

Important shipping address change – see below.

American Academy of Orthotists and Prosthetists
36th Annual Meeting & Scientific Symposium
February 24-27, 2010
Chicago, IL

BOOTH EQUIPMENT & SET UP

Each 8' x 10' booth will be set with 8' high drape, 36" high side dividers, two (2) side chairs, one wastebasket, and a 7" x 44" one-line identification sign. Backdrop drape colors will be a combination of royal blue, white & black. Booths are restricted to 10' wide x 8' deep x 8' high. **All booths must have a 4' setback from aisles and cannot exceed 8' high in height.** Any deviation must be submitted in writing to Diane Ragusa (dragusa@oandp.org) prior to the meeting. The Exhibits Chair reserves final judgment.

TABLE TOP EQUIPMENT & SET UP

Each table top exhibit will be set with a 6' L x 24" W x 30" H skirted table, two (2) side chairs, a wastebasket, and a 7" x 44" one-line identification sign. Table drape will be blue. Table top displays of products, brochures and books are not to exceed 30 inches in height from table top.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

EXHIBIT MOVE IN

Tuesday February 23 2:00 PM - 5:00 PM

Wednesday February 24 8:00 AM - 3:00 PM

All exhibits must be fully installed by at 3:00 PM Wednesday, February 24.

EXHIBIT HOURS – UPDATED AND FINAL

Wednesday, February 24 6:00 PM - 7:30 PM

Thursday, February 25 10:30 AM - 5:00 PM

Friday, February 26 10:00 AM - 5:00 PM

Saturday, February 27 8:00 AM - NOON

Please plan on arriving to the exhibitor hall about 30 minutes prior to opening.

EXHIBIT MOVE OUT

Saturday, February 27 NOON - 4:00 PM

Please Note: Overtime charges will apply all day Saturday during move-out.

SERVICE CENTER HOURS

We will have staff available at show site at the Fern Service Center as follows:

Tuesday, February 23	2:00 PM - 6:00 PM
Wednesday, February 24	10:00 AM - 4:00 PM
Thursday, February 25	10:00 AM - 5:30 PM
Friday, February 26	10:00 AM - 5:00 PM
Saturday, February 27	8:00 AM - 4:00 PM

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, February 5, 2010.

ON-LINE ORDERING

Service kits will be mailed late November/early December to all exhibitors who have been given an assignment and are paid in full for their space. A letter will be included with the service kit which will contain a password to use to place your order on line at our website www.oe.georgefern.com. Visit the Academy website www.academyannualmeeting.org for program information.

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS – ATTENTION: THIS IS A NEW ADDRESS AS OF JANUARY 21, 2010

TO: (NAME OF EXHIBITOR) Receiving Hours
George Fern Company
c/o YRC
2000 Lincoln Hwy
Chicago Heights, IL 60411
Attn: Mike Flanagan
FOR: American Academy of Orthotists and Prosthetists
BOOTH NUMBER _____

Freight will be accepted after February 5, 2010.

Late charges will be assessed if freight is received after February 22, 2010.

Mike Flanagan is the person who receives our show freight at this location. His office number is 708-758-8000.

SHOW SITE ADDRESS

TO: (NAME OF EXHIBITOR)
c/o George Fern Co.
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
FOR: American Academy of Orthotists and Prosthetists
BOOTH NUMBER _____

Do **NOT** ship advance freight to the Hyatt Regency Chicago. The hotel has NO storage facilities. Freight will be accepted on site beginning 8:00 AM Tuesday, February 23. Shipments arriving prior to this date may be refused **by the Hyatt and is subject to their own handling fees.**

OUTBOUND FREIGHT

We will prepare your outbound bill of lading and labels in advance. Complete the outbound bill of lading form, return to us, your paperwork will be available on show site.

All carriers must check in by 6:00 PM, February 27.

LABOR

All material handling, exhibit and display work in the Chicago area must be done by Union Personnel. Exhibitors no larger than 100 sq/ft. can be set by company personnel without mechanical assistance or ladders.

ASSISTANCE

If we can be of assistance in any way, please contact David Thompson, George Fern Co., 645 Linn Street, Cincinnati, OH 45203. 513-333-7060 (O) 513-333-7067 (F) or email dthompson@georgefern.com.

REGISTRATION PROCEDURES

All exhibit personnel must register. You may register online at www.academyannualmeeting.org or send in the enclosed registration form via mail or fax.

With each table or booth you are entitled to two exhibitor badges with a value of \$250 and have the option of purchasing up to two more exhibitor badges at \$250 for your other employees. One of the badges you receive with each table or booth will now be a full registration with the option of receiving PCE credits for the person registered with that badge as long as that individual is a full-time employee of your company. All other badges may be upgraded to full registration for your full-time employees who need PCE credits with the payment of an additional fee to match the member registration fee. An illustration of this would be if the exhibitor badge is valued at \$250 and member registration is \$500 with an additional fee of \$250 your full-time employees who need PCE credits will have their Exhibitor badge upgraded to a full participant badge.

HOTEL INFORMATION

Hyatt Regency Chicago
155 East Wacker Drive
Chicago, IL 60601
fax • www.chicagohyatt.com

Reservations may be made online at www.academyannualmeeting.org, or calling the hotel at 888-421-1442. You are encouraged to make your reservations early. The group rates are \$152 single/double. The reservation cut off date is February 8, 2010.

MEETING ROOMS & HOSPITALITY SUITES

You are welcome to host events during the week of the meeting but they cannot take place during official programming hours which are listed below.

Wednesday, February 24 6:00 pm – 7:30 pm

Thursday, February 25 8:00 am – 6:30 pm

Friday, February 26 7:00 am – 6:30 pm

Saturday, February 27 7:00 am – 4:00 pm

Please contact **Chrissy Carpenter at the Hyatt at 312-239-4723 for assistance or use the Event Request or Booth Order form enclosed in your kit.**

Visit www.academyannualmeeting.org for program details & registration information or call Diane Ragusa 202-380-3663 or email dragusa@oandp.org.