

The Future of Opioids:

Pain Management and the Public Health

INTERNATIONAL CONFERENCE ON

OPIOIDS™

June 9-11, 2019

Joseph B. Martin Conference Center at Harvard Medical School
www.opioidconference.org



***2019 Conference Sponsorship Opportunities
and Exhibitor Prospectus***

Join us at the

INTERNATIONAL CONFERENCE ON
OPIOIDS
June 9-11, 2019



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Richard A. DeVito, Jr.
Publisher
Journal of Opioid Management

Michael J. Glynn
Conference Director
International Conference on Opioids

*The **Journal of Opioid Management** is the only peer-reviewed professional journal dedicated to all aspects of the proper and adequate use of opioids. It provides education and guidance to physicians and healthcare professionals on how to safely prescribe and responsibly manage these powerful drugs.*

MISSION STATEMENT

International Conference On Opioids (IC002019) addresses all aspects of the proper use and safe management of opioids by providing education and guidance to physicians and healthcare professionals on how to safely prescribe and responsibly manage opioids, as well as the legal and ethical ramifications each medical professional must face.

On behalf of the **Journal of Opioid Management** we invite you to participate in the 8th annual **International Conference on Opioids (IC00 2019)**, June 9-11, 2019, at the Joseph B. Martin Conference Center at Harvard Medical School, 77 Avenue Louis Pasteur, Boston, Massachusetts.

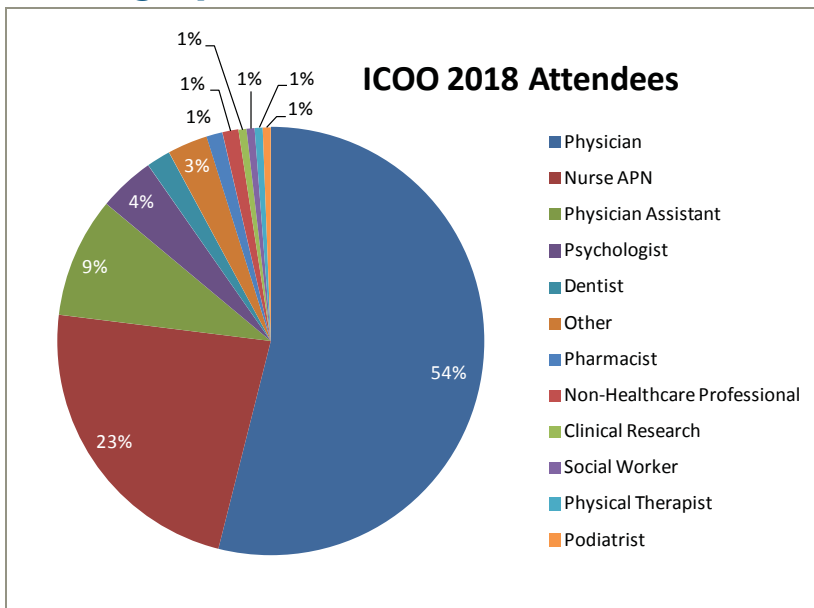
The intensive 2+ day program being presented at **IC002019**, and led by renowned specialists, brings primary care physicians, pain specialists, pharmacists and other opioid prescribers together to be informed in the uses, abuses, and legal ramifications of opioids. We anticipate a sold-out gathering of opioid prescribers across all disciplines.

This prospectus provides an overview of the opportunities available at **IC002019** to support important professional education, and how to reap the benefits of face-to-face time with primary care physicians, pain specialists, and others who have a great interest in pain management and in the proper use of opioids. We have several tools available to assist you in presenting substantive and detailed information about your products and services to every one of the medical professionals attending. The levels of participation are detailed in the accompanying material, or inquire about a package designed specifically to meet your marketing goals.

If you have any questions, or need additional information, we are happy to assist.

