

Access to Exhibit Hall - Installation

Every individual working in the exhibit hall must have an identification badge or wristband. To receive a badge or wristband, exhibitor personnel and exhibitor designated contractors (EDCs) are required to show photo identification and proof of affiliation with their employer. An exhibitor may obtain a badge in Exhibitor Registration during the hours noted in this section.

Approval for early installation will be granted on an individual basis, with the understanding that Freeman will provide the labor for all installation work performed on Monday, Oct. 7.

Access to Exhibition – AAO 2019

During the meeting, an exhibitor who has their personal Academy-issued exhibitor meeting badge may enter the exhibit hall two hours prior to the opening of the exhibition and may remain in the hall one hour after the close. Meetings in the exhibit halls with medical attendees and other individuals not associated with the exhibits may take place only during official exhibit hours. These individuals must have proper badges and cannot gain access to the exhibit hall except during official exhibit hours.

One exhibitor may not enter another exhibitor's booth without the other exhibitor's approval.

Academy representatives and employees shall have free access to any exhibit at all times in the performance of their assigned duties.

Badges

To gain admittance to the exhibit areas, all company employees, and representatives are required to wear their personal Academy-issued exhibitor meeting badge at all times while on Moscone Center premises. The badge must not be altered, added to, or defaced in any manner. A company badge will not be accepted in lieu of the official badge.

Representatives must be able to present photo identification that matches the name on the badge they are wearing upon request.

The Academy has a zero-tolerance policy for badge swapping. Those found swapping badges or wearing a badge that does not match their photo identification will have their badge confiscated and will be escorted from the premises. The exhibiting company will be penalized priority points they were to accrue for that year.

Care of Facility

Exhibitors may not install any permanent fixtures or deface the building, and upon conclusion of the meeting they must leave the exhibit space in the same condition that it was received.

Dismantling Exhibits

Exhibitor personnel must staff the booth until the dismantling of exhibits begins on Tuesday, Oct. 15, at 1:00 p.m.. Dismantling of an exhibit prior to the close of the exhibition is not permitted. Any company violating these regulations will forfeit the priority points they were to earn for the meeting and may not be invited to participate in future Academy meetings.

It will take approximately five to six hours to return all empty crates and cartons to the exhibitor's booth. Plan to return on Wednesday, Oct. 16 to complete outbound arrangements.

Exhibiting companies in the West building will need to have packing and outbound arrangements completed by 3:30 p.m. on Wednesday, Oct. 16. The building must be clear by 11:59 p.m.

Early Installation

Approval for early installation will be granted on an individual basis, with the understanding that Freeman will provide the labor for all installation work performed on Monday, Oct. 7.

Wristbands will be available prior to the official exhibitor move-in for targeted exhibitors on Tuesday, Oct. 8. Wristbands for labor on the following installation dates will be available at the Academy Exhibitor Services Counter located in South Building, Hall C.

The exhibition targeted freight schedule is included in the Freight Services section of this manual.

Equipment Pass

Removal of **equipment or display items** from the exhibition during meeting days — Saturday, Oct. 12 through Tuesday, Oct. 15 — will require a pass. The passes can be obtained at the Academy Exhibitor Services counter, located in the main Exhibitor Service Center in Moscone Center, South Building, Hall C beginning Saturday, Oct. 12. Once the show closes at 1:00 PM on Tuesday, Oct. 15, equipment passes will not be required.

Incident Reporting

To report an incident when fire, medical or police assistance is needed call ext. 511 from a house or exhibit booth telephone. Dial 415.978.3511 if calling from an outside phone line or cell phone. An office will answer immediately. Be prepared to provide the location of the emergency by building, level, and either hall, meeting room or corridor, and a brief summary of the emergency.

Outside Management

An exhibitor who engages the services of an outside management firm to handle exhibit details and logistics, meeting and events or publicity and advertising or all of these planning aspects must complete a Third Party Authorization Form identifying the firm who will work on its behalf. Log in to the Exhibitor Portal to complete and submit this form. This arrangement will not be taken into account when granting the extension of a deadline; take particular care to ensure that the management firm you engage will meet all deadlines.

Parking

Moscone Center does not include a public parking facility. There are several public parking garages in close proximity to the facility. For details, go to the Moscone Center parking web page - <https://moscone.com/attendees/directions/parking/shtml>

Registration

Exhibitor Registration located in the South Building lobby of Moscone Center, will be open during the hours listed below:

Date	Time
Wednesday, Oct. 9	7:30 a.m. – 6:00 p.m.
Thursday, Oct. 10	7:30 a.m. – 6:00 p.m.
Friday, Oct. 11	7:00 a.m. – 6:00 p.m.
Saturday, Oct. 12	7:00 a.m. – 5:00 p.m.
Sunday, Oct. 13	7:30 a.m. – 5:00 p.m.
Monday, Oct. 14	7:30 a.m. – 5:00 p.m.
Tuesday, Oct. 15	7:30 a.m. – 1:00 p.m.

Requests to Work Late

Requests to work beyond the listed installation hours will be considered on an individual basis. These requests can be made at the Academy Exhibitor Services Counter in the main Exhibitor Service Center located in Moscone Center, South Building, Hall C, and are to be submitted on a daily basis, no later than 3:30 p.m. Exhibitors requesting to work beyond 8:00 p.m. on Wednesday, Oct. 9 and Thursday, Oct. 10 will be required to hire a guard for a minimum of four hours.

Smoking

The Academy prohibits smoking in all meeting and exhibit areas. Your cooperation is appreciated.