

Scientific Exhibit Service Manual

CONTENTS:

- General Information
- Floor Plan
- Exhibitors Package

Freeman forms:

- Method of Payment
 - Third Party Authorization
 - Labor Jurisdictions
 - Installation and Dismantle
 - Freight Services
 - Material Handling
 - Special Handling Definitions
 - Transportation
 - Outbound Shipping
 - Shipping Labels
-
- ElitExpo - Air and Van Line Carrier
 - Agility – International Freight Forwarded and Customs Broker
 - Audiovisual Order Form
A complimentary AV package, consisting of Pentium IV 3.4 Ghz, 2G Ram, CD/DVD Desktop Computer w/20” LCD Flat Screen, will be delivered to each Scientific Exhibit booth

SCIENTIFIC EXHIBIT GENERAL INFORMATION

Scientific Exhibit Location	Moscone Center West Level 1 747 Howard Street San Francisco, CA 94103
Scientific Exhibit Hours	Tues., February 7.....8:00 AM-6:00 PM Wed.-Fri., February 8-10.....7:00 AM-6:00 PM Sat., February 117:00 AM-5:30 PM
Staffing	Wed.-Fri.11:30 AM-12:30 PM
Set Up	Monday, February 6 1:00 PM-6:00 PM
Dismantle	Saturday, February 11 5:30-6:30 PM Scientific Exhibit cannot be dismantled prior to 5:30 PM on Saturday. Early dismantling may result in denial of participation in Scientific Exhibits for two years.

Shipping/Delivery

Shipping information will be emailed to the presenter in November along with additional information. If you ship materials to the convention center, our service contractor, Freeman, is responsible for delivering your exhibit from the loading dock to your booth. Arrangements for all outbound shipments must be made with Freeman prior to the close of the meeting.

Booth Design

The booth space will measure 10' wide x 6' deep x 8' high. All booths are set with gray Velcro panels and are compatible with male Velcro so you may attach your exhibit components to the panels directly. There are 7 individual panels that make up the exhibit booth that are joined by aluminum posts that protrude out from the panel by approximately $\frac{3}{4}$ of an inch. Keep this in mind when designing your graphics; you may prefer to size them to fit within the panels (38-1/8" wide x 87" high). However, if you do have a title sign or graphics on foam core, it can adhere to the aluminum post.

Enhancement

Some type of audiovisual enhancement or interactive demonstration is required for Scientific Exhibits.

Provided at No Charge - Each booth will be set with:

- Velcro-compatible booth wall system
- One 120 volt/500 watt quad (4 plug) electrical outlet
- Identification sign
- Carpeting
- Standard AV package: monitor, computer, and DVD player
- Standard X-ray box (if ordered on AV order form)
- Two chairs and a maximum of two draped tables

Display Requirements - *The following must be displayed:*

- The current **FDA status** of devices and pharmaceuticals must be displayed in the exhibit if applicable.
- **Commercialism:** Funding of Scientific Exhibits is limited to individuals, educational facilities and hospitals. Commercial funding is not allowed.
- **Disclosure:** The Annual Meeting Committee requires that one or more of the following statements indicating the highest level of conflict related to this Scientific Exhibit must be displayed in the exhibit below the title and listing of authors' names, and in the first screen of your AV presentation:
 - Research or other financial support has been received from the same company as the products discussed
 - Consulting/Royalty payment has been received for other products from the same company as the products discussed
 - Consulting/Royalty payments have been received directly related to products discussed
 - No conflict of interest

Handouts

Handout materials, while not mandatory, must be relevant to the Scientific Exhibit presentation.

Information Booth

An Information Booth will be located in the Scientific Exhibit area to assist you from set up through dismantle.

