



Thank you very much for your company's support of the *ISAKOS Knee Arthroplasty Forum* taking place October 20-21 at the Sheraton Miramar Hotel in Vina del Mar, Chile. In preparation for the meeting, we are writing to provide important logistical information to help ensure a successful experience onsite. Upon review the following details, if you have any questions, please do not hesitate to reach out to Veronica Garcia-Huidobro at vgh@eventualchile.com. Again, thank you very much for your participation in the meeting!

EXHIBITS

Exhibits are located in the Bombal AB room at the Sheraton Miramar Hotel and Convention Center.

Each company is offered a 3mx2m exhibit area where you may display product and/or literature. Enhanced from the original table-top exhibits, this revised exhibit space allows for exhibiting companies to create a more robust exhibit display, if desired. Please note: any banners or materials must not overlap more than 2' in any direction outside this space. Please confirm directly with Eventual Chile if you require a table and two chairs within your exhibit space. Basic electrical will be provided. The Sheraton's Regulations for Exhibits is included for reference, please be sure to review prior to installation on October 19.. If you require additional services for your exhibit space, such as Audio Visual or catering, please contact Mónica Sepúlveda with Eventual Chile at monica@eventualchile.com.

Date	Installation & Dismantling	Exhibitor Registration	Exhibit Hours	Exhibit Breaks
October 19, 2022	15:00 – 19:00 (Installation in Bombal AB - exhibit spaces will be marked with the company name)			
October 20, 2022		07:00 – 18:00 (Level Z Foyer)	07:00 – 18:00 18:15 – 19:15 (Welcome Reception in Exhibit Hall)	10:30 – 11:00 13:30 – 14:00 16:00 – 16:30
October 21, 2022	14:00 – 19:00 (Dismantle)	07:30 – 18:00	07:00 – 14:00	10:00 – 10:30 13:30 – 14:00

SHIPPING

Boxes and materials for your exhibit space may be shipped directly to the Sheraton Miramar Hotel and Convention Center. **All boxes/materials must be received by October 17, 2022.** Please ensure at least three weeks from ship date for receipt.

In addition to using the shipping address below, please send an email to vgh@eventualchile.com and Sofia.Sainz@sheraton.com noting the following:

1. The total number of boxes that you are shipping
2. The size and approximate weight of each box
3. The shipping company, tracking numbers, and the anticipated arrival date of the shipment

Shipping address

Sheraton Miramar Hotel and Convention Center
Avda. La Marina 15, Viña del Mar (Ingreso proveedores -1)
Postal Code: 2572009
Attention: Sofía Sainz (Ejecutiva de ventas)
Phone number: +32 2388703
Hold for: *Eventual Chile/ISAKOS Knee Arthroplasty Forum*

REPRESENTATIVE REGISTRATION

Your company has received waived complimentary registration to the meeting. Names for company representatives must be sent to the ISAKOS Office by **October 14th**. After this date, any additional company representatives will need to register onsite. If you have questions related to the names provided for badges, please contact Beverlee Galstan (bgalstan@isakos.com).

THE FINAL PROGRAM

You may view the interactive agenda for the program at [Forum Agenda](#). Download and save to your device!



CONVENTION CENTER USAGE GUIDELINE

The Client is obliged to comply with all regulatory provisions established by The Hotel and is obliged to comply with all laws, permits, licenses and other regulations dictated by law during the event. Likewise, it shall be the Client's obligation to ensure that those attending the event, guests of the Client, observe the same conduct. For this purpose, the Hotel will provide the Client, upon signing the respective contract, a copy of these regulations, which must be signed by the client and delivered to the Hotel as a sign of conformity.

Hotel Regulations

The plan for the assembly of the rooms, decoration, stands, accreditation, signage, etc. must be previously authorized by the Banquet Management, in accordance with the Hotel's security policies.

