	8:00 am – 5:00 pm
<b>Thursday, December 1</b>	Continued Move-In	8:00 am – 5:00 pm
	<b>Welcome Reception</b>	<b>6:30 pm – 8:30 pm</b>
<b>Friday, December 2</b>	<b>Exhibit Hall Open</b>	<b>7:45 am – 2:30 pm</b>
	Product Theaters #1 – 2	8:00 am – 8:45 am
	Product Theaters #3 – 4	1:00 pm – 1:45 pm
	Evening Symposia	6:15 pm – 7:45 pm
<b>Saturday, December 3</b>	<b>Exhibit Hall Open</b>	<b>7:45 am – 2:30 pm</b>
	Product Theaters #5 – 6	8:00 am – 8:45 am
	Product Theaters #7 – 8	1:00 pm – 1:45 pm
	Exhibitor Move-Out	2:30 pm – 5:00 pm
	Evening Symposia	6:15 pm – 7:45 pm
<b>Sunday, December 4</b>	<b>Exhibitor Move-Out</b>	<b>8:00 am – 5:00 pm</b>

*Schedule subject to change*

[WEBSITE](#)[FLOOR PLAN](#)[RESERVE A BOOTH](#)[TERMS & CONDITIONS](#)

# CORPORATE SPONSORSHIP

Take advantage of increased exposure and additional benefits by becoming an AAGL22 Corporate Sponsor. New this year, sponsorship levels will be awarded to exhibitors based on their total spend for the 2022 AAGL Global Congress, including exhibit space.

## PLATINUM \$95,000 +

- 50 Priority Points towards 2023 booth space selection
- Recognition as a Corporate Sponsor with logo on the 2022 AAGL Global Congress website home page, Exhibit Hall entrance meter board, Virtual Posters, and in the 2022 AAGL Global Congress Final Program
- Company logo included in online company profile and online and printed floor plan booth (20'x20'+)
- Leveled icon recognition on online Exhibitor List
- President's Circle: 2 Executive invitations to exclusive AAGL Leadership Reception and 4 tickets to Presidential Gala
- 1 - Full-page color advertisement in Final Program
- 1 - Mobile App push notification per day
- 8 - Additional box lunch tickets per day
- 2 - Complimentary AAGL Annual Memberships with reduced price of \$175 for each additional company membership
- 1 - Additional item from the following options:
  - ▶ Pre-registration attendee list
  - ▶ 30-second Spotlight Video commercial
  - ▶ 1 - NewsScope Product Spotlight advertisement
  - ▶ 1 - Email blast to membership list (Exclusive to Platinum package)

## GOLD \$70,000 – \$94,999

- 35 Priority Points towards 2023 booth space selection
- Recognition as a Corporate Sponsor with logo on the 2022 AAGL Global Congress website home page, Exhibit Hall entrance meter board, Virtual Posters, and in the 2022 AAGL Global Congress Final Program
- Company logo included in online company profile and online and printed floor plan booth (20'x20'+)
- Leveled icon recognition on online Exhibitor List
- President's Circle: 2 Executive invitations to exclusive AAGL Leadership Reception and 2 tickets to Presidential Gala
- 6 - Additional box lunch tickets per day
- 1 - Complimentary AAGL Annual Membership with reduced price of \$175 for each additional company membership
- 1 - Additional item from the following options:
  - ▶ Pre-registration attendee list
  - ▶ 30-second Spotlight Video commercial
  - ▶ 1 - NewsScope Product Spotlight advertisement

## SILVER \$45,000 – \$69,999

- 25 Priority Points towards 2023 booth space selection
- Recognition as a Corporate Sponsor with logo on the 2022 AAGL Global Congress website home page, Exhibit Hall entrance meter board, Virtual Posters, and in the 2022 AAGL Global Congress Final Program
- Company logo included in online company profile and online and printed floor plan booth (20'x20'+)
- Leveled icon recognition on online Exhibitor List
- 2 - Tickets to Presidential Gala
- 4 - Additional box lunch tickets per day
- 1 - Complimentary AAGL Annual Membership with reduced price of \$175 for each additional company membership
- 1 - Additional item from the following options:
  - ▶ 15-second Spotlight Video Commercial
  - ▶ 1 - Bag insert in the official Global Congress doctor's bag