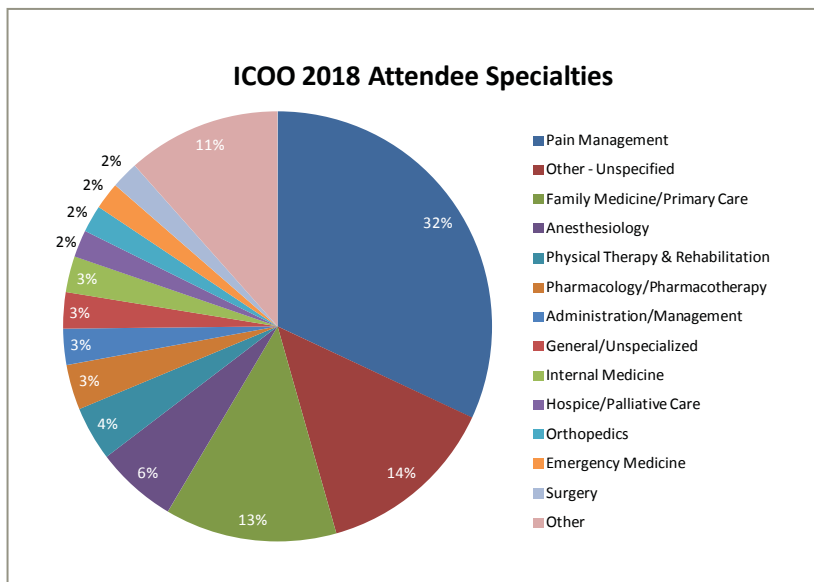
Please contact us at 781-899-2702 ext. 103, or michael_glynn@pnpc.com.

Demographics



The **International Conference on Opioids (ICOO2019)** was created because our research showed that there was a distinct need for a conference that provides advanced education on opioids. **ICOO2019** is a unique forum comprised of renowned specialists and thought-leaders in the field who share their knowledge and best practices in all aspects of opioids.

ICOO2019 is designed for primary care physicians, pain management doctors, oncologists, anesthesiologists, pain and palliative medicine doctors, hospice medical directors, family practice physicians, and others including interdisciplinary teams, physician assistants, nurse practitioners, nurses and other healthcare providers who actively prescribe opioids in their practice, have a steadfast interest in applied opioid pharmacology, and have demonstrated a commitment to the proper and appropriate use of these powerful analgesics.



Sign-up early
To ensure maximum exposure in marketing materials.



Sponsor/Exhibit at ICOO2019
and reach your target market effectively and efficiently.

Showcase the latest developments and products
that may be the cutting edge solution for a patient's care.

Elevate your brand.

Make personal relationships with prospective customers.

We invite you to become a commercial supporter of the 2019 International Conference On Opioids.

A supporter can enjoy a wide range of benefits from a carefully selected sponsorship. Your sponsorship helps support valuable education and networking throughout the IC002019 conference.

- Raise brand awareness and create preference
- Support a sales promotion campaign
- Create positive PR and raise awareness of your organization as a whole
- Act as corporate hospitality that promotes good relations with clients
- Sponsorship is an ideal way to gain prime, credible exposure and make a long-term impact among a highly influential audience
- Sponsors stand out from other exhibitors and deliver a message of commitment and support to attendees
- Sponsors will be recognized in marketing material, the conference program guide, on signage throughout the conference, and on the IC002019 website

Show your support for the proper use of opioid analgesics by becoming an IC002019 sponsor today!

SPONSORSHIP OPPORTUNITIES

DIAMOND - Premium [2 Available] \$35,000

- Present Satellite Symposia
- Premium Double Exhibit Space (2-6' tables)
- Premium Conference Program Guide Ad - Back Cover
- Conference Packet Insert
- Four (4) Complimentary Admissions to **IC002019**
- Tile Ad on **IC002019** Web site with link
- Recognition in All Conference Promotional & Marketing Material (subject to deadlines and ACCME regulations)
- Recognition in Conference Ad in Journal of Opioid Management
- Premium Signage at **IC002019**
- Copy of Conference Attendee List