1. Entrance and exit of materials: The entrance and exit of materials for the rooms must be done through our suppliers' entrance (Level -1), presenting the Identity Card and the security clearance guide. The hotel will provide trolleys and forklifts only if the operation allows it. The timetable for assembly and disassembly is between 08.00 and 21.00 hours. Any type of container used to transport implements to be installed and/or removed for assembly purposes (i.e. metal boxes, metal trunks, various cases, etc.) must be placed on the MZ level if there is space. Otherwise, the client must remove the containers and bring them back to the disassembly, and they may not be stored in the hotel, so as not to obstruct the transit of people through the service corridors. The Hotel is not responsible for the damage or loss of the material that enters the Hotel. The client must deliver 48 hours prior to the assembly of the event, the name and identity card of the person in charge and a list with the same data of the technicians and workers. The above for control of the Hotel Security Department.

2. Dismantling: The rooms and spaces occupied shall be released immediately after the end of the event. The Client must coordinate in advance the dismantling of all and any equipment or material installed in the rooms, the exit of the same by the permitted accesses and at the established times. As long as the materials are not removed from the rooms, the Hotel will charge the cost for the occupation of the room.

3. Removal of equipment or material: It is established that the dismantling of rooms must be done immediately after the end of the event. Any forgotten object will be kept for 48 hours after the end of the event, after this period it will be left in the trash room for disposal.

4. Entry and exit of personnel associated with the event: They must enter through the suppliers' entrance, located on floor -1, presenting and leaving an identity document for which they will be given a Hotel credential, which must be kept visible at all times, for recognition by the hotel staff. It is important to mention that this personnel is strictly forbidden to transit through any area that does not correspond to the event, or to take any material and/or tool belonging to the hotel, without prior authorization exclusively from the banquet department. The assembly and set-up personnel

The personnel in charge of disassembly and dismantling shall wear a uniform with the logo of the company in charge of the work. It is forbidden for personnel to dress carelessly, affecting the image of the Hotel or putting their integrity at risk, by not wearing clothing and personal protective equipment appropriate to the work they perform. The personnel, while staying inside the Hotel, will be subject to the internal rules of hygiene and safety. Temporary facilities may be inspected by the Hotel's Safety and/or Engineering Department. The accreditation of personnel associated with an event must be daily and through the aforementioned access.

5. Rules of Conduct: With respect to behavior, any denigration, disrespect, or act of this nature by set-up or dismantling personnel towards any hotel associate will be prohibited from entering the facilities.

6. Stands / Tents / Accreditations / Signage / Hall decoration: The Client may only use the spaces previously authorized by the Hotel, without risking the security of the building, therefore, may not block circulation areas such as: corridors, emergency exits, emergency exit indicators, doors, security cameras, fire extinguishers, emergency buttons, fire hoses, etc.

All booths installed inside the Hotel, either inside the halls or in the common areas, must be flush with the floor (on a floor cover which will be taped or secured with double contact tape, thus avoiding any type of accident such as tripping and/or falling, as well as protecting the surface from damage. If there is an uneven or uneven stand, which should not be the case, it shall be marked with a yellow and black tape with oblique stripes covering its entire contour. The hotel staff does not make delimitations of stands, so the client must program this activity according to the blocking of the spaces rented for the event.

During the assembly and disassembly of stands, tents or similar, the areas destined for such purposes must be delimited by the Client with caution tapes, similar to the one shown in figure #1, and area delimiters similar to the one shown in figure #2, in order to minimize the risks that may affect third parties passing in the vicinity.



It is forbidden to attach caution tapes to walls, pillars, handrails, doors, or similar. It is forbidden to use masonry materials and to cause any type of damage to the walls, pillars, handrails, doors, or similar.



fixed installations of the hall (painted, drilled, nailed, glued, etc., on floors, walls, ceilings and stairs). Signage and any promotional material of the event to be used outside the hired room must be previously authorized by the Hotel.

In the M. L. Bombal and J. F. Vergara halls there are rings anchored to the ceiling to hang ornamentation or equipment, which support a maximum weight of 90kg each. It is forbidden to hang any material, equipment, etc. from the borders of the halls.