## BRONZE \$20,000 – \$44,999

- 10 Priority Points towards 2023 booth space selection
- Recognition as a Corporate Sponsor with logo on the 2022 AAGL Global Congress website home page, Exhibit Hall entrance meter board, Virtual Posters, and in the 2022 AAGL Global Congress Final Program
- Company logo included in online company profile and online and printed floor plan booth (20'x20'+)
- Leveled icon recognition on online Exhibitor List
- 1 - Ticket to Presidential Gala
- 2 - Additional box lunch tickets per day
- 1 - Complimentary AAGL Annual Membership with reduced price of \$175 for each additional company membership



# TAKE YOUR PARTICIPATION TO THE NEXT LEVEL

Keeping your name and message in front of AAGL22 attendees will play a huge role in your success during the Congress and beyond. Make an impression through the Promotional Opportunities that have been designed to maximize your investment, increase your exposure, and drive booth traffic.

## Gaylord Resort & Convention Center

Key Branding Opportunities \$2,000 – \$25,000

## Print/Digital Advertising

Room Drops \$5,000

Dr. Bag Inserts \$1,850

Final Program Full Page Ad \$3,000 - \$5,000

Spotlight Videos \$1,500

NewsScope Spotlight Ad-  
Congress Edition \$3,500

## Meetings & Lab Space

Business Meeting Rooms in  
the Convention Center  
(half & full days available) \$1,500 & \$3,000

Exhibit Hall Private Meeting  
Rooms \$48.00 per sq. ft. \$4,800+

## Industry Sponsored Events

[Breakfast & Luncheon](#) \$10,000

[Product Theaters](#)

[Evening Symposia](#) \$30,000

## Flagship Sponsorship Opportunities

Wellness Zone Sponsorship \$20,000

After Hours Lounge  
Sponsorship \$5,000

Foundation Karaoke  
Sponsorship \$5,000

Presidential Gala Sponsorship \$30,000

*Offerings and pricing subject to change.*

**If you have any other ideas to promote your presence we want to hear them! Feel free to reach out to us with your suggestions.**



**CONTACT US FOR MORE  
INFORMATION ON YOUR  
PARTICIPATION IN AAGL22!**



## AAGL CORPORATE RELATIONS

**Heather Bradford**

Account Executive

AAGL

714-643-6184

[hbradford@aagl.org](mailto:hbradford@aagl.org)



## EXHIBIT AND SPONSORSHIP SALES

**Craig Baker**, Director of Sales

(Companies A-L)

SPARGO, Inc.

703-679-3942

[aaglexhibits@spargoinc.com](mailto:aaglexhibits@spargoinc.com)

**Jazelle Harvey**, Account Manager

(Companies M-Z)

SPARGO, Inc.

703-679-3949

[aaglexhibits@spargoinc.com](mailto:aaglexhibits@spargoinc.com)

WEBSITE

FLOOR PLAN

RESERVE A BOOTH

TERMS &  
CONDITIONS



# EXHIBITOR LOYALTY PROGRAM

2023 AAGL Global Congress exhibit space selection appointments will be assigned based on a Priority Point system. AAGL 2022 exhibitors earn Priority Points based on the following criteria. Total points will be added to the previous point total each year.

## EXHIBIT HISTORY

- One (1) Priority Point for each year a company purchases exhibit space since 1983. History points for 2020 were credited based on purchases for the 2020 virtual meeting.

## EXHIBIT SPACE AND MEETING ROOMS

- Two (2) Priority Points per 100 sq. ft. of exhibit space and meeting rooms purchased for the 2022 Global Congress.

## CORPORATE SPONSORSHIP

- Ten (10) Priority Points for becoming a Bronze Corporate Sponsor for the 2022 Global Congress.
- Twenty-Five (25) Priority Points for becoming a Silver Corporate Sponsor for the 2022 Global Congress.
- Thirty-Five (35) Priority Points for becoming a Gold Corporate Sponsor for the 2022 Global Congress.
- Fifty (50) Priority Points for becoming a Platinum Corporate Sponsor for the 2022 Global Congress.

