



**We are so pleased to invite your company to ISPAN 2022 which will take place  
October 28 – 29 at the Revere Hotel in Boston, Massachusetts.**

The 2022 ISPAN program will once again be two prong with an aesthetic and reconstructive approach including plenty of workshops which will give 400+ nurses a practical curriculum. The 2021 meeting had great attendance with 326 attendees.

The International Society of Plastic and Aesthetic Nurses needs your support at the 2022 Annual Meeting in Atlanta 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 Boston in October!

Sincerely,

Yvonne Grunebaum  
Director of Industry Relations  
ISpan

**Historical Attendance**

2021 Atlanta, GA.....326  
2020 Virtual .....304  
2019 San Diego, CA .....442  
2018 Chicago, IL .....340  
2017 Orlando, FL .....201  
2016 Los Angeles, CA ...198

**Current ISpan Membership 1437**



## **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 sponsorship packages provide an unparalleled opportunity to connect with the plastic nursing community.

### **PREMIER PLATINUM LEVEL \$40,000**

#### *ISpan Association Benefits:*

- ISpan corporate membership for one calendar year (\$3500 value) through July 2022
- Half-page color ad in each of the 2022 Plastic Surgical Nursing Journal issues (4 issues at a \$4500 value)
- Lead Banner ad in one ISpan (electronic) Newsletter (\$1200 value)
- ISpan membership mailing list (one time use only) (\$1000 value)
- Corporate logo on ISpan website for one year (\$2500 value)

#### *ISpan 2022 Meeting Benefits:*

- Recognition and signage for Premier Platinum Level Support
- A lunch symposium inclusive of audio visual equipment and technician and promotion. (\$15,000 Value)
- 2 Exhibit spaces (\$4,400 value)
- Six (6) full convention registrations for members of your company (\$2550 value)
- Premium position 4 color ad in the program guide/mobile app (\$3000 value)
- Company logo and description in the program guide
- Industry roundtable discussion with leadership (\$7500 value)
- Pre-registration and final attendee registration list (one time use only) (\$200 value)
- Sponsor ribbons for registered company personnel

### **PLATINUM LEVEL \$25,000**

#### *ISpan Association Benefits:*

- ISpan corporate membership for one calendar year (\$3,500 value) through July 2022
- Half-page color ad in each of the 2022 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 for one year (\$2500 value)

#### *ISpan 2022 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/ mobile app (\$3000 value)
- Company logo and description in the program guide
- Industry roundtable discussion with leadership (\$7500 value)
- Pre-registration and final attendee list (one time use only) (\$200 value)
- Sponsor ribbons for registered company personnel



## **GOLD LEVEL \$12,000**

### *ISPAN Association Benefits:*

- ISPAN corporate membership for one calendar year (\$3,500 value) through July 2022
- Quarter-page color ad in each of the 2022 *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 for one year (\$2500 value)

### *ISPAN 2022 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)
- Sponsor ribbons for registered company personnel

## **SILVER LEVEL \$6,000**

### *ISPAN 2022 Association Benefits:*

- ISPAN corporate membership for one full calendar year (\$3,500 value) through July 2022
- 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 2022 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 2022 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. Sponsored package level sponsors will be given priority.

### ■ 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 2022 –Program Guide \$1750 – \$2,000

Place an ad in the ISPAN 2022 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, 2022**

Publication Date: **September 5, 2022**

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](mailto: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, 2022.**

Program guide ad sizes:

Mechanical specifications (inches, decimal)

	Width	Height
TrimSize.....	5.5"	8.5"
Full Page (with bleed).....	5.75"	8.75"
½ Page (horizontal).....	5.25"	4.25"

#### 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 1,540 subscribers. Content must be submitted by July 20, 2022.

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).

Option	Description	Dimensions in Pixels
Lead Banner	Sits on top of page under header graphic	580 x 90
Tower	Sits in right column	145 x 300
Bottom Banner	Sits at bottom of page just above footer	580 x 90
Half Banner Bottom	Sits at bottom of page just above footer	290 x 90

**Ad Conversion Table**

PDF	eNews
1/3 page	Lead Banner
1/2 Page	Tower
1/3 Page	Bottom Banner
1/4 Page	Half Banner Bottom

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

500 Cummings Center, Suite 4400, Beverly, MA 01915  
 Phone: 978-927-8330; fax: 978-524-0498; [industry@ISpan.org](mailto: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.  
Black & Black Surgical  
BTL Aesthetics  
Clarius  
Contemporary Design Inc.  
CosmoFrance  
Cutera Inc.  
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  
KVK Tech, Inc.  
Marena Group, Inc.  
Medical Z  
Med-Results  
Medithread  
Mentor Worldwide  
Merz Aesthetics  
Merz Pharmaceuticals  
mRing  
Musculoskeletal Transplant Foundation  
Names To Go  
OBP Medical  
patientNOW  
Pacific Northwest Aesthetics Academy  
PCA SKIN  
Pierre Fabre Dermo-Cosmetique USA  
Pierre Fabre USA  
PMT/Permark Corporation  
Prolenium  
Revance Therapeutics  
Sientra  
Society of Plastic Surgical Skin Care  
Specialists  
Softfil Microcannulas  
Soothing-Scents, Inc.  
Stille Surgical, Inc.  
Suenva Medical  
Syneron - Candela  
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 Silver Ballroom that is adjacent to the General Session in Liberty Hall.

