

AAGL 2026 Terms and Conditions

As a condition of participation in the AAGL exhibition, each exhibitor, its representatives, and agents must agree to and abide by all rules and regulations set forth in the Application and Contract, Exhibitor Prospectus, Exhibitor Service Manual, and other correspondence of AAGL, its contractors/ agents, and the Hynes Convention Center.

Eligibility for Exhibiting

AAGL reserves the right, at its sole discretion, to determine the eligibility of any exhibitor or product. Exhibits must feature products, equipment, technologies, or services directly related to gynecologic surgery, minimally invasive and robotic techniques, or women's health care. Eligible categories include surgical instruments and supplies, diagnostic and medical equipment, lasers, pharmaceuticals, simulation and training tools, pain management products, and professional or educational services supporting gynecologic practice. AAGL and its exhibit management company, SPARGO, Inc., may withhold or revoke exhibit privileges if an exhibit's content is inconsistent with the goals or mission of AAGL.

Ineligible Products

Products and services not directly related to gynecology or gynecologic laparoscopic surgery are not eligible for exhibit. Examples include general consumer beauty or wellness products, wrinkle-removal creams or devices, aesthetic or cosmetic tools, TENS units, red-light or LED therapy devices, and other items without a clear clinical or procedural application to gynecologic care. AAGL reserves the right to remove or restrict any exhibit deemed inconsistent with these standards.

Location of Exhibits

The Exposition will be held in Exhibit Halls C-D of the Hynes Convention Center, Boston, MA.

Service Contractor & Exhibitor Service Manual

The Official General Service Contractor is responsible for providing decorating, freight handling, and related logistics services for the AAGL Global Congress.

AAGL26 Official General Service Contractor:

Heritage Nationwide Exposition Services

620 Shenandoah Avenue, St. Louis, MO 63104 Ph: 800.360.4323 | Fax: 314.534.8050 | Website:

www.heritagesvs.com

Inline Exhibitors will be furnished, without extra charge, a standard display booth, which includes: 8-foot-high draped back wall; 3ft. high draped side rail; and a booth identification sign (7"x44") stating the exhibitor's company name and booth number. A link to the Exhibitor Services Manual will be available on the [AAGL26 Exhibits website](#) (beginning (insert date manual will be available here)). Please contact Heritage Nationwide Exposition Services regarding any special needs.

Deposit and Payment Schedule

All exhibit space and sponsorship items must be paid in full prior to move-in. Exhibitors with

outstanding balances will not be permitted to access 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:

- 50 % deposit payment due:
 - January 9, 2026 - 50% due for applications submitted prior to January 9, 2026
 - With application when submitted between January 9, 2026 and July 16, 2026
- 100 % payment due with application after July 16, 2026

AAGL requires payment in full no later than July 16, 2026. Failure to make payments does not release the contractual 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:

Through January 8, 2026 - 0% of total booth rental/sponsorship fee

January 9, 2026 through July 16, 2026 - 50% of total booth rental/sponsorship fee

After July 16, 2026 - 100% of total booth rental/sponsorship fee

AAGL Exposition Management (SPARGO, Inc.) must receive written notification of any cancellations. 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 carpet the booth area and convert it to a lounge area. Cancellation of exhibit space includes cancellation of any registrations 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.

If AAGL is unable to fulfill this agreement or provide exhibit space due to circumstances beyond its control—including, but not limited to, fire, strikes, government regulations, acts of God, or other causes not within AAGL's reasonable control—AAGL will determine an equitable basis for refunding any portion of exhibit fees that remains after deducting expenses and commitments already incurred. Upon such refund, this agreement shall be considered canceled by mutual consent, and AAGL shall have no further obligations or liability to the exhibitor.

Liability

Any third-party representative or contractor hired by the exhibitor to provide installation or dismantling services assumes full responsibility for its actions and agrees to protect, defend, and indemnify AAGL, the venue, and their respective owners, operators, parents, subsidiaries, affiliates, employees, officers, directors, and agents from and against any third-party claims, losses, or damages to persons or property, as well as any governmental charges, fines, or reasonable attorney's fees, arising from the contractor's negligence or willful misconduct during installation, removal, maintenance, occupancy, or use of the exhibit space. This indemnification excludes liability resulting from the negligence or misconduct of the venue, its employees, or agents.

Insurance

Exhibitor and any third-party representatives in charge of providing installation and dismantling services shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 USD combined single limit for personal injury and property damage, worker's compensation insurance and automobile liability insurance covering all owned, non-owned, and hired vehicles including loading and unloading operators.

AAGL and the venue shall be included in such policies as additional insureds. The Certificate of Insurance shall include that notification of cancellation will be provided to the additional insureds sixty (60) days prior to the event. The Certificate of Insurance must be submitted through the online exhibitor portal on or before Monday, September 14, 2026.

In addition, Exhibitor acknowledges that neither the AAGL, the venue, its owners and its operators maintain insurance covering exhibitor's property and it is the sole responsibility of the exhibitors and their representatives to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

Install/Dismantle

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 the 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 that 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.

