You’re Invited

On behalf of the 2019 Scientific Program Committee, we are honored to invite you to exhibit and sponsor the 2019 AAGL Global Congress on Minimally Invasive Gynecologic Surgery.

Join us in beautiful Vancouver, British Columbia, Canada at the award-winning Vancouver Convention Centre. Located on Vancouver’s waterfront with a dramatic mountain backdrop, the location offers one of the most beautiful settings in the world and convenient access to all the major visitor amenities in the downtown core.

Review this prospectus and complete the online form to reserve your booth and secure sponsorship. Please be certain to review the rules and regulations in their entirety as they become legally binding once the exhibit space is accepted.

The 2019 Global Congress on MIGS is the meeting to attend to gain visibility and a competitive edge. We look forward to your participation.

Sincerely,
The 2019 Scientific Program Committee

About AAGL

AAGL is the largest medical society focused on gynecologic surgery, with an international membership of over 7,100 physicians and health care providers committed to advancing minimally invasive gynecologic surgery (MIGS). AAGL’s Annual Global Congress is the premier scientific program that provides the world’s finest gynecologic surgeons with the latest education and best practices in MIGS.

OUR MISSION

Focused on the ultimate goal of improving patient care in gynecologic medicine, AAGL recognizes that surgical gynecologists and other clinicians require lifelong learning. Accordingly, the AAGL provides a variety of educational activities to ensure the learners achieve this goal.

OUR VISION

The AAGL vision is to serve women by advancing the safest and most efficacious diagnostic and therapeutic techniques that afford less invasive treatments for gynecologic conditions through the integration of clinical practice, research, innovation, and dialogue.
Join Us In Vancouver

LOCATION
In The Heart of Vancouver

At the Vancouver Convention Centre, you're at the center of it all. Thousands of quality hotel rooms are steps away. So are a variety of restaurant, entertainment, and retail options and a vibrant nightlife.
Why Exhibit?

Gain a Competitive Edge

**Engage**
Access our highly focused audience of minimally invasive gynecologists.

**Educate**
Provide hands-on opportunities and key information about the latest and safest OR and office technologies.

**Network**
Build your professional network and leads list by interacting with surgeons who will use your products daily.

**Inspire**
Demonstrate what makes your product stand apart from competitors and inspire our delegates to explore new surgical technologies.

**Multiply**
Be at the center of the advancement of the state-of-the-art at AAGL 2019 as surgeons, industry, and educators come together to continue to improve women’s health care.

2018 Quick Facts

- **2113** Delegates
- **7100** Members
- **336** Scientific Papers and Videos Presented
- **400** Scientific Posters Presented
- **74** Countries Represented
- **57%** Domestic
- **43%** International

**Top Attendee Interests**
Laparoscopic Surgery
Robotic Surgery
Vaginal Surgery
Surgical Simulation
In-office Hysteroscopy
Pharmaceuticals

**Top Exhibitor Industries**
Laparoscopic Instruments
Robotic Surgery
Hysteroscopy
Vaginal Rejuvenation
Training/Simulation
Physician Recruiting
GYN-focused Pharmaceuticals

- **21** Sponsors
- **1119** Industry Representatives
- **91** Exhibiting Companies
- **90,000 SF** Exhibit Hall
## Past Sponsors