Order Forms

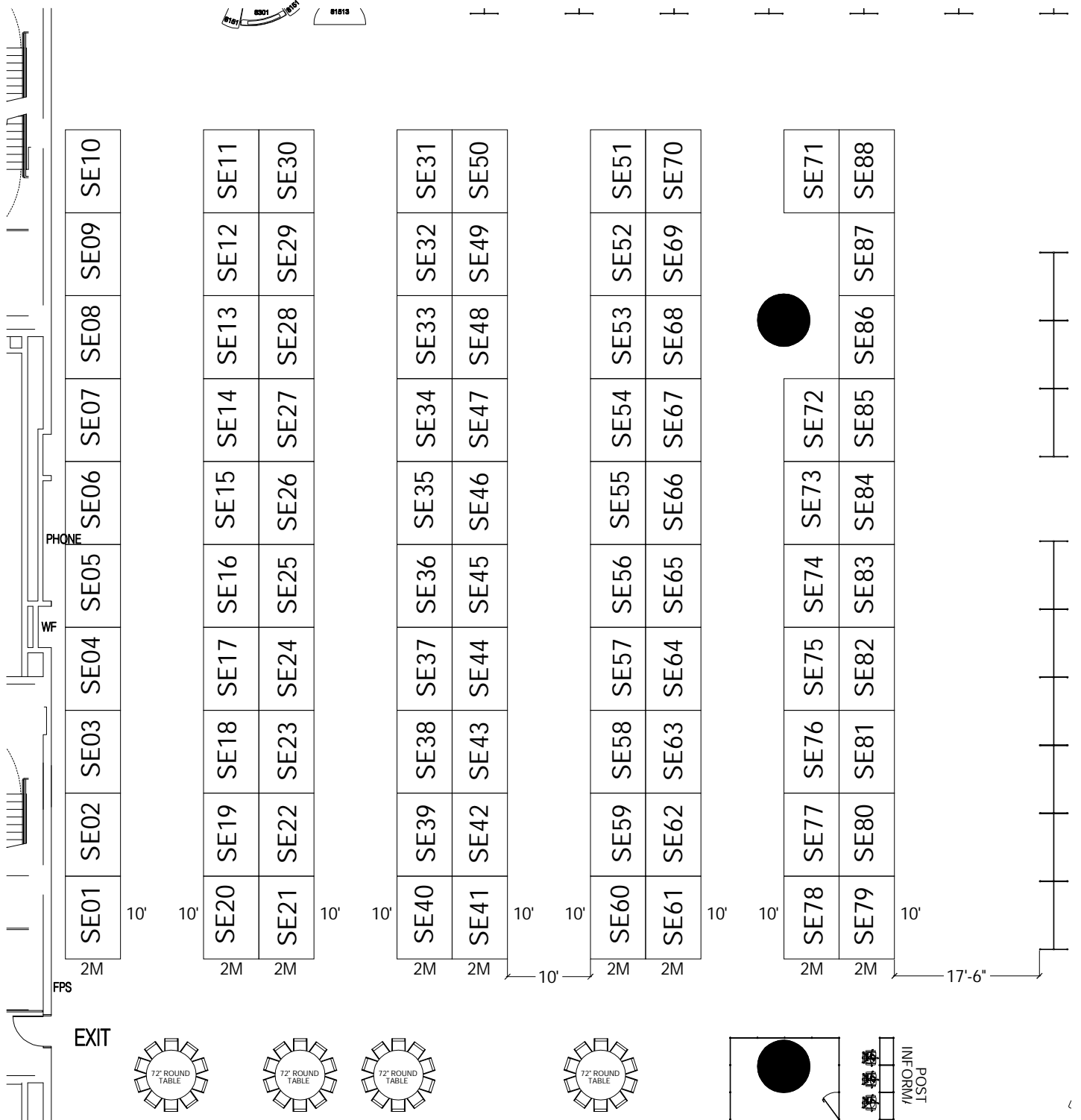
Additional information and order forms will be emailed to the presenter in November and will be available online at www.aaos.org/amforms.

Set Up Badge/Ribbon

Mailed to the presenter in January.

