

FLORIDA SOCIETY OF
PLASTIC SURGEONS

Florida Plastic Surgery Forum
"The Breakers" in Palm Beach, Florida
December 12-15, 2019

Dear Exhibitors:

We are excited to invite you to support and/or exhibit at our upcoming FSPS Annual Meeting at The Breakers in Palm Beach, Florida. Reach FSPS members and meeting attendees while enjoying first-class facilities at the Breakers in Beautiful Palm Beach, Florida

Exhibit booths and event support opportunities are reserved on a first-come, first-served basis. A tentative exhibit hall schedule and floor plan (subject to change) for the Annual Meeting is attached. An exhibit space registration and agreement form is also included. **Your payment must accompany your exhibit application. We will begin assigning booth space for the Annual Meeting as fully paid contracts are received.**

We hope that you will accept our invitation to reserve an exhibit space at this If you have any questions, please do not hesitate to contact Susan Russell at srussell@hdplanit.com. You may also call us at (435) 602-1326. We look forward to seeing you at The Breakers next December!

Susan Russell
FSPS Executive Director

EXHIBITOR REGISTRATION AND AGREEMENT

December 12-15, 2019

The Breakers, Palm Beach, Florida
Exhibitor Registration and Agreement Form

Company: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Principal Contact – Name and Phone Number (Responsible for coordination and communication with meeting planner):

Representative Phone: _____ Fax: _____

E-mail: _____ Web Site Address: _____

Yes, we will exhibit at the 2019 - Florida Plastic Surgery Forum

____ Exhibit Space @ \$2,500 each - 6 foot table top display.

(2 Representatives Included - Additional Representative \$350 each - Limit 4 reps per exhibit booth)

TOTAL ENCLOSED \$ _____

REPRESENTATIVES: Please list the names of all representatives who will be at the 2019 December Meeting in conjunction with your exhibit. Registration for up to (2) representatives is included in the registration fee. An additional \$350.00 registration fee (\$375.00 on-site) is required for an additional representative. There is a maximum of four (4) representatives allowed per exhibit space. Each exhibit space consists of a six (6) foot table-top display. Cancellation of booth space requested in writing prior to Friday, April 15, 2019, will be granted, subject to a \$50 processing fee. No cancellations will be considered after Friday, April 15, 2019. {Contact us if you have additional questions: 435-602-1326 or e-mail Susan at srussell@hdplanit.com}.

Representative In-Charge Name: _____ (Included)

Name: _____ (Included)

Name: _____ (\$350 Reg. Fee; \$375 On-Site)

EXHIBITOR REGISTRATION AND AGREEMENT

Name: _____ (\$350 Reg. Fee; \$375 On-Site)

Credit Card: Visa _____ MC _____ EXP Date: _____ (Visa & MC ONLY)

Card #: _____

Security Code: _____

SIGNATURE: _____ DATE: _____

Please allow sufficient time for credit card processing. The total contracted amount must be forwarded with this application form. The total fee must be received prior to space being assigned. If paying by check please make payable to The Florida Plastic Surgery Society. To secure your exhibit space e-mail or fax or forward contract and payment to:

FSPS / Attn: Susan Russell
6300 Sagewood Drive, Suite H255
Park City, UT 84098

TEL: (435) 602-1326 FAX: (435) 487-2011

Attestation: On behalf of my company, I have read, understand and agree to the terms and conditions set forth in the General Information and Conditions of Exhibitor Agreement sections of this prospectus (pages 5-8). In addition, I agree that my company will abide by all ACCME regulations regarding corporate support as they are now and as they may be amended.

