2017 was a year of positive change. Listening to the membership, to the various voices of ambition, and reflecting on the inclusiveness of the members, the Board of Directors has elected to shape the society internationally and expand the borders of membership. Thus, the ASPSN is now known as: ISPAN - The International Society of Plastic and Aesthetic Nurses.

We are so pleased to announce and invite you to the ISPAN 2018 – The Meeting which will take place September 27-October 1 at the Westin River North Hotel in Chicago, Illinois. The program will once again be two prong with an aesthetic approach and a reconstructive approach with plenty of workshops which will educate the 200+ nurses and surgeons that attend.

The association needs your support at the International Society of Plastic and Aesthetic Nurses Meeting in order to be able to educate the attendees, not only about the latest techniques and procedures, but also about the products and services available to them.

This prospectus has an abundance of information about how to support the meeting. We certainly hope your company will join us and we look forward to seeing you in Chicago in 2018!

Sincerely,

Yvonne Grunebaum
Director of Industry Relations
ISPAN
ISPAN Promotional Sponsorship Opportunities

If your leading customers are plastic, reconstructive, and aesthetic surgical nurses and surgeons, then you will want to include ISPAN 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 nursing community.

PLATINUM LEVEL $25,000 – ONLY ONE OFFERING

ISPAN 2018 Association Benefits:
■ ISPAN corporate membership for one calendar year ($2,000 value) through July 2019
■ Half-page color ad in each of the 2018 Plastic Surgical Nursing journal issues (4 issues at a $4500 value)
■ ISPAN membership mailing list (two times use in one calendar year) ($1000 value)
■ Full Page (Lead Banner) in one ISPAN (electronic) Newsletter ($1200 value)
■ Corporate logo on ISPAN website with acknowledgement of support

ISPAN 2018 THE MEETING 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 ($4000 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 attendee list (one time use only) ($200 value)

GOLD LEVEL $12,000

ISPAN 2018 Association Benefits:
■ ISPAN corporate membership for one calendar year ($2000 value) through July 2019
■ Quarter-page color ad in each of the 2018 Plastic Surgical Nursing journal issues (4 issues at a $3600 value)
■ Tower ad in one ISPAN (electronic) Newsletter ($780 value)
■ ISPAN membership mailing list (one time use only) ($500 value)
■ Corporate logo on ISPAN website with acknowledgement of support

ISPAN 2018 THE MEETING Benefits:
■ Recognition and signage for Gold Level Support
■ 1 Exhibit space ($2,000 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 attendee list (one time use only) ($200 value)
SILVER LEVEL $6,000

ISPAN 2018 Association Benefits:
- ISPAN corporate membership for one full calendar year ($2000 value) through July 2019
- Company logo on ISPAN website for one year.
- Bottom Banner ad in one ISPAN (electronic) Newsletter ($600 value)
- 50% discount on ISPAN member mailing list (one time use only) ($250 value)

ISPAN 2018 THE MEETING 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 attendee list (one time use only) ($200 value)
- Sponsor ribbons for registered company personnel

Additional Convention Sponsor Opportunities

- Industry Symposium ......................... $15,000
  Present your own material during lunch. This is an exclusive opportunity and you will have 200-225 nurses attend.
  Food and Beverage not included. Room, Basic A/V set and promotion included.

- Refreshment Break .......................... $4,500
  Sponsor up to 4 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 ........................... $5,000
  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 ISPAN logo.

- Registration Hand-outs .................... $1,000
  Send your message out to every attendee picking up registration materials.

- 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 product or company specific password that attendees will need to use to connect to the WiFi. This provides widespread visual coverage for your company.
ADVERTISING

ISPAN 2018 – The Meeting Program Guide $750 – $2,000
Place an ad in the ISPAN 2018 convention program guide and your marketing message will reach over 200 participating plastic surgical nurses. This is the main reference for all ISPAN 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 ISPAN board and committee listings.

Submission Deadline: **August 1, 2018**
Publication Date: **September 2, 2018**
Please note that all ads in the program guide are in full color.

- 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 ISPAN. 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 ISPAN admin@ISPAN.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.
All fees and artwork must be submitted by **August 1, 2018**.

Program guide ad sizes:

<table>
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<tr>
<th>Mechanical specifications (inches, decimal)</th>
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<th>Height</th>
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<tr>
<td>TrimSize</td>
<td>8.5”</td>
<td>11”</td>
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<tr>
<td>Full Page (with bleed)</td>
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<td>½ Page (horizontal)</td>
<td>7.5”</td>
<td>4.875”</td>
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<tr>
<td>¼ Page (vertical)</td>
<td>3.25”</td>
<td>5”</td>
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Please note:
It is the responsibility of the advertiser and/or its advertising agency to submit all ads according to the specifications listed above. ISPAN cannot be held responsible for publication errors originating from design or incorrect file submissions.
ISPAN Newsletter / ISPAN web advertising

Show support for ISPAN by advertising in the newsletter. Newsletters are distributed quarterly to all ISPAN members. Your ad will be seen by over 1,000 subscribers. Content must be submitted by July 20, 2018.

Rates:

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<th>Option</th>
<th>Description</th>
<th>Dimensions in Pixels</th>
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<tbody>
<tr>
<td>Full page (Lead Banner)</td>
<td>Sits on top of page under header graphic</td>
<td>580 x 90</td>
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<tr>
<td>½ Page (Tower ad)</td>
<td>Sits in right column</td>
<td>145 x 300</td>
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<tr>
<td>1/3 Page (Bottom Banner)</td>
<td>Sits at bottom of page just above footer</td>
<td>580 x 90</td>
</tr>
<tr>
<td>¼ Page (Half Banner Bottom)</td>
<td>Sits at bottom of page just above footer</td>
<td>290 x 90</td>
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</table>

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).

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

500 Cummings Center, Suite 4400, Beverly, MA 01915
Phone: 978–927–8330; fax: 978–524–0498; industry@ISPAN.org
PAST EXHIBITORS

Acelity (KCI)  J & M Distribution
AirXpanders  JanMarini Skin Research
Alastin Skincare  Mentor Worldwide, LLC.
Allergan  Softfil Microcannulas
Bird & Cronin, Inc.  Synovis Micro Companies Alliance, Inc.
Contemporary Design Inc.  Theraderm Skin Health
Dale Medical Products  Young Pharmaceuticals, Inc.
Design Veronique  Air-Tite Aesthetics
Galderma Laboratories  Dragonfly 3D Nipple Restoration Tattoo
Heart and Core LLC  Medical Z
Jan Marini  OBP Medical
Marena Group, Inc.  Soothing-Scents, Inc.
Mentor Worldwide  Bio-Oil
Merz North America, Inc.  Contemporary Design, Inc.
Names To Go  Image Skincare
Pierre Fabre USA  Jan Marini Skin Research
Sientra  KCI
Stille Surgical, Inc.  Merz Pharmaceuticals
The Ruhof Corporation  Musculoskeletal Transplant Foundation
Biologica Technologies  PCA SKIN
CosmoFrance  Pierre Fabre Dermo-Cosmetique USA
Fresh Start Surgical Gifts  Syneron - Candela
EXHIBITOR INFORMATION

EXHIBIT HALL DETAILS
The Exhibit Hall will be located in the Grand Ballroom C, which is located immediately adjacent to the General Session which will be located in Grand Ballroom.

Exhibitor Fees $2,200
Exhibit fee includes:
- Two (2) full meeting registrations for Exhibit Area and Scientific Sessions
- Recognition in Program Guide
- Lead Retrieval
- Two (2) Chairs
- One (1) 6’ x 30” Table

EXHIBIT HOURS*
Friday, Sept. 28 - 7:30 am – 11:00 am
1:00 pm – 6:00 pm
Saturday Sept. 29 - 7:30 am – 11:00 am
1:00 pm – 4:00 pm
*Exhibit schedule based on final program

TRAFFIC BUILDERS IN EXHIBIT AREA
- continental breakfast served in the exhibit hall
- coffee breaks served in the exhibit hall
- reception in the exhibit hall

REFUNDS AND CANCELLATIONS
Cancellations received in writing prior to or on June 15, 2018 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 15, 2018.

INSTALLATION
Thursday, Sept. 27 12:00 pm – 5:00 pm

DISMANTLING
Saturday, Sept. 29 4:00 pm – 6:00 pm

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

ELECTRICAL, INTERNET, AV
The Electrical Order Form will be included in the online exhibitor service kit, available in June.

SPACE ASSIGNMENT
Preference will be given to Platinum, Gold or Silver supporters and in the order in which applications are received. 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 ISPAN reserves the right to alter the exhibit floor plan at any time.

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 exhibition, complete the Exhibit Space Application. Payment in full is due at the time of application. Checks and applications should be made payable to ISPAN, and mailed, faxed or emailed to:

500 Cummings Center, Suite 4400
Beverly, MA 01915
Secure Fax: 978-524-0498

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 Rosen Center 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.

EXHIBIT 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
Exhibitors will receive two badges per exhibit space purchased. Support levels determine the number of additional 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 Westin River North Hotel. Reservation forms & online reservation links will be available in the online service kit in June.

PROTECTION OF THE BUILDING
Exhibitors will be held liable for any damage caused to the Westin River North Hotel. 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
Hotel, ISPA and exhibitor agree to indemnify and hold each other and the other’s officers, directors, agents and employees harmless against any and all claims, costs and expenses, including reasonable attorney’s fees, arising out of or relating to the other’s performance under this agreement.

The performance of this agreement by either party is subject to the acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, a travelers’ advisory notice issued by the United States department of State, or any other emergency making it impossible to provide the facilities or for attendees to attend the meeting.

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 ISPA, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.
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 ISPAN 500 Cummings Center, Suite 4400, 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 22nd on a space available basis. Confirmations will be sent after exhibits are assigned in June. Fax application to 978.524.0461

Contact Person: This person will receive all correspondence pertaining to this meeting.

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<th>Web Address:</th>
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<tr>
<th>Exhibit Space</th>
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<td>6' x 30” Tabletop</td>
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<th>Location preferences: (List table numbers)</th>
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<td>1st Choice</td>
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<td>2nd Choice</td>
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Applications without appropriate payment will not be processed.

We would like to be near _________________________

We would not like to be near _______________________

The ISPAN will make every effort to honor location requests.

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

1. “ISPAN” 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.

**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: $ __________

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<tr>
<th>Expiration Date</th>
<th>Security Code (3-4 numbers on front or back of card)</th>
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<th>Name as it appears on credit card</th>
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<tr>
<th>Cardholder’s Signature</th>
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- □ 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 22nd.

**AUTHORIZED SIGNATURE**

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If you have any questions please contact us at 978-927-8330 or email us at industry@ISPAN.org

**FOR ISPAN USE ONLY**

Date received: __________ Total Amount due: $ ______

Amount received: __________ Accepted by: __________

ID #: __________

Space Assignment: __________ Date assigned: __________
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 on or before June 22, 2018, 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 times 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 reassign the booth location shown on the face of the contract or to take possession of said space and pay same into court; in addition, the exhibitor will be liable for any 25% processing fee. For cancellations in whole or part received after June 22, 2018, no refunds will be issued.

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 THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

3. USE OF SPACE, SUbLETING OF SPACE. No exhibitor will 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 must show only 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 exhibit display, the exhibitor must secure in writing that such article shall be limited to the extent, and with regular nameplate, imprim or trademark under 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 in connection with installation, operation and removal of the firm’s exhibit. Such representative will 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 well informed concerning all aspects of all exhibits; 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 a booth prior to the Show opening and for its removal after the conclusion 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 resold or reassigned 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 shall describe 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. It is the sole responsibility of Show Management, any exhibitor 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 exhibiting firm 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-proof and all hangings must be non-flammable. Electrical wiring must conform to the National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the reserved area is closed to 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 unused equipment or machinery is to be installed, or any appliances that might cover under fire orders, must be approved by the telephone. The exhibitor shall cooperate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations.

Independent contractors must conform to IAEM, ESCA and ED&PA guidelines. All exhibitor labor must comply with established labor jurisdictions.

8. Storage of Packing Crates and Boxes. Exhibitors will not be permitted to store packing crates, boxes or supplies in their booths during the exposition period. But these which are 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.” Because of the lack of storage facilities, it may be necessary to store empty crates and boxes outside the building for a 25% processing fee. Crates, boxes or other exhibit materials unchanged 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 exhibit completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, any exhibit which, because of noise, flashing lights, method of operation or display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called “barkers” or “pitchers” is strictly prohibited. All demonstrations or other promotional activities, including the use of the exhibit space, must be conducted 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 promotional activities.

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 publications are prohibited from soliciting advertising during the Show. Trade publications 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 respective 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. Exhibitors agree 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 their respective agents, servants, and employees from 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 show equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

13. Mutual Indemnification. Hotel, ISPAN and exhibitor agree to indemnify and hold each other and the other’s officers, directors, agents and employees harmless against any and all claims, costs and expenses, including reasonable attorney’s fees, arising out of or relating to the other’s performance under this agreement.

The performance of this agreement by either party is subject to the acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, a traveler’s advisory notice issued by the United States department of State, or any other emergency making it impossible to provide the facilities or for attendees to attend the meeting.

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 “ADA”) to make their booths accessible to handicapped persons. Exhibitor 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 HERETO 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**

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<tr>
<th>Company</th>
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<td>Contact</td>
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<td>City/State/ Zip/Country</td>
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<td>Telephone</td>
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Once the International Society of Plastic and Aesthetic Nurses receives your sponsorship opportunities request form you will be notified regarding approval of your request.

**Please select your support activities below:**

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<th>Support Activity</th>
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<td>Gold Level</td>
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<td>Silver Level</td>
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<td>Refreshment Break</td>
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<td>Continental Breakfast</td>
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<td>Hotel Key Cards</td>
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<td>Meeting Bags</td>
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<td>Registration Hand-outs</td>
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<td>WiFi</td>
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**PAYMENT METHOD:**

- ☐ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information
- ☐ Check amount enclosed: $__________

**CREDIT CARD**

- [ ] AMEX
- [ ] VISA
- [ ] MasterCard

Amount to be charged: $__________

Complete and return to: Yvonne Grunebaum, Director of Industry Relations | ISPAN
500 Cummings Center, Suite 4400
Beverly, MA 01915 USA | Phone: 978-927-8330 | Fax: 978-524-0461
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:

PLEASE SELECT PREFERRED DAY
☐ Friday, September 28, 2018  11:30 am – 1:00 pm…………..$15,000
☐ Saturday, September 29, 2018  12:00 pm – 1:30 pm…………..$15,000

Once space has been assigned and confirmed by ISPAN 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 ISPAN to charge the total fee indicated on this form to your credit card.

Signature  Date

PAYMENT METHOD::
☐ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information
☐ Check amount enclosed: $__________________

CREDIT CARD ☐ American Express ☐ Visa ☐ MasterCard

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.
☐ Billing address if different than above: __________________________

Complete and return to:  Yvonne Grunebaum, Director of Industry Relations | ISPAN
500 Cummings Center, Suite 4400
Beverly, MA 01915 USA | Phone: 978-927-8330 | Fax: 978-524-0461
ADVERTISING INSERTION ORDER FORM

Company

Contact

Title

Address

City/State/ Zip/Country

Telephone

Fax

Email

ISPAN 2018 – The Meeting Program Guide
Deadline for submission: August 1, 2018
Please note that all ads in the program guide are in full color.

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

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

Quarterly Newsletter

☐ 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 ISPAN 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 ISPAN 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:

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

☐ Check amount enclosed: $__________________

☐ CREDIT CARD ☐ ☐ ☐

CREDIT CARD AMERICAN EXPRESS VISA MasterCard

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.

☐ Billing address if different than above: ________________________________

DO NOT EMAIL full credit card information. Form must be faxed if credit card number is showing via our secure fax 978.524.0461. If you prefer to email please leave out the credit card number and provide a phone number and we will call you for the credit card number.

Complete and return to: Yvonne Grunebaum, Director of Industry Relations | ISPAN

500 Cummings Center, Suite 4400

Beverly, MA 01915 USA | Phone: 978-927-8330 | Fax: 978-524-0461
Industry Corporate Membership Program
The International Society of Plastic and Aesthetic Nurses (ISPAN) would like to take this opportunity to acquaint you with its Corporate Membership Program. ISPAN 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 ISPAN. 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 ISPAN convention as a participant, 6 issues of the ISPAN newsletter (disseminated electronically).
- **The right to use the ISPAN 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 ISPAN bi-monthly newsletter, which is disseminated electronically.
- **Your company’s logo** on the corporate member page of ISPAN’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**

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

**PAYMENT METHOD:**

- ☐ WIRE TRANSFER – Please call our offices at +978.927.8330 for wiring information
- ☐ Check amount enclosed: $__________________

**CREDIT CARD**

☐ American Express ☐ Visa ☐ Mastercard

Amount to be charged: $__________________

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DO NOT EMAIL full credit card information. Form must be faxed if credit card number is showing via our secure fax 978.524.0461. If you prefer to email please leave out the credit card number and provide a

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**Complete and return to:** Yvonne Grunebaum, Director of Industry Relations | ISPAN
500 Cummings Center, Suite 4400
Beverly, MA 01915 USA | Phone: 978-927-8330 | Fax: 978-524-0461
EXHIBIT HALL FLOORPLAN