PLATINUM - Premium [2 Available] \$25,000

- Prime Double Exhibit Space (2-6' tables)
- Prime Conference Program Guide Ad - Inside Front or Back Cover
- Two (2) Complimentary Admissions to **IC002019**
- Recognition in All Conference Promotional & Marketing Material (subject to deadlines and ACCME regulations)
- Recognition in Conference Ad in Journal of Opioid Management
- Premium Signage at **IC002019**
- Copy of Conference Attendee List

GOLD - Corporate [4 Available] \$20,000

- Double Exhibit Space (2-6' tables)
- Full Page Conference Program Guide Ad
- Recognition in All Conference Promotional & Marketing Material (subject to deadlines and ACCME regulations)
- Recognition in Conference Ad in Journal of Opioid Management
- Premium Signage at **IC002019**
- Copy of Conference Attendee List

SILVER - [2 Available] \$15,000

- Single Exhibit Space (6' table)
- Level Recognition in **IC002019** Program Guide
- Conference Packet Insert
- Recognition in Conference Ad in Journal of Opioid Management
- Recognition onsite at **IC002019**
- Copy of Conference Attendee List

BRONZE - [2 Available] \$10,000

- Single Exhibit Space (6' table)
- Level Recognition in **IC002019** Program Guide
- Recognition in Conference Ad in Journal of Opioid Management
- Recognition onsite at **IC002019**
- Copy of Conference Attendee List

SATELLITE SYMPOSIA - \$25,000

The **International Conference On Opioids** program committee invites medical educators to submit proposals for symposia to be presented in conjunction with the conference. The Non-CME satellite symposia sessions are the exclusive opportunity for educational programs supported by grants from industry in dedicated time slots during the **ICOO2019** conference. Corporate satellite symposia (CSS) will be held during breakfast, lunch or dinner hours and do not compete with other scheduled programs or social activities. **ICOO2019** will not approve any other educational programs or social events directed at the same audience during the official dates and times of the **International Conference On Opioids**.

- CSS are held in conjunction with **ICOO2019** and preconference programs.
- Morning and noon symposia will be offered, drawing 100-125 attendees.
- **ICOO2019** provides breakfast and lunch to all attendees prior to CSS.
- The corporate satellite symposia guidelines and proposal form are available on the **ICOO2019** website.
- The **ICOO2019** Conference Committee will review all proposals based on the quality of the proposed program and relevance to the management of opioid prescribing. All programs must be free of commercial bias. The Conference Committee is seeking programs that are fresh and original.



- Single Exhibit Space (6' table)
- Full Page Ad in the Conference Program Guide
- Recognition in All Conference Marketing Material
(subject to deadlines and ACCME regulations)
- Recognition in Conference Ad in Journal of Opioid Management
- Signage at **ICOO2019** symposium area
- Recognition of Symposium Sponsorship at **ICOO2019**
- Copy of Conference Attendee List

PROMOTIONAL OPPORTUNITIES

CHAIRMAN'S RECEPTION - [1 Available] \$15,000

The best social media is face-to-face conversation with a little knosh and libation. Attendees and special guests are invited to meet and mingle with committee members and presenters. Excellent exposure to key industry leaders.

PADFOLIOS - [1 Available] \$ 6,500

Company will be featured on this quality item being distributed to all attendees as they register. Achieve excellent visibility during the conference and after as attendees use this durable and functional product daily.

CONFERENCE BAG - [1 Available] \$ 5,000

As they register all attendees will be given this sturdy conference bag with your company featured prominently on it. Perfect to hold all materials during the conference and suitable to carry important documents for some time after.

LANYARDS - [1 Available] \$ 3,500

Put your company on this quality item being distributed to all attendees as they register. Achieve excellent visibility during the conference and after as attendees use this durable and functional product.

CONFERENCE BAG INSERTS \$ 1,250

Company material that will be included in Conference bag given to each attendee. All materials due by May 3, 2019.

Exhibit at IC002019 and reach your target market effectively and efficiently.