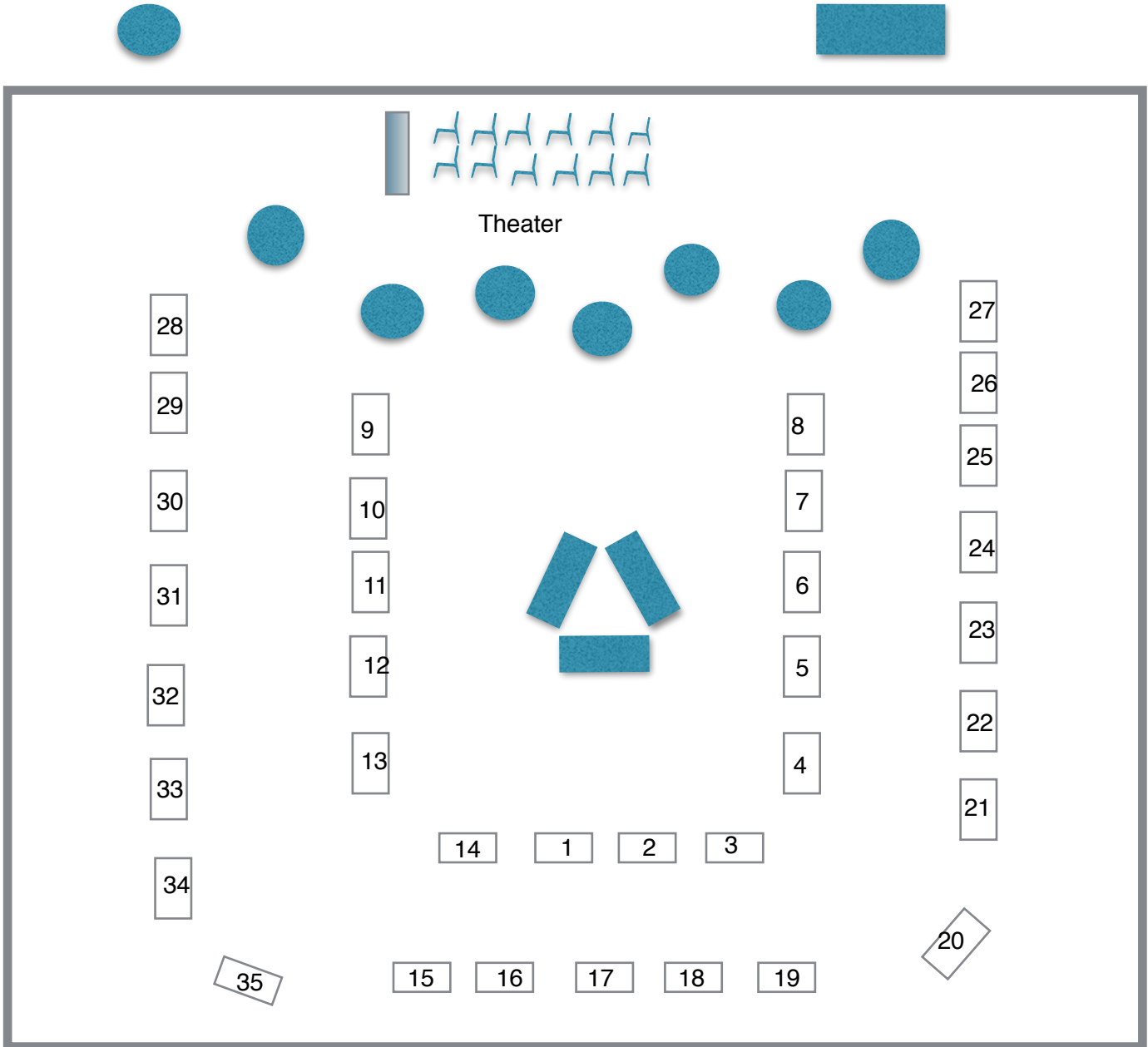
NAME: _____ DATE: _____

SIGNATURE: _____

Please see the exhibit space layout to follow. You may request a particular booth at the time your exhibitor agreement is received and paid in full. Space is on a first come, first served basis and a requested booth may be denied due to an earlier competitor company assignment.

EXHIBITOR ROOM DIAGRAM

Ponce de Leon Ballrooms Exhibit Hall and General Session



**MAIN ENTRY HALL AND FOYER
OUTSIDE OF EXHIBIT HALL**

EXHIBITOR GENERAL INFORMATION

Thursday, December 12, 2019

Early Registration & Welcome Reception - \$3,500

5:00 - 7:00 pm - Exclusive Support. This reception will be for all registered attendees to register early and mix with their fellow registrants. This social event will have small bites and offer a networking opportunity. Special signage at event.

Evening Workshop - \$5,000

7:15 - 8:30 pm - Exclusive Industry Workshop, only ONE available during the entire event. Topic of your choice, invite a captivating speaker to address attendees on your companies latest products and or technology. E-blast leading up to event provided by FSPS. AV & F&B is the responsibility of the supporting company.

Friday, December 13, 2019

Golf Tournament - \$2,500

1:00 pm - 6:00 pm Contacts at you fingertips! Lunch or Hole support also available, call for details.

Lunch and a Presentation - \$1,500

Special presentation space in the exhibit area during lunch to show off your products and technology to attendees. 15 minute segments including Q&A. Screen and projector will be provided.

Welcome Reception - \$10,000

6:00 pm - 7:30 pm - The Welcome Reception is for all registered meeting attendees and will be attended by approximately 150. This social event is a "mixer" with dinner and networking opportunities. This event location is TBD.

