



Attendees

Attendees at this conference include Orthopaedic Surgeons, Physician Assistants and Practice Managers from throughout Washington State. Anticipated attendance is 40 physicians.

Schedule (subject to change)

Friday	
3:00 – 5:00 PM	Booth Set Up
6:00 – 9:00 PM	Reception with Attendees (Encouraged!)

Saturday	Times subject to change
7:30 – 8:00 AM	Continental Breakfast & Registration
8:00 – 10:00 AM	Meeting
10:00 - 10:30 AM	Break with Exhibitors
10:30 - 11:30 AM	Meeting
11:30 AM - 1:00 PM	Lunch, Open Mic
1:00 - 1:30 PM	Break with Exhibitors
1:30 - 3:00 PM	Meeting
3:00 - 3:30 PM	Break with Exhibitors
3:30 - 5:00 PM	Meeting
5:00 - 8:00 PM	Cocktail Hour and Dinner

Location

Redmond Marriott Town Center
7401 164th Avenue NE
Redmond, WA

Lodging Reservations

A room block rate of TBD (plus applicable taxes) has been set up. Please be sure to mention the WSOA when booking your room. 425-498-4000.

Booth Space

Table top displays include a 6' skirted and clothed table with two chairs. Please advise us ahead of time if you require electrical access at your display.

Representative Registration

All exhibitor representatives must be badged for the meeting. A standard booth includes two meeting badges for two exhibit representatives. Exhibit representatives will not be allowed on the exhibit floor without a name badge.

See the schedule for a complete list of opportunities to network with our attendees, including the Friday opening night reception and continental breakfast, lunch, and reception on Saturday.

Move In

Friday September 22 – 3:00 PM



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Move Out

Saturday, September 23 – After 7 PM

Please Note: Exhibitor breakdown and move out prior to this designated time is ok as long as meeting is in session. No tearing down during breaks or receptions.

Exhibitor Shipping and Storage

All boxes should be shipped with this address:

Marriott Redmond Town Center
Attn: WSOA (Exhibitor name, company)
7401 164th Ave NE
Redmond, WA 98052

The hotel allows up to 5 medium size boxes, per exhibitor, to be shipped complimentary 24 hours in advance at no cost. Additional boxes are \$5.00 each way handling fee and storage. I have included in this email the proper paperwork. Please check with the hotel directly for more information. 425-498-4000

Electrical Hookup

Arrangements for electrical access must be prearranged with the hotel.

Internet Access

There is no charge for wireless Internet access in the hotel lobby. Please check with the hotel directly should you require internet access in the exhibit hall. 425-498-4000

Liability

It is agreed that exhibitors hereby agree to protect, indemnify, and defend and hold WSOA and the Marriott Redmond Town Center and their employees and agents harmless against all third-party claims, losses and damages to persons or property, government charges or fines and attorney's fees to the extent directly caused by negligence or willful misconduct of exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof.

In addition, exhibitor acknowledges that the WSOA/ Marriott Redmond Town Center do not maintain insurance coverage for exhibitor's property or injury to exhibitor or its representatives, agents, employees, licensees or invitees. It is recommended that exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

Cancellations or Postponement of Conference

In the event the conference is postponed due to any occurrence not occasioned by the conduct of WSOA/Marriott Redmond Town Center, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the conference, each party hereby releases the other from all obligations under this contract.

Any exhibitor desiring to cancel exhibit space for the conference shall notify Darla White of the WSOA in writing either by mail or email sent to ddw@wsma.org. An administrative fee of \$200.00 is withheld on refunds. No refunds are made on cancellations after Sept. 1, 2017.



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Exhibit Practices and Regulations

The WSOA reserves the right to restrict exhibits, without refund, that have been be falsely submitted, and to terminate an agreement if payment is not received within 10 days of receipt of agreement.

Distribution of literature, samples, etc. in the exhibit area by firms not participating as a registered exhibitor is prohibited.

No exhibitor shall sublet, assign, or share any of the space allocated to him. Exhibitor representatives must be employees or designated agents of the exhibiting company. Exhibitor representatives may not represent other companies other than the company contracting for the exhibit space.

Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths.

Aisle space shall not be used for exhibit purposes. Display signs and displays are also prohibited in any of the public space or elsewhere on the premises of the conference and lodging facilities.

Social activities sponsored by an exhibitor that might conflict with the conference schedule must be cleared with the show management.

Electronic and other apparatus must be operated so that the noise will not interfere with other exhibitors. No musical presentations are allowed, live or mechanical, without the written authorization of Conference Management.

All display materials and decorations must comply with requirements of the local fire authorities. Display fabrics must be nonflammable.

Exhibitors must purchase food and beverage from the convention center's catering division for distribution (Small candies excluded). Exhibitors must comply with the terms of the catering division contract.

Care must be taken by the exhibitor not to deface or destroy any part of the exhibit area. In the event of property damage caused by him/her, the exhibitor will be held responsible.

Use of the name "WSOA" or that of any officer of said associations, in recommendation or endorsement of a product or service, are expressly prohibited.

Animals or pets, with the exception of ADA Service Animals, are not permitted on the exhibit floor for this event.

Helium, or lighter than air, filled balloons are not permitted on the exhibit floor.

Show Management Questions

Darla White

WSOA Association Executive

Ph 206-956-3642; Fax 206-441-5863;

Email ddw@wsma.org