### PLATINUM
- Boston Scientific
- Medtronic
- Olympus

### GOLD
- AbbVie, Inc.
- Aesculap, Inc.
- A.I. Care LLC
- Allergan
- Alesi Surgical Technologies
- Applied Medical
- Avanos
- Baxter Healthcare
- Bayer
- Blue Endo
- Boston Scientific
- Brainchild
- BTL
- Buffalo Filter
- Caldera Medical
- Channel Medsystems
- Coloplast Corp
- CONMED Corporation
- Contemporary OB/GYN
- CoolSculpt
- CooperSurgical
- Cutera
- EDK Technologies
- Elsevier
- Endometriosis Association
- EndoVentions Medical, LLC
- ESPINER
- Ethicon
- Expert Alternatives
- Femasis
- Fziomed GENICON
- Gynesonic
- GYNEX
- HealthCare Partners
- Hologic, Inc
- Intuitive Surgical, Inc
- Jeunesse Innovations
- KARL STORZ Endoscopy-Latino America, Inc.
- KARL STORZ Endoscopy-America, Inc.
- Laser Engineering
- Lasering USA
- Lazarus 3D
- LEXION Medical
- LiNA Medical
- LSI Solutions
- Lumenis, Inc.
- Luminelle
- Marina Medical Instruments, Inc.
- Medical Impact
- Meditrina
- Medtronic
- Mimic Technologies, Inc.
- Minerva Surgical, Inc.
- NinoMed, LLC
- OBG Management
- OG Wellness
- Olympus America Inc.
- OmniGuide Surgical
- OTTO Trading
- Pee Bee India Endoscopy
- Pelvalon
- Percepto Inc
- Richard Wolf Medical Instruments Corp
- Sciton
- Surgical Science Inc.
- SurgiTools PTY Ltd.
- Suture Ease, Inc.
- Teleflex Medical
- The O.R. Company
- Thermi
- TransEnterix, Inc.
- Utah Medical Products, Inc.
- Vascular Technology, Inc
- Wayne State College of Medicine
- Wolters Kluwer

### SILVER
- Baxter
- Teleflex
- blue endo
- LiNA

### BRONZE
- AEGEA Medical, Inc.
- Aesculap, Inc.
- A.I. Care LLC
- Alesi Surgical Technologies
- Applied Medical
- Avanos
- Baxter Healthcare
- Bayer
- Blue Endo
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- Brainchild
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- Buffalo Filter
- Caldera Medical
- Channel Medsystems
- Coloplast Corp
- CONMED Corporation
- Contemporary OB/GYN
- CoolSculpt
- CooperSurgical
- Cutera
Become a Sponsor

LEARN MORE AT 2019.AAGL.ORG/EXHIBIT

INTERESTED IN SPONSORING AAGL 2019?
Call (800) 554-2245 x225 to speak with our sponsorships team, or email sponsors@aagl.org

<table>
<thead>
<tr>
<th></th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Bronze</th>
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<td>$86,500</td>
<td>$66,500</td>
<td>$41,500</td>
<td>$26,500</td>
</tr>
</tbody>
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### Booth Space and Venue Branding
- Booth space at the AAGL Global Congress
  - 20’x40’ island
  - 20’x30’ island
  - 20’x20’ island
  - 20’x10’ island
- Priority Booth Selection
  - 1st round
  - 2nd round
  - 3rd round
  - 4th round
- 10’x10’ Private Office on Exhibit Hall Floor
  - ✔
  - ✔
- Priority selection of branding/sponsorship opportunities at the venue
  - 1st round
  - 2nd round
  - 3rd round
  - 4th round
- Complimentary room for industry sponsored breakfast
  - ✔
- Discounts on all physical branding opportunities
  - 10%
  - 7%
  - 5%
  - --

### Sponsor Recognition
- President’s Circle (includes two tickets to the Leadership Dinner, recognition as a sponsor at the Presidential Gala, and four tickets to the Presidential Gala)
  - ✔
  - ✔
- Company logo displayed prominently in the delegate registration area at the Global Congress
  - ✔
- Recognition for sponsoring the Open Communications and Video Sessions
  - ✔
- Recognition for sponsoring the Virtual Poster Sessions
  - ✔
  - ✔
  - ✔
  - ✔
- Recognition for sponsoring online video presentations of the event
  - ✔
  - ✔
- Recognition as a sponsor in the First Announcement
  - ✔
  - ✔
- Premium signage leading to your booth in the exhibit hall
  - ✔

### Digital Advertising
- Enhanced listing in the Global Congress app (top placement, logo, images, video)
  - ✔
- Basic Exhibitor Listing in the Global Congress App (text only)
  - ✔
  - ✔
  - ✔
  - ✔
- Global Congress Spotlight commercial
  - 30 second
  - 20 second
  - 10 second
- Banner ads on Global Congress Website
  - ✔

