38th Annual MidWinter Meeting

Saturday, February 21 -
Wednesday, February 25, 2015

Baltimore
Marriott Waterfront
Baltimore, Maryland
Dear Potential Exhibitor,

We invite you to exhibit at Annual Midwinter Meetings of the Association for Research in Otolaryngology (ARO), an international organization devoted to research in hearing, balance, and other areas within the field of otolaryngology. The next meeting will be held February 21-25, 2015 in Baltimore, Maryland.

The ARO Midwinter Meeting is attended by more than 1,670 scientists and physicians with a wide range of scientific and technical interests, including neuroscience, neurophysiology, genetics and genomics, cell biology, systems physiology, biophysics, audiometry, speech and communications sciences, behavior, psychophysics, and biomedical engineering. Meeting attendees are interested in learning about state-of-the-art equipment and supplies for acoustic delivery and measurement, molecular and genetic analyses, electrophysiological recordings, optogenetics, imaging, immunology, immunohistochemistry, behavioral and psychological testing tools, and more.

We welcome your participation in our 2015 and future annual meetings. Please contact 856-423-7222 ext. 227 with any questions.

Sincerely,
Ruth Anne Eatock, Ph.D.
President, ARO

---

### 2015 INVITED SESSIONS & SPECIAL LECTURES:

**INVITED SESSIONS**

**Symposia:**
- Age-Related Vestibular Loss: Research Update and Setting the 5-Year Research Agenda
- Binaural Processing and Spatial Unmasking for Bilateral, Bimodal and Single-Sided Deafness Cochlear-Implant Users
- Cellular Calcium Signaling in the Auditory System
- Chromatin and Transcriptional Regulation of Neurosensory Development
- Cortical Dynamics of Human Auditory Perception: Insights from Electroencephalography (EcoG) Studies
- Epidemiological Perspectives on Age-Related Hearing Loss: Risk Factors and Prevention
- The Functional Organization of Human Auditory Cortex
- The Hearing Restoration Project
- Mechanisms of Social Hearing
- Neural Substrates of Music Processing: From Perception to Cognition
- New Perspectives on Sound Exposure and Subcortical Processing: from Environmental Effects to Damaging Sounds
- Non-Coding RNAs in the Auditory System
- Planar Polarity and Neurosensory Development
- The Transmembrane Channel-Like Family: Molecules, Mechanisms and Models of Mechanotransduction

**Workshops:**
- Junior Scientist Poster Pitch Blitz Session
- Mobile and Web Auditory Training Apps for Hearing Impaired Adults – Translational and Scientific Challenges
- Tool Shop: Workshop for Auditory Research Software

**Young Investigator Symposia:**
- Computational Modeling of Auditory Perception
- Mechanisms in Binaural Hearing: from Synapses to Psychophysics
- Quantifying the Influences of Internal Noise on Auditory Processing - from Neural Coding to Behavior

**ARO Public Lecture at the National Aquarium (open to the public):**
- Navigating the World through Sound: Echolocation by the Blind

---

### ABOUT ARO

The Association for Research in Otolaryngology is an international association of scientists and physicians dedicated to scientific exploration among all of the disciplines in the field of otolaryngology. Research efforts involve the ear, nose, head, neck and related functions including hearing, balance, speech, taste and smell among others. A wide range of scientific approaches is represented including biochemical, physiological, behavioral, developmental, and evolutionary.

---

### WHO EXHIBITS?

Over 1,670 attendees explore the Exhibit Hall looking for technologies and products related to the field of otolaryngology. ARO attendees are looking for:

- Computer systems and software data acquisition
- Sound measurement and sound synthesis
- Optical instrumentation and computer imaging systems
- Neuroanatomical supplies and equipment companies
- Publishers
- Molecular Biology supplies
- Histology/Histopathology/Histochemistry supplies
- Biochemical supplies
- Genetics supplies
- Antibodies
- Cochlear implants
- Electrophysiology manufacturers
- Laboratory supplies
- Surgical tools
- Microscopy equipment
- Noise protection
- Neurophysiology hardware
- Biological reagents