## PROMOTIONAL OPPORTUNITIES

- One (1) Priority Point for every \$1,500 spent on Promotional Opportunities for the 2022 Global Congress.

## 2022 EXHIBITOR ROOM BLOCK

- Four (4) Priority Points for reserving hotel rooms in the Exhibitor Room Block.

The AAGL Priority Point system is calculated by totaling all points earned by each company. Companies are ranked by their total points and are scheduled for appointments. Priority Points will be calculated for the company name stated



on the exhibitor contract. If companies are in the same corporate family, have since merged or been acquired, the AAGL exhibits team must be notified in writing and the resulting company may choose to use the highest points of any of the referenced companies. Points will not be combined. Total points accrued are wiped out if company misses three years in a row (starting in 2021).



## MARK YOUR CALENDAR FOR AAGL23!

**52nd Global Congress on MIGS | November 5-9  
Nashville Music City Center | Nashville, TN**

[WEBSITE](#)[FLOOR PLAN](#)[RESERVE A BOOTH](#)[TERMS &  
CONDITIONS](#)

# 51<sup>ST</sup> AAGL GLOBAL CONGRESS ON MIGS TERMS & CONDITIONS

## 1. Purpose

The objective of the 51<sup>st</sup> AAGL Global Congress on Minimally Invasive Gynecologic Surgery (MIGS) is to further American Association of Gynecologic Laparoscopists (AAGL) objectives by providing a forum through exhibits and technical panels. Exhibitors are limited to firms, organizations, and agencies whose exhibits are in harmony with the purpose of this Exposition.

## 2. Location of Exhibits

The Exposition will be held in Aurora Ballroom, Ballroom Corridor and Exhibit Hall 1 of the Gaylord Rockies Resort & Convention Center.

## 3. Subleasing

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of AAGL shall, in all instances, be final with regard to use of exhibit space.

## 4. Occupancy Default

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AAGL, and re-allocated or reassigned for such purposes or use AAGL may see fit.

## 5. Eligibility

AAGL has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

## 6. Cancellation or Change of Exposition

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AAGL or its agents, the Exposition may be cancelled or moved to another appropriate location or changed to solely digital exhibits via a digital meeting, at the sole discretion of AAGL. AAGL shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AAGL. Causes for such action beyond the control of AAGL shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease for any reason, disruptions to or loss of internet services, for any reason regardless of cause or other termination by the Gaylord Rockies Resort & Convention Center, municipal, state or federal laws, or act of God.

Should AAGL terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AAGL and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AAGL through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## Payments, Refunds and Cancellation by Exhibitor

All exhibit space and sponsorship items must be paid in full prior to move-in. Exhibitors with outstanding balances will not be permitted access to the Exhibit Halls or freight docks or begin the installation of their exhibits. Badges will also be withheld until full payment has been received.

## Payment Policy:

- a. 50 % deposit payment due:
  - i. February 15, 2022...50% due for applications submitted prior to February 15, 2022.
  - ii. With application when submitted between February 15, 2022 and August 3, 2022
- b. 100 % payment due with application after August 3, 2022.

AAGL requires payment in full no later than August 4, 2022. Failure to make payments does not release the contracted or financial obligation of Exhibitor.

In the event of cancellation by an exhibitor, AAGL shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

February 15, 2022 through August 3, 2022, 50% of the total booth space rental is due.  
After August 3, 100% of total booth rental space rental fee is due.

AAGL Exposition Management (SPARGO, Inc.) must receive written notification of the cancellation. Date cancellation notice is received by AAGL will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, AAGL reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

In addition to the above cancellation penalties, should Exhibitor cancel within 60 days prior to the first move-in day Exhibitor may be assessed fees incurred by AAGL to cover the booth area and convert it to a lounge area. Cancellation of exhibit space

includes cancellation of registration allotted with exhibit space. Note that any exhibiting company that cancels exhibit space BEFORE it has made full payment is liable for full payment of the original cost of the total exhibit space less any applicable refunds as explained herein. Appropriate payment must be received within 15 days of cancellation.

