We are so pleased to invite your company to ISPAN 2023 which will take place October 27 – 28 at the AT&T Conference Center & Hotel in Austin, Texas.

The 2023 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 2022 meeting had record attendance with 458 attendees.

The International Society of Plastic and Aesthetic Nurses needs your support at the 2023 Annual Meeting in Austin 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 Austin in October!

Sincerely,

Yvonne Grunebaum
Director of Industry Relations
ISPAN

**Historical Attendance**

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>Boston, MA</td>
<td>458</td>
</tr>
<tr>
<td>2021</td>
<td>Atlanta, GA</td>
<td>326</td>
</tr>
<tr>
<td>2020</td>
<td>Virtual</td>
<td>304</td>
</tr>
<tr>
<td>2019</td>
<td>San Diego, CA</td>
<td>442</td>
</tr>
<tr>
<td>2018</td>
<td>Chicago, IL</td>
<td>340</td>
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<tr>
<td>2017</td>
<td>Orlando, FL</td>
<td>201</td>
</tr>
<tr>
<td>2016</td>
<td>Los Angeles, CA</td>
<td>198</td>
</tr>
</tbody>
</table>

**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 $45,000**

*ISPAN Association Benefits:*
- ISPAN corporate membership for one calendar year ($3500 value) through July 2023
- Half-page color ad in each of the 2023 Plastic Surgical Nursing Journal issues (4 issues at a $4500 value)
- Lead Banner ad in one ISPAN (electronic) Newsletter ($1200 value)
- ISPAN membership list (name and institution only) ($1000 value)
- Corporate logo on ISPAN website for one year ($2500 value)

*ISPAN 2023 Meeting Benefits:*
- Recognition and signage for Premier Platinum Level Support
- A lunch symposium inclusive of audio visual equipment and technician and promotion. ($25,000 Value)
- 2 Exhibit spaces ($5,000 value)
- Six (6) full convention registrations for members of your company ($2550 value)
- Scrolling Banner on the ISPAN Mobile App ($3000 value)
- 3 Push notifications on Mobile App
- Company logo and description in the mobile app
- Industry roundtable discussion with leadership ($10,000 value)
- Pre-registration and final attendee registration list (name and institution only) ($500 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 2023
- Half-page color ad in each of the 2023 Plastic Surgical Nursing journal issues (4 issues at a $4500 value)
- ISPAN membership mailing list (name and institution only) ($1000 value)
- Full Page (Lead Banner) in one ISPAN (electronic) Newsletter ($1200 value)
- Corporate logo on ISPAN website for one year ($2500 value)

*ISPAN 2023 Meeting Benefits:*
- Recognition and signage for Platinum Level Support
- 2 Exhibit spaces ($5000 value)
- Six (6) full meeting registrations for members of your company ($2550 value)
- One (1) push notification on Mobile app
- Scrolling Banner on the ISPAN Mobile App ($3000 value)
- Company logo and description in the mobile app
- Industry roundtable discussion with leadership ($10,000 value)
- Pre-registration and final attendee list (name and institution only) ($500 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 2023
- Quarter-page color ad in each of the 2023 Plastic Surgical Nursing journal issues (4 issues at a $3600 value)
- Tower ad in one ISPAN (electronic) Newsletter ($780 value)
- ISPAN membership mailing list (name and institution only) ($1000 value)
- Corporate logo on ISPAN website for one year ($2500 value)

**ISPAN 2023 Meeting Benefits:**
- Recognition and signage for Gold Level Support
- 1 Exhibit space ($2,500 value)
- Four (4) full meeting registrations for members of your company ($1700 value)
- Pre-registration and final attendee list (name and institution only) ($500 value)
- Sponsor ribbons for registered company personnel

**SILVER LEVEL $6,000**

**ISPAN 2023 Association Benefits:**
- ISPAN corporate membership for one full calendar year ($3,500 value) through July 2023
- Company logo on ISPAN website for one year.
- Bottom Banner ad in one ISPAN (electronic) Newsletter ($600 value)
- ISPAN membership mailing list (name and institution only) ($1000 value)

**ISPAN 2023 Benefits:**
- Recognition on signage for Silver level support
- Two (2) additional full meeting registration ($850 value)
- Pre-registration and final attendee list (one time use only) ($200 value)
- Sponsor ribbons for registered company personnel
Additional 2023 Meeting Sponsor Opportunities

■ Industry Symposium
Present your own material during lunch. This is an exclusive opportunity with the Premier Platinum level and you will have 175 – 200 nurses attend.