Saturday, December 14, 2019

Breakfast with the Faculty - \$3,500

Separate room - breakfast with the faculty will be a mix and mingle event for young plastic surgeons and residents/fellows to have one on one time with our faculty members. A sponsoring company may be present and present attendees with handouts as well as mingle with the group. Signage will be displayed with sponsors name and sponsor will be noted in the program.

Keynote Presentation - \$10,000

1:30 am - 2:30 pm - A highlight of the Florida Plastic Surgery Forum Meeting.

Resident Competition Support - \$2,500

Exclusive support. The future of plastic surgery lies within these young physicians.

Reception and Annual Dinner - \$15,000

Reception Only Support - \$5,000

Dinner Only Support - \$10,000 (includes dinner for 3 reps)

6:30 pm - 10:00 pm -Exclusive Support. This reception will be for all registered attendees, only industry sponsoring the event will be included. This will be a dinner social and offer a wonderful private networking opportunity for one lucky sponsor! Special signage at event, packet insert in the registration packets, e-blasts to all attendees provided by FSPS with your logo announcing the event prior to the meeting.

Program Advertising Options

These opportunities are very limited - **Act FAST if you wish to participate.** This will be on a first come first serve basis.

1- Inside Front Cover Full Page - **\$1,500**

1- Program Advertising, full page **\$1,000** (FSPS decides placement)

2 - Half Page - **\$750** (FSPS decides placement)

Your company will be responsible to furnish the ad in a high resolution pdf file. Specs will be provided to your company. **Ad deadline is October 15, 2019.**

WIFI Sponsor - \$2,500

Your company name on special signage during the entire meeting denoting your exclusive support for our WIFI connection. Be the hero keeping everyone connected!

BADGES:

Two (2) complimentary representative badges will be issued to the exhibiting company for each paid space. The fee for each additional badge is \$350 (\$375 on site), for a maximum of four (4) representatives per table. Name badges are required for entrance to our Exhibit Room.

CANCELLATION POLICY:

In the event of cancellation, refunds will be made if notification of cancellation is received in writing prior to Friday, April 15, 2019, subject to a 15% processing fee. Refunds will not be made for cancellations made after Friday, April 15, 2019.

EXHIBIT AND SPONSOR CONTACT INFORMATION:

Applications with credit card information may be e-mailed to Susan at srussell@hdplanit.com

Please mail checks to:

**FSPS - Florida Society of Plastic Surgeons
ATTN: Susan Russell
6300 Sagewood Drive, Suite H255
Park City, UT 84098
Tel: 435-602-1326**

EXHIBIT FEES:

Exhibit Space; 6-foot table-top display only: @ \$2,500 each.

Due to space constraints, we are able to offer a maximum of (2) tables per company. There will be approximately 40 spaces in our Exhibit Areas, which is the location of our welcome reception, event breakfasts, coffee/refreshment breaks, special vendor presentations, lunches and exhibits. In the event additional exhibit space is required adjustments to the attached diagram may be made by FSPS. (Refer to Exhibitor Room Diagram on page 4)

Exhibitors are welcome to take part in our golf tournament. Additional fees apply. For additional details call the Society office, 435-602-1326.

EXHIBITOR REGISTRATION:

Exhibitors may register beginning at 12:00 PM on Thursday, December 12, 2019. Name badges and information will be available at that time at the registration desk. No daily breakdown is required. Exhibits will be open beginning Friday, December 13, 2019, and end on Sunday, December 15, 2019, at approximately noon.

EXHIBITOR REPRESENTATIVE:

The exhibiting company will name one person as its duly authorized representative, who is responsible for the exhibit and hereby accepts and assumes all responsibility for all representatives or alternates in attendance at its exhibit throughout all exhibit periods. Please notify meeting representatives at any time if there are any changes. ALL MEETING INFORMATION IS SENT TO THE PRIMARY CONTACT'S ATTENTION.

HOTEL INFORMATION AND RESERVATIONS:

The Breakers
One South County Road
Palm Beach, FL 33480
(877)724-3188

HOURS OF EXHIBIT OPERATIONS:

Thursday, December 12, 2019

1:00 PM - Set-up

Friday, December 13, 2019

7:00 AM – 1:00 PM

Saturday, December 14, 2019

7:00 AM – 1:00 PM

Sunday, December 15, 2019

7:00 AM – 12:00 PM

Each day’s breakfast, lunches (if available) and coffee/refreshment break services will be held in the Venetian Ballroom Exhibit Hall.

