



International Society of Arthroscopy, Knee Surgery and Orthopaedic Sports Medicine

Exhibitor Meeting Space Regulations

2015 ISAKOS Congress
Lyon, France • June 7 – 11, 2015

It is the responsibility of the exhibitor to ensure that all company personnel or third party agents that are involved in meeting or travel arrangements are aware of and adhere to ISAKOS rules and regulations contained in the ISAKOS Exhibit Prospectus Appendix. Those relevant to meeting space or exhibitor events taking place outside of the exhibitor booth space are provided below for your reference. Any exhibitor planning to hold an event or function that will take place outside of their assigned exhibit booth space during the ISAKOS Biennial Congress must secure approval from ISAKOS.

APPROVAL OF EVENTS & MEETINGS

All events & meetings (whether booked on own or through ISAKOS) **must be submitted to ISAKOS** to ensure event dates/times do not conflict with ISAKOS programming.

ASSIGNMENT OF MEETING SPACE

Meeting space is assigned on a first-come, first-served basis. Hotels may assess room rental charges to events that do not meet required Food & Beverage minimums.

Once space is assigned, the organizer is responsible for finalizing all arrangements directly with the assigned hotel. Any penalties incurred between the exhibitor and the hotel is the responsibility of the exhibitor. It is understood that ISAKOS accepts no responsibility for the event(s). ISAKOS does not endorse an exhibitor's function and does not consider them a part of the official program.

Activities that include ISAKOS Congress attendees must not conflict with the Scientific Program

COMPANY/STAFF MEETINGS

Events that only include staff of the exhibiting company, cannot include ISAKOS attendees unless the individual is an employee of the company holding the event. There are no date or time restrictions for company/staff events; however these events require approval from ISAKOS.

DEADLINE

The deadline for securing hotel meeting space is **April 15**.

BADGES & BAR CODES

Exhibitors are not allowed to use ISAKOS official badges for admission to exhibitor events, nor scan and capture ISAKOS badge bar code data at any non-ISAKOS meeting or event.

CME ACCREDITATION

ISAKOS does not provide CME accreditation for exhibitor "Educational" events.

PUBLICITY AND ADVERTISING

ISAKOS does not publish exhibitor social events in the Final Program. **Promotional materials of any kind shall not use the ISAKOS logo or name or make mention of ISAKOS or the ISAKOS Biennial Congress.** The use of the name, insignia, logo, logotype or other identifying marks of the International Society of Arthroscopy, Knee Surgery and Orthopaedic Sports Medicine shall not be used in signs, advertising or promotions in any media or on descriptive product literature. Wording such as "presented in conjunction with," "preceding" or "prior to the ISAKOS Biennial Congress" is not allowed. The inclusion of "ISAKOS Booth XXX" on any exhibitor materials is never an approved use of "ISAKOS." Only if written approval is received, exhibitors may reference "ISAKOS Biennial Congress- Booth #XXX – June 7 – 11, 2015" on materials associated with the ISAKOS Biennial Congress. These rules apply to materials developed for use before, during and after the ISAKOS Biennial Congress.

Sponsorship forms for inclusion of promotional materials in the ISAKOS attendee's Bag and are available in the Exhibit Prospectus online at <http://www.isakos.com/meetings/2015congress/exhibit.aspx>. Except for distribution from the approved ISAKOS Attendee' Bag, or within the exhibitor's allotted exhibit space, the distribution of handbills, fliers or other literature within the convention center, hotels, or other venues is prohibited.

SIGNAGE

Signage for exhibitor events is allowed at the room entrance only. The overall dimensions of signs are not to exceed 28" x 44".



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Request to Use an Exhibitor-Designated Contractor

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Exhibitors may use the services of an outside independent contractor only for the installation and dismantle of exhibits. All other services must be secured through the official contractors. Exhibitors planning to use an exhibitor Designated Contractor (EDC) must provide written notification to ISAKOS by **January 15, 2015** to Hilary Matthews (hilary@isakos.com). Requests will only be accepted if submitted by the exhibiting company; requests submitted by third-party representatives will **not** be accepted. If requests are received after January 15, 2015 EDC's may only be used to supervise booth installation and dismantle.

EDCs must provide a certification of insurance indicating active workers' compensation coverage for all permanent employees and temporary labor hired for the event; and a minimum of \$1,000,000 general liability coverage per occurrence to ISAKOS by April 1, 2015 or access to the exhibit hall will be denied. Policies must name ISKAOS as the certificate holder, as an additional insured. Exhibitors not providing this form and/or approved Certificate of Insurance by April 1, 2015 will be require to use labor provided by the official contractor for installation and dismantle.

Exhibitor Designated Contractor:

Contact Name:

Street Address:

City:

State:

Zip Code:

Phone:

Services to be provided:

Exhibiting Company:

Booth Number:

Contact Name:

Exhibitor Contact Email:



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Request to Distribute Giveaway

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Product samples, and/or food and beverage items ordered from the Lyon Convention Center at the Cité Internationale official caterer do not require ISAKOS approval to distribute. In addition, the following non-product items do not require ISAKOS approval to distribute:

bookmarks	memo clips	pencils	stress balls
key chains	mousepads	pens	tape measures
luggage tags	pads of paper	rulers	USB flash drives

All other novelty items not manufactured by the exhibiting company must be submitted to ISAKOS for review and approval by **April 15, 2015**. These premiums should be items that can be used during the meeting or in the professional activities of the attendee and have a cost per item of \$25 or less. Golf balls, pocket knives, T-shirts, hats, lanyards, adhesive backed decals or stickers, unofficial badges, pins, buttons and tote bags are some of the items that will not be approved.

Large shopping bags or tote bags are strictly forbidden. Small plastic or paper bags for distributing literature or product are acceptable, but do require pre-approval. Send a sample bag or photo along with specific dimensions, material, and color of the bag to Hilary Matthews at hilary@isakos.com. Bags cannot be larger than 11" x 14", including handle.

NOTE: Contests, drawings, lotteries or raffles of any kind, at any time or place, are NOT allowed during the ISAKOS 2015 Biennial Congress.