Heritage's Material Handling Department is responsible for managing all inbound and outbound freight traffic at the show site. All exhibitors, including local exhibitors, must coordinate the movement of their exhibit materials through Heritage, which maintains priority access to the loading and unloading areas 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 on Monday, November 16, 2026, at 2:00 pm. Dismantling an exhibit or packing of equipment or literature prior to 2:00 pm on Monday, November 16, 2026 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.

Exhibitor Approved Contractor (EAC)

All exhibitors using an EAC must submit to AAGL in writing the name, address, telephone number, and contact person of the contracted company. Please submit this information to Heritage via the Exhibitor Service Manual when it's available. All EACs must submit to valid Certificate of Insurance.

Booth Height Regulations

Linear Booths:

Linear booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Regardless of the number of linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of 8ft is allowed only on the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. No objects or decorations that obstruct visibility, including hanging signs, will be permitted. Note: When three or more inline booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

Island Booths:

An island booth is a 400-square-foot (20'x20') or larger exhibit space exposed to the aisles on all 4 sides with a height restriction of 20 feet. Solid walls must be set back one foot from the aisles.

Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and that neighboring booths are not inappropriately obstructed.

Americans with Disability Act (ADA)

To comply with the Americans with Disabilities Act (ADA), exhibitors must make reasonable efforts to ensure their displays are accessible to all attendees. Exhibits must be installed in accordance with HCEA guidelines and must not extend beyond the allotted space, obstruct neighboring exhibits, or interfere with adjacent displays. AAGL reserves the right to require modifications, at the exhibitor's expense, to any exhibit that does not meet these requirements.

Children

For the protection of your children and to maintain the scientific nature of the exhibit hall, no children under the age of 18 will be allowed during the installation, dismantle, and exhibit hall hours.

Business Meeting Rooms

Exhibitors that contract for Business Meeting Room outside of the Exhibit Hall during the AAGL 2026 55th Global Congress on MIGS can only use the meeting room for internal meeting purposes.

Speakers at Booths

AAGL permits clinical presentations and prerecorded surgical demonstrations (live surgeries are not permitted) within exhibit booths measuring at least **20'x20'** or larger. Presentations may take place only during designated refreshment breaks and luncheons. Sound amplification is allowed; however, exhibitors must ensure that volume levels remain moderate and do not disturb neighboring exhibitors.

Music and Videos

At no time should music or videos be played at a level that interferes with the activities of exhibit companies in your area. Amplified sound at booths cannot exceed 75 decibels. The exhibitor is responsible for any and all fees which may be due to ASCAP or BMI for the use of copyrighted music used in audio presentations. You may contact AAGL for further information. Music videos or posters/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.

Badges

All representatives of exhibiting companies must register and wear an official AAGL congress exhibitor's badge to gain admission to and while in the exhibit hall. Other forms of ID, including Company IDs, will not be accepted in lieu of the official AAGL exhibitor meeting badge once the show opens. An exhibitor badge also includes admission to General Sessions and Breakout Sessions (sessions or events with a fee not included).

Physicians that are speaking, participating in company demonstrations, or staffing a booth must register for the congress as an attendee.

An AAGL Exhibitor's Badge Registration form will be sent to the official company contact for each sponsor/exhibitor. Each exhibiting company will receive two (2) complimentary exhibitor badges for every 100 sq. ft. of booth space purchased. Additional exhibitor badges may be purchased for \$235 before September 9, 2026. After September 9 additional exhibitor badges will be \$350 each. All exhibitor badges include lunch tickets for Monday and Tuesday in the exhibit hall. The deadline to pre-register online is November 13, 2026. After this date, additional badges must be purchased on-site.

Sponsored Symposia & Affiliated Exhibitor Events

For those companies providing a reception or evening symposia, please send a copy of your proposed invitation to [Shirley Harris](#) for AAGL's approval prior to printing and distribution. You may display signs in the registration area and distribute flyers from your exhibition booths. Applications for Sponsored Evening Symposia and Affiliated Exhibitor Events, including evening symposia, receptions, or meeting room space, will be available on the AAGL exhibitor website.

Attendee Lead System

AAGL will provide a lead retrieval for use in the exhibit hall. Information on how to order lead retrieval will be provided in the Exhibitor Service Manual.

Lead Retrieval

AAGL will make a lead retrieval system available for rental through its designated vendor. Details and ordering instructions will be provided in the Exhibitor Manual distributed by Exposition Management.

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 is deemed 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 its representative may display, demonstrate, or distribute their products and/or services in any location other than their designated exhibit booth.

Photography and Videotaping

The AAGL contracts its own photographers and videographers for documentation and promotion of its Annual Global Congress and reserves the right to photograph any exhibit booth, sign, program, or sponsorship opportunity at any time; Exhibitor hereby grants to the AAGL a release and license for any such photographs to be used for AAGL's business purposes. Photography or video recording by

Exhibitors, including using camera-enabled cell phones, is allowed only if approval is received in advance from the AAGL.