---

### WHY EXHIBIT?

- Generate leads in days that result in partnerships for years
- Meet your target audience face-to-face in one convenient location
- Build recognition of your company name and products
- Increase brand awareness and market share
- Educate customers, prospects, and press about your latest innovations
- Opportunity to hold meetings with clients and peers saving expense of traveling nationwide

---

### PERCENTAGE OF ATTENDEES IN US:

- West: 17%
- Midwest: 20%
- Northeast: 43%
- South: 20%

---

### DEMOGRAPHICS

- 46% Basic Researchers
- 30% Clinicians
- 24% Teachers, Students or Administrators

---

### ARO MEMBERSHIP
EXHIBIT INFORMATION

EXHIBIT LOCATION
Exhibits are located in the Grand Ballroom of the Baltimore Marriott Waterfront Hotel in Baltimore, MD. The Exhibit Floor is co-located with the poster sessions. This placement insures the exhibits are in an area of maximum traffic flow. The Exhibit Hall is open 24 hours for poster viewing and protected by security during non-exhibit hours.

TENTATIVE EXHIBIT SCHEDULE
Please note exhibits begin on Saturday. Hours listed are tentative and subject to change.

Exhibitor Set-Up
Saturday, February 21 7:00 a.m. to 11:00 a.m.

Show Hours
Saturday, February 21 12:00 p.m. to 6:00 p.m.
Sunday, February 22 9:00 a.m. to 5:00 p.m.
Monday, February 23 9:00 a.m. to 5:00 p.m

Exhibitor Dismantle
Monday, February 23 5:00 p.m. to 7:30 p.m.

HOTEL ACCOMMODATIONS
ARO has reserved sleeping rooms for MidWinter Meeting attendees at the Baltimore Marriott Waterfront at the rate of $204 per night. Please call toll free 1-800-228-9290, direct 410-385-3000 or visit the ARO website to reserve your sleeping room. Please reserve your room before the cut-off date of January 29, 2015.

GENERAL SERVICE CONTRACTOR
An official General Service Contractor will be selected. Exhibitor Service Manuals will be available approximately 60 days prior to the show. Shipping and handling of show materials, furniture, labor, drayage, electrical, signs, and other booth furnishings may be ordered directly from the Decorator. All charges for additional services are the sole responsibility of the exhibitor.

SPONSORSHIPS & ADVERTISING
Individual conference items are available for sponsorship, including lanyards, event sponsorships and advertising opportunities. Partnership packages, which offer a variety of items at a deep discount, are also available. For information on available opportunities or custom sponsorship packages contact Teresa Matozzo, Director Client Sales at 856-423-7222 x281 or tmatozzo@talley.com

REGISTRATION
Each staffed exhibit booth includes two complimentary Exhibit Hall only badges. Additional exhibit personnel registrations may be purchased at $50 each. Exhibit personnel badges do not allow access to any education sessions or meal functions.

EXHIBIT PACKAGE AND PRICING
ARO is pleased to offer exhibitors two options in exhibit space: staffed exhibit booths, or browse table space.

STAFFED EXHIBIT BOOTH: $1,600
Includes:
- 8’ x 10’ area
- pipe & drape back wall/side rails
- 7” x 44” ID sign
- 6 ft. skirted table
- two chairs
- wastepaper basket
- two complimentary exhibit personnel badges

Additional equipment may be rented from the General Service Contractor. Order forms will be available in the Exhibit Kit.

PUBLISHER RATE: $800
Includes:
- 8’ x 10’ area
- pipe & drape back wall/ side rails
- 7” x 44” ID sign
- 6 ft. skirted table
- two chairs
- wastepaper basket
- two complimentary exhibit personnel badges

BROWSE TABLE: $400
Unmanned table space is available at a cost of $400. Literature may be sent to the attention of the Exhibit Manager and will be set up and maintained throughout the exhibit hours. Unused literature will not be returned.