7. Damages: The Client will be responsible for the damages caused to the Hotel facilities, having to finance the repair of the damage caused, and according to the report sent by the Engineering Department of the Hotel. This will be detailed and signed in the minutes to be taken upon delivery of the room and public spaces enabled for stands, in a check list designed by security and maintenance, with the state of damage to the room comparative to the day of return and signed by the areas concerned.

8. Electricity: The Client must hire the services of an electrician certified by the SEC to make the electrical connections to avoid power outages and short circuits that may damage equipment and/or materials of the participants, as well as the Hotel's facilities.

Likewise, the Hotel will request the Client's cooperation in order to maintain the cleanliness and safety of the cable extensions to avoid accidents. Electrical installations carried out by the Client's hired or dependent personnel will be evaluated by the Hotel's Engineering Department. In case of multiple electrical connections, such as, but not limited to, lighting, audiovisual, music and similar, the Hotel is not responsible for the provision of electrical services or installation services thereof.

The Hotel is also not responsible for power outages by the supplier (CONAFE) and the inconveniences that the lack of electricity may cause to the event. Defects in electrical installations not belonging to the Hotel will be the sole responsibility of the Client.

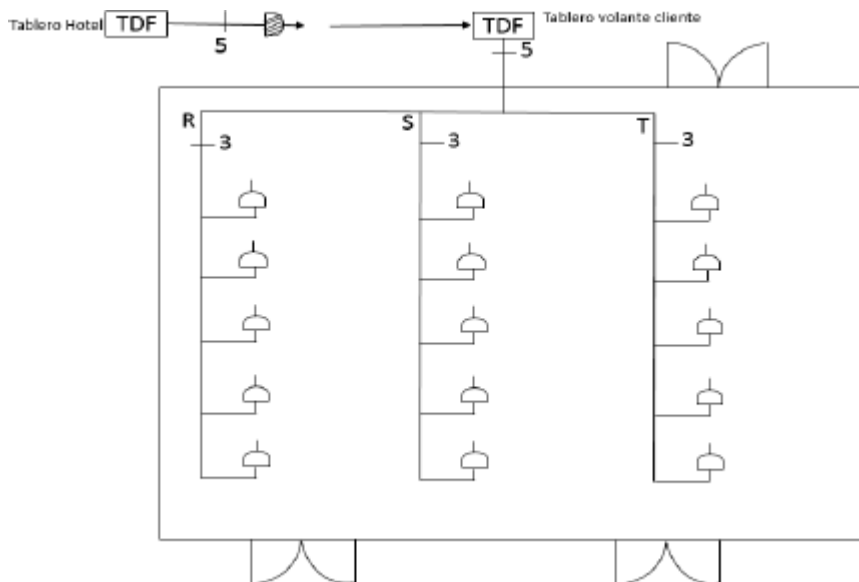
TEMPORARY ELECTRICAL INSTALLATIONS FOR EVENTS IN HALLS AND PUBLIC AREAS

BASIC REQUIREMENTS

- PRESENTATION OF PROVISIONAL ELECTRICAL WIRING DIAGRAMS.
- USE OF TEMPORARY ELECTRICAL DISTRIBUTION AND PROTECTION PANELS.
- USE OF CABLE RUNS
- PROHIBITIONS

TEMPORARY WIRING DIAGRAMS

Presentation of diagrams of electrical installations in classrooms or public areas, made by a professional authorized by the S.E.C.



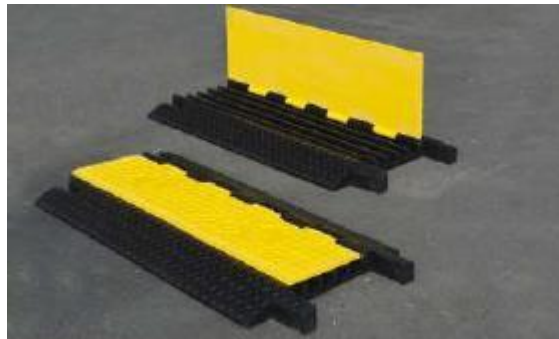
USE OF TEMPORARY ELECTRICAL DISTRIBUTION AND PROTECTION BOARDS

Only flying electrical panels duly certified by an authorized S.E.C. professional will be allowed. The electrical panels must be installed in the service areas, marked and labeled. They must have instruments that allow visualization of current consumption per phase and load balance, pilot lights per phase, differential protection.