### **8. Service Contractor & Exhibitor Service Kit**

Industrial exhibitors will be furnished, without extra charge, a standard display equipment booth, which includes: 8 ft. high draped back wall; 3 ft. high draped side rail; and a booth identification sign (11"x17") stating the exhibitor's company name and booth number. A link to the Exhibitor Services Kit will be available on the AAGL exhibitor website. Please contact SPARGO, Inc. regarding any special needs.

### **9. Limitation of Liability**

Exhibitor agrees to make no claim for any reason whatsoever against AAGL, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AAGL. The exhibitor is solely responsible for his own exhibition material and products and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the Exhibit Hall. AAGL shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents, representatives or personal property.

### **10. Exhibitor Insurance**

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name the AAGL, SPARGO, Inc., Gaylord Rockies Resort & Convention Center and the General Service Contractor as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to SPARGO, Inc. (AAGL Exposition Management) at least 30 days prior to the start date of the meeting, November 1, 2022. Insurance forms must be submitted through the online portal of the Exhibitor Resource Center.

Companies from outside the US and Canada may provide a written statement of their insurance coverage from their insurance broker. Companies that are self-insured or government agencies may provide a written statement of their self-insured status.

### **11. Exhibitor Appointed Contractor**

All exhibitors using a contractor/ vendor who is not a Global Congress Official Vendor will be required to submit a Notification of intent to Use an EAC Forms to the General Service Contractor along with the EAC's Certificate of Liability Insurance. This information can be found in the General Service Contractor Kit, included in the Exhibitor Service Manual. This information should be submitted no less than 30 days prior to the first day of move-in.

### **12. Union Labor**

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

### **13. Installing, Exhibiting, Dismantling**

Hours and dates for installing, exhibiting, and dismantling shall be those specified by AAGL. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AAGL.

In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits and for material handling within the Show. The handling, placing, or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person and can be accomplished within thirty (30) minutes, may be performed by the owner or company representative. The General Service Contractor's Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as they will have priority at the unloading area at all times. Union jurisdiction allows hand-carried items only and will not permit exhibitor's use of dollies, hand trucks, or pushcarts. Electrical installation must conform to Union rules and regulations and to all national, state and local codes. All exhibitor's decorating materials, furniture, signs and equipment must conform to national, state, and local fire and safety codes. The use of open flames or butane gas is strictly prohibited. The dismantling of exhibits begins upon closing on the final day of the Exhibit Hall. Dismantling an exhibit or packing of equipment or literature prior to move-out is not permitted. To avoid damage to equipment or display materials, exhibitors should remain with the equipment until crates are returned and materials packed. All crates must be packed and labeled for outbound shipment.

### **14. Damage to Property**

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

## 15. Obstruction of Aisles or Booths

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by AAGL.

## 16. Speakers at Booths

AAGL will allow clinical presentations and live telesurgery from exhibit booth locations; however, these presentations will only be allowed for exhibitors with at least a 20' x 20' exhibit booth. These presentations may only be held during the refreshment breaks and luncheons. Amplification of the presenter is allowed; however, we request that you keep the volume at a comfortable level for your neighboring exhibitors.

## 17. Booth Height Regulations

### a. Linear Booth Exhibits

Linear exhibit booths are 100 feet square (10' x 10') and consist of 8 feet high backdrapery and 36 inches high side dividers mounted on aluminum tubular frames. The maximum height of a linear booth is 8ft. but only in the rear half of the booth. Solid construction over 4 feet high must be a minimum of 5 feet back from the aisle.

Exposed unfinished sides of the exhibit must be draped to present an attractive appearance. Hanging signs are not permitted. All linear booths are identified with a booth sign, including company name, and booth number affixed on the back wall.

### b. Island Booth Exhibits

An island exhibit is an open area of exhibit space with aisles on all four sides. Island booths are 20' x 20' or larger. Island exhibits must provide for accessibility from all four aisles. The height restriction for island booths is 24 feet for the booth structure(s). Multi-level booths are strictly prohibited. Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The ceiling height at the Convention Center ranges from 28–36 feet. The Healthcare Convention and Exhibitors Association (HCEA) rules should be followed (see [www.hcea.org/hcea-guidelines-and-best-practices](http://www.hcea.org/hcea-guidelines-and-best-practices)).

