



Exhibitor Prospectus

North Carolina Spine Society
2018 Annual Meeting

August 24-26, 2018
The Rizzo Conference Center
Chapel Hill, NC

North Carolina Spine Society (NCSS) 2018 Annual Meeting

The 2018 Annual Meeting is a much anticipated gathering of orthopaedic and neurosurgical spine specialists, fellows, residents, medical students and physician extenders from across North Carolina. The next NCSS Annual Meeting will be take place at the Rizzo Conference Center in Chapel Hill on August 24-26, 2018.

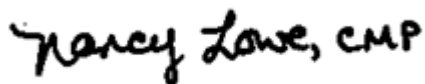
Healthcare organizations, device manufacturers, pharmaceutical companies, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the three-day meeting. The NCSS extends opportunities for displays, sponsorship of specific aspects of the meeting such as resident/fellow participation, and CME speaker underwriting during the meeting. Sponsorship opportunities are available at different monetary levels to fit all types of needs and budget constraints. Networking and recognition opportunities are abundant for health-related and consumer businesses that participate.

Supporters receive:

- Four hours of dedicated display time and additional eight hours-plus of access to providers
- Friday cocktail reception, optional dinner, Saturday and Sunday breakfasts with providers
- Discounted group rate for accommodations
- Opportunity to participate in or sponsor hands-on labs at UNC
- Attendee contact lists (prior to meeting upon request, hard copy at meeting, post meeting)
- Recognition of organization in print in on-site program

Please review the enclosed exhibitor information and make plans soon to participate at this important meeting of the North Carolina spine surgery community. If you have any questions or would like further information on the meeting or sponsorship opportunities, contact me at nlowe@ncmedsoc.org or (919) 833-3836.

Sincerely,



Nancy Lowe, CMP
Director

- **Standard Exhibit space is \$2,000 per 8' x 8' booth (6' table and 2 chairs); it includes admission to welcome reception, Friday dinner, Saturday and Sunday breakfasts for up to four representatives.**
- **Gold Sponsorship is \$4,500; it includes a double booth (two 6' tables) in premium location and additional recognition as Gold Sponsor in printed materials; admission to welcome reception, dinner, Saturday and Sunday breakfasts for up to six representatives, and participation in the golf tournament for up to four representatives.**
- **Standard booths are assigned on a first-come, first-served basis as signed applications and monies are received. Assignments of booth location are made by the NCSS.**

APPLICATION FOR EXHIBIT SPACE

Proper completion and submission of this application for exhibit space at the NCSS 2018 Annual Meeting shall mean the applicant accepts and agrees to abide by the provisions of this application and Appendix A, Exhibitor Terms and Conditions, which is hereby incorporated and made part of this contract as well as such additional rules and regulations that the NCSS deems necessary provided such additional rules and regulations do not materially alter the exhibitor's contractual rights. A contract for exhibit space shall be completed only after a properly completed application along with a payment in full is received by the NCSS office.

Payment in full must accompany the "Application for Exhibit Space" via check (payable to NCSS), Visa, MasterCard or American Express. Please fill in the information requested on this form. Retain a copy for your files, and sign and return this application with payment to:

NCSS * PO Box 27167 * Raleigh, NC 27611 * Fax 919-833-2023

Attn: Nancy Lowe

Cancellations by July 1, 2018, receive a 50% refund; no refunds provided for cancellations after that date.

NCSS is hereby authorized to reserve space for our use in the exhibit area of the 2018 NC Spine Society Annual Meeting. Payment must be received prior to August 1, 2018 to ensure acknowledgement in printed materials. Forms received after August 1, 2018 will incur a \$500 late fee.

8' X 8' Booth (includes one 6' Table and admission for up to four representatives) – \$2,000 is enclosed with check or credit card information below (add \$500 if received after 8/1/18)

Gold Sponsor Package (Double Booth [2 6' Tables], premium location, admission for up to six representatives and participation in golf tournament for up to four representatives) – \$4,500 is enclosed with check or credit card information below (add \$500 if received after 8/1/18)

Visa, MasterCard or American Express

Credit Card Number: _____ Security Code: _____ Expiration Date: _____

Name on Card: _____ Amount to be charged: \$ _____

Signature of CC Holder: _____ Date: _____

Company/Organization Name: _____

Lettering for Table Sign and Printed Materials: _____
(Tables will be supplied with an identification sign. Please print.)