USE OF GROMMETS

For all cable crossings with pedestrian and vehicular traffic, public areas, service areas, accesses to facilities, etc., and in all places where cables cross traffic areas, rubber cable grommets as shown in the images must be used.



9. Maximum Consumption of Electrical Energy: The cost of the rental of the Hotel's meeting rooms includes the consumption of electrical energy, provided that during the event the load installed in each meeting room, for lighting, audiovisual, music and similar equipment, does NOT exceed 10 Amperes connected as load, in the three-phase socket available in each of the meeting rooms. In addition, each room has single-phase perimeter outlets, whose circuits have a maximum capacity of 10 amperes as a total load per room. In the event that the client requires more electrical power for his event, he should consider the installation of a generator. For the load connected to the three-phase outlet of each hall, a maximum load of 10 A per phase will be allowed. When there is a need to install a generator, it must comply with the standards of acoustic insulation and gas emissions. The space where this equipment will be installed will be in the place provided for this purpose in the parking lot at street level, as shown in Figure #3, and the wiring will go down to the parking lot at the base level, where it will be routed to the Hotel's electrical room, from where it will reach the points to be supplied electrically, installing cable glands at the intersections of vehicular and public traffic, as follows is shown in figure #4. In case the generator set is more than one, the customer must pay an additional fee to the Republic Parking administration for the use of the space.



Figura #3; Sitio destinado a la ubicación de Grupo Electrónico.



Figura #4; Pasadas de cables, "yellow jacket wire", lomo toro, etc.

10. Work accidents of the dependent personnel or personnel hired directly by the Client: It is the responsibility of the Client, every person who enters the Hotel to perform a task in the rooms hired for the event, who must be indoctrinated in prevention and safety issues according to the work to be performed and have been trained in the identification and control of risks, with which he/she will be confronted or will be presented during the activities before, during and after the event. A record of this training must be presented at the time of registration at Hotel Security. There is no liability between the Hotel and the client's workers, or those subcontracted by the client.

11. Services provided by the Hotel: The Hotel will exclusively provide the contracted services by the Client. The services provided at the event and which were not contracted or mentioned above as being provided by the Hotel, shall be contracted externally by the Client at his/her sole responsibility and expense.

12. Indemnification: The Hotel, in no event shall be liable for,



- Damages suffered by the Client's dependent personnel or those hired by the same, nor for work accidents of said personnel, hired directly or indirectly.
- For objects found inside the hall or public areas, theft, explosions, accidents occurring during the event or during the assembly or disassembly of equipment.
- For the damages generated by the personnel, whether dependent or not, and/or the goods affected to services, which have not been contracted directly by the Hotel, nor shall it be liable for the damages caused by deficiencies in the quality of such services and/or in the goods involved in their rendering.

Therefore, the Client is obliged to hold harmless "The Hotel" and/or Inmobiliaria Nueva Miramar, its shareholders, directors, employees, and/or Marriott International, its employees, directors, offices, and any affiliates, subsidiaries or dependencies, from any claim for damages that may have been generated by the personnel and/or goods affected by the event that have not been hired directly by the Hotel, as well as for those damages generated by deficiencies in the quality of said services and/or goods involved in their provision.

Finally, the Client is obliged to hold harmless "The Hotel" and/or Inmobiliaria Nueva Miramar, its shareholders, directors, employees, and/or Marriott International, its employees, directors, offices, and any affiliate, subsidiary or dependencies, before any labor claim and/or of any other nature made by the personnel affected by the rendering of services not contracted and/or provided by the Hotel.

13. Cleaning: The general cleaning of the hall will be in charge of the Hotel, before the beginning and after the event, but not the cleaning of the stands, which will be the responsibility of the exhibitors, when the event is an exhibition, who undertake to keep them clean and in perfect order.

To ensure exclusive cleaning of rooms and/or stands during the entire day of the event, the client may hire additional cleaning personnel.

