



NCSPS/SCSPS JOINT 2018 MEETING EXHIBIT and PROMOTIONAL SUPPORT OPPORTUNITIES

2018 NCSPS AND SCSPS ARE JOINING FORCES FOR A JOINT ANNUAL SCIENTIFIC MEETING

**The Sanctuary, One Sanctuary Beach Drive, Kiawah, South Carolina 29455
November 1-3, 2018**

Dear Prospective Exhibitor/Supporter:

We are pleased to invite you to support and/or exhibit at The Second Joint NCSPS/SCSPS Annual Scientific Meeting. Reach State Society members and meeting attendees while enjoying first-class facilities in a spectacular meeting location.

The NCSPS and SCSPS Societies will join forces once again in 2018 to bring you **DOUBLE THE FUN**. If you have attended our Annual Scientific Meeting you know the caliber of attendees and presentations. If you have not attended previously, we welcome you to join us for our 2018 meeting and we are sure you will return year after year.

Interested companies will find a variety of high-profile opportunities to increase their visibility at very reasonable costs. Please **see pages 5 & 6** for our “Advertising and Exhibitor Options.” In return for supporting a program, you will be recognized for your support of the event with prominent signage and receive other appropriate benefits.

Exhibit booths and advertising opportunities are reserved on a first-come, first-served basis. A tentative exhibit hall schedule and floor plan (subject to change) are included. An exhibit space registration and agreement form is also included. **We will begin assigning booth space as fully-paid contracts are received.**

We hope that you will accept our invitation to reserve an exhibit space and support this meeting.

If you have any questions, please do not hesitate to contact Kylee Palmer at kpalmer@hdplanit.com or (435) 200-8272. We look forward to welcoming you in 2018

EXHIBITOR REGISTRATION & AGREEMENT

**NCSPPS/SCSPPS JOINT
2018 Annual Scientific Meeting
November 1-3, 2018 - The Sanctuary**

Exhibitor Registration and Agreement Form

Company: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Principal Contact (Responsible for coordination and communication with meeting planner):

Representative Phone: _____ Fax: _____

E-mail: _____ Web Site Address: _____

Yes, we will exhibit at the 2018 NCSPPS Annual Scientific Meeting. See Page 4 for diagram of exhibitor space.

___ **Diamond Exhibitor \$5,000** (2 (two) 6-foot tables: L-shape in prime location)

___ **Standard Exhibitor \$2,500**(1 (one) 6-foot table)

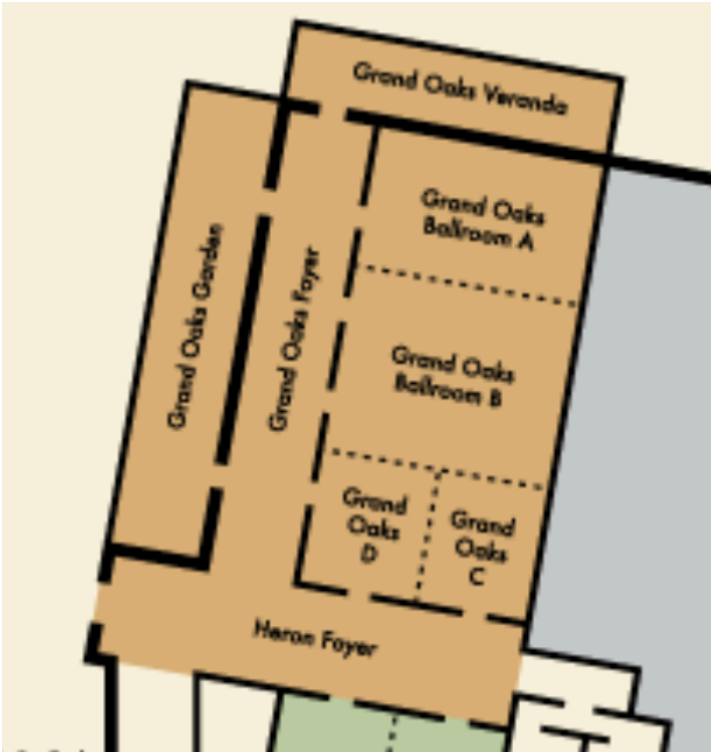
NEW Advertising Options Available on Pages 6 and 7. Don't be left out!

___ **1/2 Page Ad \$1000**

___ **Full Page Ad \$1750**

TOTAL ENCLOSED \$ _____

REPRESENTATIVES: Please list the names of all representatives who will be at the 2018 NCSPPS Meeting in conjunction with your exhibit. Registration for up to (2) representatives is included in the registration fee. An additional \$250.00 registration fee (\$275.00 on-site) is required for an additional representative. Maximum four (4) representatives per exhibit booth. Each exhibit booth consists of a six (6) foot table-top display. Cancellation of booth space requested in writing prior to July 15, 2018, will be considered. No cancellations will be considered after July 15, 2018. Questions? Contact Kylee Palmer at kpalmer@hdplanit.com or by phone at (435) 200-8272.



