



EXHIBITOR PROSPECTUS
25th State-of-the-Art in
Facial Aesthetics Symposium
March 1-4, 2018
Hilton New Orleans Riverside Hotel

Exhibit space Rental

Premium Space - \$3500

Prime space - \$3000

Standard space - \$2500

(Additional spaces @ 20% discount)

The exhibit fee provides the following:

- A 10 ft. wide x 10 ft. deep space with one (1) table, two (2) chairs, one (1) wastepaper basket, and an exhibitor identification sign
- Registration for two (2) company representatives (\$275 each for additional exhibitor badge)
- Admission to lecture rooms for representatives with registration badges
- Tickets for two representatives to daily lunch served in the exhibit hall
- Company listing in onsite program
- Listing and company link on meeting website.
- Attendee breaks (2 daily) served in exhibit hall

Satellite Symposium Opportunities

Description:(only three openings available)

- Company presentation event during lunch or after the meeting closes for the day.
- May be opposed by one other non-competing company event.
- Includes basic AV set (screen, projector, PA system).
- Company responsible for all catering costs and speaker travel & honorarium.

Flat fee for above Package (\$5,000.00) – Includes verbal reminders from the speaker podium.

- Items outlined above
- Promotional insert in the attendee welcome bag, if provided by company.
- Web reminders to all pre-registered attendees.
- E-blast reminders to all pre-registered attendees.

Host a Faculty Dinner - \$6,000

- Dinner with available symposia faculty Thursday, Friday or Saturday evenings.
- Normally held at off-site location

Other Advertising Options – a la carte

Color Advertisements in the Onsite Program

- Inside front or back cover- \$1500
- One page - \$1000
- Two page - \$1500
- Half Page - \$600

Room Key Card Sponsorship – Company name or logo on key card, acknowledgement of support and full page ad in program book - \$2500

Lanyard Sponsorship – Company name on lanyard and acknowledgement of support and full page ad in program book - \$2500

Thumb Drive Sponsorship – Company name acknowledgement of support and full page ad in program book - \$2750

If your company is interested in taking advantage of any of these opportunities, contact the FFAS office @ (901) 756-5400 to discuss the possibilities.

Meeting Site and Headquarters Hotel

Hilton New Orleans Riverside

2 Poydras Street

New Orleans LA 70130

Tel: 504-561-0500

Fax: 504-584-3989

Hotel Reservations: A limited block of rooms are available at the rate of \$219.00 per night for reservations before February 5, 2018.

General Scheduling Information (Schedule subject to change)

IMPORTANT EXHIBITOR INFORMATION

The 25th State-of-the-Art in Facial Aesthetics Symposium will be held at the Hilton New Orleans Riverside Hotel.

Registration and move in for Exhibitors

Wednesday, February 28, 2018 5:00 pm – 8:00 pm

Exhibit Hall Dates and Times	(The exhibit hall will open each day at 9:15 am. Exhibits will officially be open during morning and afternoon breaks and lunch. Exact break times TBD and published.)
Thursday, March 1, 2018	
Friday, March 2, 2018	
Saturday, March 3, 2018	

Exhibitor move out

Saturday, March 3, 2018 1:30 pm – 3:00 pm (Please do not plan to break-down before 1:30 pm)

GENERAL DAILY SCHEDULE

Wednesday February 28, 2018

5:00 pm – 8:00 pm Exhibitor Registration and move in

Thursday, March 1, 2018 (Lunchtime varies depending on meeting track)

7:00 am – 4:00 pm Registration Open

7:00 – 9:30 am Breakfast

7:30 am – 6:30 pm Program Lectures

Friday, March 2, 2018 (Lunchtime varies depending on meeting track)

7:00 am – 4:00 pm Registration Open

7:00 – 9:30 am Breakfast

7:30 am – 6:30 pm Program Lectures

Saturday, March 3, 2018 (Lunchtime varies depending on meeting track)

7:00 am – 4:00 pm Registration Open

7:00 – 9:30 am Breakfast

7:30 am – 6:30 pm Program Lectures

Sunday, March 4, 2018

8:00 am – 12:00 pm Registration Open

7:30 – 9:30 am Breakfast

8:00 am – 12:00 noon Program Lectures

The following constitutes a legal and binding agreement with the Foundation of Facial Aesthetic Surgery (FFAS) Mississippi State Medical Association (MSMA) and the company, organization or individual designated below.

EXHIBITOR AGREEMENT

(Terms, Conditions, Purposes)

Activity: 25th State-of-the-Art in Facial Aesthetics Symposium

Date/Location: March 1-4, 2018 Hilton New Orleans Riverside, New Orleans, LA

Agreement between The Administrators of the Mississippi State Medical Association (MSMA “provider”) and Foundation for Facial Aesthetic Surgery (FFAS “joint-provider”) and exhibiting company (“Company and/or Exhibitor”)

Company Name _____

Contact Person _____ Phone _____

Fax _____ Email Address _____

Address/ City/State/Zip _____

Company agrees to pay an Exhibit fee in the amount of \$ _____. Exhibit fees shall be separate and distinct from educational grants (i.e., they are promotional fees, not considered commercial support of the educational component).