Exhibitors who wish to construct an island booth that will be 400 square feet or larger are required to submit a digital drawing, rendering, or architectural plans to AAGL, Exhibition Management, through the online AAGL Exhibitor Resource Center, for approval by **Monday, October 17, 2022**. Any changes that occur after initial submission must be resubmitted to AAGL Exposition Management for approval prior to the meeting. Floor plans for every island booth are required to ensure that AAGL rules and regulations are followed and provide AAGL with the ability to resolve potential issues before show-site. Floor plans should be drawn to scale and include all exhibit components and their dimensions. If floor plans are not submitted by the date indicated above, and the booth's construction is determined to be in violation of booth restrictions, AAGL has the right to prohibit assembling of the booth.

Island exhibits are subject to show site review and modification where necessary, at the Exhibitor's expense.

Aisles may not be obstructed due to any activities within the booth:

- a. Counters must be a minimum of one foot in from all aisles.
- b. Demonstration areas are required to be placed a minimum of five feet in from the aisles.

Exhibitors are responsible for monitoring attendance to prevent aisle congestion. Demonstrations will be limited or eliminated in situations where overflow continues to be a problem. No drapery or identification sign is provided for island booths. All booths are identified with a booth number label that is affixed on the aisle carpet.

## 18. Floor Loading

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the Exhibit Hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

## 19. Americans with Disability Act (ADA)

To comply with the ADA, exhibitors should make every effort to accommodate attendees who are handicapped. The exhibit should be installed according to HCEA guidelines and may not project beyond the space allotted, obstruct the view of, or interfere with other exhibits. AAGL reserves the right to request modifications, at the exhibitor's expense, of any display that does not comply with these guidelines.

## 20. Flammable Materials

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

## 21. Lotteries or Contests

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from AAGL.

## 22. Noise and Odors

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. AAGL shall have sole discretion in determining what is noisy, obstructive or objectionable.

## 23. Speakers at Booths

The AAGL will allow clinical presentations and live telesurgery from exhibit booth locations; however, these presentations will only be allowed for exhibitors presenting at least a 20' x 20' exhibit. These presentations may only be held during the refreshment breaks and luncheons. Amplification of the presenter is allowed; however, we request that you keep the volume at a comfortable level for your neighboring exhibitors.



## **24. Music and Videos**

Any exhibitor using music or videos must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AAGL is not responsible for any licensing fees for music played in exhibitor's booth. You may contact the AAGL office for further information. At no time should music or videos be played at a level that interferes with the activities of exhibit companies in your area. Music videos or poster/pictures containing sexually explicit or vulgar language or acts are strictly prohibited. The AAGL reserves the right to determine what is appropriate regarding music, music volume, videos, and posters/pictures.

## **25. Recording**

Video- and audio-recording of sessions by congress attendees is strictly prohibited. Registration, attendance, or participation in AAGL 2022 meetings, Congress, and other activities constitutes an agreement that allows AAGL to use and distribute your image or voice in all media. If you have questions about this policy, please visit the AAGL Registration Counter.

## **26. Attendance**

Admission policies shall remain, at all times, the prerogative of AAGL, and may be revised or amended to suit unforeseen conditions.

## **27. Booth Personnel**

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by AAGL at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. AAGL reserves the right to restrict or limit the number of booth representatives. All exhibits are required to have personnel present during designated Exhibit Hall hours, including Welcome Reception on December 1, 2022, 6:30 pm – 8:30 pm.

## **28. Badges**

All representatives of exhibiting firms must register and wear an official exhibitor's badge for admission to and while in the Exhibit Hall, as well as for admission to the General Sessions, Plenary Sessions, Poster and Podium Sessions. Company badges will not be accepted in lieu of the official meeting badge once the show opens. An Exhibitor's Badge Registration form will be available on the AAGL website. Each exhibition company will receive 5 complimentary badges for every 100-sq. ft. of booth space purchased. There will be a charge of \$35.00 per person for additional badges, badges printed on site and/or replacement badges. Any badges reprinted due to error by AAGL staff will be free of charge. It is against the AAGL's policy for exhibitors to lend their badges to anyone.