Questions? Contact Kathy Fornelli, phone: 847-384-4186, email: fornelli@aaos.org

SCIENTIFIC EXHIBITS WEST LEVEL 1



Show Name: AAOS 2012

Show Date: FEBRUARY 7-11, 2012

Area: WEST LEVEL 1

Facility: MOSCONE WEST LEVEL 1

Sq Ft: --

Ceiling Height: N/A

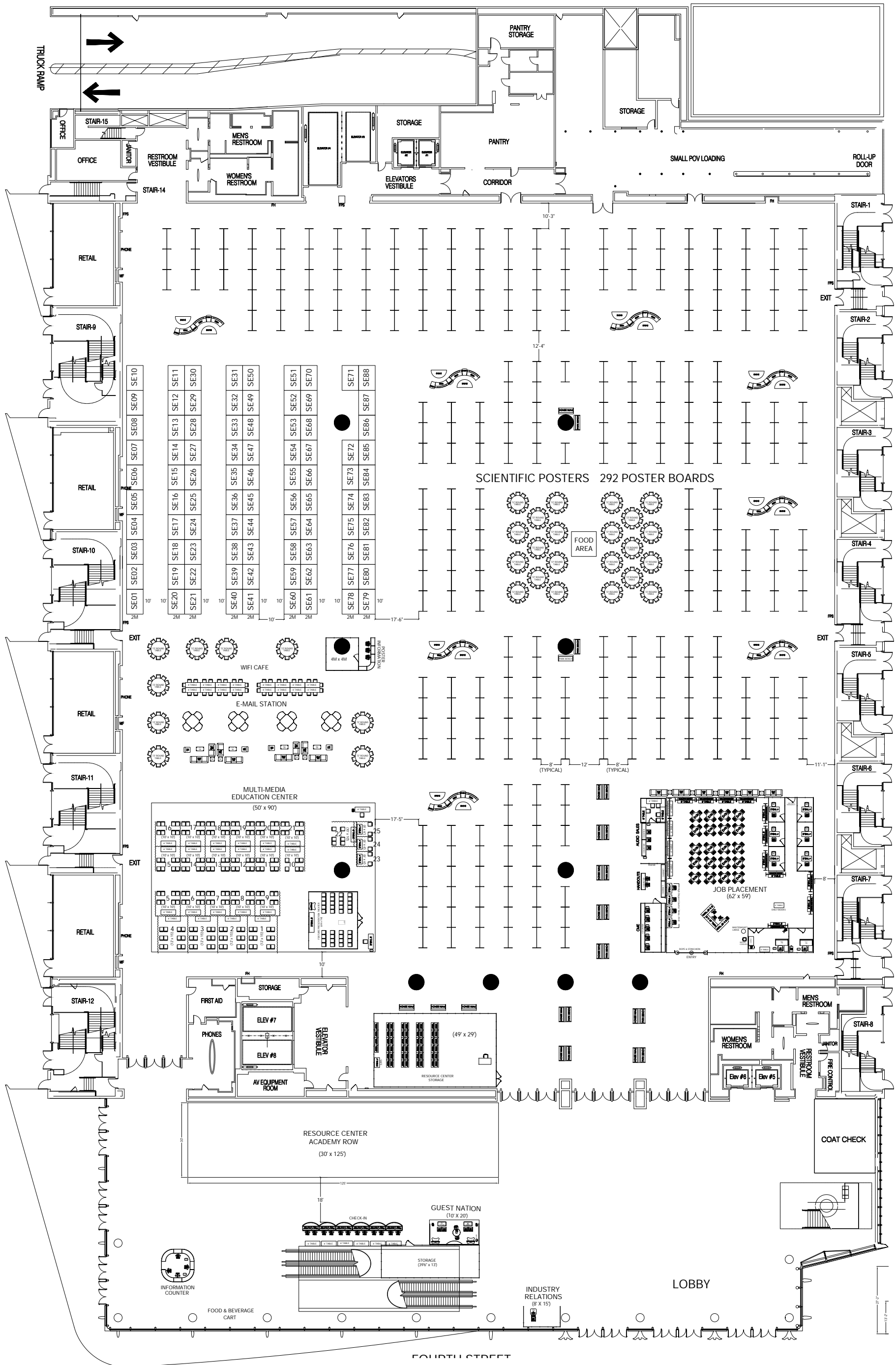
Revision Date: 9/21/11

Draw By: IG Rev. By: IG

Print Date: 9/21/2011

HOWARD STREET

MINNA STREET



AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS
 FEBRUARY 7-11, 2012
 MOSCONE CONVENTION CENTER, WEST BUILDING LEVEL 1
 SAN FRANCISCO, CALIFORNIA

Revision Date:
6/1/2011 IG

Drawing Started: 3/7/2011 IG
 Print Date: 6/1/2011
 File Name: I-AAOS-2012-WEST BUILDING LEVEL 1.DWG

FREEMAN

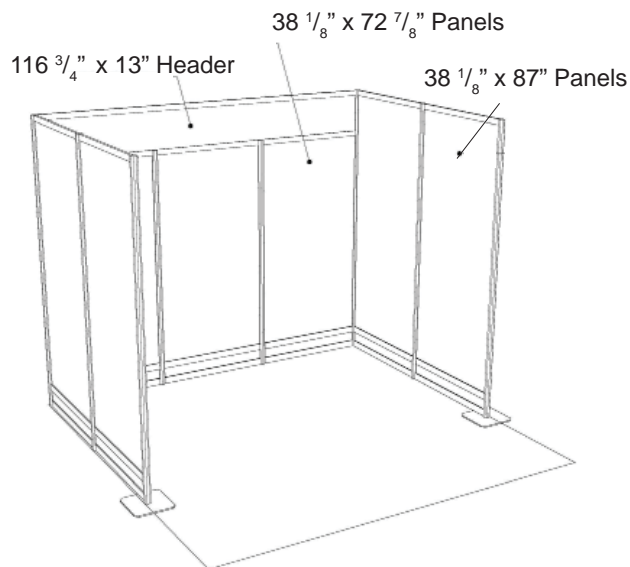
105 Park Lane
Brisbane, CA 94005
(714) 254-3410 • Fax: (469) 621-5607
FreemanAnaheimES@freemanco.com

DEADLINE DATE
JANUARY 19, 2012

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

AAOS * 2012 Annual Meeting
Scientific Exhibit
Moscone Center * San Francisco, CA
Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

SCIENTIFIC EXHIBITORS PACKAGE



Package Includes:

- 38 1/8" x 72 7/8" High Gray Backwall Panels
- 38 1/8" x 87" High Gray Side Return Panels
- One (1) 116 3/4" x 13" White Header Sign with Black, Block Style Lettering
- Tuxedo Carpeting
- Two (2) Limerick® Chairs by Herman Miller
- Two (2) - 6' x 30" high x 24" wide black skirted tables
- One (1) 120 volt / 500 watt quad (4 plug) electrical outlet

Items NOT Included:

- Special Graphics
- Material Handling
- Shelves
- Light Fixtures

Booth Size:

Depth 2M X Length 3M
Depth 6' X Length 10'

FREEMAN scientific exhibitors package

F R E E M A N

105 Park lane
 Brisbane, CA 94005
 (714) 254-3410 • Fax: (469) 621-5607
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 19, 2012**

**INCLUDE THIS FORM
 WITH YOUR ORDER**

**AAOS * 2012 Annual Meeting
 Scientific Exhibit**

Moscone Center * San Francisco, CA

NAME OF SHOW: Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY/STATE/ZIP: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK
 Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (253638) on your remittance.

CREDIT CARD
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS MASTERCARD VISA

BANK TRANSFER
 Bank Transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
 ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
 Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
 ABA# 111000012 ACCT #1252039192 Freeman
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	UTILITIES	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?253638>

FREEMAN method of payment

F R E E M A N

105 Park Lane
Brisbane, CA 94005
(714) 254-3410 • Fax: (469) 621-5607
FreemanAnaheimES@freemanco.com

AAOS * 2012 Annual Meeting Scientific Exhibit

Moscone Center * San Francisco, CA
Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL FREEMAN TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| <input type="checkbox"/> UTILITIES | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

253638

FREEMAN third party authorization

UNION JURISDICTIONS IN THE SAN FRANCISCO BAY AREA

You may appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, please read the following:

DISPLAY LABOR

By definition, the installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Local 510 of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Center.

