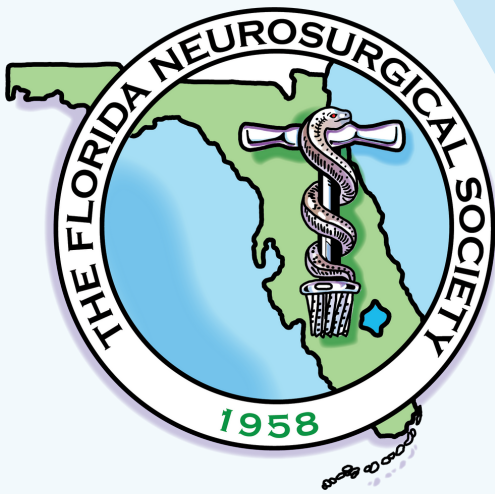


# Exhibitor Prospectus



## FLORIDA NEUROSURGICAL SOCIETY

# 2023 ANNUAL MEETING

FRIDAY, AUGUST 11 -SUNDAY, AUGUST 13

THE BREAKERS HOTEL | PALM BEACH, FL



[www.flneurosurg.org](http://www.flneurosurg.org)

# Exhibitor Information

## AGENDA AT A GLANCE

### Friday, August 11, 2023

3:00 PM - 6:00 PM Exhibitor Set-up  
6:30 PM - 7:30 PM Cocktail Reception in Exhibit Hall

### Saturday, August 12, 2023

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

### Sunday, August 13, 2023

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

Note: Agenda times are subject to change.

## Accommodations & Logistics

### ACCOMMODATION INFORMATION

There is a Group Room Rate available at The Breakers Hotel at \$285/night plus taxes and fees.

A link to make your reservation will be in the email confirmation once you register for the meeting. (Please note: rooms sell out fast, so plan to register to exhibit as early as possible so that you have access to the online room in the reservation link)

**\*Please note that rooms within our limited/discounted meeting block are exclusively only available to registered attendees and onsite exhibiting representatives\***

### SET-UP & BREAKDOWN

**The Exhibit Hall will be open for set-up from 4:00 PM - 6:00 PM on Friday, August 11, 2023.** If you are unable to set up between these hours, you must set up on Saturday morning, August 12, 2023, beginning at 6:30 AM and be ready to exhibit promptly at 7:00 AM. Only one table per exhibitor is allowed unless you are a Gold Patron (2 Tables) or an additional table or space is pre-purchased.

You may break down your exhibit at any time; however, all exhibits must be fully broken down by 2:00 PM on Sunday, August 12, 2023. 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

ALL of the following information should be included on packages to ensure proper delivery:

Rep Name / Company Name  
C/O The Breakers Palm Beach  
One South Country Road  
Palm Beach, FL 33480  
FNS Annual Meeting - August 11, 2023  
Box \_\_\_\_ of \_\_\_\_

### LOAD-IN

Please ship all deliveries to arrive **NO EARLIER than 3 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. Exhibitors are responsible for covering the costs of their shipping fees. 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 cost 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**, AND representatives should have all the necessary forms needed to ship out packages as they will not be provided by FNS or the hotel.

# Patron Levels

2023 Exhibitor Registration will open in 3 phases  
1st- Gold Level 2nd-Silver 3rd- Bronze

## GOLD LEVEL

**\$8,000**

- Two (2) 6' exhibit tables with Exclusive Top-Placement in the Exhibit Hall
- Complimentary Registration for Four (4) Badges for Company Representatives & invitation to Saturday Night Dinner Party for Four (4) reps.
- Onsite Signage – Company logo on patron signage noted as Gold Patron throughout the activity
- One month online banner on the FNS website (includes your company's logo, clickable link to your company's website and short 75-words or less "About Us" blurb)
- (1) One Social Media Spotlight - postings to showcase your company/product on the FNS Facebook and Twitter accounts
- Company Logo on the FNS website noted as a Gold Patron with a live link to your company's website.
- Meeting Conference App – Recognition as a Gold Patron; Three (3) Push Notifications in the conference app; and a 50-word or company less description in the app.
- Pre/Post Attendee List

## SILVER LEVEL

**\$6,000**

- One (1) 6' exhibit table with assigned placement in the Exhibit Hall
- Complimentary Registration for three (3) Badges for Company Representatives & invitation to Saturday Night Dinner Party for three (3) reps.
- Company Logo on the FNS website noted as a Silver Patron
- Onsite Signage – Company logo on patron signage throughout the activity noted as a Silver Patron
- Meeting Conference App – Recognition as a Silver Patron; One (1) Push Notification in the conference app during meeting dates; and a 50-word or company less description in the app.
- Pre/Post Attendee List

## BRONZE LEVEL

**\$4,000**

- One (1) 6' exhibit table with assigned placement in the Exhibit Hall
- Complimentary Registration for two (2) Badges for Company Representatives & invitation to Saturday Night Dinner Party for two (2) reps.
- Company Logo on the FNS website noted as a Bronze Patron
- Onsite Signage – Company logo on patron signage throughout the activity noted as a Bronze Patron
- Meeting Conference App – Recognition as a Bronze Patron
- Pre/Post Attendee List

### TABLE/EXHIBIT LOCATION

All Exhibits will be one ballroom.  
Table placement will be based on Exhibit Level.