SPACE ASSIGNMENTS
Space will be assigned on a first-come, first-served basis. Contracts for Exhibit Space and Sponsorships or Partnership Packages must be accompanied by 50% non-refundable deposit. Full payment is due by December 22, 2014. Contracts submitted without payment will not be processed and space will not be held.

CANCELLATION POLICY
Exhibitors shall give written notice of cancellation. If written notice is received by December 22, 2014 (60 days prior), total contract amount less a 50% cancellation fee will be refunded to the Exhibitor. No refunds will be allowed for any cancellation after December 22, 2014.

PAST EXHIBITORS

ADVANCED BIONICS CORPORATION
AMERICAN ACADEMY OF AUDIOLOGY
AMERICAN HEARING RESEARCH FOUNDATION
ADVANCED BIONICS CORPORATION
ALEXANDER GRAHAM BELL ASSOCIATION FOR THE DEAF & HARD OF HEARING
AMERICAN HEARING RESEARCH FOUNDATION
AMERICAN TINNITUS ASSOCIATION
COMPARATIVE BIOSCIENCES, INC.
COMPUMEDICS NEUROSCAN
CORTECH SOLUTIONS, INC.
DEAFNESS RESEARCH FOUNDATION
DUKE CLINICAL RESEARCH INSTITUTE
ELSEVIER
ELSEVIER LIMITED
ELSEVIER, SCIENCE & TECHNOLOGY DIVISION

ENCYCLOPAEDIA BRITANNICA
GN OTOMETRICS NORTH AMERICA
INTELLIGENT HEARING SYSTEMS
INTERACOUSTICS
 IOS PRESS
JEDMED INSTRUMENT COMPANY
KARGER PUBLISHERS
KINDER SCIENTIFIC COMPANY
LIPPINCOTT WILLIAMS & WILKINS
LOCKHEED MARTIN ACULIGHT CORPORATION
MEDELITA
MEDNET LOCATOR, INC.
MERCURY COMPUTER SYSTEMS, INC.
MIMOSA ACOUSTICS

MPI RESEARCH
NATIONAL INSTITUTE ON DEAFNESS & OTHER COMMUNICATION DISORDERS
NEURO KINETICS, INC.
NEURONEXUS TECHNOLOGIES
NDCD NATIONAL TEMPORAL BONE REGISTRY
OTOLOGICS LLC
OXFORD UNIVERSITY PRESS
PLURAL PUBLISHING
PMH USA
SENSOMOTORIC INSTRUMENTS, INC.
SPRINGER
TAYLOR & FRANCIS
TUCKER-DAVIS TECHNOLOGIES
VISAGE IMAGING
VIVOSONIC
SPONSORSHIP OPPORTUNITIES
ARO offers a wide variety of marketing and sponsorship opportunities designed to fit every style and budget. These traffic builders will increase your visibility in Baltimore and help you achieve greater return on your exhibit investment. Sign up for one of these opportunities today!

ADVERTISING - FINAL CONFERENCE PROGRAM
All ads are horizontal, black & white. All ads are run of press, unless noted.
All ads/artwork must be approved by ARO.

<table>
<thead>
<tr>
<th>SIZE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Page</td>
<td>$550</td>
</tr>
<tr>
<td>½ Page</td>
<td>$350</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>$1,650</td>
</tr>
</tbody>
</table>

Dimensions: Full page: 9” x 4” with 1/8” bleed.
Half Page: 4.5” x 4”, with 1/8” bleed. All ads are horizontal.

INDIVIDUAL SPONSORSHIPS

BROWSE TABLE AND REGISTRATION DESK ROTATING ADVERTISEMENT: $500
Get your literature in the hands of conference attendees by purchasing a browse table and registration desk rotating advertisement sponsorship. Literature will be setup and maintained throughout the registration desk hours. In addition to the browse table, we will also add your company’s electronic logo or advertisement, which you provide to us, to our rotating audio visual monitors at the registration desk creating added visibility for your sponsorship.

GENERAL SESSION LITERATURE CHAIR DROP: $1,000
8½” x 11” advertisement will be placed on the seats at General Session. 1,000 copies supplied by exhibitor.

LANYARDS: $2,500
This convenient cord is distributed to all attendees. Company name/logo will be printed on lanyard.

COFFEE BREAK: $3,000 EACH
Five (5) breaks are available throughout the conference. Company logo/name will be listed on signage.

AWARDS & HONORS RECEPTION: $4,000 EXCLUSIVE OR $2,000 PARTIAL
This reception honors the 2014 ARO Award of Merit recipient and is open to all attendees. Company logo/name will be listed on signage.

TRAVEL AWARDS LUNCHEON: $5,000 EXCLUSIVE OR $2,000 PARTIAL
This well attended luncheon is an attendee favorite. The luncheon recognizes the recipients of the travel award grants and their mentors. Travel Award Sponsors will receive a complimentary 8’x10’ Exhibit Booth.

WELCOME RECEPTION: $7,500
The opening Welcome Reception is held in the poster and exhibit hall, and is open to all registrants. Attendees enjoy warm soft pretzels and beer as they peruse the poster session and mingle with exhibitors and colleagues. Sponsorship of this reception includes signage throughout the event space, as well as a listing in the conference program book and other promotional materials.

MOBILE APP SPONSOR: $8,000
This year’s attendees will be able to navigate around the schedule, poster floor, and venue utilizing our mobile app solution. This year’s application will provide exhibitor and sponsor listings, speaker search mechanism, and the capability to network with other attendees. The mobile app lead sponsor will be a true partner in taking the ARO MidWinter Meeting to the next level of interactivity. The mobile app will include a splash page with your logo on it showcasing your sponsorship, as well as a listing in the program book and signage.

WIRELESS INTERNET SPONSOR: $25,000 LEAD SPONSOR OR $10,000 PARTIAL
Be the one who makes access possible! ARO hopes to offer wireless internet to all attendees in all session rooms and meeting places. This sponsorship will also directly benefit our hearing impaired attendees as they access our closed captioning services right on their own personal handheld devices. Help keep attendees connected. Wi-Fi will include a splash page with your logo on it showcasing your sponsorship, as well as a listing in the program book and signage.
ARO 2015 APPLICATION AND CONTRACT FOR EXHIBIT SPACE

EXHIBIT COMPANY
Please reserve exhibit space for the company listed below at the ARO 2015 Annual MidWinter Meeting to be held at the Baltimore Marriott Waterfront, Baltimore, Maryland. This application becomes valid only after being signed by Exhibitor and a confirmation of space has been issued with a receipt of deposit acknowledged by Exhibit Management.

COMPANY NAME ____________________________________________
Print name as you wish it to appear in the Final Program and Company ID Sign
STREET ADDRESS ____________________________________________
CITY ___________________________ ST _______________ ZIP ____________
COUNTRY ____________________________
CONTACT PERSON ____________________________ E-MAIL ____________________________
PHONE ( ) ____________________________ FAX ( ) ____________________________
WEBSITE ____________________________ Is this your first time exhibiting at the ARO Scientific Meeting? ☐ Yes ☐ No

BOOTH SPACE
Booth size is 8’ Deep x 10’ Wide.
Each 8’ x 10’ booth space @ $1,600 $__________
Each 8’ x 10’ booth space - Publisher Rate @ $800 $__________
Each Browse Table (per title) @ $400 $__________
Total Booth Space Cost Due: $__________
Booths will only be assigned and confirmed when full payment and completed application are received at the same time.

Preferred Location: Please list up to four (4) choices*
1) _______ 2) _______ 3) _______ 4) _______

We prefer that our exhibit not be located next to or across from the following companies:
__________________________________________________________
*Exhibit Management reserves the right to alter the floor plan and/or assign any exhibit location if deemed necessary for the good of the show at any time.