Representative In-Charge Name: _____
(Included) Name:

(Included) Name: _____
Name: _____ (\$250 Reg. Fee;
\$275 On-Site)

Payment by check or credit card.

Credit Card Payment:

Credit Card #: _____ **Exp Date:** _____

3/4 digit: _____ **Phone number:** _____

Name on Credit Card: _____

Signature: _____ **Date:** _____

The **total** contracted amount **must** be paid with this application form. The total fee must be received prior to space being assigned. Please make checks payable to: North Carolina Society of Plastic Surgeons (NCSPS). To secure your exhibit space e-mail the form or fax.

**If Paying by Check: Mail agreement form and payment to: NCSPS / ATTN: Susan Russell
6300 Sagewood Drive, Suite H255 Park City, UT 84098**

Attestation: On behalf of my company, I have read, understand and agree to the terms and conditions set forth in the *General Information and Conditions of Exhibitor Agreement (pages 7-11)* sections of this prospectus. In addition, I agree that my company will abide by all ACCME regulations regarding corporate support as they are now and as they may be amended.

NAME: _____ DATE: _____

SIGNATURE: _____

Please see the following page for the exhibit space layout. You may request a particular booth at the time your exhibitor agreement is received and paid in full. Space is on a first come basis and a requested booth may be denied due to an earlier competitor company assignment.

2018 ADVERTISING & EXHIBITOR OPTIONS

Exhibit Opportunities

Diamond Exhibitor \$5,000

1 (One) **Diamond Exhibit Space Prime Location** (2 (Two) 6-foot tables - See Diagram of Diamond Location on **page 5.**)

Limited to two companies.

Prime Location with two 6' tables in L-shape

Recognition by NCSPPS President

Link to Company Website from NCSPPS website

Special Signage in Exhibit Hall (Society Approved)

Logo and Description on Printed Exhibitor Materials

Top Level Exhibitor Acknowledgement in Program

Invitation to the Friday Evening Reception

Invitation to the Gala Event for two people

Standard Exhibitor Space \$2,500

1 (One) **Exhibit Booth** (1 (One) 6-foot table)

Logo and Description in Printed Exhibitor Materials Exhibitor Acknowledgement in Program

Complimentary Continental Breakfast and Breaks Invitation to the Friday Evening Reception

Advertising Options

1/2 page Ad in Meeting Program **\$1,000**

Limit 1 per company - Four 1/2 page Ads available

Please provide print-ready artwork.

Specs: 7.25" x 4.5" with 1/8" bleed on all sides.

Full page Ad in Meeting Program **\$1,750**

Limit 1 per company, first come first served placement basis - Two full page Ads available

Please provide print-ready artwork.

Specs: 7.25" x 8.75" with 1/8" bleed on all sides.

Society Corporate Support Disclaimer: Printed company logos and/or company notations will comply with the rules and regulations of the ACCME. Educational content and industry support will be separated to adhere to ACCME regulations, as mentioned above and in verbal recognition as the Society deems appropriate.

2018 ADVERTISING & EXHIBITOR OPTIONS

Additional Support Options

Registration Lanyards customized with your company's name and/or logo \$3,500

Registration Bags customized with your company's logo and the NCSPS logo \$2,500

Be our WIFI sponsor - prominent signage - \$5,000

WIFI for ALL. Also comes with a smart device charging stations to place at you booth and one will be placed at the registration desk noting your sponsorship!

Friday Welcome Reception - November 2, 2018 \$8,500

Host the welcome reception on Friday evening. The Reception will be attended by approximately 150 meeting attendees and exhibitors. This social event is a "mixer" with heavy hors d'oeuvres and networking opportunities.

Includes Special Signage in the Exhibit Hall and at Event (Provided by and approved by NCSPS), Your company's name and logo in all meeting materials and posted on our website, Marketing materials in registration packets (Limit 1-8x10 or 1- Large Postcard Size, provided by Your Company)

Saturday Gala Dinner - November 3, 2018 \$12,500

Host the Gala Dinner on Saturday night. The Reception will be attended by approximately 150 meeting attendees. This upscale seated dinner event with entertainment will be the perfect opportunity for increased exposure for your company and one-on-one time with our guests.

