AAGL 2020
49th Global Congress on MIGS
Aurora, Colorado • Nov 4-8

Sponsor & Exhibitor Prospectus
The Gaylord Rockies Hotel
& Convention Center
Congress.AAGL.org/Exhibit
THE FUTURE BEGINS IN COLORADO

You’re Invited

On behalf of the 2020 Scientific Program Committee, I am excited to invite you to exhibit and sponsor at the 49th AAGL Global Congress on Minimally Invasive Gynecologic Surgery (MIGS). Surrounded by the commanding Rocky Mountains in Aurora, Colorado – known as “the Gateway to the Rockies,” will be the host city for this year’s meeting.

Activities take place at the brand-new Gaylord Rockies Hotel & Convention Center. Please review the rules and regulations in their entirety as they become legally binding once the exhibit space is accepted. The 2020 Global Congress on MIGS is the meeting for your company to gain visibility and a competitive edge. Where else can you network in a results-oriented environment offering an intimate feel to secure sales and strengthen your client relationships? It’s all here at #AAGL20! We look forward to your participation.

Sincerely,
Ted T.M. Lee, MD
2020 Scientific Program Chair

For more information please contact our Exhibits and Sponsorship Team:

HEATHER BRADFORD - Account Executive, Exhibits
EMAIL: Exhibitors@aagl.org
PHONE: (800) 554-2245, ext. 5 Within the US
(714) 503-6200, ext. 5 Outside the US
HOURS: M-F, 8:00 am - 5:00 pm (PST)
About AAGL

AAGL is the largest medical society focused on gynecologic surgery, with an international membership of over 7,100 physicians and health care 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.

OUR 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.

OUR 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.
Why EXHIBIT

On average, over 2500+ physicians and healthcare professionals attend the Global Congress. You are guaranteed to gain direct access to a diverse audience full of key decision makers through face-to-face interaction.

Gain a Competitive Edge

ENGAGE
Access our highly focused audience of minimally invasive gynecologists.

EDUCATE
Provide hands-on opportunities and key information about the latest and safest OR and office technologies.

NETWORK
Build your professional network and leads list by interacting with surgeons who will use your products daily.

LAUNCH
Demonstrate what makes your product stand apart from competitors and inspire our delegates to explore new surgical technologies.

STATE-OF-THE-ART
Be at the center of the advancement of the state-of-the-art technology, products and services at AAGL 2020 as surgeons, industry, and educators come together to continue to improve women’s health care.

Quick Facts

2000+ Delegates
336 Scientific Papers and Videos Presented
400 Scientific Posters Presented
7100+ Members
100+ Countries Represented

TOP EXHIBITOR INDUSTRIES:
- Laparoscopic Instruments
- Robotic Surgery
- Hysteroscopy
- Vaginal Rejuvenation
- Training/Simulation
- Physician Recruiting
- GYN-focused Pharmaceuticals

TOP ATTENDEE INTERESTS:
- Laparoscopic Surgery
- Robotic Surgery
- Vaginal Surgery
- Surgical Simulation
- In-office Hysteroscopy
- Pharmaceuticals

20+ Sponsors
1000+ Industry Representatives
80+ Exhibiting Companies
90,000 SF Exhibit Hall
Past SPONSORS

PLATINUM:
- Boston Scientific
- Medtronic
- Ethicon
- Intuitive Surgical
- Olympus

GOLD:
- Abbott
- Aesculap
- A.I. Care LLC
- Alesi Surgical Technologies
- Applied Medical
- Avanos
- Baxter Healthcare
- Bayer
- Blue Endo
- Boston Scientific
- Brainchild
- BTL
- Buffalo Filter
- Caldera Medical
- Channel Medsystems
- Coloplast Corp
- CONMED Corporation
- Contemporary OB/GYN
- CoolSculpt
- CooperSurgical
- Cutera