■ Mobile App ..............................................$7,500
Advertise* your company message throughout the popular mobile application, with over 75% of our attendees downloading it to their smart devices. A program book will not be printed, therefore the mobile application will be the only resource for any and all meeting information.
*Branded banner may not appear on pages with scientific programming.

■ Refreshment Break .................................$5,000 / each
Sponsor up to 4 breaks throughout the conference. Your company will be recognized with signage at the break.

■ Breakfast ...............................................$8,000
Each morning breakfast will be served in the exhibit area. Your company will be recognized with signage at the breakfast.

■ Hotel Key Cards .............................$6,000
Your message will be seen by all registrants staying at the hotel when they take out their hotel key to enter their room.
Key card Jackets can be added for an additional $5,000.

■ Meeting Bags .................................$8,000
Supply each registrant with a bag with your logo along with the ISPAN logo and a bag insert. Backpacks are an additional $2,000.

■ Registration Hand-outs ......................$1,000
Send your message out to every attendee picking up registration materials. This is information of your choice that will be included with the bags or handed out at registration.

■ Meeting Wi-Fi ...............................$10,000
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 use to connect to the Wi-Fi. Your company will also be recognized in all publications as the WIFI sponsor. This provides widespread visual coverage for your company.

■ Headshot Lounge .............................$10,000
Attendees will be able to have professional headshots taken during the meeting and sponsor will be able to have a back wall and roll up banner promoting their company.
ADVERTISING

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, 2023.

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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<thead>
<tr>
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<th>eNews</th>
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<tbody>
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<tr>
<td>1/2 Page</td>
<td>Tower</td>
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<tr>
<td>1/3 Page</td>
<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 ISPAN administrative office:

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

AccuVein
Acelity (KCI)
Aesthetic Practice Solutions
Air-Tite Aesthetics
AirXpanders
Alastin Skincare
Allergan Aesthetics, an AbbVie Company
American Institute of Aesthetic Medicine
American Med Spa
Audrey Rose Institute of Medical Aesthetics
Biologica Technologies
Bio-Oil
Bird & Cronin, Inc.
Black & Black Surgical
BTL Aesthetics
CicaLux, Inc.
Clarius
Contemporary Design Inc.
CosmoFrance
Cutera Inc.
Dale Medical Products
DCCM Academy
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
Medi Lazer
Medithread
MedTech International Group
Mentor Worldwide
Merz Aesthetics
Merz Pharmaceuticals
miRing
MTF Biologics
Mizzi Cosmetics
My Advice
Names To Go
OBP Medical
patientNOW
Pacific Northwest Aesthetics Academy
PCA SKIN
PDO Max, Inc.
Pierre Fabre Dermo-Cosmetique USA
Pierre Fabre USA
PMT/Permark Corporation
Prollenium
Revance Therapeutics
Sientra
Society of Plastic Surgical Skin Care Specialists
Softfil Microcannulas
Soothing-Scents, Inc.
Stille Surgical, Inc.
Suneva 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 Zlotnik Pre-Function area that is the foyer to the General Session in Zlotnik Ballroom.

Exhibitor Fees $2,500
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 27 - 7:00 am – 6:30 pm
Saturday October 28 - 7:00 am – 4:30 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

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 30, 2023 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 30, 2023.

INSTALLATION
Thursday, Oct. 26 12:00 pm – 5:00 pm

DISMANTLING
Saturday, Oct. 28 4:30 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 fireproof 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 exhibitors 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 July.

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 2023  
October 27 – 28 Exhibit Dates ♦ October 25-29 Meeting Dates ♦ The AT&T Conference Center & Hotel in Austin, TX

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 11th, 2023 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.

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Telephone number</td>
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<tr>
<td>Company Name</td>
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<tr>
<td>Street Address</td>
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<tr>
<td>City/State/Postal Code/Country</td>
<td></td>
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<tr>
<td>Web Address:</td>
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Exhibit Space $2,500  
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.