MATERIAL HANDLING

The Teamsters Union Local 85 has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment - this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

ELECTRICAL

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment). Installation of all lighting hung from truss or beams & distribution of all cabling throughout (San Francisco includes the lighting truss assembly and hanging). All stage hand labor used in the exhibit area will be supplied through Freeman with exception of a company representative/supervision, plasma screen mounting, computer set up and interconnectivity. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we believe that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at Freeman Service Center.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

INGENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a FREEMAN management representative.

FREEMAN

105 Park Lane
 Brisbane, CA 94005
 (714) 254-3410 • Fax: (469) 621-5607
 FreemanAnaheimES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

AAOS * 2012 Annual Meeting Scientific Exhibit

Moscone Center * San Francisco, CA

NAME OF SHOW: Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 99.50	\$ 129.35
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday, Sunday and Holidays.....	\$ 157.50	\$ 204.75

- **Show Site prices will apply to all labor orders placed at show site**
- Price is per person/per hour
- Start time guaranteed only at start of working day.
- Supervisor must check in at desk to pick up labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- There is a minimum one (1) hour charge for all labor orders. Labor thereafter is charged in half (1/2) hour increments.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ _____ N/A
Total Installation						= \$ _____

DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor(Supervisor must check in at Service Desk to pick up labor)**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ _____ N/A
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

AAOS * 2012 Annual Meeting
Scientific Exhibit

Moscone Center * San Francisco, CA

NAME OF SHOW: Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

- Freeman Exhibit Transportation:
- Common Carrier
 - Air Freight Next Day 2nd Day Deferred Expedited

- Other (list carrier name & phone number):
- Other Common Carrier: _____
 - Other Air Freight: _____
 - Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N

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 Brisbane, CA 94005
 (714) 254-3410 • Fax: (469) 621-5607
 FreemanAnaheimES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

AAOS * 2012 Annual Meeting Scientific Exhibit

Moscone Center * San Francisco, CA

NAME OF SHOW: Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine™ you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, Airborne Express, DHL and UPS** are included in this category due to their delivery procedures.
 (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment Delivered on or before JANUARY 30, 2012		
Crated or Skidded Shipment.....	\$ 89.50	89.50
Warehouse Shipment Delivered after JANUARY 30, 2012		
Crated or Skidded Shipment.....	\$ 111.75	111.75
Show Site Shipment Delivered on or after TARGET DATE		
Crated or Skidded Shipment.....	\$ 84.00	84.00
Special Handling Shipment.....	\$ 84.00	84.00
Uncrated or Pad Wrapped Shipment.....	\$ 109.20	109.20
Show Site Shipment Delivered on or after FEBRUARY 7, 2012		
Crated or Skidded Shipment.....	\$ 105.00	105.00
Special Handling Shipment.....	\$ 105.00	105.00
Uncrated or Pad Wrapped Shipment.....	\$ 136.50	136.50
Small Package - Maximum weight is 30 lbs per shipment*		
Small Package - Per Shipment.....	\$ 49.30	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Description	Weight	CWT	Price per CWT	Estimated Total Cost (100 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			Tax	N/A
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, DHL & Airborne Express) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

FREEMAN

1-800-995-3579

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

AAOS * 2012 Annual Meeting Scientific Exhibit

Moscone Center * San Francisco, CA

NAME OF SHOW: Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to **WAREHOUSE**
FREEMAN/Exhibiting Company Name
Hold for: AAOS - Booth #
c/o Freeman
 245 S Spruce Ave
 S San Francisco, CA 94080

MUST BE DELIVERED BY JANUARY 30, 2012

- I will be shipping to **SHOW SITE**
FREEMAN/Exhibiting Company Name
AAOS - Booth #
c/o Freeman
 Moscone Center
 747 Howard St
 San Francisco, CA 94103

CANNOT BE DELIVERED BEFORE TARGET MOVE-IN DATE

TYPE OF SERVICE - Choose One

- Standard Ground: Dependent on distance**
 Expedited Ground: Tailored to specific requirements

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet/Pad (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:

Ship to address:

Number of Labels: _____

METHOD OF PAYMENT - CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman Companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. **Please complete the information requested below:**

AM EXP MASTERCARD VISA

Account No.: _____ Exp. Date: _____

- Personal Credit Card Company Credit Card

Cardholder Name: (Please Print) _____

Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

FAX THIS COMPLETED FORM TO:
469-621-5810

A TRANSPORTATION EXPERT WILL CONTACT YOU TO CONFIRM RECEIPT OF YOUR ORDER AND FINALIZE DETAILS

SHOW # 253638

FREEMAN exhibit transportation

F R E E M A N

105 Park Lane
Brisbane, CA 94005
(714) 254-3410 • Fax: (469) 621-5607
FreemanAnaheimES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

AAOS * 2012 Annual Meeting Scientific Exhibit

Moscone Center * San Francisco, CA

Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- Standard Ground
- OTHER COMMON CARRIER _____
- OTHER VAN LINE _____
- OTHER AIR FREIGHT _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

