AAHKS Exhibitor Webinar # 1 Registration & Housing

Date: July 16, 2020 (Thursday)
Time: 2:00 p.m. – 2:30 p.m. (CDT)

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AMERICAN ASSOCIATION OF
HIP AND KNEE SURGEONS

Welcome & Update

- Mike Zarski, Executive Director
- Jeff Mitchell, Director of Marketing & Corporate Relations
- Heather Chapman, Freeman Sr. Business Development Director
- Sharon Creed, Accounting & Registration Manager
- Renalin Malvar-Ledda, Sr. Director of Events & Operations
- Caitlin Schmierer, Tradeshow Manager

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Exhibitor Schedule

Move-In: Wednesday, November 4, 2020
                        10:00 a.m. – 5:00 p.m.

                        Thursday, November 5, 2020
                        10:00 a.m. – 5:00 p.m.

Show Hours: Friday, November 6, 2020
                        7:00 a.m. – 2:55 p.m.
                        6:30 p.m. – 8:00 p.m. Welcome Reception

                        Saturday, November 7, 2020
                        7:00 a.m. – 3:30 p.m.

Move-Out: Saturday, November 7, 2020
                        3:30 p.m. – 10:00 p.m.

                        Sunday, November 8, 2020
                        8:00 a.m. – 11:00 a.m.

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Social Distancing & Booth Guidelines

- AAHKS recommends adhering to social/physical distancing in all facets of the Annual Meeting as well as observing the International Association of Exhibitions and Events (IAEE) suggested booth staffing guidelines during the exhibition.

- All booth activities (meetings, receptions, demonstrations, etc.) should accommodate for social distancing.

- Following these guidelines will help us to ensure adequate booth traffic and allow us to refrain from restricting attendees from the exhibits at certain times in order to maintain social distancing guidelines.

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Social Distancing & Booth Guidelines

- AAHKS recommends that you staff your booth to not exceed (2) booth personnel per 10' x 10' space at any one time

10' x 10' = 2   20' x 20' = 8

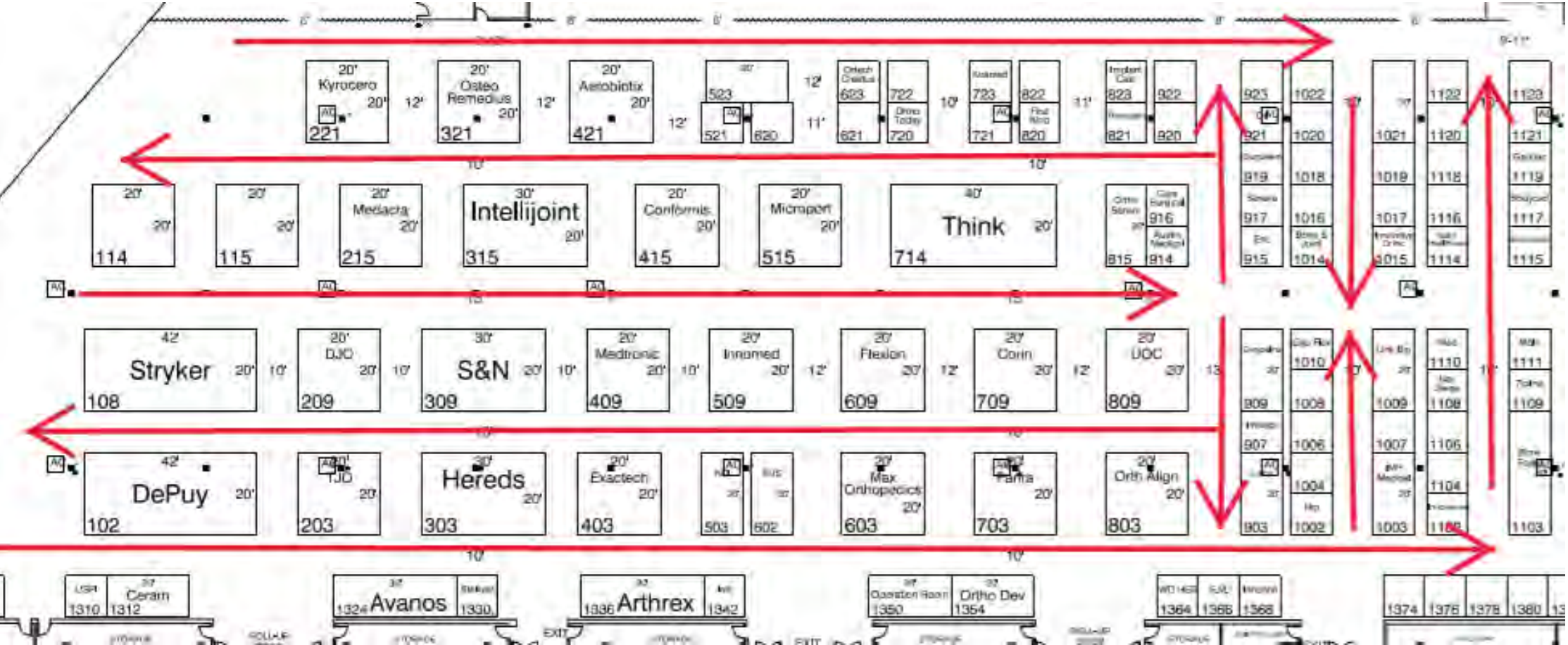10' x 20' = 4   20' x 30' = 12

10' x 30' = 6   20' x 40' = 16

Social Distancing & Floor Plan

Exhibitor Registration

- Registration opens week of July 13
- Badge Allotments
- Cost of additional allotments
  - $500: through October 31
  - $600: November 1 – onsite at Annual Meeting
- Access to Scientific Sessions
- Deadline to Register: October 2
- **Booth must be paid in full prior to registration.**

Booth Size	Badges Included
30' x 20'	14
20' x 20'	10
10' x 30'	8
10' x 20'	6
10' x 10'	3

Exhibitor Registration

- Registration link:
  https://member.aahks.net/ExhibitorRegistration2020.aspx

- Click the Login button at top of page.

  - Enter your username and password.

  - Click the **Manage Exhibit Reps** link on the page.

  - Click the **Add Representative** button; a window will appear and those already associated with your account will be listed.

  *(**Note**: Changes to any names, e-mails, or titles can only be done by individual representatives logging into their own AAHKS account and making changes under "My Profile". Primary contacts can only make changes to their own profile.)*

Exhibitor Registration

Exhibitor Registration

– Check the box next to the name of the representative to register them for the Annual Meeting. You can also search for or add additional names in this step.

– *(Note: Select or enter the names of those receiving the complimentary badges first. If you need to show which names are complimentary -please complete entry through to shopping cart of complimentary badges before adding paid badges or the system will assign the complimentary badges to the first alphabetical names on your list.)*

– Click the Save button. You will be taken to the shopping cart to review and complete your order.