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

FOR ISPAN USE ONLY

Date received: ______________ Total Amount due: $_______

Amount received: ______________ Accepted by: ______________

ID #: ______________________

Space Assignment: __________ Date assigned: __________

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. Mass Management agrees to send a written request for cancellation in whole or in part of space on or before June 9, 2023, the exhibitor will be liable for a 25% processing fee. For cancellations in whole or part received after June 9, 2023, no refunds will be made.

3. It is expressly agreed that the exhibitor 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 exhibit, Show Management shall have the right to reallocate the space rental at the time the account is delinquent. The exhibitor shall be liable for the cost of any such reallocation, and any resultant losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and which are the result of his negligence. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE. Without the prior consent in writing of Show Management, no person other than the Exhibitor shall be permitted to occupy the exhibit space and lease same, or any part thereof, to such parties and upon such terms and conditions as may be mutually agreed upon. If a default is made in the payment of dues, or otherwise, the exhibitor 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 upon such terms and conditions as it may desire. If Show Management, 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.

5. 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.

6. USE OF SPACE, SUBLETTING OF SPACE. No exhibitor shall assign, sublet, or sublease the space allotted to another business or firm unless prior written consent has been obtained from Show Management. Exhibitors may not assign space to any person or firm who is not the owner, 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.

7. 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 have the sole responsibility for such representative in being attendance throughout all exhibit periods; and this representative shall be responsible for keeping the exhibit neat, maintained and orderly at all times, including children of sixteen (16) years of age and under will not be admitted to the exhibit halls at any time.

8. INSTALLATION AND REMOVAL. Show Management reserves the right to close 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.

9. 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.

10. ARRANGEMENT OF EXHIBITS. Each exhibitor is provided an Official Exhibit Kit. The Exhibit 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 Exhibit Kit. Each exhibit must be of such size and character as to conform to the standards and specifications established by the American Society for Plastic Surgical Nurses. Each exhibit will be prohibited from functioning at any time during the exposition.

11. EXHIBITOR & 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 the general course of business. The exhibitor assumes the entire responsibility and liability 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.

12. Space Fre

13. Other Regulations. All unusual promotional 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 offices 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.

14. Live Animals. Live animals are prohibited.

15. Contests, Drawings & Lotteries. All unusual promotional 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 offices 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.

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 agree to abide by the preceding 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 judgment of Show Management, conduct themselves unethically, may immediately be dismissed from the exhibit area without refund or other appeal.

DATE
AUTHORIZED SIGNATURE

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 offices 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.

Booths, 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 noise-making machinery 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. Owners of noise-making 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 decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

13. MUTUAL INDENIFICATION. 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 regulations, provided exhibitors receive notice of any amendments when made. Each exhibitor and its employees agree to abide by the preceding 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 judgment of Show Management, conduct themselves unethically, may immediately be dismissed from the exhibit area without refund or other appeal.
ISPAN 2023
October 27 – 28 Exhibit Dates ♦ October 25-29 Meeting Dates ♦
The AT&T Conference Center & Hotel in Austin, TX

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 $45,000
- [ ] Platinum Level $25,000
- [ ] Gold Level $12,000
- [ ] Silver Level $6,000
- [ ] Refreshment Break $5,000
- [ ] Breakfast $6,000
- [ ] Hotel Key Cards $6,000
- [ ] Hotel Key Card Jackets $5,000
- [ ] Mobile App $7,500
- [ ] Meeting Bags $8,000
- [ ] Registration Hand-outs $1,000
- [ ] Wi-Fi $10,000
- [ ] Meeting room $2,500/ day #days ___ = $_______

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

PLEASE RETURN FORM TO:
ISPAN
500 Cummings Center, Suite 4400
Beverly, MA 01915
industry@ISPAN.org
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 Symposium Topics and Proposed Faculty:

______________________________
Signature ______________________________ Date

PLEASE SELECT PREFERRED DAY
☐ Friday, October 27, 2023 12:00 am – 1:00 pm
☐ Saturday, October 28, 2023 12:00 pm – 1:00 pm

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

Company

Contact

Title

Address

City/State/ Zip/Country

Telephone

Fax

Email

Quarterly Newsletter

☐ Full page (Lead Banner) $1,200

☐ ½ Page (Tower ad) $ 780

☐ ⅓ 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 ☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard

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
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 1500 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.

Company

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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:**

- □ 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