Exhibiting at IC002019 gives companies a unique opportunity to :

- Maintain business relationships and stay in touch with your valued customers
- Form new relationships with leaders in the field of opioid analgesics
- Increase your visibility with key decision makers looking for the latest information on your products and services
- Gain momentum for your products and services by putting them directly in the hands of your target audience
- Showcase the latest developments and products that may be the cutting edge solution for a patient's care.

Types of products and services that will be there include:

- medical supplies or equipment
- medical devices
- pharmaceuticals
- laboratory equipment or instruments
- software
- clinical research
- laboratory testing
- clinical trial management
- medical textbooks/publishing
- alternative delivery systems (home care, hospice)
- business management services
- education



- **INCREASE YOUR VISIBILITY**
- **MAXIMIZE YOUR IMPACT**
- **SUPPORT THE PROPER USE OF OPIOIDS**

EXHIBIT - Single space [Limited Availability] \$2,500

Exhibit space will be assigned according to the date when the agreement and payment are received, availability of the requested area, amount of space requested, special needs, and compatibility of exhibitors' products.

Each exhibitor is provided with:

- Draped table (Single: 6' x 30" - black linen)
- Two chairs
- Exhibit listing in the **IC002019** Program Guide
- Attendee list provided onsite at the conference
- Badges (Two per single space; additional badges cost \$50 each)
- Discounted advertising in the **IC002019** Program Guide
- Opportunity to present a corporate showcase

IC002019 supports your marketing investment with the following:

- Cutting-edge conference content that attracts a capacity audience
- Exhibit hours that are scheduled to provide ample time to meet and share information with all conference attendees
- Breakfast, Lunch, and Refreshment breaks are scheduled in the exhibit area
- Exhibit area is strategically located to foster optimum contact with all attendees

As an **IC002019** exhibitor your organization is poised to reap many benefits from direct contact with those most prone to use your products and services.

CORPORATE PRODUCT SHOWCASE \$5,500

Showcase your company by conducting a seminar or product demonstration. Meet with attendees and key decision makers to share new research, discuss clinical protocols, and conduct product demonstrations of new products and services. Corporate showcase sessions are 20-30 minutes in length and will be held in the Bray Room (2nd Floor), which is set up in theater style to accommodate up to 70 attendees. Please note that sessions are unopposed with any other educational programs. Some suggested areas of interest for our attendees include, but are not limited to, risk evaluation and mitigation strategies (REMS), compliance, patient safety, diversion, and treatment for addiction.



- **Promote the showcase to your customers.**
- **Draw attendees by serving food and beverages.**

RULES AND REGULATION

The showcase fee includes space rental and listing on onsite signage featuring all corporate showcase sessions listed in the ICOO Program Guide. All activities are restricted to the Bray Room. Your showcase will include a podium, microphone, sound system, projection, and 8' screen. You are responsible for any special-need charges (e.g., catering, additional audiovisual equipment, etc.). Promotion of your showcase is your responsibility. Signage may be placed in the registration area and at the entrance of the Bray Room 24 hours before your showcase is scheduled to begin. You may promote your showcase through direct mail, conference bag inserts, or program book advertising for an additional fee. Sessions are approved after submission of the corporate showcase application form on a first-come, first-served basis. **Showcases are only available to ICOO2019 exhibitors.** No cancellations are accepted after space is confirmed.

Please provide a 50-word description about your session by February 15, 2019, for inclusion in the ICOO2019 Program Guide.

If you are interested in supporting an event or activity not listed here, or require more information, please contact Michael Glynn, Conference Director, at 781-899-2702 ext. 103, or michael_glynn@pnpc.com.

PROGRAM GUIDE ADVERTISING

The ICOO Program Guide has become an important resource that attendees use onsite and often refer to long after the conference is over. The guide is given to all attendees at registration and includes the conference schedule and a complete list of educational sessions and descriptions, presenters' bios, poster presentations, exhibitors and links to presentation files. As each attendee is given a program guide, your ad will be seen by everyone who walks through the door. You're sure to get great exposure by placing an ad in the guide. Advertise in the **ICOO2019** Program Guide and use this prime real estate to drive customers to your exhibit, extend a special offer, or showcase your products and services.