SILVER:
- EDK Technologies
- Elsevier
- Endometriosis Association
- EndoVentions Medical, LLC
- ESPINER
- Ethicon
- Expert Alternatives
- Femasys
- Fziomed GENICON
- Gynesonics
- GYNEX
- HealthCare Partners
- Hologic, Inc
- Intuitive Surgical, Inc
- Jeunesse Innovations
- KARL STORZ Endoscopy-Latino America, Inc.
- KARL STORZ Endoscopy-America, Inc.
- Laser Engineering
- Lasering USA
- Lazarus 3D
- LEXION Medical
- LiNA Medical
- LSI Solutions
- Lumenis, Inc.
- Luminelle
- Marina Medical Instruments, Inc.
- Medical Impact

BRONZE:
- Medtrina
- Medtronic
- Mimic Technologies, Inc.
- Minerva Surgical, Inc.
- NinoMed, LLC
- OBG Management
- OG Wellness
- Olympus America Inc.
- OmniGuide Surgical
- OTTO Trading
- Pee Bee India Endoscopy
- Pelvalon
- Percepto Inc.
- Richard Wolf Medical Instruments Corp
- Sciton
- Surgical Science Inc.
- SurgiTools PTY Ltd.
- Suture Ease, Inc.
- Teleflex Medical
- The O.R. Company
- Thermo
- TransEnterix, Inc.
- Utah Medical Products, Inc.
- Vascular Technology, Inc
- Wayne State College of Medicine
- Wolters Kluwer

Past Exhibitors

3-Dmed
3D Systems Simbionix
AbbVie, Inc.
Acessa Health Inc
Advanced Endoscopy Devices
AEAGEA Medical, Inc.
Aesculap, Inc
A.I. Care LLC
Allergan
Alesi Surgical Technologies
Applied Medical
Avalon
Baxter Healthcare
Bayer
Blue Endo
Boston Scientific
Brainchild
BTL
Buffalo Filter
Caldera Medical
Channel Medsystems
Coloplast Corp
CONMED Corporation
Contemporary OB/GYN
CoolSculpt
CooperSurgical
Cutera
EDK Technologies
Elsevier
Endometriosis Association
EndoVentions Medical, LLC
ESPINER
Ethicon
Expert Alternatives
Femasys
Fziomed GENICON
Gynesonics
GYNEX
HealthCare Partners
Hologic, Inc
Intuitive Surgical, Inc
Jeunesse Innovations
KARL STORZ Endoscopy-Latino America, Inc.
KARL STORZ Endoscopy-America, Inc.
Laser Engineering
Lasering USA
Lazarus 3D
LEXION Medical
LiNA Medical
LSI Solutions
Lumenis, Inc.
Luminelle
Marina Medical Instruments, Inc.
Medical Impact
Medtrina
Medtronic
Mimic Technologies, Inc.
Minerva Surgical, Inc.
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OBG Management
OG Wellness
Olympus America Inc.
OmniGuide Surgical
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Pee Bee India Endoscopy
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Richard Wolf Medical Instruments Corp
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Surgical Science Inc.
SurgiTools PTY Ltd.
Suture Ease, Inc.
Teleflex Medical
The O.R. Company
Thermo
TransEnterix, Inc.
Utah Medical Products, Inc.
Vascular Technology, Inc
Wayne State College of Medicine
Wolters Kluwer

congress.aagl.org/exhibit
November 4-8, Aurora, Colorado | 5
### Become a Sponsor

**SPOTLIGHT YOUR COMPANY’S BRAND**

<table>
<thead>
<tr>
<th>For more information please contact our Exhibits and Sponsorship Team:</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Bronze</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEATHER BRADFORD - Account Executive, Exhibits EMAIL: <a href="mailto:Exhibitors@aagl.org">Exhibitors@aagl.org</a> PHONE: (800) 554-2245, ext. 5 Within the US (714) 503-6200, ext. 5 Outside the US HOURS: M-F, 8:00 am - 5:00 pm (PST)</td>
<td>$86,500</td>
<td>$66,500</td>
<td>$41,500</td>
<td>$26,500</td>
</tr>
</tbody>
</table>

#### Booth Space and Venue Branding

| Booth space at the AAGL Global Congress | 20’x40’ island | 20’x30’ island | 20’x20’ island | 20’x10’ island |
| 10’x10’ Private Office on Exhibit Hall Floor | ✔ | ✔ | | |
| Complimentary room for industry sponsored breakfast | ✔ |
| Priority Booth Selection | 1st round | 2nd round | 3rd round | 4th round |
| Priority selection of branding/sponsorship opportunities at the venue | 1st round | 2nd round | 3rd round | 4th round |
| Discounts on all physical branding opportunities | 10% | 7% | 5% | -- |

#### Sponsor Recognition

| Recognition for sponsoring the Virtual Poster Sessions | ✔ | ✔ | ✔ | ✔ |
| Recognition as a sponsor in the First Announcement | ✔ | ✔ | ✔ | ✔ |
| Recognition for sponsoring online video presentations of the event | ✔ | ✔ | | |
| President’s Circle (includes two tickets to the Leadership Dinner, recognition as a sponsor at the Presidential Gala, and four tickets to the Presidential Gala) | ✔ | ✔ | | |
| Company logo displayed prominently in the delegate registration area at the Global Congress | ✔ | | | |
| Recognition for sponsoring the Open Communications and Video Sessions | ✔ | | | |
| Premium signage leading to your booth in the Exhibit Hall | ✔ | | | |

#### Digital Advertising

| Basic Exhibitor Listing in the Global Congress App (text only) | ✔ | ✔ | ✔ | ✔ |
| Enhanced listing in the Global Congress app (top placement, logo, images, video) | ✔ | | | |
| Banner ads on Global Congress Website | ✔ | | | |
| Global Congress Spotlight commercial | 30 second | 20 second | 10 second | | |

#### Print Advertising

| Listing in the AAGL Final Program | ✔ | ✔ | | |
| Ad in the hard copy Final Program | ✔ | | | |
| Priority ad placement in the Final Program | 1st round | 2nd round | 3rd round | 4th round |

#### Sales Lead Generation

| Pre-show registrant list | ✔ | ✔ | ✔ | ✔ |
| Post-show registrant list | ✔ | ✔ | ✔ | ✔ |
| Included lead retrieval scanners | 4 scanners | 3 scanners | 2 scanners | 1 scanner |

#### Additional Benefits

| Complimentary subscription to JMIG | ✔ | ✔ | ✔ | ✔ |
| Company logo and link on AAGL NewsScope | ✔ | ✔ | ✔ | ✔ |
Become an Exhibitor

RESERVE YOUR BOOTH TODAY

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>Larger</th>
<th>20’x30’</th>
<th>20’x20’</th>
<th>10’x20’</th>
<th>10’x10’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing and Booth Size Options (500 per corner)</td>
<td>Please Call</td>
<td>$24,800 island</td>
<td>$17,200 island</td>
<td>$7,600 inline</td>
<td>$3,800 inline</td>
</tr>
<tr>
<td>Exhibitor Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad available for purchase in Exhibit Hall Buyer Guide</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Listing, Description and Link in AAGL Global Congress App</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>15’ buffer around booth</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hang signs above booth</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included box lunches</td>
<td>1/per day for every 100 sq. ft.</td>
<td>6/per day</td>
<td>4/per day</td>
<td>2/per day</td>
<td>1/per day</td>
</tr>
</tbody>
</table>

BOOTH FEES INCLUDE:

- 8’ draped back wall and 3’ draped side walls (inline only)
- Company identification sign (inline only)
- 5 exhibitor badges per 100 sq. ft. of booth space
- Access to Plenary Sessions, Poster and Podium Sessions
- Listing/Description in the Final Program (subject to publication deadlines)
- Listing and link to company website on the AAGL website
- Listing, Description and Link on the AAGL Global Congress App. (subject to publication deadlines)
- 24-hour perimeter security service (private in-booth security excluded)
- 1 box lunch per day every 100 sq. feet

IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Deadline to participate in Sponsorship Program</td>
</tr>
<tr>
<td>April 1-30</td>
<td>Exclusive period for Sponsorship Program Participants to purchase venue branding opportunities</td>
</tr>
<tr>
<td>April 30</td>
<td>Branding opportunities available for all exhibitors and sponsors</td>
</tr>
<tr>
<td>October 5</td>
<td>Deadline to apply to exhibit</td>
</tr>
<tr>
<td>November 2-4</td>
<td>Exhibitor Move-In</td>
</tr>
<tr>
<td>November 5</td>
<td>Welcome Reception in the Exhibit Hall</td>
</tr>
<tr>
<td>November 5-7</td>
<td>Exhibit Hall Open</td>
</tr>
<tr>
<td>November 7-8</td>
<td>Exhibitor Move-Out</td>
</tr>
</tbody>
</table>

congress.aagl.org/exhibit
49th AAGL Global Congress on Minimally Invasive Gynecology
November 4-8, 2020 • Gaylord Rockies Hotel & Convention Center • Aurora, Colorado

Company Name: ________________________________________________________________

Address: _____________________________________________________________________

City: ___________________________________ State: ___________ ZIP: __________________

Phone: ______________________________ Fax: ____________________________________

Email: _______________________________ Website: ________________________________

Contact Person: ___________________________ Title: _______________________________

EXHIBIT SPACE

Booth Size: ________ x ________ = ________ Total Sq. Feet

10’x10’ corner $500
10’x10’ in-line $3,800
Cardholder’s Name ______________________________________________________________________________________________________________________

Authorized Signature __________________________________________________________________________________________________________________

Card Number ___________________________________________________________________________________ Expiration Date __________________

SPONSORSHIP

Platinum Gold Total Due

20’x40’ - $86,500 20’x30’ - $66,500 $___________

Silver Bronze

20’x20’ - $41,500 20’x10’ - $26,500 $___________

20’x30’ - $66,500 $___________

20’x40’ - $86,500 $___________

EXHIBIT SPACE SPONSORSHIP TOTAL DUE

Bronze Gold

20’x10’ - $26,500 $___________

20’x20’ - $41,500 $___________

20’x30’ - $66,500 $___________

20’x40’ - $86,500 $___________

Total Cost $___________

Preference in Booth Locations

(No guarantees are made with respect to location. If your booth choices are not available, we will assign you a booth that is closest to your selection.)

1st __________ 3rd __________ 2nd __________ 4th __________

To help us in assigning your booth space, please list the names of competitors you do not wish to be near:

PAYMENT

All contracts received on or prior to October 5, 2020 must be accompanied by a 50% deposit, with the balance due by October 5, 2020. After October 5, 2020, all contracts must be accompanied by full payment. Please see the included Terms and Conditions for exhibiting for complete payment and cancellation details.

Form of Payment

☐ Check Enclosed. (Please make check payable to AAGL.)

☐ I authorize AAGL to charge $______________ to my VISA MasterCard American Express

Card Number ___________________________ Expiration Date ________________

Authorized Signature ________________________________________________________________________________

