Industry Prospectus

42nd ANNUAL ASPSN CONVENTION

ASPSN 2016
NEW VISION, NEW MISSION, NEW FACE

September 23-26, 2016
The Omni Los Angeles Hotel
LOS ANGELES, CALIFORNIA

American Society of Plastic Surgical Nurses

www.aspsn.org
About the American Society of Plastic Surgical Nurses

The American Society of Plastic Surgical Nurses (ASPSN), Inc., is an international nursing specialty organization committed to the enhancement of quality nursing care delivered to the patient undergoing plastic and reconstructive surgery. The organization supports and encourages the collaborative relationship between nurses engaged in the areas of clinical practice, education, administration, and research. ASPSN recognizes its responsibility to the advancement of plastic and reconstructive surgical nursing practice and provides a broad spectrum of educational opportunities to promote personal and professional growth of members.

Plastic surgical nursing is a diverse multidisciplinary field that encompasses various practice settings and educational backgrounds including pediatric reconstruction, skin care, aesthetics, burns, adult reconstruction, craniofacial, operating room, post anesthesia care, office settings, management, nurse injectors, independent practitioners, advanced practice nursing, nurse educators, physician assistants, surgical technicians, licensed practical nurses, and industry. ASPSN helps enhance the practice of plastic surgical nursing by providing information about current trends, patient safety initiatives, and legislative updates. ASPSN encourages members to take full advantage of the many benefits membership has to offer. From continuing education and discounts on educational opportunities, publications, and certification to free special interest discussion groups, ASPSN has something for everyone. Incorporated as a nonprofit organization in 1975, ASPSN has a growing membership of approximately 1,000 nurses who specialize in the areas of surgical and non-surgical aesthetics, reconstruction, education, and management.

Mission Statement
Promoting the competency and education of the Plastic Surgical Nurse.
ASPSN Promotional Sponsorship Opportunities

If your leading customers are plastic, reconstructive, and aesthetic surgical nurses and surgeons, then you will want to include ASPSN members and convention attendees in your marketing strategy. Designed to give your company maximum exposure throughout the year these sponsor packages provide an unparalleled opportunity to connect with the plastic surgical nursing community.

**PLATINUM LEVEL** $18,000 – **ONLY ONE OFFERING**

**ASPSN 2016 Association Benefits**:  
- ASPSN corporate membership for one calendar year ($2,000 value) through July 2017  
- Half-page color ad in each of the 2016 Plastic Surgical Nursing journal issues (4 issues at a $4500 value)  
- ASPSN membership mailing list (two times use in one calendar year) ($1000 value)  
- Full Page (Lead Banner) in one ASPSN (electronic) Newsletter ($1200 value)  
- Corporate logo on ASPSN website with acknowledgement of support

**ASPSN 2016 Annual Convention Benefits**:  
- Recognition and signage for Platinum Level Support  
- Industry Symposium (food and beverage and additional audio visual not included) ($15,000 value)  
- 2 Exhibit spaces ($3500 value)  
- Six (6) full convention registrations for members of your company ($2550 value)  
- Back Cover 4-color ad in the program guide ($3000 value)  
- Company logo and description in the program guide  
- Pre-registration and final registration mailing labels (one time use only) ($200 value)

**GOLD LEVEL** $10,000

**ASPSN 2016 Association Benefits**:  
- ASPSN corporate membership for one calendar year ($2000 value) through July 2017  
- Quarter-page color ad in each of the 2016 Plastic Surgical Nursing journal issues (4 issues at a $3600 value)  
- Tower ad in one ASPSN (electronic) Newsletter ($780 value)  
- ASPSN membership mailing list (one time use only) ($500 value)  
- Corporate logo on ASPSN website with acknowledgement of support

**ASPSN 2016 Annual Convention Benefits**:  
- Recognition and signage for Gold Level Support  
- 1 Exhibit space ($1750 value)  
- Four (4) full convention registrations for members of your company ($1700 value)  
- Full page (inside front) ad in the program guide ($1500 value)  
- Company logo and description in the program guide  
- Pre-registration and final registration mailing labels (one time use only) ($200 value)

**SILVER LEVEL** $5,000

**ASPSN 2016 Association Benefits**:  
- ASPSN corporate membership for one full calendar year ($2000 value) through July 2017  
- Company logo on ASPSN website for one year.  
- Bottom Banner ad in one ASPSN (electronic) Newsletter ($600 value)  
- 50% discount on ASPSN member mailing list (one time use only) ($250 value)