DISMANTLING OF EXHIBITS:

All exhibits must remain intact until 12:00 PM on December 15, 2019, the official closing time.

INSTALLATION OF EXHIBITS:

Each paid exhibitor booth space will consist of one 6 foot table top display, table linens and (2) chairs will be provided. Your company name and logo will be listed in our exhibitor information and placed in each attendee registration folder and on on-site signage.

Additional equipment i.e. electricity equipment, telephone/internet, etc. are to be provided by the hotel at the exhibitor’s expense.

All set-up and teardown of exhibits is the responsibility of the exhibitors. Should you require additional assistance, please contact the Hotel directly. Set-up of the exhibits will begin on **Thursday, December 12, 2019, at approximately 1:00 PM.** Displays are limited to tabletop exhibits only. Any additional enhancement that cannot be contained to the top of the tables is prohibited. Banners or flags may be permitted with the permission of the Society. Free-standing booths are prohibited. All exhibits, equipment, displays, literature, video, and audio equipment, etc., must be contained within the allotted table space. Exhibits not adhering to these rules and regulations will be dismantled on-site at the exhibitor’s expense with no refund.

SHIPPING & DELIVERIES OF EXHIBITOR DISPLAYS:

SHIPPING AND HANDLING AND EQUIPMENT RENTAL (INTERNET, POWER, ETC..) MUST BE SECURED DIRECTLY THROUGH THE HOTEL.

CONDITIONS OF EXHIBITOR AGREEMENT:

- 1. Assignment of Space:** Booth space will be decided on a first-come, first-served basis based on the date of receipt of the Exhibitor Registration & Agreement Form, full payment and direct company competitors. Exhibitors may request a particular booth space although final decision will be determined by FSPS. Once space is assigned, an exhibit may only be moved with the mutual consent of FSPS and the specified exhibitor.
- 2. Payment:** Full payment is required with a completed registration and agreement form for exhibit booth to be assigned.
- 3. Cancellations:** Cancellations in writing to FSPS on or before **April 15, 2019**, will receive a refund of the exhibit fee minus a 15% processing fee. No refunds will be made for cancellations received after **April 15, 2019**.
- 4. Care of Exhibit Space:** Exhibitors must maintain and keep their exhibit booth and the contracted space in good order, at their expense.
- 5. Insurance:** In all cases, exhibitors wishing to insure their goods must do so at their own expense. Please send FSPS proof of insurance.
- 6. Protection of Exhibit Space:** Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel without the permission of FSPS and/or a representative of the hotel. Packing, unpacking, and assembly or exhibits shall be done in designated areas and conform to instructions of FSPS or hotel representatives.
- 7. Default Occupancy:** An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and FSPS shall have the right to use that space upon the show's opening.
- 8. Use of Space:** Exhibits will only be permitted in the official exhibit area established by SESPRS.
- 9. Cancellation or Relocation of Meeting:** If cancellation or relocation of the meeting is due to circumstances within FSPS's control, FSPSS's liability will be limited to a refund of fees to the exhibitor. If FSPS has no control over the cancellation or relocation, FSPS will have no liability of any kind, but may at its discretion, refund any fees paid by the exhibitor.
- 10. Liability:** FSPS does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold FSPS harmless from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. FSPS shall not be liable for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.

CONDITIONS OF EXHIBITOR AGREEMENT: (Cont.)

- 11. Distribution of Printed Material:** Distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of FSPS registrants without advance permission from the resort and FSPS. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit tables and may not be placed in any meeting room or in the FSPS registration area.
- 12. Exhibitor Seminars, Lectures, Food Functions, etc:** As a condition of receiving exhibit space, the Exhibitor agrees not to conduct, sponsor, or promote any general

seminars, lectures, or clinics in the same geographical area (within a radius of 25 miles) for a period of three days prior to or following the meeting.