Extended reach: The program guide is often shared with colleagues who could not attend **ICOO2019**, even those who cannot make the conference will see your products and services. Can't attend **ICOO2019**? Send an ad in your place. It's the next best thing to being there. This guide is used as a reference tool throughout the year giving your company repeat exposure months after the conference has ended.

DIMENSIONS:

<u>TYPE</u>	<u>TRIM</u>	<u>BLEED</u>
Full Page	8.5" x 11"	8.75" x 11.5"

RATES:

Full Page (B & W)	\$1,950
Color Rates (4-color) additional:	\$ 625

Cover Rates (includes 4-color process)

Inside front cover	\$2,750
Back cover	\$3,500
Inside back cover	\$2,750

MECHANICAL SPECIFICATIONS:

Finished Trim Size: 8.5" x 11"
Allow at least 3/8" safety for live content all edges.
HALFTONE SCREEN: 133 line screen

PRODUCTION REQUIREMENTS

Electronic Files: All materials must have register marks, center marks, and trim marks clearly indicated. Color ads require a Matchprint or similar. All color ads must be PDF/X-1A (SWOP) compliant and must include high-res tiff preview and all fonts. Maximum print density 4/c is 270%.

Ad Placement Deadline: April 8, 2019
Ad Materials Submission Deadline: April 22, 2019

Showcase your products

Only at **ICOO2019** can you reach a diverse, multi-disciplinary audience committed to the proper use of opioid analgesics all under one roof.

You're bound to make new connections, meet unexpected partners and maximize your marketing dollars.

Include both Exhibit Space and Sponsorship Opportunities in your budget to maximize your national exposure.

