FSO–HNS
Florida Society of Otolaryngology – Head & Neck Surgery

FSFPRS
Florida Society of Facial Plastic and Reconstructive Surgery

NFO
NETWORK OF FLORIDA OTOLARYNGOLOGISTS

Florida Combined Otolaryngology Meeting 2019 Exhibitor Prospectus

Nov. 8-10, 2019
The Breakers | Palm Beach, FL

Florida Combined Otolaryngology Meeting
Nov. 8-10, 2019

About the Meeting

The Florida Society of Otolaryngology – Head & Neck Surgery (FSO-HNS) and the Florida Society of Facial Plastic and Reconstructive Surgery (FSFPRS) invite you to attend their Florida Combined Otolaryngology Meeting, to be held Nov. 8-10, 2019, in Naples, FL. The meeting will feature world-renown otolaryngologists and plastic surgeons presenting on a variety of topics within the industry. The Florida Combined Otolaryngology Meeting is open to physicians in otolaryngology and facial plastic surgery, other interested physicians, fellows, residents, physician assistants, nurse practitioners, practice administrators and students.

In 2017, FCOM had 160 attendees and 26 exhibiting companies. Past exhibiting companies have included:

Exhibitor Booth Information

Basic Booth Space – $1,750

All exhibiting companies will purchase a basic booth space for $1,750 and have the option to add on additional sponsorship opportunities at the Florida Combined Otolaryngology Meeting. These opportunities allow you direct access to attendees on site, with additional exposure before the conference to potential attendees.

Booth Space

All attending vendors receive a basic exhibitor space, which includes:

- Registration for one representative (includes admittance to educational sessions, breakfast and breaks; additional representatives can be purchased for $295)
- 6' skirted table
- 2 chairs
- Wastebasket

Additional Benefits

Vendors will also receive the following perks:

- Recognition in the pre-conference brochure, if committed by Aug. 1, 2019.
- A conference attendee one-time use* mailing list
- A membership one-time use* mailing list
- Company listing in the conference brochure

Past Exhibitors

Acclarent
Alcon Laboratories
Anthony Products/Gio Pelle
Audiology Management Group
Amplified Resource Group
Boston Medical Products
BR Surgical
Bryan Medical
Cook Medical
CUTERA, Inc.
Danna-Gracey/MedPro
Ecleris
Entellus Medical
Essentia Natural Memory
Foam
Fuel Medical Group
FYZICAL Therapy & Balance Centers
GE Healthcare
Grace Medical
Hemostasis, LLC
Inspire Medical Systems
Intersect ENT
JEDMED Instrument Co.
Karl Storz Endoscopy
Lannett Company
Lumenis
Lutronic
Marina Medical
Meda Pharmaceuticals
Medical Center Pharmacy of Wilmington
Medrobotics
Medtronic
Modernizing Medicine
Mylan
Neilmed Pharmaceuticals
Neurovision Medical Products
Network of Florida Otolaryngologists
Otonomy
Sanofi
SaraPath Diagnostics
Shire Pharmaceuticals
SinuSyS Crop
Smith & Nephew
Spirox
Starkey Hearing Technologies
Stryker
Sunshine ENT
Syneron-Candela
Teva Pharmaceutical
TMJ NextGeneration/LifeLine Sciences
Torax Medical
Xoran Technologies

Looking for Year-Round Exposure?

The Network of Florida Otolaryngologists (NFO) offers increased engagement for exposure beyond the Florida Combined Otolaryngology Meeting. Visit www.FloridaENT.org for more information.

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Additional Sponsorship Opportunities

Keynote Speaker (two available) – Contact Us
With your support, the FSO-HNS and FSFPRS can bring two world-renown physicians to the Florida Combined Otolaryngology Meeting.
- Acknowledgement in pre-meeting materials
- Recognition on meeting signage
- Recognition in speaker introduction

Conference Brochure – $650
SOLD

Sponsor receives a full-page color ad on the inside back cover of the conference brochure distributed to attendees. Sponsor also receives priority booth selection.

Conference Pens – $500
SOLD

With your support, these pens will be distributed to all meeting registrants. Pens will showcase your logo along with the FSO-HNS and FSFPRS logos.

Conference Tablets – $500
With your support, these tablets will be distributed to all meeting registrants. Tablets will showcase your logo along with the FSO-HNS and FSFPRS logos.

Highlighters – $400
With your support, these highlighters will be distributed to all meeting registrants. Highlighters will showcase your logo along with the FSO-HNS and FSFPRS logos.

Neck Wallets for Name Badges – $600
With your support, these high-quality name badget neck wallets will be distributed to all meeting registrants. Wallets will showcase your logo along with the FSO-HNS and FSFPRS logos.