FREEMAN outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE JANUARY 30, 2012

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
245 S SPRUCE AVE
S SAN FRANCISCO, CA 94080**

WAREHOUSE

AAOS * Scientific Exhibit

2011 ANNUAL MEETING

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE JANUARY 30, 2012

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
245 S SPRUCE AVE
S SAN FRANCISCO, CA 94080**

WAREHOUSE

AAOS * Scientific Exhibit

2011 ANNUAL MEETING

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE ASSIGNED TARGET DATE

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
MOSCONE CENTER
747 HOWARD ST
SAN FRANCISCO, CA 94103**

SHOW SITE

AAOS * Scientific Exhibit

2011 ANNUAL MEETING

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE ASSIGNED TARGET DATE

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
MOSCONE CENTER
747 HOWARD ST
SAN FRANCISCO, CA 94103**

SHOW SITE

AAOS * Scientific Exhibit

2011 ANNUAL MEETING

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

FREEMAN Marshaling Yard for Moscone Center

245 South Spruce Avenue

S. San Francisco, CA 94080

From the East Bay

West on Interstate 80 towards San Francisco

Merge onto US 101 South

Take Exit 423B to merge onto

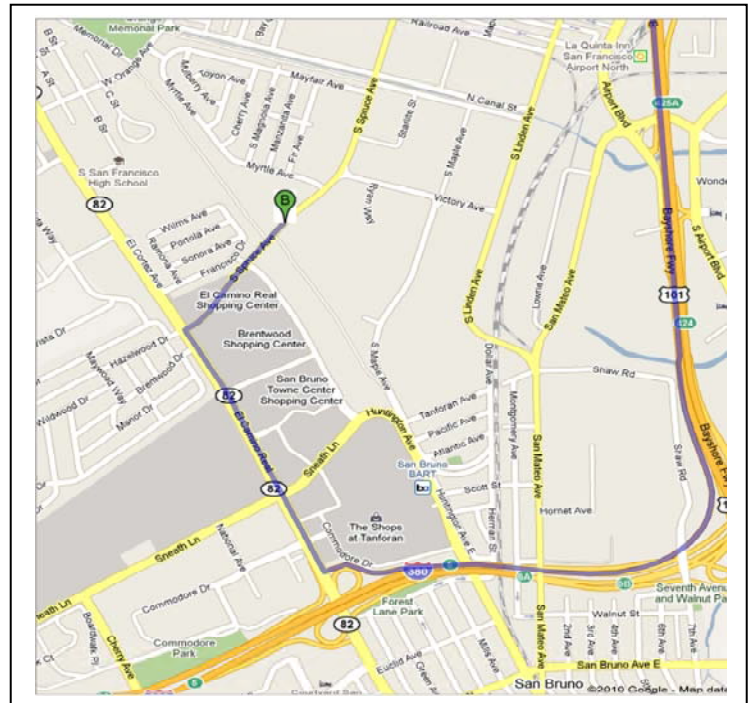
I-380 W toward I-280 /San Bruno

Take Exit 5 for El Camino Real/CA-82

Turn right at CA-82 N/El Camino Real

Turn right at South Spruce Ave

The yard is on the right in 0.3 mile



From the Peninsula

North on Highway US 101 toward SF

Take Exit 423B for Interstate 380W toward

San Bruno/Interstate 280

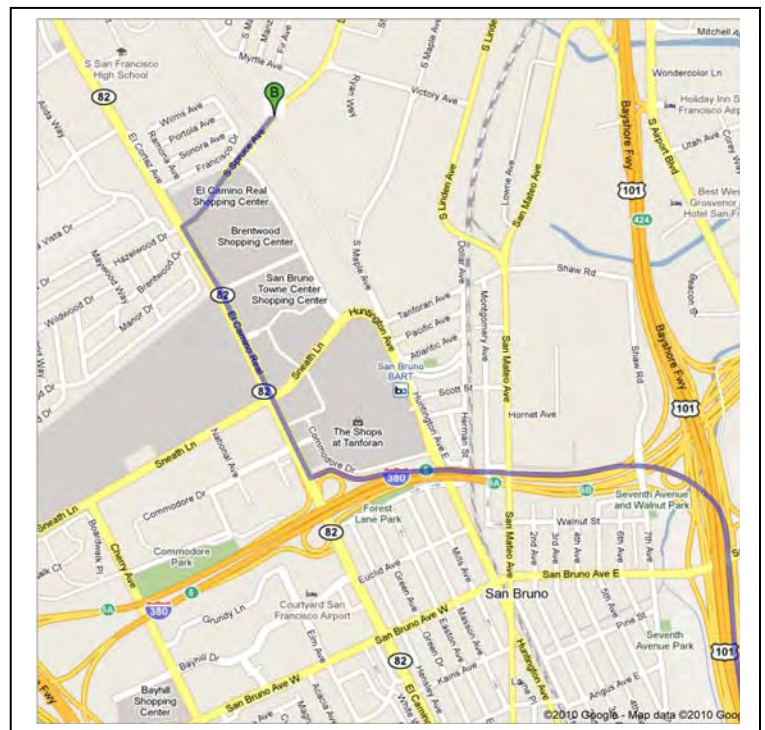
Merge onto Interstate 380 W

Take Exit 5 for El Camino Real/CA-82

Turn right at CA-82 N/El Camino Real

Turn right at South Spruce Ave

The yard is on the right in 0.3 mile





Official Air and Van Line Carrier

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www.elitexpocargo.com





AAOS 2012 Annual Meeting

Moscone Center

San Francisco, CA USA

Meeting Dates: Feb 7 -11

Exhibit Dates: Feb 8 - 10

Official International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC

1075 Zonolite Road, Suite 6

Atlanta, GA 30306

Tel: 404-815-8816

Fax: 404-724-9135

Contact: Margaret Churchill

E-mail: mchurchill@agilitylogistics.com

www.agilitylogistics.com

International Shipping

As the sole Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

What are the '10+2' Importer Security Filing ocean shipment regulations?

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

What steps must be taken to satisfy the '10+2' ISF requirements?

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: expousa@agilitylogistics.com or 404-815-8816. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshow as well as ISF requirements related to exhibition shipments.

When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to \$5,000 may be incurred.

Additional information is available at www.cbp.gov and questions may be sent to [Security Filing General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov) or by contacting Agility Fairs and Events USA at expousa@agilitylogistics.com.

How is my shipment cleared through U.S. Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

What services can Agility Fairs & Events provide at the exhibition?