The purpose of the exhibit is to allow companies an opportunity to complement the scientific or educational sessions by informing and educating the course participants on the latest developments in equipment, supplies and services that are available. MSMA strictly adheres to the ACCME regulations regarding exhibits, which state: When commercial exhibits are part of the overall program, arrangements for these should not influence planning or interfere with the presentation of CME activities (SCS 4.1).

No commercial promotional materials shall be displayed or distributed in the same room as the educational activity immediately before, during, or immediately after an educational activity certified for credit. If exhibit representatives attend an educational activity, they may not engage in sales activities while in the room where the activity takes place. A registration fee may apply.

Exhibitors must comply with standards established by the Accreditation Council on Continuing Medical Education (www.accme.org), the American Medical Association’s Ethical Opinion on Continuing Medical Education and Gifts to Physicians (www.ama-assn.org), the Food and Drug Administration regulations regarding industry-supported scientific and educational activities (www.fda.gov), the PhRMA Code on Interactions with Healthcare Professionals (www.phrma.org), the AdvaMed Code (www.adva-med.org) and the Office of the Inspector General (OIG) Guidance and, when applicable, Canada’s Research Based Pharmaceutical Companies Rx and D Code of Conduct. MSMA will monitor Company displays, products, and conduct for compliance with MSMA and ACCME policies.

MSMA requires that all exhibitors be in compliance with FDA regulations regarding all products or devices regulated by the FDA. Any mention of product names that are accompanied by information on usage and indications is considered advertising and subject to applicable FDA guidelines. Exhibitors must also comply with the FDA restrictions on the promotion of investigational and pre-approved drugs, devices, materials and/or products, and of approved drugs, devices, materials, and/or products for unapproved uses. Information and guidance may be obtained from the FDA’s website www.fda.gov.

Codes and Agreements These Rules and Regulations are a part of the agreement between MSMA, FFAS and company for a Lease to use designated space at the 25th State-of-the-Art in Facial Aesthetics Symposium. Exhibitor hereby agrees to be bound by the "Rules and Regulations for Exhibitors." Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations; (ii) any rules or regulations of the facility where the Exposition is held; (iii) the terms of all leases and agreements between MSMA, FFAS and the managers or owners of said facility; and (iv) the terms of any and all leases and agreements between FFAS and any other party relating to the exposition. Exhibitor shall not, nor shall Exhibitor permit others to do anything to the Space or do anything in the facility, which would cause a difference in conditions from those previously approved by the insurance carriers of MSMA, FFAS, or the owners or managers of said facility, which will in any way increase premiums payable by any of said parties. Exhibitor will be responsible for and will immediately reimburse MSMA, FFAS or the facility for any such increase resulting from a violation of this section.

Space Assignments FFAS will use its best efforts to locate the Space in one of the locations designated by the space on the Space Application and to provide physical separation from competitors from whom Exhibitor has requested such separations. Notwithstanding the above, FFAS reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

Installation/Breakdown Schedule Exhibitors may begin set up on Wednesday, February 28, 2018 between 5:00 pm and 8:00 pm. The exhibit hall will open at 9:15 am on Thursday, March 1, 2018. Late set up will be available from 7:00 am until 9:30 am on the morning of Thursday, March 1, 2018. Installation must be complete by 9:30 am on Thursday, March 1, 2018. The exhibit hall will close after lunch on Saturday, March 3, 2018. FFAS respectfully requests that all exhibits remain open until the afternoon, after lunch session on Saturday ends.

Exhibit Personnel Identification badges may be picked up at the registration desk. Two (2) company representatives are permitted in the exhibit hall during exhibit hours per every space purchased. No other representatives are allowed in or around the exhibit area unless an additional badge is purchased. Additional badges are available for \$275. FFAS requires that all representatives must be registered for the meeting. Personnel representing an exhibiting company must be a full time employee of the exhibiting company and not currently affiliated with any physician's office or university.

Hospitality Suites and Private Parties Hospitality Suites and private parties shall not be open during regularly scheduled hours of meetings, exhibits or other FFAS functions. Pre-approval by FFAS is required for any of these activities.

Equipment Space equipment provided by FFAS through the designated Exhibit Company (**Exhibit Services**) shall be returned to the Exhibit Company at the end of the term herein, complete and in good condition, normal wear and tear expected. Exhibitor shall have no right, title or interest in such equipment, but only the right to use it under this Lease. Exhibitor shall provide all other equipment at his or her own expense. All draping and decorative materials used by Exhibitor shall be flame proof. All Space equipment shall be in keeping with and consistent with all rules, codes, and regulations referred to under Codes and Agreements above. All demonstrations and displays shall be confined to the Space.

Exclusion FFAS shall have the right to exclude or to require modification of any display or demonstration, which, in its sole discretion, it considers unsuitable to or not in keeping with the character of the Exposition. FFAS shall have the right to prohibit the use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. FFAS shall have the right to demand modification of the appearance of dress of persons or mannequins used in connection with displays or demonstrations.

Assignment and Sublease Exhibitor shall not sublet or share the whole or part of the Space or any equipment provided by FFAS, nor shall Exhibitor assign this Lease in whole or in part without written notice to and approval from FFAS. Exhibitor shall not permit representatives of non-Exhibitors to conduct business in its Space.

Postponement of Exposition In the event that the Exposition is postponed due to any occurrence not occasioned by the conduct of FFAS or Exhibitor, whether such occurrence be an Act of God or the common enemy or the result of war, terrorism, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement.

Cancellation of Exposition In the event that the Exposition is cancelled for any reason, the obligations of the parties under this Agreement shall be automatically terminated and all rental payments made under this Lease shall be refunded to the Exhibitor, less a prorated share of expenses actually incurred by FFAS in connection with the Exposition. Exhibitor shall accept such refund in full settlement of all loss or damage suffered by Exhibitor.

Liability This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between FFAS, MSMA and Exhibitor. Exhibitor shall assume all liability for loss or damage by reason of its exhibit or presence at the Exhibition. Exhibitor hereby agrees to and shall indemnify, hold harmless and defend FFAS from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to court costs, interest and attorney's fees) which FFAS may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or any of its employees, servants, or agents. Exhibitor further agrees that FFAS and its respective agents and employees shall not be responsible in any way for (i) any damage, loss or destruction of any property of Exhibitor or (ii) injury to exhibitor or its representatives, agents, employees, licensees or invitees, except in cases of gross negligence by FFAS.

Handling and Storage FFAS and the owners or managers of the facility where the exposition is to be held shall not accept or store display materials or empty crates, and Exhibitor shall make its own arrangements for shipment, delivery, receipt and storage of such materials and empty crates.

Shipping and Storage If Exhibitor requires shipping of boxes, supplies, and/or equipment to the Hotel, please use the following information:

All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for

the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Hilton New Orleans Riverside.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at 504.581.5892. Package deliveries should only be scheduled after the recipient has checked into the hotel.

Boxes are to be addressed with and formatted as follows:

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Hilton New Orleans Riverside
2 Poydras Street New Orleans, LA, 70130
25th FFAS Aesthetic Symposium
Box ____ of ____

Operating Hours

Mon – Fri: 7:00am - 7:00pm
Saturday: 8:00am - 3:00pm
Sunday: 10:00am - 5:00pm
Phone: 504.581.5892
Fax: 504.581.5896
Email: usa5670@fedex.com

Electronic, Phone and Internet Request If your space requires electricity, phone hook-up, internet or other special needs, please contact PSAV Presentation Services at the hotel: Shari Harrison; (504) 300-8178; sharrison@PSAV.com

Cancellation of Exhibit Space Exhibitors are requested to telephone, fax or e-mail FFAS with cancellations. However, the cancellation is not effective until it has been received in writing at FFAS office. No refunds will be granted after February 1, 2018. If the Exhibitor cancels before February 1, 2018, 50% of the total cost of space will be retained by FFAS. If the Exhibitor cancels on February 1st or later, FFAS will retain 100% of the total contract obligation. Any space not claimed and occupied, or for which special arrangements have not been made by March 1, 2018 at 9:00 am, will be forfeited. Full payment for all space assigned is due with registration.

Failure to Occupy Space Any Exhibitor failing to occupy space is not relieved of the obligation to pay full rental price for space. FFAS will have the right to use exhibit space as it sees fit, provided the space is not occupied by March 1, 2018 at 9:00 am.

Security FFAS shall either provide or arrange for security service throughout the hours of installation, show and dismantling period, and exercise reasonable care for the protection of the exhibitors' materials and display. Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of FFAS or the facility to protect the Exhibitor's property within the Exhibition.

Insurance Insurance on all exhibits is the responsibility of the exhibitor. FFAS will not assume any responsibility for property loss or damage to personal property, as states in the section on Limitation of Liability. Exhibitors are advised and encouraged to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

Acceptance Please indicate your acceptance below and return one copy to FFAS.

Your signature below acknowledges that the company will abide by the requirements of the ACCME® Standards for Commercial Support.

Please make check payable to: Foundation for Facial Aesthetic Surgery or FFAS (Federal ID 26-3148211).

Please initial acknowledgement of the following:

_____ Payment will be made before date of educational activity.

Commercial Company Designee Name (*Print*) _____

Signature _____ Date _____

Joint Provider Designee James M. Spikes

Signature _____ Date _____

MSMA CME Director/Designee Name Jenny White

Signature _____ Date _____

Return to :

Foundation for Facial Aesthetic Surgery

7497 Poplar Pike

Germantown TN 38138

(901) 756-5400 office; (901) 757-5543 fax Email: mspikes@uthsc.edu