SPONSORSHIP PACKAGE OPPORTUNITIES
Individual Sponsorship Opportunities
☐ ____________________________ (Name Item) $__________
☐ ____________________________ (Name Item) $__________
☐ Browse Table/Rotating Advertisement @ $500 $__________
☐ General Session Literature Chair Drop @ $1,000 $__________
☐ Coffee Breaks @ $3,000 $__________
☐ Advertising (Black and White) ____________________________ $__________
(Size)
Total Sponsorship Cost Due $__________

Total Cost for Booth Space and Sponsorship $__________

PAYMENT
No booths will be assigned without a signed contract and a 50% deposit.

Important: With this application, exhibitors must include a 50% deposit of the total booth cost for each booth requested and full payment for all sponsored items.

☐ CHECK
Please make checks payable in U.S. Funds, Drawn on a U.S. Bank to: Association for Research in Otolaryngology
Remit to: Sue Parker, ARO Sales Associate
19 Mantua Road, Mt. Royal, NJ 08061-1006

☐ CHARGE MY ☐ American Express ☐ VISA ☐ MasterCard
[Fill in account number and expiration date at the bottom]

PRINT Name on Card: ____________________________
Authorized Signature: ____________________________
Amount to charge: $__________

ACCEPTANCE
Rules and regulations for exhibitors are an integral part of this contract. It is understood by the undersigned that the 2015 MidWinter Meeting of the Association for Research in Otolaryngology rules and regulations for the Manchester Grand Hyatt govern all exhibit activities.

Signed and accepted by Authorized Agent of Exhibitor:

Signature ____________________________ Dated ____________________________

Accepted by / Exhibit Management:

Signature ____________________________ Dated ____________________________

Please address all communications regarding exhibit sales to:
Sue Parker, Sales Associate
TALLEY MANAGEMENT GROUP, INC.
19 Mantua Road, Mt. Royal, NJ USA 08061-1006
TEL: (856) 423-7222 Ext. 227 FAX: (856) 423-3420
EMAIL: sparker@tally.com
EXHIBITOR TERMS AND CONDITIONS

SHOW MANAGEMENT is TALLEY MANAGEMENT GROUP, INC., 19 Mantua Road, Mt. Royal, NJ 08061 USA (856) 423-7222, Fax (856) 423-3420, Email meetings@aro.org. Convention Center or Hotel Facility is printed on the Exhibitor Prospectus front cover.

ELIGIBLE EXHIBITS: SHOW MANAGEMENT reserves the right to determine the eligibility of any Company or Product to exhibit in the Show and further reserves the right to reject any application and/or to withdraw any exhibit of any Company.

INSTALLATION, SHOW AND DISMANTLEMENT: Exhibitor agrees to comply with assigned installation, show and dismantle days and hours as outlined in the Exhibitor Prospectus. Exhibits may not be removed from the Facility until final closing of the show unless special permission is obtained in writing in advance from SHOW MANAGEMENT. Exhibits must be removed from the hotel/facility when specified in the Exhibitor Prospectus. Any displays or materials left in booths, without instructions will be discarded.

CANCELLATION, WITHDRAWAL OR REDUCTIONS IN SPACE: without instructions will be discarded. Booth assignments will be made according to the procedures outlined on the contract for space. Booths may not be subleased the booth or any equipment provided by SHOW MANAGEMENT, nor shall Exhibitor assign this lease in whole or in part without written approval by SHOW MANAGEMENT in advance of the trade show.

RELOCATION OF EXHIBITS: SHOW MANAGEMENT reserves the right to alter the official floor plan, and in so far as affecting the Exhibitor’s location as deemed advisable. SHOW MANAGEMENT further reserves the right to make such changes, amendments and additions to these terms and conditions and such further regulations as it considers necessary for the good of the Show.

LIMITATION OF EXHIBITS: SHOW MANAGEMENT reserves the right to stop or remove from the Show any Exhibitor, or his representative, performing an act or practice which in the opinion of SHOW MANAGEMENT is objectionable or detracts from the dignity of the Show or is detrimental to the business purpose of the Show. SHOW MANAGEMENT reserves the right to refuse admission of exhibits or materials to the Show until all dues and fees owed are paid in full. No Exhibitor shall hold any social event, hospitality suite, meeting or demonstration to which attendees are invited, that are in conflict with the official Show schedule. In addition, ANY such activities may not take place outside the official Show schedule without the express written permission of the Convening Organization(s).