Online Banner Ad/Logo* – $200 ad, $75 logo
Your advertisement will be feature at the top of our website. Includes a clickable link to your website. **Limited availability*

Contributor
Would you like to support the meeting but are unable to attend? The FSO-HNS and FSFPRS are 501(c)(6) nonprofit organizations that accept general educational grants to help defray the costs of meetings and events. If you are interested in making a contribution, please contact Executive Director Robin Wagner, COPM, via email at **rwagner@cmemanage.com** or by phone at 412-731-2289 x 107. Contributors will receive acknowledgement in the conference brochure and signage at the meeting.

Customized Marketing
The FSO-HNS and FSFPRS can work with your company to create the perfect marketing opportunity. Contact Robin Wagner, COPM, via email at rwagner@cmemanage.com or 412-731-2289 x 107 to discuss opportunities to suit your company.

Continental Breakfast – Contact Us
Saturday, Nov. 9; Sunday, Nov. 10

This buffet-style breakfast served in the exhibitor hall allows attendees to network with colleagues and exhibitors.
- Recognition on all meeting materials.
- Receive signage at the meeting.

Coffee Break – Contact Us
Friday, Nov. 8; Saturday, Nov. 9; Sunday, Nov. 10

This beverage break served in the exhibitor hall allows attendees to network with colleagues and exhibitors in between morning sessions.
- Recognition on all meeting materials
- Receive signage at meeting
- Additional opportunity to sponsor logoed napkins or reusable coffee mugs

Welcome Reception – $1,000
Friday, Nov. 8 | maximum of 5 companies

Scheduled for the first evening of the conference, the Welcome Reception will include drinks and hors d'oeuvres for attendee and exhibitor networking.
- Receive acknowledgement in pre-meeting materials
- Receive signage through the venue
- Opportunity to welcome attendees
- Priority booth selection

Saturday Luncheon Event – Contact Us
Saturday, Nov. 9

Our Saturday Luncheon Event is a great way to gain exposure while enjoying a delicious meal and fun activities with attendees, their families and exhibitors.
- Receive acknowledgement in pre-meeting materials
- Receive signage through the venue
- Opportunity to welcome attendees
- Priority booth selection

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About the Meeting Location: The Breakers

Originally built in 1896, The Breakers remains one of America's legendary resort destinations. Renowned for its seaside glamour and world-class service, the 538-room, Italian Renaissance-style hotel resides on 140 acres of oceanfront property in the heart of Palm Beach. With unapologetic luxury, The Breakers indulges its clientele, whether couples on a romantic getaway, multi-generational travelers on a family vacation or large gatherings in celebration.

Resort amenities feature a private beach, four oceanfront pools, five whirlpool spas, 25 luxury beach bungalows and a variety of watersports; a new luxury spa; indoor-outdoor Ocean Fitness center; 36 holes of championship golf, including the Ocean Course and The Breakers Rees Jones® Course; 10 Har-Tru tennis courts; a Family Entertainment Center; an array of on-site boutiques; and nine acclaimed restaurants, with settings ranging from casual beachfront to stylishly sophisticated.

Tentative Exhibitor Schedule

Friday, Nov. 8

10:00 a.m.–1:00 p.m.	Exhibitor Setup
1:30 p.m.–2:00 p.m.	Exhibit Hall Open
2:10 p.m.-2:45 p.m.	Break with Exhibitors
3:30 p.m.–4:00 p.m.	Break with Exhibitors
6:00 p.m.–7:00 p.m.	Welcome Reception with Exhibitors

Saturday, Nov. 9

7:00 a.m.–8:00 a.m.	Breakfast with Exhibitors
9:45 a.m.-10:10 a.m.	Break with Exhibitors

Sunday, Nov. 10

7:00 a.m.–8:00 a.m.	Breakfast with Exhibitors
10:20 a.m.-10:45 a.m.	Break with Exhibitors
10:40 a.m.	Exhibitor Tear Down

Table locations will be coordinated by the vendor coordinator and meeting manager. Priority in assigning booths according to company preference is given according to support level and date that a signed contract WITH payment is received in the FSO-HNS/FSFPRS Office (first come, first served). Companies are not permitted to share booths. Please feel free to contact the FSO-HNS/FSFPRS Office at (412) 731-2289 x 111 to check the availability of a specific limited sponsorship.

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Exhibitor FAQs and Information

Reserving and Installing Your Booth

How is booth space assigned?
The booth assignments are based on level and when the contract was received. Exhibitors will receive priority assignments by group of sponsorship level. Within each group, space will be decided by the contracted date. FSO-HNS/FSFPRS tries to make sure competitors are not placed by one another, but the space assignment methods vary based on when your contract is received.