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

What are the Agility Fairs & Events payment terms?

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at www.agilitylogistics.com/fairsevents enquiry.**

How do I contact Agility Fairs & Events in my country?

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

Canada

GT Exhibitions Inc.
6553 Mississauga Road
Suite A
Mississauga, Toronto
L5N 1A6 Canada
Contact: Paula Wilkie
Tel: 905-821-6800
Fax: 905-821-9206
Email: paulawilkie@
gtexhibitions.com

China

Agility Fairs & Events /
Trans-Link Beijing
Room 1211, Prime Tower No. 22
Chaowai St., Chaoyang District,
Beijing 100020 China
Contact: Roaddy Lu
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
Email: RLu@agilitylogistics.com

Denmark

Blue Water Shipping A/S
Trafikhavnskaj 11
DK-6700 Esbjerg Denmark
Contact: Klaus Bindsboll
Tel: +45 79 13 41 88
Fax: +45 79 13 46 77
Email: kip@bws.dk

France

Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaires
Terrasse H, 75015 Paris, France
Contact: Abdi El Houari
Tel: +33 1 4863 3381
Fax: +33 1 4863 3382
Email: AEL-Houari@
agilitylogistics.com

Germany

Agility Fairs & Events GmbH
Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt/Main
Contact: Christian Frey
Tel: +49 69 976714 250
Fax: +49 69 976714 299
Email: cfrey@agilitylogistics.com

Hong Kong

Agility Fairs & Events
22/F. CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung
NT, Hong Kong SAR
Contact: June Mea
Tel: +852 2211 8207 / 8200
Fax: +852 2866 2421
Email: jmea@agilitylogistics.com

Italy

Agility Fairs & Events
Strada Vecchia Paullese 5/A
Pantigliate, Milan 20090 Italy
Contact: Marilena Doneda
Tel: +39 02 269 051
Fax: +39 02 2690 5346
Email: mdoneda@agilitylogistics.com

Japan

Agility Fairs & Events
Segi Building 4th Floor
7-1 Iwamotocho
1-Chome, Chiyoda-ku
Tokyo 101-0032 Japan
Contact: Tokiko Inaba
Tel: +81 (03) 5821 4617
Fax: +81 (03) 5821 4610
Email: expojapan@
agilitylogistics.com

Korea

Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul, 100-760, Korea
Contact: Jim Lim
Tel: +82 2 2192 7426
Fax: +82 2 539 9420
Email: ljim@agilitylogistics.com

Netherlands

Fairexx BV
De Trompet 1540
1967 DB Heemskerk
Netherlands
Contact: Paul van Zijl
Tel: 31 251 2500 60
Fax: 31 251 2500 65
E-mail: paul.van-zijl@fairexx.nl

Spain

Agility Logistics SA
C/ de la Mar Gropa, 51-59
Zona Franca, ZAL
08040 Barcelona
Spain
Contact: Belina Flores
Tel: +34 93 2970 857
Fax: +34 93 2970 839
Email: belores@agilitylogistics.com

Sweden

On-Site Exhibitions AB
Box 6289
400 60 Gothenburg, Sweden
Contact: Anneli Rogbring
Tel: +46 31 707 3070
Fax: +46 31 707 3075
Email: anneli@onsitegroup.se

Switzerland

Agility Fairs & Events
Bleichestrasse 27
CH-4002 Basel
Switzerland
Contact: Christian Setz
Tel: +41 61 691 33 77
Fax: +41 61 691 70 36
Email: csetz@agilitylogistics.com

Taiwan

Agility Fairs & Events / Translink
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2. Taipei
Taiwan R.O.C.
Contact: Frances Lin
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: FLinYuKuei@
agilitylogistics.com

United Kingdom

Agility Fairs & Events Logistics Ltd.
7th Floor, 26 Elmfield Road
Bromley, Kent BR1 1WA
United Kingdom
Contact: Garcia Newell
Tel: +44 (0) 208 461 8756
Fax: +44 (0) 208 228 1172
Email: gnewell@agilitylogistics.com