Includes Special Signage in the Exhibit Hall and at Event (Provided by and approved by NCSPS), Your company's name and logo in all meeting materials and posted on our website, Marketing materials in registration packets (Limit 1-8x10 or 1- Large Postcard Size, Provided by Your Company)

Daily Continental Breakfast* - Friday & Saturday \$2,000/day

Daily Breaks* - Friday & Saturday \$1,000/day

Friday Lunch* - November 2, 2018 \$2,500

*Meals and breaks set for all meeting registrants and will be served in the exhibit area. Meals and breaks will be attended by approximately 150 attendees.

Special Signage in the Exhibit Hall (Provided by and approved by NCSPS)
Special Mention and Signage at designated event.

GENERAL INFORMATION

BADGES:

Two complimentary badges will be issued for each exhibitor for each paid booth. The fee for each additional badge is \$250 (\$275 on site), for a maximum of four(4) representatives per table. Name badges will be required for entrance to our Exhibit Room.

CANCELLATION POLICY:

In the event of cancellation, refunds will be made if notification of cancellation is received in writing prior to July 15, 2018. A 15% processing fee applies. Refunds will not be made for cancellations made after July 15, 2018.

EXHIBIT AND SPONSOR CONTACT INFORMATION:

Kylee Palmer, (435) 200-8272 or e-mail: kpalmer@hdplanit.com Applications may be e-mailed to one of the above addresses to reserve your space.

Checks must be mailed to:

NCSPS - North Carolina Society of Plastic Surgeons

ATTN: Susan Russell

6300 Sagewood Drive, Suite H255

Park City, UT 84098

Tel: 435-200-8272 Fax: 435-487-2011

EXHIBIT FEES:

Diamond - 2 (Two) 6 - foot tables for table-top display only: **\$5,000**

Standard Exhibitor - 1 (One) 6 foot table for table top display: **\$2,500**

See page 4 for exhibit details.

EXHIBITOR REGISTRATION:

Exhibitors may register and set-up beginning at 1:00 PM One on Thursday, November 1, 2018. Name badges and information will be available at that time at the registration desk. No daily breakdown is required. Exhibits will be open beginning Thursday November 1, 2018 for set-up, and end on Saturday November 3, 2018.

EXHIBITOR REPRESENTATIVE:

The exhibiting company will name one person as its duly authorized representative, who is responsible for the exhibit and hereby accepts and assumes all responsibility for all representatives or alternates in attendance at it's exhibit throughout all exhibit periods. Please notify meeting representatives at any time if there are any changes. **ALL MEETING INFORMATION IS SENT TO THE PRIMARY CONTACT'S ATTENTION.**

HOTEL INFORMATION AND RESERVATIONS:

The 2018 NCSPS annual Meeting will be held at:

The Sanctuary, One Sanctuary Beach Drive, Kiawah Island, SC 29455

Hotel reservations at our special room block rate may will be opening soon.

HOURS OF EXHIBIT OPERATIONS:

Thursday, November 1, 2018

1:00 PM - 6:00 PM Set-Up Only

Friday, November 2, 2018

7:00 AM - 2:00 PM

Saturday, November 3, 2018

7:00 AM - 1:30 PM

Each day's breakfast and coffee/refreshment break services will be held in the exhibit rooms. These meals are provided for our Exhibitors as well as our Registrants. Please join us Friday evening for our reception Location to be announced. The NCSPS Golf Tournament will be on Saturday afternoon details will be available soon. Exhibitors are welcome to participate (fees apply).

DISMANTLING OF EXHIBITS:

All exhibits shall remain intact until the meeting adjourns on Saturday - November 3, 2018.

INSTALLATION OF EXHIBITS:

Each paid exhibitor booth space will consist of one 6 foot table top display, table linens and (2) chairs will be provided. Diamond exhibit booths will have two 6 foot table tops for display with a connector table. The exhibit area is carpeted. Your company name and logo will be listed in our exhibitor information and placed in each attendee registration folder. Additional equipment i.e. special electricity equipment, telephone/internet, etc. are to be provided by the hotel at the exhibitor's expense.

All set-up and teardown of exhibits is the responsibility of the exhibitors. Should you require additional assistance, please contact the The Grove Park Inn directly. Set-up of the exhibits will begin on Thursday, November 1, 2018 at 1:00 PM. Any additional enhancement that cannot be contained to the top of the tables is prohibited. Banners, flags, or free-standing booths are permitted as long as it does not interfere with or block a neighboring exhibitor. All exhibits, equipment, displays, literature, video, and audio equipment, etc. must be contained within the allotted table space. Exhibits not adhering to these rules and regulations will be dismantled on-site at the exhibitor's expense with no refund.