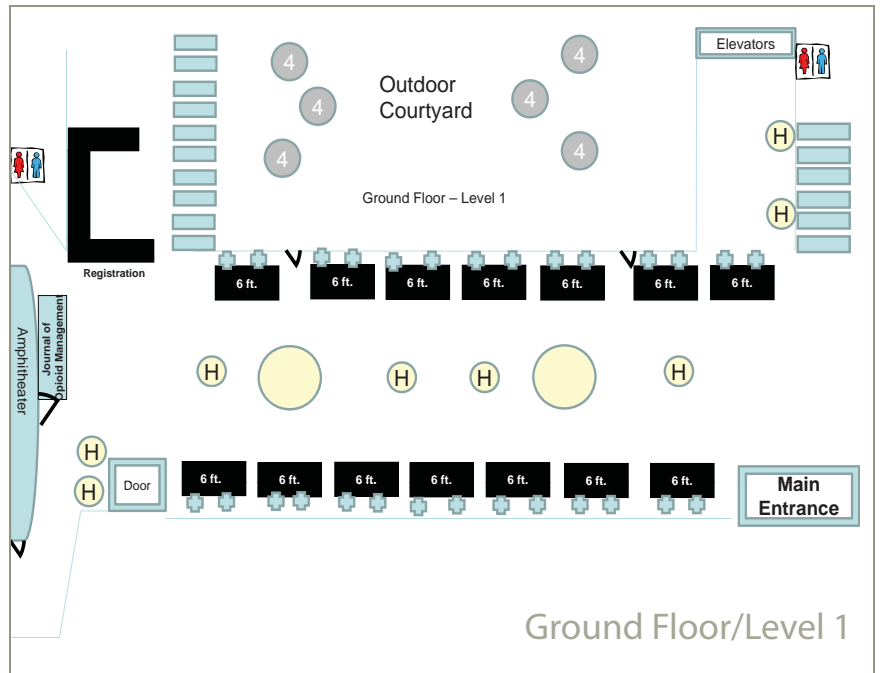
Enhance your image

INSTALLATION

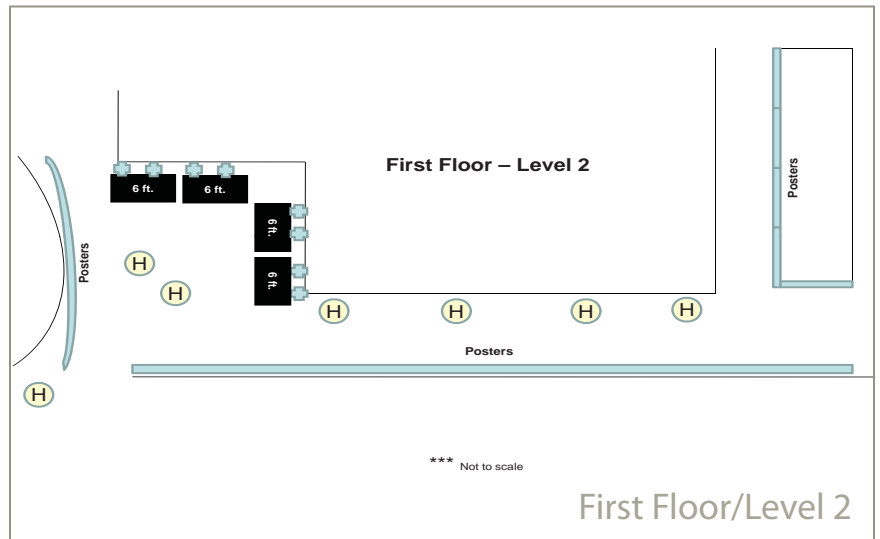
The **International Conference on Opioids2019** will be held at the Joseph B. Martin Conference Center at Harvard Medical School in Boston, MA. Exhibit space is limited and all exhibitors must be set up by 5:00 p.m. on Saturday, June 8, 2019. Special accommodations may be made for display configurations requiring additional set-up time. Please contact conference management for details at 781-899-2702 ext 103.

DISMANTLING

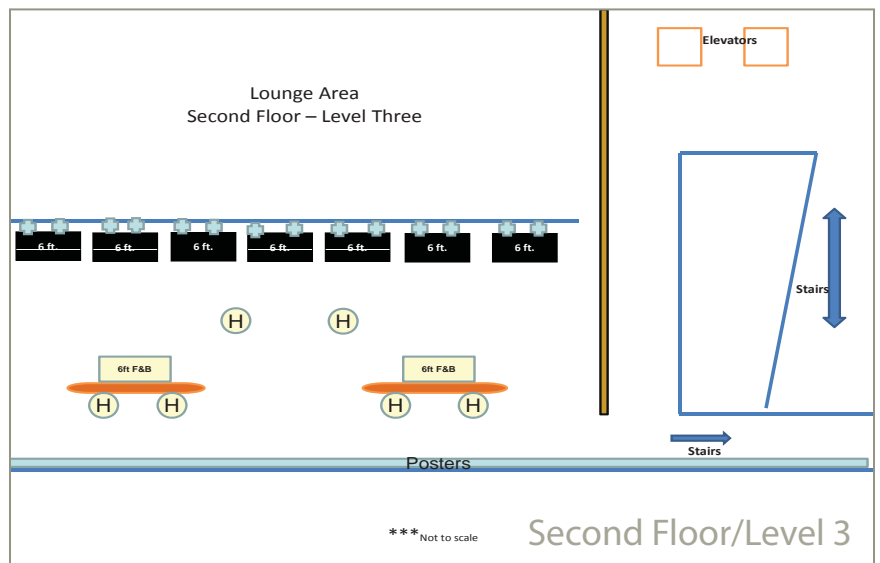
The official closing time of the exhibits is 11:30 a.m. on Tuesday, June 11, 2019. All exhibit material must be packed and removed from the exhibit area no later than 5:00 p.m. on Tuesday, June 11, 2019.



Ground Floor/Level 1



First Floor/Level 2



Second Floor/Level 3

INTERNATIONAL CONFERENCE ON OPIOIDS

COMPLETE AND RETURN THIS FORM TO:

June 9-11, 2019

email: michael_glynn@pnpco.com, or

Joseph B. Martin Conference Center
at Harvard Medical School
77 Avenue Louis Pasteur
Boston, MA 02115

mail to: International Conference on Opioids
470 Boston Post Rd, Suite 301
Weston, MA 02493
781-899-2702, ext. 103

MARKETING & EXHIBITOR FORM

() Yes, I will take advantage of the following marketing opportunity available at the **International Conference on Opioids** being held in Boston, MA on June 9-11, 2019.

