



# FLORIDA NEUROSURGICAL SOCIETY

## EXHIBITOR PROSPECTUS

---

### 2020 ANNUAL MEETING

AUGUST 28 - 30, 2020 | THE BREAKERS HOTEL  
ONE SOUTH COUNTY ROAD, PALM BEACH, FL 3348



# EXHIBITOR INFORMATION

## AGENDA AT A GLANCE

### Friday, August 28, 2020\*

4:00 PM - 6:00 PM Exhibitor Registration & Setup  
6:30 PM - 8:00 PM Opening Cocktail Reception in the Exhibit Hall

### Saturday, August 29, 2020\*

6:30 AM - 7:00 AM Exhibitor Registration & Setup  
7:00 AM - 1:00 PM Exhibitor Viewing  
7:30 AM - 8:30 AM Breakfast & Exhibit Viewing  
8:00 AM - 1:00 PM Scientific Assembly  
10:00 - 10:30 AM Break & Exhibit Viewing  
7:30 PM Dinner Party with Live Music

### Sunday, August 30, 2020\*

7:00 AM - 12:00PM Exhibitor Viewing  
7:30 AM - 8:30 AM Breakfast & Exhibit Viewing  
8:00 AM - 1:00 PM Scientific Assembly  
10:00 - 10:30 AM Break & Exhibit Viewing  
1:00 PM Exhibitor Breakdown

Note: Agenda times are subject to change.

## HOTEL INFORMATION

There is a Group Room Rate available at the hotel. Please call (888) 273-2537 and mention Florida Neurosurgical Society when booking to receive the discounted rate of \$275/night.

*You must make your reservation by July 28, 2020 to be guaranteed the group room rate (only applies if the block has not sold out).*

## SET-UP & BREAK-DOWN

The Exhibit Hall will be open for set-up from 2:00 PM until 5:00 PM on Friday August 28, 2020. If you are unable to set up between these hours, you must set-up on Saturday morning, August 29, 2020 beginning at 6:00 AM and be ready to exhibit promptly at 7:00 AM.

You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 2:00 PM on Sunday, August 30. Due to strict rules and regulations all exhibit areas must be clean and free of debris before departing. If you wish, you may neatly leave additional materials for attendees to take on their own.

## SHIPPING

The following information should be included on all packages to ensure proper delivery:

Guest/Company Name  
C/O The Breakers Palm Beach  
One South County Road  
Palm Beach, FL 33480  
Florida Neurosurgical Society Meeting - August 28, 2020  
Box \_\_\_ of \_\_\_

## LOAD-IN

Please ship all deliveries to arrive no earlier than 5 days prior to the event. Fees may apply if sent earlier. All deliveries must be cleared and scheduled with the Event Services Department. The Breakers takes no responsibility for delivered items and cannot inventory items when they arrive. Equipment must be loaded and unloaded at the loading dock or pre-loading dock in accordance with the Resort's rules and local ordinances. Exhibitors are responsible for covering the costs of their shipping fees.

## LOAD-OUT

If items need to be shipped out after the meeting, representatives may leave their deliveries in the exhibitor room; however, all shipping materials must be labeled. Representatives should have all the necessary forms needed to ship out packages as they will not be provided.

# EXHIBIT LEVELS

## GOLD LEVEL

\$7,500

- Two 6' exhibit tables
  - Complimentary registration for (4) company representatives\* and invitation to Saturday Party for (4) reps.
  - Company name on FNS website & patron signage throughout the activity noted as a Gold Patron
  - Recognition in conference app noted as a Gold Patron
  - VIP Reception with the FNS Board of Directors on Friday Evening for 4 company representatives
  - 1 banner ad in the meeting app
  - 3 push notification in meeting app during meeting dates
  - 50-words or less company description in the meeting app
  - Premium placement in exhibit hall
- 

## SILVER LEVEL

\$5,000

- One 6' exhibit table
  - Complimentary registration for (3) company representatives\* and invitation to Saturday Party for (3) reps.
  - Company name on FNS website & patron signage throughout the activity noted as a Silver Patron
  - Recognition in conference app noted as a Silver Patron
  - 1 push notification in meeting app during meeting dates
  - 50-words or less company description in the meeting app
  - Assigned placement in exhibit hall
- 

## BRONZE LEVEL

\$3,500

- One 6' exhibit table
- Complimentary registration for (2) company representatives\* and invitation to Saturday Party for (2) reps.
- Company name on FNS website & patron signage throughout the activity noted as a Bronze Patron
- Recognition in conference app noted as a Bronze Patron
- Assigned placement in exhibit hall

***\*ALL PAYMENTS ARE DUE PRIOR TO EXHIBITING AT THE EVENT***

# EXHIBITOR SUPPORT ADD-ONS

## FOOD & BEVERAGE STATIONS

Your exhibit booth will be strategically placed next to your selected food or beverage station. This is a great opportunity to ensure that your sales representatives will be able to interact and establish relationships with physicians.

Food & Beverage Station Perks:

- Ability to provide cocktail napkins with your company logo on them
- Ability to provide coffee mugs with your company logo on them
- Company signage will be provided at a station

FOOD & BEVERAGE	
Beverage Station*	\$1,500
Food Break*	\$1,500

*\*Only two available. One per day*

---

## SOCIAL EVENTS

Sponsor the Florida Neurosurgical Society's social functions. Signs will be displayed at the events with your company logo.

