



# Florida Combined Otolaryngology Meeting 2020 Exhibitor Prospectus



**Nov. 13-15, 2020**

**Ritz-Carlton Orlando, Grande Lakes | Orlando, FL**

# Florida Combined Otolaryngology Meeting

## Nov. 13-15, 2020

### About the Meeting

The Florida Society of Otolaryngology – Head & Neck Surgery (FSO-HNS) and the Florida Society of Facial Plastic and Reconstructive Surgery (FSFPRS) and the Network of Florida Otolaryngologists (NFO) invite you to attend their Florida Combined Otolaryngology Meeting, to be held Nov. 13-15, 2020, in Orlando, 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 2019, FCOM had 282 attendees and 37 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. 3, 2020.
- A conference attendee one-time use\* mailing list
- A membership one-time use\* mailing list
- Company listing in the conference brochure

### Past Exhibitors

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

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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

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 – \$300

With your support, these pens will be distributed to all meeting registrants. Pens will showcase your along 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 badge 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](mailto: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](mailto:rwagner@cmemanage.com) or 412-731-2289 x 107 to discuss opportunities to suit your company.

#### Continental Breakfast – Contact Us

*Saturday, Nov. 14; Sunday, Nov. 15*

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. 13; Saturday, Nov. 14; Sunday, Nov. 15*

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. 13 | 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. 14*

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

# Florida Combined Otolaryngology Meeting Nov. 13-15, 2020

## About the Meeting Location: Ritz-Carlton

Inspired by the grand palazzos of Italy, The Ritz-Carlton Orlando, Grande Lakes is a true luxury resort which calls America's playground home. Test your skills against the championship-level golf course or rejuvenate with unique herbal treatments at our spa. Extraordinary culinary experiences beckon, including inspired farm-to-table dining. Bask in the Florida sunshine by our lazy river or join one of our Grande Lakes Sports experiences.

Resort amenities feature a 40,000-square-foot spa with 40 treatment rooms featuring citrus-inspired treatments, private lap pool, wellness center, spa café, and boutique, 18-hole Greg Norman-signature golf course, 11 fine dining options, poolside cabanas with personal concierge service, three lighted tennis courts, a business center, and more.



## Tentative Exhibitor Schedule

### Friday, Nov. 13

- 7:30 a.m.–10:00 a.m. Exhibitor Setup
- 10:00 a.m.–11:00 a.m. Break with Exhibitors
- 1:00 p.m.–5:45 p.m. Exhibit Hall Open
- 3:00 p.m.–3:30 p.m. Break with Exhibitors
- 6:00 p.m.–7:15 p.m. Welcome Reception with Exhibitors

### Saturday, Nov. 14

- 7:15 a.m.–8:00 a.m. Breakfast with Exhibitors
- 9:45 a.m.–10:10 a.m. Break with Exhibitors

### Sunday, Nov. 15

- 7:30 a.m.–7:45 a.m. Breakfast with Exhibitors
- 10:00 a.m.–11:00 a.m. Break with Exhibitors

*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) 618-6558 to check the availability of a specific limited sponsorship.*

# Florida Combined Otolaryngology Meeting Nov. 13-15, 2020

## 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 2020. 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

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### 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.

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### 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](http://www.fsohns.org) or [www.fsfprs.org](http://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. 5, 2020, 50% will be refunded. Cancellation for any reason after Oct. 5, 2020, will not be eligible for any refund.

**CLICK HERE TO REGISTER ONLINE!**

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### Exhibitor Support Agreement Rules and Regulations

1. If purchased, each exhibitor at the 2020 Florida Combined Otolaryngology Meeting held at the Ritz-Carlton Orlando, Grande Lakes 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. 13, 2020. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by Sunday, Nov. 15, 2020.
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. 5, 2020, are eligible for 50% refund.
2. Cancellation for all registered exhibitors received after Oct. 5, 2020, 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 2020 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.