MUSIC, AUDIO EFFECTS, PHOTOGRAPHY AND VIDEOTAPEING: Music and audio-visual devices with sound are permitted only in those locations designed by SHOW MANAGEMENT and at such decibel intensity as not to interfere with the activities of other exhibitors. Photography and video taping other than by official SHOW MANAGEMENT photographers is not permitted within the exhibit hall. Only the exhibitor may grant permission to have its exhibit and/or products photographed.

COPYRIGHT LAW: No copyrighted music may be played or sung in the exhibit area in any fashion (including, nor limited to, background music on video or audio presentations) without obtaining appropriate licensing. The exhibitor shall indemnify SHOW MANAGEMENT, the Convening Organization(s) and the facility, their officers, directors, employees, and agents and save them free and harmless from any and all liability whatsoever, for any infringement of or other violation arising out of the use of copyrighted music.

SECURITY: Although security service will be furnished, SHOW MANAGEMENT can not and will not be responsible for damage to, loss and/or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors or guests. Each exhibitor must carry their own insurance.

APPLICABLE LAWS: This contract shall be governed by the laws of the State of New Jersey. Exhibitor agrees to abide by all federal (including but not limited to FDA), state, and city laws, ordinances, and regulations concerning fire safety, health, environment, public safety and hazardous materials and all regulations and restrictions imposed by the Facility. All displays and decorations must be in compliance with the above laws.

LIMITATION OF LIABILITY: The Exhibitor agrees to make no claim for any reason whatsoever against: SHOW MANAGEMENT, the Convening Organizations, their officers, directors, employees, agents and authorized representatives, the facility/hotel, Official General Service Contractor, for any of the following:

- loss, theft, damage to goods, or injury to himself, his employees, or attendees while in the exhibit area, nor any consequential damage to his business for failure to provide space for the exhibit or for the failure to hold the event as scheduled. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless all parties from claims, losses, damages to persons or property, governmental charges for fines and attorney’s fees related to the use of the exhibition premises or part thereof. In addition, Exhibitor acknowledges that neither SHOW MANAGEMENT nor the Convening Organization(s) maintain insurance covering Exhibitor’s property and that it is the sole responsibility of Exhibitor to obtain business interruption and property insurance covering such losses by Exhibitor.

- THE ABOVE-CITED REGULATIONS as well as all conditions stated in the Exhibitor Prospectus and exhibit application become a part of the contract between the Exhibitor and the Convening Organization(s) and the policies.

INSURANCE: All property of the Exhibitor is understood to remain under its custody and control in transit to and from or within confines of the Facility. SHOW MANAGEMENT does not maintain insurance covering Exhibitor’s property. Exhibitor shall carry Comprehensive General Liability coverage including premises, operations and contractual liability coverage of at least $1,000,000 for Personal Injury Liability and $500,000 for Property, Worker’s Compensation with Employer’s Liability with applicable statutory coverage. Certificates shall be furnished upon request.

FORCE MAJEURE: In the event the facility or any part of the exhibit area thereof becomes unavailable whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather or other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or other cause or agency over which SHOW MANAGEMENT has no control or should SHOW MANAGEMENT decide, because of such material is strictly prohibited. In addition, the use of the acronym of the Convening Organization must not be used on pre, at-show and/or post show promotional material unless specific written permission is granted. Use of any Convener, Sponsor or other logos is strictly prohibited unless permission is granted directly from those organizations in writing. Signs or other articles are prohibited from being fastened to the walls, pillars or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any other tool or material which could mar the floor or walls is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage. No helium filled balloons or adhesive backed stickers may be used or given out by exhibitors.