### Print Advertising
- Priority ad placement in the Final Program
  - 1st round
  - 2nd round
  - 3rd round
  - 4th round
- Ad in the hard copy Final Program
  - ✔
- Listing in the AAGL Final Program
  - ✔
  - ✔

### Sales Lead Generation
- Pre-show registrant list
  - ✔
  - ✔
  - ✔
  - ✔
- Post-show registrant list
  - ✔
  - ✔
  - ✔
  - ✔
- Included lead retrieval scanners
  - 4 scanners
  - 3 scanners
  - 2 scanners
  - 1 scanner

### Additional Benefits
- Complimentary subscription to JMIG
  - ✔
  - ✔
  - ✔
  - ✔
- Company logo and link on AAGL NewsScope
  - ✔
  - ✔
  - ✔
  - ✔
Become an Exhibitor

Reserve your booth today at 2019.aagl.org/exhibit

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>10’x10’</th>
<th>10’x20’</th>
<th>20’x20’</th>
<th>20’x30’</th>
<th>Larger</th>
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</thead>
<tbody>
<tr>
<td>Pricing and Booth Size Options</td>
<td>$3,800 inline</td>
<td>$4,300 corner</td>
<td>$7,600 inline</td>
<td>$8,100 corner</td>
<td>$17,200 island</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibitor Benefits</th>
<th>15’ buffer around booth</th>
<th>Hang signs above booth</th>
<th>Ad available for purchase in Exhibit Hall Buyer Guide</th>
<th>Listing/Description in Final Program</th>
<th>Included box lunches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>1/per day</td>
</tr>
</tbody>
</table>

Booth fees include:

- 8’ draped back wall and 3’ draped side walls (inline only)
- Company identification sign (inline only)
- 5 exhibitor badges per 100 sq. ft. of booth space
- Access to Plenary Sessions, Poster and Podium Sessions
- Listing in the Final Program (subject to publication deadlines)
- Listing and link to company website on the AAGL website
- Company and booth number listing in the Final Program and the AAGL Global Congress App (subject to publication deadlines)
- 24-hour perimeter security service (private in-booth security excluded)

Important Dates:

- April 1: Deadline to participate in Sponsorship Program
- April 1-30: Exclusive period for Sponsorship Program Participants to purchase venue branding opportunities
- April 30: Branding opportunities available for all exhibitors and sponsors
- October 1: Deadline to apply to exhibit
- November 8-10: Exhibitor Move-In
- November 10: Welcome Reception in the Exhibit Hall
- November 10-12: Exhibit Hall Open
- November 12-13: Exhibitor Move-Out
## Key Branding Opportunities in the Convention Centre

### Banners
The Vancouver Convention Centre allows for many prime hanging banner opportunities throughout the facility. *Banner placement is on a first-come, first-served basis.*

4 available $7,500

### Escalator Clings (both sides)
This popular trend in brand marketing ensures that your message is seen by all attendees multiple times a day.

4 available at $7,500 - $25,000
Call for custom pricing

### Stair Riser
This exclusive opportunity allows you to place your branding and/or advertising on the steps at the main entrance to the Convention Center.

1 exclusive at $20,000

### Mirror Clings
Place your corporate branding and/or product message on attractive clings placed on the mirrors in all the restrooms on floors 1-3 of the Convention Centre.

1 exclusive at $25,000

### Column Wraps
Place your corporate branding and/or product message on attractive column clings located on the Exhibit Hall floor.

5 available at $2,500

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Take your marketing presence far beyond the exhibit hall and make an even stronger impression on AAGL attendees. Drive traffic and increase engagement by layering your marketing approach through one of our more à la carte sponsorships. You can complement your investment on the Exhibit Hall floor with marketing tactics that drive qualified decision-makers to your booth. AAGL offers exclusive sponsorships through advertising special events, technology and branding.