- 13.** Company agrees that any Society mailing lists received as a part of this agreement may only be used to promote Company's participation in the Exhibit Hall at this official Society event. Further, Company agrees that nothing in this agreement is meant to provide an endorsement (express or implied) of the company's products or services, nor is Company granted the right to hold any social or other event at the Society's chosen meeting venue that is not considered an official FSPS event. The opportunity to host a non-sanctioned event may be considered through a separate contract with the Society. Details of such a contract, and any associated fees, are to be negotiated separately.
- 14. Food or Beverage in Exhibitor Booths:** No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor table.
- 15. Price List:** Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.
- 16. Removal of Exhibits by FSPS:** FSPS has the right to prohibit, bar, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of FSPS is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other items or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by FSPS to have violated any provision of these rules and regulations.
- 17. Selling of Products or Services:** All transactions must be conducted in a manner consistent with the professional nature of the exhibits.
- 18. Pre-Meeting Mailings:** Mailings to FSPS members or meeting registrants may be undertaken only with the explicit permission of FSPS. Permission also is based on review and acceptance of specific proposals (materials) with rationale for pre-distribution and payment of an additional fee.
- 19. Violation of Condition:** The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: (1) violation of any municipal, state, or national laws, rules, or regulations, including safety codes; and (2) failure to follow procedures prescribed in this prospectus.
- 20. Acceptance of Exhibit Contracts:** FSPS may refuse space to any company or individual whose products or services, in the judgment of FSPS, do not further the educational and/or scientific purposes of the Annual Meeting.

EXHIBITOR HOTEL ORDER FORM

THIS FORM MUST BE COMPLETED AND SENT DIRECTLY TO THE E-MAIL AT THE BOTTOM OF THIS PAGE FOR PROCESSING PRIOR TO THE MEETING

THE BREAKERS EXHIBITOR FORM

EXHIBIT INFORMATION			
Show Name:	Florida Society of Plastic Surgeons	Rental Dates:	THU 12/12-SUN 12/15
Booth Number:			
Exhibitor Company Name:			
Onsite Representative:		Mobile Phone:	

BASIC BOOTH NEEDS			
<input type="checkbox"/> Easel \$25	<input type="checkbox"/> 20 Amp Service with extension cord \$180 Each	<input type="checkbox"/> Additional Linen	<input type="checkbox"/> Floral Arrangement \$125 Includes Labor and Sales Tax

AUDIO VISUAL <i>Pricing & equipment subject to availability. Inclusive of taxes and fees</i>			
<input type="checkbox"/> 23" LCD Monitor with Table Stand \$281 per Day	<input type="checkbox"/> 32" LCD Monitor with Table Stand \$449 per Day	<input type="checkbox"/> 46" LCD Monitor with Table Stand \$650 per Day	<input type="checkbox"/> 60" LCD Monitor with Table Stand \$852 per Day

COMPUTER & TELECOM <i>Pricing & equipment subject to availability. Inclusive of taxes and fees</i>			
<input type="checkbox"/> Laptop: Windows 7, Office 2010 \$348 per Day	<input type="checkbox"/> 17" LCD Computer Monitor \$180 per Day	<input type="checkbox"/> High Speed Wired Internet Line \$622 per Day	<input type="checkbox"/> Complimentary Hotel Wi-Fi

SHIPPING & FREIGHT			
<input type="checkbox"/> Shipping boxes to The Breakers	<input type="checkbox"/> Individual to handle shipping	<input type="checkbox"/> Outside company to deliver freight and/or specialty items	<input type="checkbox"/> Outbound shipping assistance needed from The Breakers
If yes, how many? _____	SHIPPING INFO: Guest Name C/O The Breakers One South County Road Palm Beach, FL 33480 Show & Company Name (listed on all boxes)	SHIPPING CHARGES: In addition to standard shipping charges, freight will be billed at \$4.00 per box inbound and \$4.00 per box outbound. Oversized Items or items of excessive weight will be \$250 Each (Crates and Pallets)	BOXES WILL NOT BE ACCEPTED MORE THAN FIVE DAYS PRIOR TO THE SHOW START DATE

MATERIAL & EQUIPMENT DELIVERY:
Exhibitor load-in will be done through our south entrance. The Front Door will not assist in delivering Exhibitor materials or be able to lend out carts. If your company is delivering materials/equipment in a vehicle larger than a van, the attached truck schedule must be returned to The Breakers (7) days prior to load-in. Any subcontractors or labor crew not listed on a truck schedule or otherwise not approved will not be granted access to the property. The Driver must be able to unload and deliver equipment without the assistance of The Breakers. (Loading dock does not have a lift)
No items may be attached to any stationary wall, floor, window, door or ceiling with nails, staples, tape or any other substance.

SHIPPING & FREIGHT BILLING INFORMATION			
Billing Name:		Billing Phone:	
Billing Address:			
Email Address:			

Card Type:	Card #	Exp. Date:	CVV #
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➡ An enlarged copy of the front and back of the credit card and valid photo identified in required ⬅

Cancellation of services or equipment must be submitted in writing 48 Hours prior to setup.
Charges will apply once item is installed regardless of usage.

Print Name _____ Date _____

Signature _____

Return via Email: conference.concierge@thebreakers.com