**ASPSN 2015 Annual Convention Benefits**:  
- Recognition on signage for Silver level support  
- One (1) additional full convention registration ($450 value)  
- Quarter-page color ad in the program guide ($750 value)  
- Company logo and description in the program guide  
- Pre-registration and final participant list (one time use only) ($200 value)  
- Sponsor ribbons
Additional Convention Sponsor Opportunities

■ Industry Symposium ........................................ $15,000
Present your own material during lunch. This is an exclusive opportunity and you will have 200-250 nurses attend. Food and Beverage not included. Room, Basic A/V set and promotion included.

■ Refreshment Break .......................................... $4,500
Sponsor up to four breaks throughout the conference. Your company will be recognized with signage at the break.

■ Continental Breakfast ..................................... $6,000
Each morning continental breakfast will be served in the exhibit area. Your company will be recognized with signage at the breakfast.

■ Hotel Key Cards............................................. $7,500
Your message will be seen by all registrants staying at the hotel when they take out their hotel key to enter their room.

■ Meeting Bags .............................................. $5,000
Supply each registrant with a bag with your logo along with the ASPSN logo.

■ Lanyards ..................................................... $5,000
Supply each registrant with a lanyard with your company logo.

■ WiFi .............................................................. $8,000
Sponsorship will allow Wi-Fi to be provided in all of the meeting rooms for all meeting attendees. Your company will be able to have a splash page once the attendee connects to the internet. This provides widespread visual coverage for your company.
ADVERTISING

ASPSN Convention Program Guide $750 – $2,000
Place an ad in the 2015 ASPSN convention program guide and your marketing message will reach over 200 participating plastic surgical nurses. This is the main reference for all ASPSN attendees and members and will be referred to several times throughout the year.

The program guide contains the daily agenda, educational session descriptions, exhibitor/sponsor listings and product descriptions as well as the ASPSN Board and committee listings.

Submission Deadline: August 1, 2016
Publication Date: September 2, 2016
Please note that all ads in the program guide are in full color.
- Full page.................................................................$1,500
- Half page.................................................................$950
- Quarter page.........................................................$750
- Inside front (full page).............................................$2,000
- Inside back (full page).............................................$1,750

Printing and Production
Program Guide Advertisement Specifications
The printing and production guidelines are designed to facilitate the submission, review, and approval of print advertisements for ASPSN. The guidelines will walk you through the process of preparing your materials for print production. If you have questions about preparing your content for submission, please e-mail ASPSN admin@aspsn.org for clarification or more information.

General Requirements
A high resolution (press quality) .pdf with all fonts embedded or converted to outlines is preferred. All artwork must be high resolution and saved in CMYK format. Color graphics and images saved as RGB, Lab, indexed color, or duotones are not acceptable. Line art images, such as logos and fonts, must be converted to outlines. You must include all supporting files/fonts with your materials.

Program guide ad sizes:
- Mechanical specifications (inches, decimal) Width Height
- Trim Size........................................................................8.5”.........11”
- Full Page (with bleed)..................................................8.75”.........11.25”
- ½ Page (horizontal)......................................................7.5”......... 4.875”
- ¼ Page (vertical)..........................................................3.25”......... 5”

Deadline for Submission
All fees and artwork must be submitted by August 1, 2016.

Please note:
It is the responsibility of the advertiser and/or its advertising agency to submit all ads according to the specifications listed above. ASPSN cannot be held responsible for publication errors originating from design or incorrect file submissions.

If you have any questions, please contact us directly at the ASPSN National Office:

500 Cummings Center, Suite 4550, Beverly, MA 01915
Phone: 978–927–8330; fax: 978–524–0498; industry@aspsn.org
ASPSN Newsletter / ASPSN web advertising

Show support for ASPSN by advertising in the newsletter. Newsletters are distributed bi-monthly to all ASPSN members. Your ad will be seen by over 1,000 subscribers.

Rates:
Full page (Lead Banner) $1,200
½ Page (Tower ad) $ 780
1/3 Page (Bottom Banner) $ 600
¼ Page (Half Banner Bottom) $ 540

General Requirements

1. All artwork must be high resolution and saved in CMYK format.
2. Color graphics & images saved as RGB, Lab, indexed color, or duotones are not acceptable.
3. Line art images, such as logos & fonts, must be converted to outlines.
4. You must include all supporting files/fonts with your materials.
5. Artwork must be in PC format.
6. Digital ad materials must be provided as Illustrator (.ai/.eps) or Photoshop (.psd/.tif).

Mechanical Specifications

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimensions in Pixels</th>
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<tbody>
<tr>
<td>Lead Banner</td>
<td>Sits on top of page under header graphic 580 x 90</td>
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<tr>
<td>Tower</td>
<td>Sits in right column 145 x 300</td>
</tr>
<tr>
<td>Bottom Banner</td>
<td>Sits at bottom of page just above footer 580 x 90</td>
</tr>
<tr>
<td>Half Banner Bottom</td>
<td>Sits at bottom of page just above footer 290 x 90</td>
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</table>

Ad Conversion Table

<table>
<thead>
<tr>
<th>PDF</th>
<th>eNews</th>
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<tbody>
<tr>
<td>1/3 page Lead Banner</td>
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<tr>
<td>2/3 Page N/A</td>
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<tr>
<td>1/2 Page Tower</td>
<td></td>
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<tr>
<td>1/3 Page Bottom Banner</td>
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<tr>
<td>1/4 Page Half Banner Bottom</td>
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</table>
EXHIBITOR INFORMATION

Exhibit Hall Details
The Exhibit Hall will be located in Watercourt A and B in the Bunker Hill Ballroom, which is located immediately adjacent to the General Session which will be located in the Bunker Hill and Museum A and B sections of the ballroom.

Exhibitor Fees $1,750
Exhibit fee includes:
- 2 full meeting registrations for Exhibit Area and Scientific Sessions
- Recognition in Program Guide
- Two Chairs
- One (1) 6 x 30 Table

EXHIBIT HOURS*
Saturday, September 24th  7:00 a.m. – 11:00 a.m.
2:00 p.m. – 6:00 p.m.
Sunday, September 25th  7:30 a.m. – 11:00 a.m.
1:30 p.m. – 4:00 p.m.

TRAFFIC BUILDERS IN EXHIBIT AREA*
Continental breakfast, coffee breaks, and beverage service daily

*Times subject to change based on final program.

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment will be permitted provided it fits in the 6’ x 30” space provided. In most cases this would preclude the use of a table. Should equipment be larger than the space reserved, that equipment will not be allowed to be displayed. Companies with tabletop displays bringing standing equipment must notify Show Management in advance.

EXHIBITION FEES AND PAYMENT
In order to participate in the exhibiton, complete the Exhibit Space Application. Payment in full is due at the time of application. Checks and applications should be made payable to ASPSN, and mailed, faxed or emailed to:

500 Cummings Center, Suite 4550
Beverly, MA 01915
Secure Fax: 978-524-0498

REFUNDS AND CANCELLATIONS
Cancellations received in writing prior to or on June 13, 2016 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 13, 2016.

SHIPPING INSTRUCTIONS
Shipping information will be available in the Exhibitor Service Kit, which will be available in June.

INSTALLATION OF EXHIBITS
The exhibit area will be available for set-up from 12:00 p.m. – 5:00 p.m. on Friday, September 23. All exhibits must be set by 6:30 a.m. on Saturday, September 24, 2016 without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

DISMANTLING OF EXHIBITS
All exhibits must remain intact until the official closing time of 4:00 p.m. on Sunday September 25, 2016, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 7:00 p.m. Times are subject to change based on final program.

SPACE ASSIGNMENT
Preference of space assignment will be given to Platinum and Gold Supporters, and in the order in which applications are received. Exhibit space is limited. The application deadline is June 13, 2016. Following the June 13th deadline, exhibit assignments will be made on a space available basis. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate that on their application. Careful consideration will be given to such requests. The ASPSN reserves the right to alter the exhibit floor plan at any time.

ELECTRICAL
The Electrical Order Form will be included in the online exhibitor service kit, available in June.
INFRINGEMENT
Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distribution of advertising matter outside the exhibitor’s own space will not be permitted.

CONDUCTING EXHIBITS
Drawings, raffles, and quiz-type contests will be permitted. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Association. The right is reserved to refuse applications of concern not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

FIRE PROTECTION
All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

SPECIAL NEEDS
The Westin River North Hotel is in compliance with the requirements of the Americans with Disabilities Act (ADA). Provisions include ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the hearing impaired.

EXHIBITOR PERSONNEL
All exhibit personnel must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation.

EXHIBITOR REGISTRATION
Support levels determine the number of complimentary exhibitor registrations. Additional badges are available for $100 per badge. An exhibitors badge does allow the exhibitor access to the scientific sessions.

HOTEL ACCOMMODATIONS
Rooms are reserved at the Omni Los Angeles. Reservation forms and online reservation links will be available in the online service kit.

PROTECTION OF THE BUILDING
Exhibitors will be held liable for any damage caused to the Omni Los Angeles. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the buildings or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

INDEMNIFICATION
To the extent permitted by law, exhibitor agrees to protect, indemnify, defend and hold harmless the ASPSN, the Omni Los Angeles Hotel at California Plaza and Omni Hotels management Corporation and their respective officers , directors, owners, parents, subsidiaries, affiliates, employees and agents against all claims losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney’s fees) arising out of or connected with the exhibition except that nothing in this indemnification shall require exhibitor to indemnify the ASPSN and Hotel for that portion of any claim that is finally determined to arise out of the negligence or willful misconduct of the ASPSN and the Hotel. The ASPSN and Hotel will defend, indemnify and hold harmless the exhibitor from and against all claims actions or causes of action, liabilities and costs arising from the errors, negligence or willful misconduct of exhibitor, exhibitor’s employees or agents in connection with the performance of the obligations hereunder which results in direct physical injury, death or damage to tangible personal property, provided that exhibitor gives prompt notice of the claim to ASPSN and the Hotel and provides all reasonable assistance therein.

INSURANCE
Exhibitor shall obtain, maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of or result from the respective obligations pursuant to this contract.

HAZARDOUS WASTE
Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

HOLD HARMLESS CLAUSE
The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, its management company and the ASPSN, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.
EXHIBIT AGREEMENT
2016 ASPSN Annual Convention
September 23-26, 2016 ♦ The OMNI Los Angeles Hotel

This application is also available at https://impak.pri.com/spsn_members_online/registration/exhsart.asp.

Please complete all sections of this application and either type or print in each section. Sign and return both sides either with a check payable to ASPSN 500 Cummings Center, Suite 4550, Beverly, MA 01915 or fax both sides with a credit card number to 978-524-0461. Applications must be accompanied by payment in full. Space will be assigned in June. Applications will be accepted after June 13th on a space available basis. Confirmations will be sent after exhibits are assigned. Fax application to 978.524.0461.

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<th>CONTACT INFORMATION</th>
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<tr>
<td>Contact Person: This person will receive all correspondence pertaining to this meeting.</td>
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<tr>
<td>Title</td>
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<tr>
<td>Telephone number</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Company Name</td>
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<td>Street Address</td>
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<td>City/State/Postal Code /Country</td>
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<td>Web Address:</td>
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| COMPANY DESCRIPTION: Describe products and services to be exhibited in 10 words or less. This will allow us to determine your company’s eligibility to exhibit. |

| PAYMENT METHOD: Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment: |
| □ Check amount enclosed: $__________ |
| □ Secure Fax: + 978.524.0461 This form must be faxed if credit card number is showing. DO NOT EMAIL. |

| CREDIT CARD |
| □ American Express □ MasterCard □ Visa |
| Amount to be charged: $__________________ |
| Credit Card Number |
| Expiration Date | Security Code (3-4 numbers on front or back of card) |
| Name as it appears on credit card |

| Cardholder’s Signature |

| □ Please check if credit card billing address is same as contact information at the top of the form. |
| □ If billing address is not the same please enter below. |

| □ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information. |

WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE PROSPECTUS AND THIS APPLICATION (FRONT AND BACK). ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT. CONFIRMATION WILL BE SENT ON OR AFTER June 20th.

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE</th>
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<tbody>
<tr>
<td>PRINT NAME</td>
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<tr>
<td>TITLE</td>
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<tr>
<td>If you have any questions please contact us at 978-927-8330 or email us at <a href="mailto:industry@aspsn.org">industry@aspsn.org</a></td>
</tr>
</tbody>
</table>

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<th>FOR ASPSN USE ONLY</th>
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<tr>
<td>Date received: __________ Total Amount due: $__________</td>
</tr>
<tr>
<td>Amount received: __________ Accepted by: ____________________</td>
</tr>
<tr>
<td>ID #: ____________________</td>
</tr>
<tr>
<td>Space Assignment: __________ Date assigned: __________</td>
</tr>
</tbody>
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Location preferences: (List table numbers)
1st Choice _________ 3rd Choice ____________
2nd Choice _________ 4th Choice ____________

Applications without appropriate payment will not be processed.

We would like to be near ________________________
______________________________________________
We would not like to be near ________________________
______________________________________________

The ASPSN will make every effort to honor your location requests.

Program Book Listing:
Please email a 50 word COMPANY description to industry@aspsn.org upon submission of your application to be included in the Final Program Book. When emailing description please include the following:

1. “ASPSN” in the subject line of your email
2. Company Name
3. Mailing Address
4. Appropriate contact email address
5. Company website address
6. 50 word COMPANY description.
1. PAYMENT AND REFUNDS. Applications must be accompanied by payment in full. Applications received without such payment will not be processed nor will space assignments be made.

If Show Management receives a written request for cancellation in whole or part of space or before June 13, 2016, the exhibitor will be liable for a 3% service charge for cancellations in whole or part received after June 13, 2016, no refunds will be issued.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the time specified, or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reallocate the booth location shown on the face of this contract to take possession of said space and use it as an exhibit space and thereupon upon such tenancy as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not the Show Management enters into a further lease for the space involved.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION. Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

3. USE OF SPACE, SUBLETTING OF SPACE. No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor’s display, parent or subsidiary companies excepted.

Exhibitors shall only show goods manufactured or dealt by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor’s display, identification of such article shall be limited to the usual and regular nameplate, imprint or label. All such articles which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE. Each exhibitor must name one person to be his representative with listed qualifications and removal of such exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, children sixteen (16) years of age and under will not be admitted to the exhibit halls at any time.

5. INSTALLATION AND REMOVAL. Show Management reserves the right to fix the time for the installation of booths for the Show (i.e., opening and for the final 15 minutes of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition.

Any space not claimed and occupied three hours prior to opening, may be re-assigned or reutoff without refund. No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Show.

6. ARRANGEMENT OF EXHIBITS. Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

7. EXHIBITS & PUBLIC POLICY. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor’s space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform with the National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor’s expense.

Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such purpose. If unusual equipment or machinery is to be installed, or if appliances or other equipment is to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations.

Independent contractors, including IAEM, ECA and EDA guidelines. All exhibitor labor must comply with established labor jurisdictions.

8. STORAGE OF PACKAGING CRATES AND BOXES. Exhibitors will not be permitted to store packing crates and boxes in the booths during the exhibit period, but those, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor’s responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as empty. Necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage. The removal and return of large crates that cannot be handled by hand trucks will be charged at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor’s expense. Exhibitors will be billed by Show Contractors for removal time and materials at prevailing rates.

9. OPERATION OF DISPLAYS. Show Management reserves the right to restrict the operation of, or, if necessary, to determine the, all exhibits which, in its sole opinion, detracts from the character or the success of the exhibiting as a whole. Use of so-called “barkers” or “pitchmen” is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Direct Sales. No retail sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

Contests, Drawings & Lotteries. All unusual promotional activities must be approved in writing by Show Management no later than 60 days prior to the opening of the exposition.

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor’s booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publishers may be distributed from their booth, but automatic distribution is prohibited.

Live Animals. Live animals are prohibited.

Models. Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

Sound. Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

10. SOCIAL ACTIVITIES. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by Show Management.

11. HOLD HARMLESS CLAUSE. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as Show Management, its affiliates, servants, and employees, and any and all such losses, damages, and claims.

12. CARE OF BUILDING AND EQUIPMENT. Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or exhibit equipment. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

13. INDEMNIFICATION

To the extent permitted by law, exhibitor agrees to protect, defend and hold harmless the ASPSN, the Omni Los Angeles Hotel at California Plaza and Omni Hotels management Corporation and their respective officers, directors, owners, parents, subsidiaries, affiliates, employees and agents against all claims, actions or causes of action, liabilities and costs arising from the errors, negligence or willful misconduct of the ASPSN in their behalf. The ASPSN and Hotel employees, indemnify and hold harmless the exhibitor from and against all such claims, actions or causes of action, liabilities and costs arising from the errors, negligence or willful misconduct of exhibitor, exhibitor’s employees or agents in connection with the performance of the obligations hereunder which results in physical injury, death or damage to tangible personal property, provided that exhibitor gives prompt notice of the claim to the ASPSN and the Hotel and provides all reasonable assistance therein.

14. INSURANCE

Exhibitor shall obtain, maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of or result from the respective obligations pursuant to this contract.

15. AMERICANS WITH DISABILITIES ACT. Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter “Act”) to make their booths accessible to handicapped persons. Exhibitors shall also indemnify and hold harmless Show Management and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor’s failure to comply with the Act.

16. OTHER REGULATIONS. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management.

SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATION, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS, AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.

DATE

AUTHORIZED SIGNATURE

TITLE
SPONSORSHIP OPPORTUNITIES AGREEMENT FORM

Company

Contact

Title

Address

City/State/ Zip/Country

Telephone

Fax

Email

Once the American Society of Plastic Surgical Nurses receives your sponsorship opportunities request form you will be notified regarding approval of your request.

Please select your support activities below:

- Platinum Level $18,000
- Gold Level $10,000
- Silver Level $5,000

☐ Workshop $10,000
- Lanyard $5,000
- Refreshment Break $4,500
- Continental Breakfast $6,000
- Hotel Key Cards $7,500
- Meeting Bags $5,000
- Industry Symposium $15,000

PAYMENT METHOD: Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment:

- Check Amount Enclosed: $___________
- Secure Fax: +978.524.0461 This form must be faxed if credit card number is showing. DO NOT EMAIL.

Credit Card ☐ American Express ☐ MasterCard ☐ Visa Amount to be charged: $___________
Card Number: ____________________ Expiration Date: ____________ Sec Code: ____________
(3-4 #s on back of card)

Name as it appears on the card ____________________ Cardholder’s Signature ____________________

☐ Please check if credit card billing address is same as contact information at the top of the form.
☐ If billing address is not the same please enter below.

Company Name ___________________________ Street Address ___________________________
City/State/Postal Code /Country

WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE PROSPECTUS. ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT.

☐ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information.

AUTHORIZED SIGNATURE ___________________________ PRINT NAME ___________________________ TITLE ___________________________
INDUSTRY-SUPPORTED SYMPOSIUM APPLICATION

Exact Title of Symposium

Name of Accrediting Organization (if any)

Sponsoring Company Name

Contact Name

Address

City

State

Zip

Phone

Fax

Email

Brief Description of Symposia Topics and Proposed Faculty:


FUNCTION TYPE (check one) □ Lunch $15,000

DATE AND TIME:

Once space has been assigned and confirmed by ASPSN you will be put in direct contact with a catering representative. Catering, special set fees, electrical/ telecommunications and labor are not included in the fee. Each sponsor is responsible for all charges to the facility. By signing below you are authorizing ASPSN to charge the total fee indicated on this form to your credit card.

Signature __________________________ Date __________________________

PAYMENT METHOD Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment:

□ Credit Card □ American Express □ MasterCard □ Visa □ Check amount enclosed: $______________

□ Secure Fax: + 978.524.0461 This form must be faxed if credit card number is showing. DO NOT EMAIL.

Amount to be charged: $__________________________ Name as it appears on cc: __________________________

Credit Card Number ____________________________________________________________ Expiration Date _____________ Security Code (3-4 #s on front/back card)

Cardholder’s Signature __________________________

☐ Please check if credit card billing address is same as contact information.
☐ If billing address is not the same please enter below.

Company Name __________________________ Street Address __________________________ City/State/Postal Code /Country __________________________

☐ WIRE TRANSFER – Please call our offices at 978.927.8330 for wiring information.

AUTHORIZED SIGNATURE __________________________ PRINT NAME __________________________ TITLE __________________________

Return form to:

ASPSN
500 Cummings Center, Suite 4550
Beverly, MA 01915
Secure Fax: 978.524.0461
ADVERTISING INSERTION ORDER FORM

Company

Contact ____________________________ Title ____________________________

Address

City/State/ Zip/Country

Telephone __________ Fax __________ Email __________

ASPSN Convention Program Guide

Deadline for submission: August 1, 2016

Please note that all ads in the program guide are in full color.