### Have another idea that’s not listed?
Contact our dedicated Exhibit/Sponsor team:

- **email:** sponsors@aagl.org
- **phone:** 714-503-6200
- **hours:** M-F, 8:30 am - 5:00 pm (PST)

## Print/Digital Advertising

### Full Color Ad in the Final Scientific Program
The Final Scientific Program is the centerpiece of our printed materials for the AAGL Global Congress and is distributed in both print and digital formats. Premium ad placements (inside front cover, inside back cover, back cover) are available for an additional fee.

$3,000 - $5,000 multiple available
Call for custom pricing

### Bag Inserts
Your company insert will be placed in the delegate bag, distributed to all attendees at the onsite registration desk.

15 available at $1,850 each
High-tech Branding Opportunities

**Mobile App Sponsorship**
This exclusive high-exposure opportunity is expected to be seen by every congress attendee daily, including before and after the Global Congress ends.
1 exclusive at $10,000

**Wi-Fi Sponsorship**
This exclusive high-exposure opportunity is expected to be seen by every congress attendee daily, including before and after the Global Congress ends. (Available exclusively to one (1) sponsor.
1 exclusive at $12,500

**Lightboxes**
Strategically placed in high-traffic areas, these free-standing light boxes are excellent branding opportunities.
- Single-sided lightboxes
  Multiple available - $1,900 each
- Double-sided lightboxes
  Multiple available - $3,800 each

**Spotlight Videos**
Run a 15 second ad on our spotlight videos viewed by thousands and played throughout the Convention Centre on floors 1-3.
Multiple available at $1,500 each

**Industry Sponsored Events**

**Industry Sponsored Symposium (Evening)**
Congress attendees enjoy ending their day with the opportunity to learn more about your products and services. These events begin after Congress activities conclude on the first and second evenings of the Congress, giving you up to two (2) hours of time to deliver a custom-designed presentation.
Limited availability remains for 100 or 250+ delegates

**Industry Sponsored Breakfast**
Congress attendees begin their day with the opportunity to learn more about your products and services. You will have 90 minutes to deliver a custom-designed presentation while breakfast is served*.
6 available at $5,500

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*SOLD OUT*
Flagship Sponsorship Opportunities

Presidential Gala – Casino Royale Benefitting the Foundation of AAGL
Join us as a sponsor of this year’s Casino Royale themed Presidential Gala, a truly special, one of a kind FUNdraiser. Guests will arrive for what is a James Bond/Casino Royale themed party and will enjoy an event where they will neither be shaken nor stirred. Activities for the evening include casino tables, a full bar, heavy appetizers, professional photos and photo booth, live music, and a DJ for us to dance the night away. Sponsors receive VIP access to the event, reserved seating, (4) complimentary tickets to the event, and digital signage.
4 available at $5,000/each or 1 exclusive at $20,000

Jordan M. Phillips Keynote Address Sponsorship
We invite you to exclusively sponsor this year’s Keynote Speaker. This presentation takes place in our General Session in front of all Global Congress delegates.
1 available at $50,000

* Note: Industry sponsored breakfasts, symposia and private meeting rooms do not include catering, electrical, audiovisual, staging, rigging, or speaker fees.
Exhibit Hall Layout
Vancouver Convention Centre West, Exhibit Halls A and B1

As of 7/9/19. Booth layout subject to change.
Terms & Conditions

As a condition of participation in the AAGL exhibition, each exhibitor, its agents, officers, directors, and employees must agree to and abide by all rules and regulations set forth in the Exhibitor Prospectus, Exhibitor Service Manual, and other correspondence of AAGL, its contractors/agents, and the convention center.

Service Contractor & Exhibitor Service Kit
GES
7050 Lindell Road
Las Vegas, NV 89118-4702
Ph: (800) 475-2098 | Fax: (866) 329-1437
Website: www.ges.com

Industrial exhibitors will be furnished, without extra charge, a standard display equipment booth, which includes: 8-foot high draped back wall; 3-foot high draped side rail; and a booth identification sign (7”x44”) stating the exhibitor’s company name and booth number. A link to the Exhibitor Services Kit will be available on the AAGL website. Please contact GES regarding any special needs.

Assignment of Space
Exhibit spaces will be allocated by AAGL. Payment for the total amount due must accompany each order. Orders accepted and accompanied by payment will be considered firm orders for space requested, and no refunds will be made after September 10, 2019. In the event of failure or inability to fulfill this contract, to furnish the space due to fire, strikes, authority of the law, act of God, or for any other cause of reason, the AAGL shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made and thereupon this agreement shall be deemed canceled by mutual consent and the AAGL shall be relieved from responsibility thereunder.

Liability
Any third party representatives in charge of providing installation and dismantling services hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify the AAGL and Vancouver Convention Centre and its owners and its operator and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all third party claims, losses or damages to persons or property, governmental charges or fines and reasonable attorney’s fees arising out of or caused by negligence or willful misconduct in its installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by any act, omission, or negligence of the Convention Center and its employees and agents.

Insurance
Exhibitor and any third party representatives in charge of providing installation and dismantling services, shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Exhibit Agreement, in an amount not less than $2,000,000 combined single limit for personal injury and property damage, worker’s compensation insurance and automobile liability insurance covering all owned, non-owned, and hired vehicles including loading and unloading operators. The AAGL and Vancouver Convention Centre shall be included in such policies as additional insureds. The Certificate of Insurance shall include that notification of cancellation will be provided to the additional insureds sixty (60) days prior to the event. The Certificate of Insurance must be received in the AAGL Office by September 24, 2019. In addition, Exhibit Agreements that neither the AAGL, the Convention Center, its owners and operators maintain insurance covering exhibitor’s property and that it is the sole responsibility of exhibitor and their representatives to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

Install/Dismantle
In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits and for material handling within the Show. The handling, placing, or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty (30) minutes, may be performed by the owner or company representative. GES’s Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as they will have priority at the unloading area at all times. Union jurisdiction allows hand-carried items only and will not permit exhibitor’s use of dollies, hand trucks, or pushcarts. Electrical installation must conform to Union rules and regulations and to all national, state and local codes. All exhibitor’s decorating materials, furniture, signs and equipment must conform to national, state, and local fire and safety codes. The use of open flames or butane gas is strictly prohibited.

The dismantling of exhibits begins on Tuesday, November 12, 2019 at 3:00 pm. Dismantling an exhibit or packing of equipment or literature prior to 3:00 pm on Tuesday, November 12, 2019 is not permitted. To avoid damage to equipment or display materials, exhibitors should remain with the equipment until crates are returned and materials packed. All crates must be packed and labeled for outbound shipment.

Exhibitor Approved Contractor (EAC)
All exhibitors using an EAC must submit to AAGL in writing on exhibitor company letterhead, the name, address, telephone number and contact person of the contracted company. Please send this information to exhibits@aagl.org, no later than October 8, 2019. All EACs must submit to AAGL an original certificate of insurance (see Insurance section above).

Booth Height Regulations
Booths: A maximum of 4 feet in height on either side of the exhibit booth has been established so that no booth will interfere with or distract from any other exhibit booth. Each exhibitor is entitled to a reasonable sight line from the ceiling regardless of the size of their exhibit. Island Booths: When an island booth exceeds 8’3” it does not interfere with other exhibitors because it does not back up against another exhibitor’s back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. Ceiling height is 24 feet. Healthcare Convention and Exhibitors Association (HCEA) rules to be followed (see www.hcea.org/hcea-guidelines-and-best-practices/)

Americans with Disability Act (ADA)
To comply with the ADA, exhibitors should make every effort to accommodate attendees who are handicapped. The exhibit should be installed according to HCEA guidelines and may not project beyond the space allotted, obstruct the view of, or interfere with other exhibits. AAGL reserves the right to request modifications, at the exhibitor’s expense, of any display that does not comply with these guidelines.

Children
For the protection of your children and to maintain the scientific nature of the exhibit hall, no children under the age of 18 will be allowed during the installation, dismantle and exhibit hall hours.

Speakers at Booths
The AAGL will allow clinical presentations and live telemedicine from exhibit booth locations; however, these presentations will only be allowed for exhibitors presenting at least a 20’x20’ exhibit. These presentations may only be held during the refreshment breaks and luncheons. Amplification of the presenter is allowed; however, we request that you keep the volume at a comfortable level for your neighboring exhibitors.

Music and Videos
At no time should music or videos be played at a level that interferes with the activities of exhibit companies in your area. The exhibitor is responsible for any and all fees which may be due to ASCAP or BMI for the use of copyrighted music used in audio presentations. You may contact the AAGL office for further information.

Music videos or poster/pictures containing sexually explicit or vulgar language or acts are strictly prohibited. The AAGL reserves the right to determine what is appropriate regarding music, music volume, videos, and posters/pictures.

Badges
All representatives of exhibiting firms must register and wear an official exhibitor’s badge for admission to and while in the exhibit hall, as well as for admission to the General Sessions, Plenary Sessions, Poster and Podium Sessions. Company badges will not be accepted in lieu of the official meeting badge once the show opens. An Exhibitor’s Badge Registration form will be available on the AAGL website. Please note that the deadline for receipt of the exhibitor’s badge registration form is September 24, 2019.

Each exhibition company will receive 5 complimentary badges for every 100 sq. ft. of booth space purchased. For additional badges, there will be a charge of $30.00 per person. There is a $35.00 charge for badges printed on site. There will be a $30.00 replacement charge for duplicate badges. Any badges reprinted due to error by AAGL staff will be free of charge. It is against the AAGL’s policy for exhibitors to lend their badges to anyone.

Promotional Opportunities
The following are commercial sponsorship opportunities that will allow your company to keep its name in front of the AAGL attendees.

Sponsored Symposia & Affiliated Exhibitor Events
For those companies providing a breakfast, reception, or evening symposium, please send a copy of your proposed invitation to the AAGL for approval prior to printing and distribution. You may post signs near the AAGL registration desk and distribute flyers from your...
exhibition booths. Applications for Sponsored Evening Symposia and Affiliated Exhibitor Events, including breakfast symposia, receptions, or meeting room space, will be available on the AAGL website.

Attendee Lead System
The AAGL will provide a lead retrieval system for use in the exhibit hall. Information on how to sign up for the lead retrieval system will be provided in the Exhibitor’s Kit as distributed byGES.

Selling of Products & Services
Sales are permitted provided that all transactions are conducted in a manner consistent with the professional nature of the exhibits. AAGL reserves the right to restrict sales activities considered inappropriate. It is the responsibility of the exhibitor to secure any licenses, permits, and/or identification numbers required by the local and state government to sell their products.

No organization or their representative may display, demonstrate, or distribute their products and/or services in any location other than their designated exhibit booth. Companies who have been approved to host exhibitor sponsored events or who are participating in the Annual or Regional Meetings/Exhibition hotel rooms may not be exhibited only if FDA-approved for a particular use or not commercially available on the U.S. market or the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not meeting these requirements is that some companies will block an excess of rooms and cancel them just prior to the meeting. This causes the following problems: 1) our room block fills quickly with physician reservations and exhibitor blocks, leaving other attendees to look for space at other hotels; and 2) excess exhibit blocks are then canceled prior to the meeting and we have not met our obligation to the hotel(s).

The AAGL expects your company representatives to book their accommodations at the hotel(s) in this prospectus and we are interested in working with each individual company to ensure that your housing needs are met. We will allocate rooms to each company from our room block as accurately as possible using prior history as our guide. An Exhibitor Housing Form will be available on the AAGL website. All requests for housing must be sent to the hotel(s) with a copy to AAGL at housing@aagl.org. By working together to monitor the hotel room requests, hopefully, we can alleviate imposing penalties.

Exhibit Photographing/Videotaping
A representative of one exhibiting company may not photograph or record video (with film or digital devices, including camera phones) of another exhibitor’s booth. Violation of this rule will result in the expulsion of the offending exhibitor from the exhibit hall, and confiscation of the photo, image(s), and/or video(s).

Survey and Questionnaires
Exhibiting companies wishing to ask meeting attendees to complete a survey/questionnaire for marketing research or analysis purposes must not provide any monetary compensation for completing the survey. A modest gift, in accordance with the AdvaMed Code of Ethics, may be given for completing the survey/questionnaire.

Proper Attire
All exhibitors and their agents are expected to dress to observe these rules of conduct in all Congress booths.

Investigational, Pre-Approved & Off-Label Products
Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.

No Smoking Policy
The AAGL has a no smoking policy for the AAGL Global Congress. Smoking will not be permitted in any meeting area, common space in the convention center, or exhibit hall.

Hotel Reservations
On occasion, company representatives have questioned the housing procedures of most organizations. In selecting the location of our Global Congress, the AAGL reserves rooms to include our members, and exhibit company representatives. We commit to the hotel(s) that the rooms we reserve will be utilized. While our attendees can make their individual room reservations directly with the hotel(s), it is more complicated when blocks of rooms are requested. We realize that as a company you may have many representatives attending the meeting, and that the actual number is difficult to determine in advance. What we have found in the past is that some companies will block an excess of rooms and cancel them just prior to the meeting. This causes the following problems: 1) our room block fills quickly with physician reservations and exhibitor blocks, leaving other attendees to look for space at other hotels; and 2) excess exhibit blocks are then canceled prior to the meeting and we have not met our obligation to the hotel(s).

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Exhibitor Disputes & AAGL
Exhibitors agree that any legal disputes, suits, or actions between AAGL and an exhibitor resulting from the participation in the exhibition or related activities of the AAGL Global Congress will be governed by the laws of the state of California.

Proper Attire
All exhibitors and their agents are expected to dress to conduct themselves in a professional manner at all times.

Product/Service Displays
To maintain the aesthetic appeal of the meeting, exhibit booths must be free of debris. AAGL reserves the right to order porter service at the exhibitor’s expense if it creates an unsafe or unprofessional environment, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. Non-professional products or services are not to be displayed.

Investigational, Pre-Approved & Off-Label Products
Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.

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The AAGL has a no smoking policy for the AAGL Global Congress. Smoking will not be permitted in any meeting area, common space in the convention center, or exhibit hall.

Exhibitor-Sponsored Events
No activities can be scheduled during the official program hours.

Code Of Conduct
AAGL is committed to providing a friendly, safe, supportive, and harassment-free environment during the Congress. AAGL expects Congress participants to respect the rights of others and communicate professionally and constructively, whether in person or virtually, handling disagreement with courtesy, dignity, and an open mind. All participants are expected to observe these rules of conduct in all Congress venues. Organizers will actively enforce this code throughout this event. Violations are taken seriously. If an attendee or participant engages in inappropriate, harassing, abusive, or disruptive behavior or language, the AAGL has the right to carry out any action it deems appropriate.

What to do
If you have any concerns about an individual’s conduct, please go to the AAGL Registration Counter for the procedure to follow to report the incident.

Age Restriction
Children under 16 years of age are not permitted in sessions and workshops but may be allowed into the exhibit hall if accompanied by an adult.

Recording
Video- and audio-recording of sessions by congress attendees is strictly prohibited. Registration, attendance, or participation in AAGL 2019 meetings, Congress, and other activities constitutes an agreement that allows AAGL to use and distribute your image or voice in all media. If you have questions about this policy, please visit the AAGL Registration Counter.

Anti-Harassment Statement
AAGL encourages its members to interact with each other for the purposes of professional development and scholarly interchange so that all members may learn, network, and enjoy the company of colleagues in a professional atmosphere. Consequently, it is the policy of the AAGL to provide an environment free from all forms of discrimination, harassment, and retaliation to its members and guests at all regional educational meetings or courses, the annual global congress (i.e. annual meeting), and AAGL hosted social events (AAGL sponsored activities). Every individual associated with the AAGL has a duty to maintain this environment free of harassment and intimidation.