– If all badges are "complimentary" and order summary is 0.00, click the Complete order button to finalize the registrations. If there is a balance, click the Complete order button to open the payment window
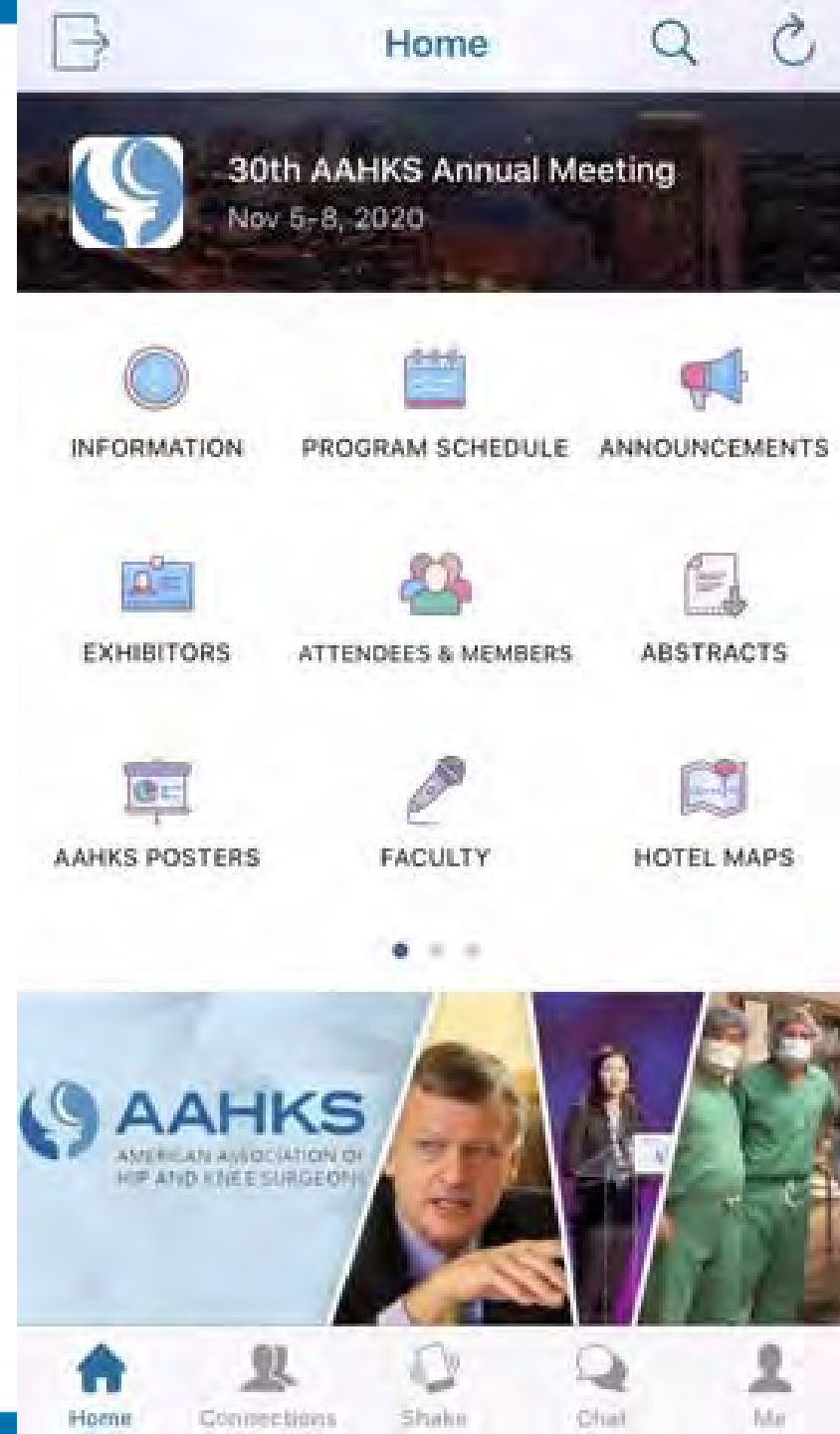
Exhibitor Registration

Exhibitor Registration

Exhibitor Housing

- Exhibitor Housing opens week of July 13.
- Log in to reserve at Hilton Anatole
  https://member.aahks.net/ExhibitorRegistration2020.aspx
- Rate: $209 plus tax
- Booking Deadline: October 2
- Deposit: (1) night non-refundable deposit due at time of booking.

AAHKS Mobile App

Coming Soon!

Customer Service Questions

- Registration Questions
  - Contact Sharon Creed at Sharon@AAHKS.org

- Housing & Logistic Questions
  - Contact Jeff Mitchell at JMitchell@AAHKS.org or Caitlin Schmierer at CSchmierer@SmithBucklin.com

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Q & A

Thank you for attending!

Stay Tuned for AAHKS Exhibitor Webinar # 2

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