14. Security: The Hotel has security personnel, but is not dedicated to the exclusive care of the facilities that make up an event, for which, the Client at its sole discretion may hire extra personnel for the custody of elements such as: sound equipment, projection, stands, decoration elements, access control to events, etc. The Hotel's security personnel reserves the right to review and control all elements entering and leaving the Hotel, as well as to reject hired guards who do not have a course or do not meet the profile of the Hotel's security guard. Smoke machines of any kind are not allowed.

15. Fire and Simulation: Emergency exits must be respected and under no circumstances should they be obstructed. The Hotel may carry out drills without prior notice.

16. Equipment Demonstration: The Hotel may suspend equipment demonstrations that affect the Hotel's facilities or operations. Sound tests of live or recorded music, whether before or during the event, must be adapted to the Hotel's requirements.



17. No smoking: According to the Tobacco Law No. 20.660, smoking is not allowed inside the Hotel facilities, since the Hotel is smoke-free.

18. Food and Beverages: All food and beverages to be consumed within the Hotel facilities must be processed and prepared within the facilities or provided by the Hotel. The Client is not allowed to obtain food and/or beverages for the event from companies other than the Hotel, unless the client states that he/she will bring food or beverages under his/her responsibility, prior agreement with the Hotel. For hygienic reasons, the Hotel does not allow food and beverages served by the Hotel to be taken outside the hotel either by the Client or by the event attendees, guests of the Client.

19. Theft and loss: The Hotel does not have a checkroom, so it is not responsible for the personal belongings of the Client or his guests attending the event, unless the company requests this service.

20. Use of the name of the Hotel: The only permitted use is to mention the name of the Hotel as the place where the event will be held, in the following form: "Place of the event: Sheraton Miramar Hotel & Convention Center". Any other use of the name, logos and images of the Hotel and its trademarks must be previously authorized in writing by the Hotel Management.

21. Release of parking: The release of parking is for companies associated with the event and holders, considering a maximum of 30 minutes, either for loading or unloading. It is forbidden to leave vehicles parked in the unloading yard after these 30 minutes.

22. Music: From the companies that provide services and are contracted by the client, whether they be If the above is not respected, the hotel will have the power in the first instance to request that the persons in charge of the music, lower the volume and in case of not respecting the request, in second instance, hotel staff will turn off the power source. The above is to comply with existing provisions on noise pollution. The hotel is not responsible for any damage that may occur to the equipment when the electrical power is interrupted.

23. Non-compliance with safety measures entitles the hotel to suspend the event until the non-compliant items are resolved or until the contracting company signs a document releasing the hotel from liability.

24. Before starting the assembly of the rooms or public spaces of the contracted rooms, a review of these must be made by the client, the head of the security service and the person in charge of the event on behalf of the hotel, in order to check the conditions in which the indicated places are delivered to the event, recording the conditions in a check list, which must be signed by the aforementioned persons and at the end of the event will be reviewed again by the parties involved, together with the delivery report, to verify possible damages, if any.



25. Smoke machines of any kind are not allowed, nor are confetti and/or materials containing fluorescent substances that may cause damage to the floor of the halls and/or spaces of the convention center.

26. The use of drones is not allowed

27. No recordings are allowed in common areas. Any intention of audio-visual recordings must be previously consulted to the person in charge of the coordination of the event, by the hotel.

ACKNOWLEDGEMENT AND ACCEPTANCE

By signing the "Room Use Policy" at Sheraton Miramar Hotel & Convention Center, I agree to respect and faithfully comply with the terms of said document, during the entire rental period of the room and/or areas rented from the Hotel. In case of having third parties in charge of setting up the event, be it production companies, audio, lighting, etc., I will transfer this information to them, so that it may be understood and used by all those who participate in the operation of the event.

In addition, committing to leave a record in the Hotel Security of the certification of training in Prevention and Safety of the personnel that will work in the event and, finally, to regularize any debt for repairs and/or damages that could be generated because of the event, at the moment of the closing of the account or within a maximum period of 3 days after the end of the event.

Name: _____

Signature: _____