FDA APPROVAL/CLEARANCE: If an exhibitor intends to display, introduce or feature an article whose pre-market approval or clearance is pending from the USDA Food & Drug Administration, the exhibitor’s materials, and the exhibitor’s personnel must disclose that such article has not received final FDA approval/clearance and clearly conveyed the status of such article consistent with such laws, rules and regulations administered by the FDA. The exhibit and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the US. Exhibitors shall indemnify and hold harmless SHOW MANAGEMENT and the Convening Organization(s) from and against any and all costs, fees, expenses, penalties, damages and claims arising from exhibitor’s failure to comply with all laws, rules and regulations (including those of FDA) applicable to such article (including any law, rule or regulation governing the display, introduction, or advertising of such article prior to final FDA approval/clearance.

EXHIBIT HALL BADGES: All exhibitor personnel must be registered. Instructions for this process will be provided to exhibitor when confirmation of booth assignment is made.

UNION LABOR: Exhibitors are required to observe all union contracts in effect among SHOW MANAGEMENT, official contractors, facilities and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the general service contractor. Tipping is strictly forbidden for any personnel providing any services.

38TH MIDWINTER MEETING
FEBRUARY 21 - 25, 2015

coverage including premises, operations and contractual liability coverage of at least $1,000,000 for Personal Injury Liability and $500,000 for Property, Worker’s Compensation with Employer’s Liability with applicable statutory coverage. Certificates shall be furnished upon request.

FORCE MAJEURE: In the event the facility or any part of the exhibit area thereof becomes unavailable whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather or other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or other cause or agency over which SHOW MANAGEMENT has no control or should SHOW MANAGEMENT decide, because of such material is strictly prohibited. In addition, the use of the acronym of the Convening Organization must not be used on pre, at-show and/or post show promotional material unless specific written permission is granted. Use of any Convener, Sponsor or other logos is strictly prohibited unless permission is granted directly from those organizations in writing. Signs or other articles are prohibited from being fastened to the walls, pillars or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any other tool or material which could mar the floor or walls is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage. No helium filled balloons or adhesive backed stickers may be used or given out by exhibitors.

FDA APPROVAL/CLEARANCE: If an exhibitor intends to display, introduce or feature an article whose pre-market approval or clearance is pending from the USDA Food & Drug Administration, the exhibitor’s materials, and the exhibitor’s personnel must disclose that such article has not received final FDA approval/clearance and clearly conveyed the status of such article consistent with such laws, rules and regulations administered by the FDA. The exhibit and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the US. Exhibitors shall indemnify and hold harmless SHOW MANAGEMENT and the Convening Organization(s) from and against any and all costs, fees, expenses, penalties, damages and claims arising from exhibitor’s failure to comply with all laws, rules and regulations (including those of FDA) applicable to such article (including any law, rule or regulation governing the display, introduction, or advertising of such article prior to final FDA approval/clearance.

EXHIBIT HALL BADGES: All exhibitor personnel must be registered. Instructions for this process will be provided to exhibitor when confirmation of booth assignment is made.

UNION LABOR: Exhibitors are required to observe all union contracts in effect among SHOW MANAGEMENT, official contractors, facilities and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the general service contractor. Tipping is strictly forbidden for any personnel providing any services.
Please note exhibits begin on Saturday. Hours listed are tentative and subject to change.

**Exhibitor Set-Up**
Saturday, February 21  
7:00 a.m. to 11:00 a.m.

**Show Hours**
Saturday, February 21  
12:00 p.m. to 6:00 p.m.
Sunday, February 22  
9:00 a.m. to 5:00 p.m.
Monday, February 23  
9:00 a.m. to 5:00 p.m.

**Exhibitor Dismantle**
Monday, February 23  
5:00 pm to 7:30 pm
38th MidWinter Meeting

SATURDAY, FEBRUARY 21 - WEDNESDAY, FEBRUARY 25, 2015
Baltimore Marriott Waterfront | Baltimore, MD

ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY
19 Mantua Road • Mt. Royal, NJ 08061 • USA

www.aro.org

All tickets, offers, events, age ranges, services, attractions and entertainment may be seasonal and are subject to restrictions and change without notice.