AAOS 2012 – San Francisco, CA USA – Feb 7-11

Consign all international shipments and corresponding documents as follows:

Consignee: “Exhibiting Company Name”
c/o AAOS 2012
Booth No. _____
Moscone Center
747 Howard Street
San Francisco, CA 94103 USA

Notify: Agility Fairs & Events
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
E-mail: expousa@agilitylogistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:

“Exhibiting Company Name”
c/o AAOS 2012
Booth No. _____
Moscone Center
San Francisco, CA USA
Made in (country of origin)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Oakland terminal **January 8**

Deadline for arrival of FCL sea freight to Oakland port **January 16**

Deadline for arrival of air freight to San Francisco (SFO) airport **January 18**

The above deadlines are based on delivery to the advance warehouse dock by January 27th.

Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.

SPECIAL IMPORT REQUIREMENTS FOR MEDICAL DEVICES

SPECIAL IMPORT RESTRICTIONS APPLY TO ALL MEDICAL DEVICES BEING SHIPPED INTO THE USA. SOME INFORMATION MAY HAVE CHANGED SINCE AAOS 2011. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

1) Medical devices for temporary import must be shipped to San Francisco under **ATA Carnet**. These items must be packed separately from other items, and arrive on a separate HAWB/L.

2) Medical devices & equipment for permanent import into the USA must satisfy FDA approval & registration requirements. Please contact Agility in Atlanta immediately with the product details. Medical items must be packed separately from other items, and arrive on a separate HAWB/L.

3) Shipments of display material must also be on separate proforma invoice, listed as a single line item ‘knocked down exhibition booth’. The display material must be cleared as permanent import and pay duty – estimate 4% FOB value – so please value accordingly. These items must be packed separately from other items, and arrive on a separate HAWB/L.

4) Shipments of printed matter, giveaways and other non-medical devices for permanent import must be packed separately from other items, and arrive on a separate HAWB/L.

5) Please send all documents for show shipments to Agility Fairs & Events USA in Atlanta before the items are shipped, so the docs can be reviewed and to avoid potential issues.

Get a free estimate of shipping and import charges at www.agilitylogistics.com/fairseventsenquiry.

The most important steps to take:

Preparation:

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued. **Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

Details:

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

Get a free estimate of shipping & import charges at www.agilitylogistics.com/fairsevents enquiry

Official Contractor
 Scientific Exhibits

The following **Complimentary Computer Package** will be delivered to each booth:
 Pentium IV 3.4 Ghz, 2G Ram, CD/DVD Desktop Computer w/20" LCD Flat Screen
 To order additional items, including a **Complimentary X-Ray View Box**, see below.

Questions? Call 800.966.4498 or email: exhibits@psav.com SHOW ID# 120203

CUSTOMER INFORMATION		SCIENTIFIC EXHIBIT NUMBER
Booth Number _____		
Company _____	On-site Contact _____	
Address _____		
City _____ State & Zip _____	On-site Cell _____	
Ordered By _____ Fax _____	Onsite Deliver/Setup: _____	
Phone _____ Email _____	Delivery Date _____	
		*Time frame (circle one): 8am-10am 10am-12noon 1pm-3pm 3pm-5pm

ALL PRICING IS FOR THE LENGTH OF SHOW Please call for items not listed on form.

	Qty	On or Before 1/29/12	On or After 1/30/12	Total
--	-----	-------------------------	------------------------	-------

X-Ray View Box		N/C	N/C	
LCD Monitors (Includes Speakers)		Please Circle One		
		20% Discount Rate	Standard Rate	
23" Flat Panel Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 360.00	\$ 450.00	
24" Flat Panel Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 384.00	\$ 480.00	
32" Flat Panel Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 624.00	\$ 780.00	
40" Flat Panel Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 840.00	\$ 1,050.00	
46" Flat Panel Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 1,152.00	\$ 1,440.00	
46" Seamless LCD Video Wall Display		Please Call for Quote		
Plasma Monitors (Includes Speakers)		Please Circle One		
42" Plasma Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 816.00	\$ 1,020.00	
50" Plasma Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 996.00	\$ 1,245.00	
61" Plasma Video and Data Monitor (16:9)	Wall Mount ** Tabletop	\$ 1,636.00	\$ 2,045.00	
Computer ONLY Monitors (Speakers NOT included)		Please Circle One		
17" LCD Flat Panel Computer Monitor (4:3)	Wall Mount ** Tabletop	\$ 120.00	\$ 150.00	
18" LCD Flat Panel Computer Monitor (4:3)	Wall Mount ** Tabletop	\$ 160.00	\$ 200.00	
19" LCD Flat Panel Computer Monitor (4:3)	Wall Mount ** Tabletop	\$ 200.00	\$ 250.00	
20" LCD Flat Panel Computer Monitor (4:3)	Wall Mount ** Tabletop	\$ 240.00	\$ 300.00	

IMPORTANT INFORMATION

What source will be used with the monitor(s)? Computer _____; DVD/VCR or other Video Device _____; Multiple _____; Other (specify) _____

MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.