## **29. Children**

For the protection of your children and to maintain the scientific nature of the Exhibit Hall, no one under the age of 18 will be allowed in the Exhibit Hall during installation and dismantle. Children under the age of 16 are allowed in the Exhibit Hall during Exhibition hours only if accompanied by an adult. No one under the age of 16 is allowed into the Congress sessions and workshops.

## **30. Electrical Safety**

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

## **31. Use of Space**

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

## **32. Attendee Lead System**

AAGL will provide a contact for the lead retrieval system for use in the Exhibit Hall. Information on how to sign up for the lead retrieval system will be provided in the Exhibitor Service Manual that will be posted on the AAGL Exhibitor website.

## **33. Selling of Products & Services**

Sales are permitted provided that all transactions are conducted in a manner consistent with the professional nature of the exhibits. AAGL reserves the right to restrict sales activities that it deems inappropriate. It is the responsibility of the exhibitor to secure any licenses, permits, and/or identification numbers required by the local and state government to sell their products.

No organization or their representative may display, demonstrate, or distribute their products and/or services in any location other than their designated exhibit booth. Companies who have been approved to host exhibitor sponsored events or who are participating in the Exhibit Hall Buyer's Guide (formerly the Convention Bag Insert) program may use these vehicles to promote their products/services.

## **34. Survey and Questionnaires**

Exhibiting companies wishing to ask meeting attendees to complete a survey/questionnaire for marketing research or analysis purposes must not provide any monetary compensation for completing the survey/questionnaire. A modest gift, in accordance with the AdvaMed Code of Ethics, may be given for completing the survey/questionnaire. All meeting attendees must be allowed to complete the survey if they so desire and an exhibitor may not deny an attendee from participating in a survey/questionnaire based on age, sex, race, or any other reason.

## **35. Usage of the AAGL Name**

The use of AAGL's name, insignia, association logo, annual meeting logo, or other identifying marks of AAGL may not be used in signs, advertising, or promotions in any media or on descriptive product literature without the express written permission of AAGL.

## **36. Display**

AAGL shall have full authority for approval or arrangement and appearance of items displayed. AAGL may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to AAGL for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfin-

ished at twelve noon of the day before the scheduled opening of the show, AAGL shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.

### **37. Security**

As noted under Liability, AAGL, SPARGO, Inc. and the Gaylord Rockies Resort & Convention Center will not be responsible for any damage, theft, or loss of any kind. AAGL will, however, provide general perimeter security on a 24-hour basis, beginning on November 30 and ending on December 6. Companies requiring additional security at their booth may do so at their own expense by contacting the AAGL office to obtain the name of the official security company for the event.

### **38. Food and Beverage Services**

The Gaylord's Catering Department is the exclusive provider of all food and beverage services at the Gaylord Rockies Resort & Convention Center. Exhibit companies and guests are prohibited from bringing any food and beverage into the convention center from outside sources without the prior written permission from the convention center. Popcorn and nuts of any kind are not permitted in the Exposition Hall. The dispensing, distribution, or use of alcoholic beverages in the Exposition Hall is prohibited without the express prior approval of AAGL.

### **39. Hotel Reservations**

On occasion, company representatives have questioned the housing procedures of most organizations. In selecting the location of our Global Congress, the AAGL reserves rooms to include our members, and exhibit company representatives. We commit to the hotel(s) that the rooms we reserve will be utilized. While our attendees can make their individual room reservations directly with the hotel(s), it is more complicated when blocks of rooms are requested. We realize that as a company you may have many representatives attending the meeting, and that the actual number is difficult to determine in advance. What we have found in the past is that some companies will block an excess of rooms and cancel them just prior to the meeting. This causes the following problems: 1) our room block fills quickly with physician reservations and exhibitor blocks, leaving other attendees to look for space at other hotels; and 2) excess exhibit blocks are then canceled prior to the meeting and we have not met our obligation to the hotel(s).