Cardholder’s Name ____________________________________________

AGREEMENT

I have read the information outlined in the enclosed prospectus for the 49th AAGL Global Congress on Minimally Invasive Gynecology and on behalf of the company, I agree to abide by all rules, regulations, and restrictions set forth in the Exhibitor Prospectus, Exhibitor Service Manual, other correspondence of AAGL, its contractors/agents and the Gaylord Rockies Hotel & Convention Center. We also agree to accept relocation should it become necessary for causes beyond the control of the AAGL. Full payment accompanies this order for space. Cancellations by September 11, 2020, will receive a refund, minus $250 for administrative fee providing space can be resold. After September 11, 2020, the AAGL reserves the right to resell any cancelled exhibit space without notification to the cancelling party, or without refunding any fee paid by the exhibitor. It is mutually agreed that in the event of cancellation of the 49th AAGL’s Global Congress of Minimally Invasive Gynecology as a result of strikes, governmental regulations, or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and the AAGL shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible; after due consideration of expenditures and commitments already made. To exhibit at an AAGL Global Congress, all applications are subject to review and must be approved by the AAGL. It is required that all organizations participating in the exhibition have a product or service that is relevant to the AAGL members’ specific industry of minimally invasive gynecological surgery, benefits the delegates technologically or promotes a healthy lifestyle in relation to their profession. The AAGL reserves the right to refuse an application found to not be in accordance with the AAGL’s meeting objectives. Exhibit space will be assigned after notification of approval and payment is received. I agree that all payment for booth space, sponsorships, branding opportunities, and other services connected with the AAGL Global Congress will be paid by check, wire transfer, or credit card, and that goods and services not paid for prior to the event are subject to cancellation. I affirm that I have read the Sponsor & Exhibitor Prospectus for the 49th AAGL Global Congress and am aware of the rules and regulations established therein.

Authorized Company Representative Name ___________________________ Signature ___________________________ Date ___________________________

Please complete this form online or return it to:

AAGL - Exhibits and Sponsorships
6757 Katella Ave, Cypress, CA 90630
Fax: (714) 506-6201

Questions:
Heather Bradford, Exhibits Account Executive
(800) 554-2245 x233 hbradford@aagl.org

congress.aagl.org/exhibit
Terms & 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 Exhibitor Prospectus, Exhibitor Service Manual, and other correspondence of AAGL, its contractors/agents, and the convention center.

Service Contractor & Exhibitor Service Kit

GES
7050 Lindell Road
Las Vegas, NV 89118-4702
Ph: (800) 475-2098 | Fax: (866) 329-1437
Website: www.ges.com

Industrial exhibitors will be furnished, without extra charge, a standard display equipment booth, which includes: 8-foot high draped back wall; 3-foot high draped side rail; and a booth identification sign (7”x4’) stating the exhibitor’s company name and booth number. A link to the Exhibitor Services Kit will be available on the AAGL website. Please contact GES regarding any special needs.

NEW – Payment Policy

Exhibit spaces will be allocated by AAGL. Payment in the amount of 50% of the total due must accompany each order to confirm the space or services reserved, with the remaining balance due no later than October 5, 2020. Orders not paid in full at the time that the contract is signed must be accompanied by a credit card to guarantee the balance. AAGL will charge the outstanding balance to the credit card on file (plus a 3% processing fee) if the final balance is not paid by October 21, 2020. No refunds will be made after September 11, 2020. In the event of failure or inability to fulfill this contract, to furnish the space due to fire, strikes, authority of the law, act of God, or for any other cause of reason, the AAGL shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made and thereupon this agreement shall be deemed canceled by mutual consent and the AAGL shall be relieved from responsibility thereunder.

Liability

Any third party representatives in charge of providing installation and dismantling services hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify the AAGL and Gaylord Rockies Hotel & Convention Center and its owners and its operator and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all third party claims, losses or damages suffered by the property, governmental charges or fines and reasonable attorney’s fees arising out of or caused by negligence or willful misconduct in its installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by any act, omission, or negligence of the Convention Center and its employees and 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/unloading and delivery operators. The AAGL and Gaylord Rockies Hotel & Convention Center 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 received in the AAGL Office by September 1, 2020. In addition, Exhibitor acknowledges that neither the AAGL, the Convention Center, its owners and operators maintain insurance covering exhibitor’s property and that it is the sole responsibility of exhibitor 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 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. GES’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 on Saturday, November 7, 2020 at 3:30 pm. Dismantling an exhibit or packing of equipment or literature prior to 3:30 pm on Saturday, November 7, 2020 is not permitted. To avoid damage to equipment or display materials, exhibitors should use 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 with the company letterhead, the name, address, telephone number and contact person of the contracted company. Please send this information to exhibits@aagl.org, no later than October 9, 2020. All EACs must submit to AAGL an original certificate of insurance (see Insurance section above).