### Exhibitor Fees **\$2,200**

Exhibit fee includes:

- Two (2) full meeting registrations for Exhibit Area and Scientific Sessions
- Recognition in Program Guide
- Two (2) Chairs
- One (1) 6' x 30" Table

### EXHIBIT HOURS\*

**Friday, October 28** - 7:00 am – 7:00 pm

**Saturday October 29** - 7:00 am – 5:00 am

*\*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

### 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

### REFUNDS AND CANCELLATIONS

Cancellations received in writing prior to or on **June 27, 2022** will be subject to a 25% administrative fee. There will be no refunds for cancellations received after **June 27, 2022**.

### INSTALLATION

**Thursday, Oct. 27** 12:00 pm – 5:00 pm

### DISMANTLING

**Saturday, Oct. 29** 5:00 pm – 6:30 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.

### 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 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 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 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 Indemnified Parties, 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.

**EXHIBIT AGREEMENT**

ISPAN 2022

October 28 – 29 Exhibit Dates ♦ October 26-30 Meeting Dates ♦ The Revere Hotel in Boston, MA



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 pay online. Space will be assigned in June. Applications will be accepted after June 11<sup>th</sup>, 2022 on a space available basis. Confirmations will be sent after exhibits are assigned in June.

**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)**

1<sup>st</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> 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](mailto: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.

**PAYMENT METHOD:** . Please use the following methods of payment:

Check amount enclosed: \$ \_\_\_\_\_

**CREDIT CARD**

American Express  MasterCard  Visa

Amount to be charged: \$ \_\_\_\_\_

**ONCE THIS AGREEMENT IS RECEIVED YOU WILL BE SENT A CONFIRMATION AND AN ONLINE PAYMENT LINK.**

**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](mailto: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. If Show Management receives a written request for cancellation in whole or part of space on or before June 11, 2022, the exhibitor will be liable for a 25% processing fee. For cancellations in whole or part received after June 11, 2022, 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 lease same, or any part thereof, to such parties and upon such terms and conditions 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 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 exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint 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 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 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 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 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 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 that might come under fire codes are 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 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 and 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. 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 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 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 evict 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, 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 "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 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 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 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 décor. 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.

**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. 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 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 \_\_\_\_\_

ISpan 2022

October 28 – 29 Exhibit Dates ♦ October 26-30 Meeting Dates ♦ The Revere Hotel in Boston, MA

**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:**

- Premier Platinum Level \$40,000
- Platinum Level \$25,000
- Gold Level \$12,000
- Silver Level \$6,000

PLEASE RETURN FORM TO:  
ISpan  
500 Cummings Center, Suite 4400  
Beverly, MA 01915  
[industry@ISpan.org](mailto:industry@ISpan.org)

- |  |         |   |         |
|--|---------|---|---------|
| <input type="checkbox"/> Refreshment Break     | \$4,500 | <input type="checkbox"/> Meeting Bags           | \$5,000 |
| <input type="checkbox"/> Continental Breakfast | \$6,000 | <input type="checkbox"/> Registration Hand-outs | \$1,000 |
| <input type="checkbox"/> Hotel Key Cards       | \$5,000 | <input type="checkbox"/> WiFi                   | \$8,000 |

**PAYMENT METHOD::**

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

Check amount enclosed: \$ \_\_\_\_\_

CREDIT CARD      

Amount to be charged: \$ \_\_\_\_\_

**ONCE THIS AGREEMENT IS RECEIVED YOU WILL BE SENT A CONFIRMATION AND AN ONLINE PAYMENT LINK.**

**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

ISPAN 2022  
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Hotel in Boston, MA



## **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, October 28, 2022      12:00 am – 1:30 pm.....\$15,000
- Saturday, October 29, 2022      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      

Amount to be charged: \$ \_\_\_\_\_

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## ADVERTISING INSERTION ORDER FORM

Company		
Contact	Title	
Address		
City/State/ Zip/Country		
Telephone	Fax	Email

### ISPAN 2022 –Program Guide

Deadline for submission: **September 1, 2022**

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
- ⅓ Page (Bottom Banner)         \$ 600
- ¼ Page (Half Banner Bottom)     \$ 540

PLEASE RETURN FORM TO:  
ISPAN  
500 Cummings Center, Suite 4400  
Beverly, MA 01915  
  
[industry@ISPAN.org](mailto:industry@ISPAN.org)

### 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      

Amount to be charged: \$ \_\_\_\_\_

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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



## 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 1,200 national active members, with 10 chapters. Over the past 45 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 2022 meeting for main exhibit only.**

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Company

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Contact

Title

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Address

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City/State/ Zip/Country

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Telephone

Fax

Email

Company Description: Please email your 50 word description to [industry@ISpan.org](mailto:industry@ISpan.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      

Amount to be charged: \$ \_\_\_\_\_

**ONCE THIS AGREEMENT IS RECEIVED YOU WILL BE SENT A CONFIRMATION AND AN ONLINE PAYMENT LINK.**

### **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

# ISPAN 2022 Exhibit Floor Plan

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