The AAGL expects your company representatives to book their accommodations at the hotel(s) that will be provided upon confirmation. We are interested in working with each individual company to ensure that your housing needs are met. We will allocate rooms to each company from our room block as accurately as possible using prior history as our guide. An Exhibitor Housing Form will be available on the AAGL website by mid-August. All requests for housing must be sent to the hotel(s) with a copy to AAGL at [hbradford@aagl.org](mailto:hbradford@aagl.org). By working together to monitor the hotel room requests, hopefully, we can alleviate imposing penalties.

### **40. Exhibitor Disputes & AAGL**

Exhibitors agree that any legal disputes, suits, or actions between AAGL and an exhibitor resulting from the participation in the exhibition or related activities of the AAGL Global Congress will be governed by the laws of the state of California.

### **41. Proper Attire**

All exhibitors and their agents are expected to dress and conduct themselves in a professional manner at all times.

### **42. Product/Service Displays**

To maintain the aesthetic appeal of the meeting, exhibit booths must be free of debris. AAGL reserves the right to order porter service at the exhibitor's expense if it creates an unsafe or unprofessional environment, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. Non-professional products or services are not to be displayed.

### **43. Investigational, Pre-Approved & Off-Label Products**

Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses.

Any product not FDA-approved for a particular use or not commercially available in the U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.

### **44. No Smoking Policy**

The AAGL has a no smoking policy for the AAGL Global Congress. Smoking will not be permitted in any meeting area, common space in the convention center, or Exhibit Hall.

### **45. Exhibitor Representative's Responsibility**

Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

#### **46. Waiver of Rights**

Any rights of AAGL under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AAGL.

#### **47. Relocation and Floor Plan Revisions**

AAGL retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

#### **48. Usage of the AAGL Name**

The use of the AAGL's name, insignia, association logo, annual meeting logo, or other identifying marks of the AAGL may not be used in signs, advertising, or promotions in any media or on descriptive product literature without the express written permission of the AAGL.

#### **49. Exhibitor-Sponsored Events**

No activities can be scheduled during the official program hours.

#### **50. Code of Conduct**

AAGL is committed to providing a friendly, safe, supportive, and harassment-free environment during the Congress. AAGL expects Congress participants to respect the rights of others and communicate professionally and constructively, whether in person or virtually, handling disagreement with courtesy, dignity, and an open mind. All participants are expected to observe these rules of conduct in all Congress venues. Organizers will actively enforce this code throughout this event. Violations are taken seriously. If an attendee or participant engages in inappropriate, harassing, abusive, or disruptive behavior or language, AAGL has the right to carry out any action it deems appropriate.

#### **51. Anti-Harassment Statement**

AAGL encourages its members to interact with each other for the purposes of professional development and scholarly interchange so that all members may learn, network, and enjoy the company of colleagues in a professional atmosphere. Consequently, it is the policy of the AAGL to provide an environment free from all forms of discrimination, harassment, and retaliation to its members and guests at all regional

educational meetings or courses, the annual global congress (i.e. annual meeting), and AAGL-hosted social events (AAGL sponsored activities). Every individual associated with the AAGL has a duty to maintain this environment free of harassment and intimidation.

#### **52. Reporting an Incident**

AAGL encourages reporting all perceived incidents of harassment, discrimination, or retaliation. Any individual covered by this policy who believes that he or she has been subjected to such an inappropriate incident has two (2) options for reporting:

- a. By toll free phone to AAGL's confidential 3rd party hotline: (833) 995-AAGL (2245) during the AAGL Annual or Regional Meetings.
- b. By email or phone to: The Executive Director, Linda Michels at [lmichels@aagl.org](mailto:lmichels@aagl.org) or (714) 503-6200.

All persons who witness potential harassment, discrimination, or other harmful behavior during AAGL sponsored activities are expected to report the incident and be proactive in helping to mitigate or avoid that harm and to alert appropriate authorities if someone is in imminent physical danger.

For more information or to view the policy please go to:

<https://www.aagl.org/harassmentpolicy>.

#### **53. Amendment and Addition Rules**

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AAGL. AAGL may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

#### **54. Agreement to Rules**

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitor Prospectus, Exhibitor Service Manual, and other correspondence of AAGL, its contractors/agents, and the convention center.