### ADDITIONAL BADGES FOR REPS

\$300 per Additional Rep (for a max of 2) - includes Saturday Night Dinner  
\*If your company requires more than 2 additional representatives in your desired sponsorship level, we request that you select the next highest tier sponsorship.

### ADDITIONAL TABLE OR SPACE

\$800 / 6' Table or Space - if you plan on bringing any device/equipment that could encroach into your neighbor's space or the the foot traffic in the aisle, we require that you purchase an additional space (equivalent to having an extra table) that would allow optimal space for attendee demonstrations & display

### NOT INCLUDED IN EXHIBIT FEE

Power, internet, and shipment handling fees are NOT included in the exhibit fee and are subject to an additional charge if needed



## FOOD & BEVERAGE STATIONS

As a Food & Beverage Sponsor, your company booth will be strategically placed next to your selected food or beverage station. This a great opportunity to ensure that your sales representatives will be able to interact & establish relationships with physicians and speed up the buying process.

### *Food & Beverage Station Perks:*

- Ability to provide napkins with your company logo
- Ability to provide coffee mugs with your company logo\*
- Company signage will be provided at the selected station.

### FOOD & BEVERAGE

Beverage Station*	\$1,500
Food Break*	\$1,500

*\*Only 2 Available. One per day*

## SOCIAL EVENTS

Sponsor the Florida Neurosurgical Society's Friday Evening Cocktails or Saturday Night. Signs noting your sponsorship will be displayed at the event.

### SOCIAL EVENTS

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

## EXCLUSIVE - 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 time! Sponsor will produce and provide 85 lanyards.

### EXCLUSIVE - BADGE LANYARDS

Lanyard Sponsor	\$1,000
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## AUDIO/VISUAL & TECHNICAL SUPPORT

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

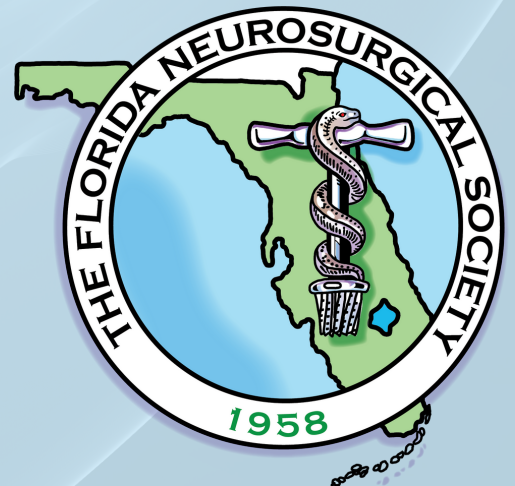
### AUDIO/VISUAL

A/V & Tech Support Sponsor	\$1,500
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Have additional questions regarding options for sponsorship?

Contact: Sabrina Crawford

Director of Marketing and Corporate Support  
[sabrina@theassociationcompany.com](mailto:sabrina@theassociationcompany.com)



## EXHIBITOR CONTRACT TERMS

1. If purchased, each Gold Patron will have two (2) tables, and each Silver or Bronze Patron will have one (1) table for the Florida Neurosurgical Society (FNS) Annual Spring Meeting.
2. Exhibitors are required to have a representative at their table at all times during exhibit hours.
3. The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional badge per company representative is \$300 (with a maximum of 2 additional badges per patron level)
4. Exhibitor set-up begins on Friday, August 11 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 13, 2023
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. FNS reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
6. 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.
7. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
8. 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.
9. 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.
10. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
11. Objectionable practices by exhibitors or official suppliers should be reported immediately to FNS management and not after the show is completed.
12. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
13. 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.
14. 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.

15. 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.
16. Neither FNS nor the host hotel 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.
17. Exhibitors will not offer educational/training programs within the show facility simultaneous to the FNS meeting and related programs.
18. This agreement includes a one-time list of pre-meeting and post-meeting attendees.
19. MSL/Scientific Liaisons will only be permitted to attend on behalf of their organization if their organization is a registered exhibitor.

## BOOTH CONSTRUCTION

1. 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.
2. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
3. All materials used for decorating must be flameproof.
4. Construction and signs that are above 8 feet in height must be approved by the FNS.
5. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
6. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
7. 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 6:30 AM Saturday, August 12, 2023. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Sunday, August 13, 2023.
8. 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 11, 2023 are eligible for 50% refund. Cancellation 29 days or less before August 11, 2023 are not eligible for a refund.

*Please note: Not securing a hotel reservation at the host hotel does not void the agreed-upon refund terms included in the registration.*

**\*You must agree to these Terms & Conditions during the online registration process in order to exhibit.\***

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 11, 2023. Cancellations 29 days or less before August 11, 2023 are not eligible for a refund. Must allow 6-8 weeks for refund processing.