SOCIAL EVENTS	
Cocktail Reception	\$2,000
Saturday Dinner Party	\$3,500

---

## NAME BADGE LANYARDS

Because every attendee is required to wear a name badge during all meeting times — they will be wearing your brand around their necks at all times! Sponsor will produce and provide 85 lanyards.

NAME BADGE LANYARDS	
Lanyard Sponsor	\$1,000

---

## AUDIO/VISUAL & TECHNICAL SUPPORT

When you support audio & visual, company signage (printed or electronic) will be on display for all attendees to see noting your support.

AUDIO/VISUAL	
A/V & Technical Support*	\$1,500

---

## ONLINE MARKETING

Online Banner\*

(7.5" x 1") Your advertisement will be featured on our website. Includes a clickable link to your website.

*\*Limited availability. Included in Platinum and Gold Levels.*

Company Spotlight

Features your logo, clickable link to your website, headshot of your local sales representative, contact information, and a short 50-words or less "About Us".

COMPANY LOGO & CLICKABLE LINK	
Home Page Banner (7.5" x 1")	\$400/mo.
Single Page Banner (7.5" x 1")	\$300/mo.
COMPANY SPOTLIGHT	
Home Page (3.5" x 4.5")	\$500/mo.
Single Page (3.5" x 4.5")	\$350/mo.

# EXHIBITOR REGISTRATION FORM

## CONTACT INFORMATION

Company Name:	Name:	
Address:	Suite:	
City:	State:	Zip:
Phone:	Fax:	
E-mail Address:		

## SPONSORSHIP LEVELS:

- GOLD - \$7,500  
 SILVER - \$5,000  
 BRONZE - \$3,500

## ADD-ONS:

- Name Badge Lanyard Sponsor - \$1,000  
 Beverage Station Sponsor - \$1,500  
 Food Break Sponsor - \$1,500  
 Friday Night Cocktail Reception Sponsor - \$2,000  
 Saturday Night Dinner Party Sponsor - \$3,500  
 A/V & Technical Support Sponsor - \$1,500  
 Online Advertising - Home Page Banner- \$400.00  
 Online Advertising - Single Page Banner-\$300.00  
 Online Advertising - Company Spotlight Single Page-\$350.00  
 Online Advertising - Company Spotlight HomePage-\$500.00

## EXHIBITOR NAMES (Please refer to exhibitor levels to see how many representatives your sponsorship includes)

Rep #1 Name:	Email Address:
Rep #2 Name:	Email Address:
<input type="checkbox"/> Additional Representatives - \$200 per rep Names:	
*For Silver and Gold levels, please email Cathy Jones at <a href="mailto:cathy@theassociationcompany.com">cathy@theassociationcompany.com</a> with your additional rep names allotted with your level (Silver - 3 reps; Gold 4 reps)	

## METHOD OF PAYMENT

CHECK\*       VISA       MC       AMEX      TOTAL: \$ \_\_\_\_\_

\*Make checks payable to Florida Neurosurgical Society . Check must be recieved prior to the event or you will not be allowed to exhibit.

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

PLEASE EMAIL THIS FORM TO [CATHY@THEASSOCIATIONCOMPANY.COM](mailto:CATHY@THEASSOCIATIONCOMPANY.COM) OR FAX TO (305) 422-3327 OR MAIL YOUR REGISTRATION AND PAYMENT TO: FNS, 6134 POPLAR BLUFF CIRCLE, SUITE 101, NORCROSS, GA 30092

# CONTRACT

## EXHIBITOR CONTRACT TERMS

1. All payment MUST be received before Friday, August 28, 2020 in order to exhibit at the event.
2. If purchased, each company will have one (1) table for the Annual Florida Neurosurgical Society Annual Meeting.
3. Exhibitors are required to have a representative at their table at all times during exhibit hours.
4. The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional representative is \$200.
5. Exhibitor set-up begins on Friday, August 28, 2020 at 4:00 PM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 2:00 PM, Sunday, August 29, 2020.
6. All sound equipment must be regulated so that it does not disturb neighboring exhibits. Florida Neurosurgical Society (FNS) reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
7. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
8. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
9. FNS authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
10. Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
11. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
12. Objectionable practices by exhibitors or official suppliers should be reported immediately to FNS management and not after the show is completed.
13. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
14. It is agreed that FNS and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
15. The exhibitor agrees to indemnify and hold harmless FNS and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.
16. FNS will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
17. Neither FNS nor The Breakers maintains insurance covering property brought onto or stored on the resort's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
18. Exhibitors will not offer educational/training programs within the show facility simultaneous to the FNS and related programs.
19. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

## BOOTH CONSTRUCTION

20. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
21. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
22. All materials used for decorating must be flameproof.
23. Construction and signs that are above 8 feet in height must be approved by the FNS.
24. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
25. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
26. In order to meet the set-up deadline, the FNS management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Saturday, August 29, 2020. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Sunday, August 30, 2020.
27. The interpretation of all rules and regulations is the responsibility of the FNS Executive Committees or their designated representative. All decisions of said group or representatives are final.

## REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to August 28, 2020 are eligible for 50% refund. Cancellation 29 days or less before August 28, 2020 are not eligible for a refund.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this document, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form before or on the date of the meeting or I understand that my company will not be able to exhibit. If for any reason, the FNS Annual Meeting must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to August 28, 2020. Cancellations 29 days or less before August 28, 2020 are not eligible for a refund. Must allow 6-8 weeks for refund processing.*