How tall can my booth be?
Standard inline booth maximum height is 8 feet. No signage or display features are permitted above this height. Booths must maintain line of sight for neighboring exhibitors.

Will I receive more detailed exhibitor information?
FSO-HNS/FSFPRS will email your exhibitor kit to the primary exhibitor contact in October 2019. If you have questions prior to this date, please contact the exhibitor coordinator. The exhibitor kit will include:

- Details on how to order electricity, internet, labor, and other booth essentials
- Details on how to ship materials to and from the hotel
- Pre-Conference Attendee List
- Exhibitor Schedule
- And other important information

In and Around Your Booth

What about product demonstration?
Exhibitors may demonstrate their products and equipment. However, demonstrations must be conducted within the confines of your booth space so as not to block neighboring booths.

What if we want to host an event?
Social functions sponsored independently by exhibitors during the FSO-HNS/FSFPRS meeting cannot conflict with scheduled conference education sessions or social events.

At the Meeting

Where can I find hotel reservation information?
Hotel reservation information can be found by going to the FSO-HNS or FSFPRS webpage on **www.fsohns.org** or **www.fsfprs.org**.

What if I need more than my allotted number of exhibit registrations?
If you would like to add any additional personnel to staff your booth, there is an additional fee included on the registration form.

What are the cancellation rules and policies?
Cancellation of space and refund is subject to the following conditions: Exhibitors shall give written notice of cancellation; if written notice is received on or before Oct. 4, 2019, 50% will be refunded. Cancellation for any reason after Oct. 4, 2019, will not be eligible for any refund.

CLICK HERE TO REGISTER ONLINE TODAY!

Exhibitor Support Agreement Rules and Regulations

1. If purchased, each exhibitor at the 2019 Florida Combined Otolaryngology Meeting held at The Breakers will have an exhibit table.
2. Exhibitors are required to have a representative at their booth at all times during exhibit hours.
3. All sound equipment must be regulated so that it does not disturb neighboring exhibits. FSO-HNS/FSFPRS reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
4. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
5. FSO-HNS/FSFPRS authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
6. Exhibit area must be kept clean. The floor and display areas must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
7. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
8. Objectionable practices by exhibitors or official suppliers should be reported immediately to FSO-HNS/FSFPRS management and not after the show is completed.
9. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
10. It is agreed that the FSO-HNS/FSFPRS and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
11. Each party agrees to indemnify the other and its parent, subsidiaries, agents, employees, officers, directors and assigns from and against any and all claims, demands, penalties, fines, liabilities, settlements, and damages, costs and/or expenses of any kind or nature, including legal fees and expenses for expert witnesses and consultants, arising out of or in any way connected with any injury, death or property damage incurred by the other, its parent, subsidiaries, agents, employees, officers, directors and assigns based on the negligent, intentional or grossly negligent acts or omissions of the other.
12. The FSO-HNS/FSFPRS will only refund exhibitors who are pre-registered the cost of exhibit space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
13. Neither the FSO-HNS/FSFPRS nor the host facility maintains insurance covering property brought onto or stored on the facility's premises by exhibitors, and it is the responsibility of the exhibitor to obtain or maintain such coverage at his/her own expense.
14. Exhibitors will not offer educational/training programs within the show facility simultaneous to the Florida Combined Otolaryngology Meeting-related programs.
15. This agreement includes a one-time list of pre-activity and post-activity attendees.
16. The interpretation of all rules and regulations is the responsibility of the FSO-HNS/FSFPRS Executive Committee or their designated representative. All decisions of said group or representatives are final.

Exhibit Setup

1. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
2. No construction will be allowed at the sides or above the table that may obscure the view of any adjacent booths.
3. All materials used for decorating must be flameproof.
4. Construction and signs that are above 8 feet in height must be approved by the FSO-HNS/FSFPRS.
5. All applicable city, county and state codes and ordinances must be complied with as well as those of the host facility.
6. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
7. In order to meet the set-up deadline, the FSO-HNS/FSFPRS management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 1:00 p.m., Friday, Nov. 8, 2019. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 12:00 p.m., Sunday, Nov. 10, 2019.
8. The interpretation of all rules and regulations is the responsibility of the FSO-HNS/FSFPRS Executive Committees or their designated representatives. All decisions of said groups or representatives are final.

Refund Policy

(refunds will not be processed until after the meeting)

1. Cancellation for all registered exhibitors received by Oct. 4, 2019, are eligible for 50% refund.
2. Cancellation for all registered exhibitors received after Oct. 4, 2019, are not eligible for a refund.

By registering to attend, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form. If, for any reason, the 2019 Florida Combined Otolaryngology Meeting must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided.