We are so pleased to invite your company to ISPAN 2020 which will take place October 15 – 18 at the Marriott San Mateo Hotel in San Mateo, CA.

The program will once again be two prong with an aesthetic and a reconstructive approach with plenty of workshops which will give the 400+ nurses a practical curriculum. The 2019 meeting hit record levels with 442 attendees.

The Society needs your support at the International Society of Plastic and Aesthetic Nurses Meeting 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 San Mateo in 2020!

Sincerely,

Yvonne Grunebaum
Director of Industry Relations
ISPAN
ISPAN Promotional Sponsorship Opportunities

If your leading customers are reconstructive and/or aesthetic surgical nurses, then you will want to include ISPAN 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**

**ISPAN Association Benefits:**
- ISPAN corporate membership for one calendar year ($3,500 value) through July 2021
- Half-page color ad in each of the 2020 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 2020 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 ($4400 value)
- Six (6) full meeting registrations for members of your company ($2550 value)
- Premium position 4-color ad in the program guide/mob app ($3000 value)
- Company logo and description in the program guide
- Industry roundtable discussion with leadership
- Pre-registration and final attendee list (one time use only) ($200 value)

**GOLD LEVEL $12,000**

**ISPAN Association Benefits:**
- ISPAN corporate membership for one calendar year ($3,500 value) through July 2020
- Quarter-page color ad in each of the 2020 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 2020 Meeting Benefits:**
- Recognition and signage for Gold Level Support
- 1 Exhibit space ($2,200 value)
- Four (4) full meeting registrations for members of your company ($1700 value)
- Full page 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 2020 Association Benefits:**
- ISPAN corporate membership for one full calendar year (*$3,500 value*) through July 2020
- 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 2020 Benefits:**
- Recognition on signage for Silver level support
- Two (2) additional full meeting registration (*$850 value*)
- Half-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 2020 Meeting 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 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 2020 – Program Guide $1750 – $2,000
Place an ad in the ISPAN 2020 meeting program guide and your marketing message will reach over 300+ 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, 2020**
Publication Date: **September 2, 2020**
Please note that all premium 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, 2020**.

Program guide ad sizes:

<table>
<thead>
<tr>
<th>Mechanical specifications (inches, decimal)</th>
<th>Width</th>
<th>Height</th>
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</thead>
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<tr>
<td>½ Page (horizontal)</td>
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<td>4.25”</td>
</tr>
</tbody>
</table>

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.
ISPN Newsletter / ISPN web advertising
Show support for ISPN by advertising in the newsletter. Newsletters are distributed quarterly to all ISPN members. Your ad will be seen by over 1,000 subscribers. Content must be submitted by July 20, 2020.

Rates:
- Full page (Lead Banner) $1,200
- ½ Page (Tower ad) $780
- ⅓ 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).

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

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<td>Lead Banner</td>
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<tr>
<td>1/2 Page</td>
<td>Tower</td>
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<tr>
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<td>Bottom Banner</td>
</tr>
<tr>
<td>1/4 Page</td>
<td>Half Banner Bottom</td>
</tr>
</tbody>
</table>

If you have any questions, please contact us directly at the ISPN administrative office:

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

- AccuVein
- Acelity (KCI)
- Aesthetic Practice Solutions
- Air-Tite Aesthetics
- AirXpanders
- Alastin Skincare
- Allergan
- American Institute of Aesthetic Medicine
- American Med Spa
- Biologica Technologies
- Bio-Oil
- Bird & Cronin, Inc.
- BTL Aesthetics
- Contemporary Design Inc.
- CosmoFrance
- Dale Medical Products
- Design Veronique
- Dragonfly 3D Nipple Restoration Tattoo
- Dragonfly Institute 3D Nipple Tattoo Training
- enVy Pillow
- Evolus
- Fresh Start Surgical Gifts
- Galderma Laboratories
- Heart and Core LLC
- Image Skincare
- Jan Marini Skin Research
- J & M Distribution
- KCI
- Marena Group, Inc.
- Medical Z
- Med-Results
- Medithread
- Mentor Worldwide
- Merz Aesthetics
- Merz Pharmaceuticals
- Musculoskeletal Transplant Foundation
- Names To Go
- OBP Medical
- Pacific Northwest Aesthetics Academy
- PCA SKIN
- Pierre Fabre Dermo-Cosmetique USA
- Pierre Fabre USA
- PMT/Permark Corporation
- Prollenium
- Revance Therapeutics
- Sientra
- Society of Plastic Surgical Skin Care Specialists
- SofSil Microcannulas
- Soothing-Scents, Inc.
- Stille Surgical, Inc.
- Syneron - Candela
- Synovis
- Synovis Micro Companies Alliance, Inc.
- The Ruhof Corporation
- Theraderm Skin Health
- Young Pharmaceuticals, Inc.
EXHIBITOR INFORMATION

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

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, October 16 - 7:30 am – 12:00 am
1:30 pm – 6:30 pm
Saturday, October 17 - 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 12, 2020 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 12, 2020.

INSTALLATION
Thursday, Oct. 17 12:00 pm – 5:00 pm

DISMANTLING
Saturday, Oct. 19 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. In response to COVID-19 precautions we request that all incoming 2020 exhibitor fees and sponsor fees be paid by credit card or bank wire. Please contact industry@ispan.org with any immediate concerns.

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 Hard Rock 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 exhibitor’s badge does allow the exhibitor access to the scientific sessions.

HOTEL ACCOMMODATIONS
Rooms are reserved at the Hard Rock 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 Hard Rock 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, 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.

In no event shall Hotel, ISPAN or exhibitor be liable for any indirect, incidental, special or consequential damages incurred by either party or any third party, whether in an action in contract or tort, even if after the other party has been advised of the possibility of such damages.

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 ISPAN, 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 12th 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.

Title

Telephone number Fax number

Email address

Company Name

Street Address

City/State/Postal Code /Country

Web Address:

Exhibit Space $2,200

6’ x 30” Tabletop

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 ISPAN will make every effort to honor location requests.

Mobile App 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: In response to COVID-19 precautions we request that all incoming 2020 exhibitor fees and sponsor fees be paid by credit card or bank wire. Please contact industry@ISPAN.org with any immediate concerns.

□ BANK WIRE – email industry@ISPAN.org for instructions

DO NOT EMAIL CREDIT CARD INFORMATION. Please send to our secure fax: (978) 524-0461. If no credit card information is included, you may email to industry@ISPAN.org

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.

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

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: ___________
The American Society for Plastic Surgical Nurses and its authorized representatives are hereinafter referred to as “Show Management.”

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.

2. SPACE REALLOCATION AND ASSIGNMENT OF LOCATION. Whenever possible, space assignments will be made by Show Management in keeping with the preferences of 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.

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 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 booth in neat, clean, and orderly at all times.

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.

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 functioning at any time during the exposition. Complying with such laws is mandatory for all exhibitors and the representativeness of the exhibit shall have the same responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor, trade publisher, and service contractor are 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, ornaments and any other related activity scheduled by Show Management are subject to approval and compliance with all applicable laws and regulations to his exhibit or display, Show Management will have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may from time to time decide in the event of a default in the present contract. Should the exhibitor 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.

8. STORAGE OF PACKING CRATES AND BOXES. Exhibitors will not be permitted to store packing crates or boxes in their booths during the exhibit period, but these, 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 by Show Management, or reponsibility 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 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 to them. 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 will not be used for display purposes provided they are not approved at the exhibit by Show Management.

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

9. 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.

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 owners, 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 I DENTIFICATION. 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.

In no event shall Hotel, ISPAN or exhibitor be liable for any indirect, incidental, special or consequential damages incurred by either party or any third party, whether in an action in contract or tort, even if after the other party has been advised of the possibility of such damages.

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 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.