Computers - Windows (15" LCD Monitor included)				
PIV 3.0GHz, 1G RAM, 120G HD, DVD/CD-RW Drive, Nvidia GeForce FX 5200 Ultra Video Card		\$ 320.00	\$ 400.00	
PIV Core Duo D, 3.2 GHz, 2G RAM, 160G HD, DVD-RW, Nvidia GeForce 6 Series Video Card		\$ 400.00	\$ 500.00	
PIV Core Duo D, 3.4 GHz, 2G RAM, 80G HD, DVD-RW, Integrated Intel Q965 Video Card		\$ 500.00	\$ 625.00	
Laptop - PIV, Core 2 Duo, 2.0GHz, 2G RAM, 60G HD, Mobile Intel 945GM Express Video Card		\$ 320.00	\$ 400.00	

Computers - Macintosh				
MAC Mini Core Duo, 1.66GHz, 1.25G RAM, 80G HD, Intel GMA 950 Video Card (Monitor NOT included)		\$ 224.00	\$ 280.00	
20" iMAC Core Duo, 2GHz, 1G RAM, 250G HD, ATI Radeon X1600 Video Card		\$ 476.00	\$ 595.00	

Computer Accessories & Printers				
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)		\$ 140.00	\$ 175.00	
Keyboard and Mouse - Wired		\$ 32.00	\$ 40.00	
Keyboard and Mouse - Wireless		\$ 40.00	\$ 50.00	
Computer Speakers w/ Subwoofer		\$ 36.00	\$ 45.00	

Miscellaneous		Please Circle One		
Floor Stand with Optional Shelf <i>(For use with PSAV 30" - 61" Plasma & LCD only)</i>	Shelf	No Shelf		
54" Rolling Cart w/ Black Skirt			\$ 40.00	\$ 50.00
DVD Player (US compatible, Region 1/NTSC)			\$ 116.00	\$ 145.00
DVD Player (Multi-Format, Region Free, NTSC/PAL)			\$ 204.00	\$ 255.00
Blu-Ray Disc Player			\$ 300.00	\$ 375.00
VGA Distribution Amplifier			\$ 52.00	\$ 65.00
Video Distribution Amplifier			\$ 52.00	\$ 65.00

Official Contractor
 Scientific Exhibits

The following **Complimentary Computer Package** will be delivered to each booth:
 Pentium IV 3.4 Ghz, 2G Ram, CD/DVD Desktop Computer w/20" LCD Flat Screen
 To order additional items, including a **Complimentary X-Ray View Box**, see below.

SHOW ID# 120203

SCIENTIFIC EXHIBIT NUMBER

Company

Total Page One

Audio	Please Circle One		QTY	20% Discount Rate	Standard Rate
Wired Microphone	Handheld	Lavaliere		\$ 52.00	\$ 65.00
UHF Wireless Microphone	Handheld	Lavaliere		\$ 240.00	\$ 300.00
UHF Wireless Microphone - Headset				\$ 376.00	\$ 470.00
Individual Self Powered Speaker with stand (up to 10 people)				\$ 72.00	\$ 90.00
Small Exhibit Sound System with (2) speakers and (2) stands (up to 50 people)				\$ 176.00	\$ 220.00
Large Exhibit Sound System with (2) speakers, (2) stands and mixer (up to 100 people)				\$ 212.00	\$ 265.00
Custom Exhibit Sound Package				Please Call for Quote	
Audio Distribution Amplifier (splitter)				\$ 72.00	\$ 90.00
4 Channel Audio Mixer				\$ 60.00	\$ 75.00

Additional Equipment - Please call Exhibit Services at (800) 966-4498 for specialty equipment and services not listed.

Terms & Conditions

<ul style="list-style-type: none"> ➤ Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received. ➤ Your card WILL be charged approximately 10 days prior to show start date. ➤ PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment. ➤ Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. (\$75 minimum charge.) ➤ Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges. ➤ Sales taxes are estimated and are due on all equipment and labor where applicable. ➤ The prevailing sales tax rate at the time the customer's credit card is charged will be applied. 	Equipment Rental Total	
<p>IMPORTANT: PSAV Cancellation Policy Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.</p> <p>** Wall Mounting ST Hours (1.0X) \$78.00 Monday - Friday 8am to 5pm San Francisco Rates OT Hours (1.5X) \$117.00 Monday - Friday 5pm to 12am; Saturday after 8 hours DT hours (2.0X) \$156.00 Monday - Saturday 12am to 8am; all day Sunday; after 14 hours</p> <p>Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is NOT responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure PRIOR to your installation.</p> <p>Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.</p> <p>Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV's Equipment Loss and Damage Acknowledgment.</p>	30% Delivery & Pickup Labor (\$75 Minimum)	
	Wall Mounted Monitor(s), add	
	\$78.00 PER monitor	
	8.500% Sales Tax Rental Total	
	Damage Waiver 12% of Rental Total	
	Yes ___ No ___	
	Grand Total	

* **NOTE:** In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.

CREDIT CARD INFORMATION circle one



Name on Card	Company
Card Number	Billing Address
Expiration Date	City
Security Code	State/Zip
Card Holder Signature	Phone Number

Mail order with Payment to: PSAV **Paying by Check?** Please allow PSAV to confirm total PRIOR to SENDING check.

925 Freeport Parkway, Suite 100, Coppell, TX 75019 Tel: 800.966.4498 Fax: 866.312.4404 (credit card orders only)
Wire Transfer: Call for instructions *International orders can take up to one week to receive, please plan accordingly.*