SHIPPING & DELIVERIES OF EXHIBITOR DISPLAYS:

We strongly advise that you ship materials in advance to the Hotel to assure that your exhibit arrives in a timely fashion. Shipments to the Sanctuary will be received up to (7) days in advance and hotel holding and delivery charges will be the responsibility of the exhibiting company. If you are shipping boxes directly to the hotel, please ship with the following label information to:

The Sanctuary, Attn: Your company name, NCSPS Exhibit
One Sanctuary Beach Drive, Kiawah Island, SC 29455

CONDITIONS OF EXHIBITOR AGREEMENT:

- 1. Assignment of Space:** Booth space will be decided on a first-come, first-served basis based on the date of receipt of the Exhibitor Registration & Agreement Form, full payment and direct company competitors. Exhibitors may request a particular booth space although final decision will be determined by NCSPS. Once space is assigned, an exhibit may only be moved with the mutual consent of NCSPS and the specified exhibitor.
- 2. Payment:** Exhibit space will be assigned once full payment is received.
- 3. Cancellations:** Cancellations in writing to NCSPS on or before, **July 15, 2018**, will receive a refund of the exhibit fee minus a \$50 processing fee. No refunds will be made for cancellations received after **July 15, 2018**.
- 4. Care of Exhibit Space:** Exhibitors must maintain and keep their exhibit booth and the contracted space in good order, at their expense.
- 5. Insurance:** In all cases, exhibitors wishing to insure their goods must do so at their own expense. Please send NCSPS proof of insurance.
- 6. Protection of Exhibit Space:** Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel without the permission of NCSPS and/or a representative of the hotel. Packing, unpacking, and assembly of exhibits shall be done in designated areas and conform to instructions of NCSPS or hotel representatives.
- 7. Default Occupancy:** **An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price.** NCSPS shall have the right to use that space upon the show's opening.
- 8. Use of Space:** Exhibits will only be permitted in the official exhibit area established by NCSPS.
- 9. Cancellation or Relocation of Meeting:** If cancellation or relocation of the meeting is due to circumstances within NCSPS's control, NCSPS's liability will be limited to a refund of fees to the exhibitor. If NCSPS has no control over the cancellation or relocation, NCSPS will have no liability of any kind, but may at its discretion, refund any fees paid by the exhibitor.
- 10. Liability:** NCSPS does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The

exhibitor agrees to hold NCSPPS harmless from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. NCSPPS shall not be liable for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.

- 11. Distribution of Printed Material:** Distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of NCSPPS registrants without advance permission from the resort and NCSPPS. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit tables and may not be placed in any meeting room or in the NCSPPS registration area.
- 12. Exhibitor Seminars, Lectures, Food Functions, Etc:** Exhibitor agrees not to conduct, sponsor or promote any general seminars, lectures or clinics without written approval from SESPRS during a CME meeting. Any proposed seminar, lecture or clinic should not be arranged on any day or evening that SESPRS has functions provided for attendees, such as receptions, gala dinners, faculty dinners, etc. Furthermore, companies agree to refrain from inviting or hosting an event with any faculty member or meeting presenter to any seminar, lecture or clinic. All such proposed functions must be approved by SESPRS prior to scheduling and a fee may be required. No ad boards or special meetings by an exhibiting company should be held during the course of any SESPRS meeting. Off site dinners are permitted.
- 13. Attendee List:** Company agrees that any Society mailing lists received as a part of this agreement may only be used to promote Company's participation in the Exhibit Hall at this official Society event. Further, Company agrees that nothing in this agreement is meant to provide an endorsement (express or implied) of the company's products or services, nor is Company granted the right to hold any social or other event at the Society's chosen meeting venue that is not considered an official NCSPPS event. The opportunity to host a non-sanctioned event may be considered through a separate contract with the Society. Details of such a contract, and any associated fees, are to be negotiated separately.
- 14. Food or Beverage in Exhibitor Booths:** No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor table.
- 15. Price List:** Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.

- 16. Removal of Exhibits by NCSPS:** NCSPS has the right to prohibit, bar, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of NCSPS is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other items or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by NCSPS to have violated any provision of these rules and regulations.
- 17. Selling of Products or Services:** All transactions must be conducted in a manner consistent with the professional nature of the exhibits.
- 18. Pre-Meeting Mailings: Mailings to NCSPS members or meeting registrants may be undertaken only with the explicit permission of NCSPS.** Permission also is based on review and acceptance of specific proposals (materials) with rationale for pre-distribution and payment of an additional fee.
- 19. Violation of Condition:** The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: (1) violation of any municipal, state, or national laws, rules, or regulations, including safety codes; and (2) failure to follow procedures prescribed in this prospectus.
- 20. Acceptance of Exhibit Contracts:** NCSPS may refuse space to any company or individual whose products or services, in the judgment of NCSPS, do not further the educational and/or scientific purposes of the annual meeting.