Market Competitors you would prefer not to be placed near: _____

If electricity is required for display, please note: _____ Yes _____ No

Company Contact Person: _____

Title: _____

Billing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Company Representative(s) Attending Meeting (individual representative information for name badges and NCSS records):
 Use additional sheet if necessary. Please update the NCSS office as soon as possible as representative names are assigned or changed prior to the meeting.

Name: _____ Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

 Signature of person authorized to approve contract

 Printed name of authorized signer

 Date

Appendix A: Exhibitor Terms and Conditions

1. **SPACE** - The space contracted is to be used solely for the Exhibitor whose name appears on the Contract. The Exhibitor shall not sublet or assign any portion of same without the written consent of the NCSS. Sponsors receive prime display locations and exhibitor space is assigned by the NCSS on a first-come, first-served basis as signed applications and monies are received by the NCSS office. Two chairs per table are included.
2. **ALL PROMOTIONAL MATERIALS, COLLATERAL OR ACTIVITIES** must be confined within the limits of the Exhibitor's purchased space. Per CME regulations such materials are not permitted in the meeting room or at the meeting registration desk, and may not be delivered to attendees' hotel rooms. **Product theater events require a separate contract**; contact the NCSS.
3. **ALL BOOTHS** and decorations **MUST** concur with the facility regulations, city ordinances, and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire resistant material.
4. **IN EVENT EXHIBITION IS NOT HELD** - The NCSS shall not be liable for any damages or expense incurred by Exhibitors in the event the show is delayed, interrupted, or not held as scheduled.
5. **SECURITY** - Security will not be provided in the exhibit area. Exhibitors are urged to remove all valuables during non-exhibit hours. Exhibitor agrees that neither the NCSS, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The NCSS recommends all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown; however, certain facility employees will have access to the space for cleaning, etc.
6. **LIABILITY** - Exhibitor agrees that neither the NCSS, nor its representatives, will be responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees, family, or associates, or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.
7. **CANCELLATIONS** - Cancellations by 7/1/18 receive a 50% refund. No refunds are provided for cancellations after that date.
8. **ELECTRICITY** - The NCSS will provide standard 110-volt electricity at no charge upon request. Please indicate on the application if electricity is required. For additional power needs, exhibitors should contact the facility.
9. **SIGNAGE** - An identification sign will be provided for each table.
10. **SHIPPING** - Vendors are responsible for ALL arrangements in the shipping of exhibits. Please bring your company's own shipping forms and account number in order to make your own shipping arrangements. Shipping information will be sent with a confirmation to the "Company Contact" listed on the application.
11. **HOTEL RESERVATIONS** – Exhibitors may use the group's discounted hotel rates. Hotel information with group code will be sent with a confirmation to the "Company Contact" listed on the application.

ASSOCIATION CONTACT

For additional information, please contact:

Nancy Lowe, CMP, Director

North Carolina Spine Society

PO Box 27167 (222 North Person Street), Raleigh, NC 27611

Phone: (919) 833-3836 / Fax: (919) 833-2023

Email: nlowe@ncmedsoc.org

Thank you for your interest in supporting the NCSS and our physician members!

PRELIMINARY EXHIBITOR SCHEDULE

Exact times are subject to change.

FRIDAY, AUGUST 24, 2018	
Between 3:00pm and 6:00pm	Exhibitor Move In/Set Up
6:00pm-7:30pm	Reception for Attendees and Exhibitors
7:30pm-9:30pm	Dinner/Program for Attendees and Exhibitors
SATURDAY, AUGUST 25, 2018	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
8:00am-8:30am	Transportation to UNC for Hands-On Labs
8:30am-12:00pm	Hands-On Labs
12:45pm-5:30pm	Optional Golf Tournament (participation for up to four representatives included with Gold sponsorship)
SATURDAY, AUGUST 26, 2018	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
10:00am-10:30am	Morning Break and Exhibit Visitation
After 10:30am	Exhibitor Tear Down/Move Out