Reporting an Incident
AAGL encourages reporting all perceived incidents of harassment, discrimination, or retaliation. Any individual covered by this policy who believes that he or she has been subjected to an inappropriate incident has two (2) options for reporting:

1. By toll free phone to AAGL’s confidential 3rd party hotline: (833) 995-AAGL (2245) during the AAGL Annual or Regional Meetings.

2. By email or phone to: The Executive Director, Linda Michels, at lmichels@aagl.org or (714) 503-6200.

All persons who witness potential harassment, discrimination, or other harmful behavior during AAGL sponsored activities are expected to report the incident and be proactive in helping to mitigate or avoid that harm and to alert appropriate authorities if someone is in imminent physical danger.

For more information or to view the policy please go to: https://www.aagl.org/harassmentpolicy.
Application to Exhibit & Sponsor

48th AAGL Global Congress on Minimally Invasive Gynecology
November 9-13, 2019 • Vancouver Convention Centre • Vancouver, B.C., Canada

Company Name: ____________________________
Address: __________________________________
City: __________________ State: _______ ZIP: _______
Phone: __________________ Fax: __________ Country: _______
Email: ___________________________________ Website: _______
Contact Person: ______________ Title: __________

EXHIBITING FEES: __________________ Quantity ____________ Amount ____________
$3800 per 10’ x 10’ Booth (Regular Rate)
$2000 per 10’ x 10’ Booth (Publisher’s Row)
$500 per corner
Sponsorship* (circle one): Platinum Gold Silver Bronze TOTAL: ____________
* Please contact Craig Cocca, Director of Business Development, for Sponsorship Packages at (800) 554-2245 x225 or ccocca@aagl.org.

COMPANY DESCRIPTION (50 words max): __________________________
Category/Industry: __________________________

AGREEMENT:
I have read the information outlined in the enclosed prospectus for the 48th AAGL Global Congress on Minimally Invasive Gynecology and on behalf of the company, we agree to abide by all rules, regulations, and restrictions set forth in the Exhibitor Prospectus, Exhibitor Service Manual, other correspondence of AAGL, its contractors/agents and the Vancouver Convention Centre. We also agree to accept relocation should it become necessary for causes beyond the control of the AAGL. Full payment accompanies this order for space. Cancellations by September 12, 2019, will receive a refund, minus $250 for administrative fee providing space can be resold. After September 12, 2019, the AAGL reserves the right to resell any cancelled exhibit space without notification to the cancelling party, or without refunding any fee paid by the exhibitor.

It is mutually agreed that in the event of cancellation of the 48th AAGL’s Global Congress of Minimally Invasive Gynecology as a result of strikes, governmental regulations, or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and the AAGL shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

To exhibit at an AAGL Global Congress, all applications are subject to review and must be approved by the AAGL. It is required that all organizations participating in the exhibition have a product or service that is relevant to the AAGL members’ specific industry of minimally invasive gynecological surgery, benefits the delegates technologically or promotes a healthy lifestyle in relation to their profession. The AAGL reserves the right to refuse an application found not to be in accordance with the AAGL’s meeting objectives. Exhibit space will be assigned after notification of approval and payment is received.

I agree that all payment for booth space, sponsorships, branding opportunities, and other services connected with the AAGL Global Congress will be paid by check, wire transfer, or credit card, and that goods and services not paid for prior to the event are subject to cancellation.

I affirm that I have read the Sponsor & Exhibitor Prospectus for the 48th AAGL Global Congress and am aware of the rules and regulations established therein.

Authorized Company Representative Name ___________________ Signature __________ Date __________

Please complete this form online or return it to: AAGL - Exhibits and Sponsorships
6757 Katella Ave, Cypress, CA  90630
Fax: (714) 503-6201 or 6202

Payment: Upon application receipt, an invoice will be generated that can be paid by check or credit card.
Questions: Contact Heather Bradford, Exhibits Account Executive at (800) 554-2245 x233 or hbradford@aagl.org.