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 REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREE 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

EXHIBIT AGREEMENT (Page 2)
ISPAN 2020 • October 15-18 ♦ Marriott San Mateo Hotel, San Mateo, CA
SPONSORSHIP OPPORTUNITIES AGREEMENT FORM

Company

Contact                  Title

Address

City/State/ Zip/Country

Telephone               Fax               Email

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:

☐ Platinum Level $25,000
☐ Gold Level $12,000
☐ Silver Level $6,000

☐ Refreshment Break $4,500
☐ Continental Breakfast $6,000
☐ Hotel Key Cards $5,000

☐ Meeting Bags $5,000
☐ Registration Hand-outs $1,000
☐ WiFi $8,000

PAYMENT METHOD: In response to COVID-19 precautions we request that all incoming 2020 exhibitor fees and sponsor fees be paid by credit card or bank wire. Please contact industry@ispans for any immediate concerns. DO NOT EMAIL CREDIT CARD INFORMATION. Please send to our secure fax: (978) 524-0461. If no credit card information is included, you may email to industry@ispans.org.

☐ WIRE TRANSFER
Email industry@ispans.org for instructions

☐ CREDIT CARD

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:

Authorized Signature

Print Name

Title

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.
# INDUSTRY-SUPPORTED SYMPOSIUM APPLICATION

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<th>Exact Title of Symposium</th>
<th>Name of Accrediting Organization (if any)</th>
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<th>Contact Name</th>
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Brief Description of Symposia Topics and Proposed Faculty:

### PLEASE SELECT PREFERRED DAY

- **Friday, October 18, 2020** 12:00 am – 1:15 pm…………..$15,000
- **Saturday, October 19, 2020** 12:15 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:** In response to COVID-19 precautions we request that all incoming 2020 exhibitor fees and sponsor fees be paid by credit card or bank wire. Please contact industry@ispan.org with any immediate concerns. **DO NOT EMAIL CREDIT CARD INFORMATION.** Please send to our secure fax: (978) 524-0461. If no credit card information is included, you may email to industry@ispan.org

- **☐ WIRE TRANSFER**
  Email industry@ispan.org for instructions
- **☐ CREDIT CARD**
  ![Credit Card Emblems]

**Amount to be charged:** $_____________

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- **☐ Please check if credit card billing address is same as contact information at the top of the form.**
- **☐ Billing address if different than above:**

**AUTHORIZED SIGNATURE**   **PRINT NAME**   **TITLE**
ADVERTISING INSERTION ORDER FORM

Company

Contact

Title

Address

City/State/Zip/Country

Telephone

Fax

Email

ISPAN 2020 – Program Guide
Deadline for submission: August 1, 2020
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

☐ ¼ Page (Bottom Banner) $ 600

☐ ⅛ 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: In response to COVID-19 precautions we request that all incoming 2020 exhibitor fees and sponsor fees be paid by credit card or bank wire. Please contact industry@ispan.org with any immediate concerns. DO NOT EMAIL CREDIT CARD INFORMATION. Please send to our secure fax: (978) 524-0461. If no credit card information is included, you may email to industry@ispan.org

☐ WIRE TRANSFER

Email industry@ispan.org for instructions

☐ CREDIT CARD ☐ 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: ________________________________

PLEASE RETURN FORM TO:
ISPAN
500 Cummings Center, Suite 4400
Beverly, MA 01915
industry@ISSPAN.org

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.

AUTHORIZED SIGNATURE

PRINT NAME

TITLE
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 44 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 $3,500 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 the 2020 meeting for main exhibit only.**

Company

Contact

Address

City/State/ Zip/Country

Telephone    Fax    Email

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

**PAYMENT METHOD:** In response to COVID-19 precautions we request that all incoming 2020 exhibitor fees and sponsor fees be paid by credit card or bank wire. Please contact industry@ispian.org with any immediate concerns. **DO NOT EMAIL CREDIT CARD INFORMATION.** Please send to our secure fax: (978) 524-0461. If no credit card information is included, you may email to industry@ispian.org.

- [ ] WIRE TRANSFER
- Email industry@ispian.org for instructions

**CREDIT CARD**

Amount to be charged: $_____________

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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: ________________________________

Authorized Signature    Print Name    Title
EXHIBIT HALL FLOORPLAN