Booth Height Regulations

Booths: A maximum of 4 feet in height on each side of the exhibit booth has been established so that no booth will interfere with or distract from any other exhibit booth. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of their exhibit. Island Booths: When an island booth exceeds 8’x8’ it does not interfere with other exhibitors because it does not back up against another exhibitor’s back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. Ceiling height is 24 feet. Healthcare Convention and Exhibitors Association (HCEA) rules to be followed (see www.hcea.org/hcea-guidelines-and-best-practices/)

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 any other exhibits. AAGL reserves the right to request modifications, at the exhibitor’s expense, of any display that does not comply with these guidelines.

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.

Speakers at Booths

The AAGL will allow clinical presentations and live teleSURG from exhibit booth locations; however, these presentations will only be allowed for exhibitors presenting at least a 20’x20’ 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.

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. 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 the AAGL office for further information.

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.

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. Please note that the deadline for exhibitor badge registration is September 25, 2020.

Each exhibition company will receive 5 complimentary badges for every 100 sq. ft. of booth space purchased. For additional badges, there will be a charge of $30.00 per person. There is a $35.00 charge for badges printed on site. There will be a $30.00 replacement charge for duplicate 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.

Promotional Opportunities

The following are commercial sponsorship opportunities that will allow your company to keep its name in front of the AAGL attendees.

Sponsored Symposia & Affiliated Exhibitor Events

For those companies providing a breakfast, reception, or evening symposium, please send a copy of your proposed invitation to the AAGL for approval prior to printing and distribution. You may post signs near the...
AAGL registration desk and distribute flyers from your exhibition booths. Applications for Sponsored Evening Symposia and Affiliated Exhibitor Events, including breakfast symposia, receptions, or meeting room space, will be available on the AAGL website.

**Attendee Lead System**

The AAGL will provide a 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’s Kit as distributed by GES.

**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.

**Exhibit Photographing/Videotaping**

A representative of one exhibiting company may not photograph or record video (with film or digital devices, including camera phones) of another exhibitor’s booth. Violation of this rule will result in the expulsion of the offending exhibitor from the exhibit hall, and confiscation of the photo, image(s), and/or video(s).

**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. 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.

**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 Gaylord Rockies Hotel & 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 5, 2020 and ending on November 8, 2020. 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 Gaylord Rockies Hotel & Convention Center 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 the prior written permission from the convention center.

**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 who 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) in this prospectus and 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. All requests for housing must be sent to the hotel(s) with a copy to AAGL at housing@aagl.org. By working together to monitor the hotel room requests, hopefully, we can alleviate imposing penalties.

**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/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.

**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**

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.

**Exhibitor-Sponsored Events**

No activities can be scheduled during the official program hours.

**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 the event. Violations are taken seriously. If an attendee or participant engages in inappropriate, harassing, abusive, or disruptive behavior or language, the AAGL has the right to carry out any action it deems appropriate.

**What to do**

If you have any concerns about an individual’s conduct, please go to the AAGL Registration Counter for the procedure to follow to report the incident.

**Age Restriction**

Children under 16 years of age are not permitted in sessions and workshops but may be allowed into the exhibit hall if accompanied by an adult.

**Recording**

Video- and audio-recording of sessions by congress attendees is strictly prohibited. Registration, attendance, or participation in AAGL 2020 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 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.

**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:

1. By toll free phone to AAGL’s confidential 3rd party hotline: (833) 995-AAGL (2245) during the AAGL Annual or Regional Meetings.
2. By email or phone to: The Executive Director, Linda Michels, at michels@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
SEE YOU IN NOVEMBER!