Photographing or videotaping another exhibitor's booth, graphics/display or staff without their permission is strictly prohibited. Exhibitors that wish to use a photographer other than the designated official show photographer and/or mobile camera crews must comply with the following procedures:

1. Exhibitors may request permission from the AAGL to use a non-official photographer to photograph their booth. Requests must be submitted in writing no later than thirty (30) days prior to the opening of the Exhibit Hall.
2. Exhibitors may request permission from the AAGL to use a non-official mobile camera crew to videotape their own booth. Requests must be submitted in writing no later than thirty (30) days prior to the opening of the Exhibit Hall.
3. Non-official photographers and/or mobile camera crews who have received prior approval from AAGL must obtain an exhibitor registration badge to access the Exhibit Hall prior to, during, and after the show closes. NOTE: AAGL does not require schedules or request approval for personnel to enter the hall for the installation and dismantling of stationary cameras and video equipment which will be used by exhibitors for approved booth presentations or activities.

Surveys and Questionnaires

Exhibiting companies that wish to conduct surveys or questionnaires for marketing research or analysis may not offer monetary compensation to participants. A modest gift, consistent with the AdvaMed Code of Ethics, may be provided as a token of appreciation. Participation must be open to all meeting attendees, and no individual may be excluded from participating on the basis of age, sex, race, or any other personal characteristic.

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.

Security

As noted under Liability, AAGL and the venue will not be responsible for any damage, theft, or loss of any kind. AAGL will, however, provide general Overnight Perimeter Security Service, beginning on November 15, 2026 and ending on November 18, 2026. 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.

Food and Beverage Services

The venue is the exclusive provider of all food and beverage services within the facility. Exhibit companies and guests are prohibited from bringing any food and beverage into the Convention Center from outside sources without prior written permission from the Convention Center.

Hotel Reservations

To support both our members and industry partners during the AAGL Global Congress, we reserve room blocks at selected hotels. These blocks include accommodations for attendees, faculty, and exhibitor representatives. In doing so, AAGL makes a financial commitment to the hotels to ensure these rooms will be used.

While individual attendees can book directly with the hotels, group bookings—especially for exhibitors—require more coordination. We understand that estimating the number of company

representatives attending can be challenging in advance. However, we've encountered issues in past years where companies reserved more rooms than needed, then canceled a large portion shortly before the event.

This causes two major problems:

1. The room block fills early, limiting availability for physicians and other attendees.
2. Last-minute cancellations mean AAGL may not meet its contractual obligations to the hotels, potentially incurring penalties.

To avoid this, AAGL requires that all exhibitor housing be coordinated through our designated process. We will work with each company to allocate rooms based on historical attendance and current needs.

Important Guidelines:

Companies must submit their housing requests using the **Exhibitor Housing Form** available on the AAGL website.

- Requests should be sent directly to the hotel **with a copy to AAGL at housing@aagl.org**.
- Room allocations will be reviewed and confirmed by AAGL to ensure fair distribution and avoid overbooking.

By working together and monitoring hotel room usage closely, we can ensure a smooth housing experience for all and avoid potential penalties from our hotel partners.

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.

Proper Attire

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

Product and Service Displays

To maintain the professional appearance of the meeting, exhibit booths must remain clean and free of debris. AAGL reserves the right to order porter service at the exhibitor's expense if the booth is deemed unsafe, unprofessional, or poorly maintained. AAGL also reserves the right to restrict or remove any exhibit, or portion of an exhibit, that detracts from the overall character of the meeting. Only professional products and services directly related to the field may be displayed.

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.

No Smoking Policy

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 Exhibit Hall.

Exhibitor-Sponsored Events

No activities can be scheduled during the official program hours.

Code of Conduct

AAGL is committed to providing a safe, professional, and harassment-free environment during the Congress. All participants must conduct themselves respectfully and professionally, whether in person or virtually, and engage constructively with others. Disagreements should be handled with courtesy, dignity, and an open mind. These standards apply in all Congress venues. AAGL reserves the right to enforce this Code of Conduct and to take any action it deems appropriate, including removal from the event, restriction of participation, or denial of future participation, in response to any behavior that is inappropriate, harassing, abusive, or disruptive.

What to Do

If you have any concerns about an individual's conduct, please contact AAGL Show Management for guidance on filing an incident report.

Recording

Video- and audio-recording of sessions by congress attendees is strictly prohibited. Registration, attendance, or participation in AAGL 2026 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.

Anti-Harassment Statement

AAGL encourages members to engage in professional development, scholarly exchange, and networking in a collegial and professional environment. To support this, AAGL is committed to providing an environment free from all forms of discrimination, harassment, and retaliation at its regional educational meetings, courses, the annual Global Congress, and AAGL-hosted social events. All individuals associated with AAGL share the responsibility to maintain a safe, respectful, and harassment-free environment.

Reporting an Incident

AAGL encourages reporting any perceived incidents of harassment, discrimination, or retaliation. Individuals who believe they have experienced such behavior may report it by email or phone to the Executive Director, Linda Michels, at lmichels@aagl.org or 714-503-6204.

Witnesses to potential harassment, discrimination, or other harmful behavior are also expected to report the incident, help mitigate or prevent harm, and alert appropriate authorities if someone is in imminent physical danger.

For full details, please view the AAGL Anti-Harassment Policy:

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