☐ Full page.................................. $1,500  ☐ Inside front (full page).............. $2,000

☐ Half page.................................. $950  ☐ Inside back (full page).............. $1,750

☐ Quarter page............................ $750

Quarterly Newsletter

Deadline for submission:

☐ Full page (Lead Banner) $1,200

☐ ½ Page (Tower ad) $ 780

☐ 1/3 Page (Bottom Banner) $ 600

☐ ¼ Page (Half Banner Bottom) $ 540

Contract Terms and Agreement

We hereby make application for the annual ASPSN sponsor package and/or advertisement opportunity selected within this contract. We understand that payment in full is required to guarantee the selected package and/or advertisement, and a confirmation receipt will be sent upon receipt of this contract and payment.

All payments must be in U.S. currency.

We understand that all sponsor packages and advertisement sales are final. No refunds will be granted for any reason. Violations of any of the regulations by a participating organization or its representatives will result in the forfeiture of ASPSN sponsorship and loss of any and all monies paid.

We agree to abide by the established rules and regulations, which are included in this Sponsor Agreement and made a part of this contract.

In conclusion, we understand that the signature below acknowledges agreement to these terms on behalf of the sponsoring company. The terms of this agreement shall be in full force and effect upon signature of this contract.

PAYMENT METHOD: Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment:

☐ Credit Card ☐ American Express ☐ MasterCard ☐ Visa

☐ Check amount enclosed: $

☐ Secure Fax: + 978.524.0461 This form must be faxed if credit card number is showing. DO NOT EMAIL.

Amount to be charged: ____________________________ Name as it appears on cc: ____________________________

Credit Card Number ____________________________ Expiration Date ____________________________

Security Code (3-4 #s on front/back card)

Cardholder’s Signature ____________________________

☐ Please check if credit card billing address is same as above

☐ If billing address is not the same please enter below.

☐ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information.

Company Name ____________________________ Street Address ____________________________

City/State/Postal Code /Country ____________________________

AUTHORIZED SIGNATURE ____________________________ PRINT NAME ____________________________ TITLE ____________________________

PLEASE RETURN FORM TO:
ASPSN
500 Cummings Center, Suite 4550
Beverly, MA 01915
industry@aspsn.org
Industry Corporate Membership Program

The American Society of Plastic Surgical Nurses (ASPSN) would like to take this opportunity to acquaint you with its Corporate Membership Program.

ASPSN was established in 1975 and represents a membership of approximately 1,000 national active members, with 10 chapters. Over the past 30 years, members have had the opportunity to interact with colleagues, network with their peers, and pursue a continuous course of education in the advancing field of plastic surgical, reconstructive, and aesthetic nursing.

Corporate membership is an opportunity for organizations with an interest in plastic surgical, reconstructive, and aesthetic nursing to demonstrate support of ASPSN. Each $2,000 corporate membership entitles your company to these benefits:

- **Membership benefits for company** (excluding the right to vote and hold office)—includes subscription to *Plastic Surgical Nursing*, a reduced rate for a customer (nurse) to attend the ASPSN convention as a participant, 6 issues of the ASPSN newsletter (disseminated electronically).
- **The right to use the ASPSN corporate membership logo** on your company’s promotional materials.
- **Corporate membership recognition** at the convention and in convention materials.
- **A quarter-page ad** in one issue of the ASPSN quarterly newsletter, which is disseminated electronically.
- **Your company’s logo on the corporate member page of ASPSN’s website with a link to your company’s website.**
- **20% discount on exhibit booth at national convention for main exhibit only.**

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Company

Contact

Title

Address

City/State/ Zip/Country

Telephone

Fax

Email

Company Description: Please email your 50 word description to industry@aspsn.org. Please be sure to put ASPSN Corporate Membership Company Description in the Subject line.

**PAYMENT METHOD:** Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment:

- **Credit Card** □ American Express □ MasterCard □ Visa □ Check amount enclosed: $____________________

□ Secure Fax: + 978.524.0461 This form must be faxed if credit card number is showing. DO NOT EMAIL.

Amount to be charged: $________________________ Name as it appears on cc: _________________________

Credit Card Number

Expiration Date

Security Code (3-4 #s on front/back card)

Cardholder’s Signature

☐ Please check if credit card billing address is same as above

☐ If billing address is not the same please enter below.

Company Name

Street Address

City/State/Postal Code /Country

□ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information.

Authorized Signature

Print Name

Title
2016 ASPSN Annual Convention
Exhibit Hall
Omni Los Angeles - Watercourt A & B

General Session
Bunker Hill Ballroom
& Museum A & B