MARKETING/EXHIBITOR LEVEL:

- DIAMOND LEVEL \$ _____
- PLATINUM LEVEL \$ _____
- GOLD LEVEL \$ _____
- SILVER LEVEL \$ _____
- BRONZE LEVEL \$ _____
- SATELLITE SYMPOSIA \$ _____
- CORPORATE PRODUCT SHOWCASE \$ _____
- CHAIRMAN'S RECEPTION \$ _____
- PADFOLIO \$ _____
- CONFERENCE BAG \$ _____
- LANYARDS \$ _____
- EXHIBITOR: Level 1 ___ Level 2 ___ Level 3 ___ \$ _____
- EXHIBIT ELECTRICAL (\$25/DAY) \$ _____
- CONFERENCE BAG INSERT \$ _____
- TOTAL INVESTMENT \$ _____

Company Name _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Fax _____ Website _____

Signature of authorizing person _____

Printed name of person authorizing _____

Title _____

PO # _____ E-mail _____

PAYMENT:

Make checks payable to: INTERNATIONAL CONFERENCE ON OPIOIDS, 470 Boston Post Rd, Suite 301, Weston, MA 02493, USA

Credit Card: Account # _____ Exp. Date _____ CCV _____

Advertising Contact Name: _____ Phone: _____

Exhibit Contact Name: _____ Phone: _____

Bill to (if different from above): _____

Name of institution _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Fax _____ Email: _____

Terms: All marketing and exhibitor support must be prepaid. The program materials must be submitted 45 days before the conference date. Exhibitors and marketing will be issued an invoice after signing this contract. Payment is due upon receipt of invoice and no later than 30 days prior to the conference date. All other ICoo Terms & Conditions apply. International Conference on Opioids is a trademark of Weston Medical Publishing LLC. Journal of Opioid Management is a registered trademark of Weston Medical Publishing LLC.

TERMS AND CONDITIONS

1. **APPLICATION AND ELIGIBILITY.** Application for booth space must be made on the printed form provided by IC00 (hereinafter "Conference Management"), contain the information as requested, and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the display and demonstration of products and services relating to the practice and advancement of the art and science of pain medicine and the professional education of those individuals attending the International Conference On Opioids 2019. Conference Management shall determine the eligibility of any company, product, or service. Conference Management may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of Conference Management, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees or deposits will be returned. This contract is binding upon receipt and acknowledgment by Conference Management. Acknowledgment constitutes one or more of the following: Conference confirmation letter or e-mail message, shared meeting information to exhibitor, receipt of exhibitor information kit or other information.

2. **EXHIBIT SPACE PRICE.** Prices per Single Space—\$2,500; Double Space—\$5,000; Triple Space—\$7,500; Single space is 6' x 4'.

This includes discounted rates on advertising in the exhibit program book, attendee list, access to meeting mailing labels at a discount, a listing in the meeting program, and exhibitor badges for two (2) preregistered company representatives per paid Single Space, which admit them to the exposition area at no charge. Additional exhibitor badges are available for \$50. each.

3. **PAYMENT DATES.** No booths will be guaranteed until Conference Management receives full payment of the total booth fee, along with a signed contract. If full payment is not received by May 1, 2019, Conference Management will have the right to resell the assigned booth space. The exhibitor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due Conference Management by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that Conference Management will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due Conference Management.

4. **CANCELLATION OF BOOTH SPACE.** In the event that the exhibitor notifies Conference Management in writing of the exhibitor's intent to repudiate the contract after acceptance but prior to February 15, 2019 a full refund of monies received, minus a \$250 administrative fee, will be made. A penalty of 50% of the cost of the total booth space contracted will be imposed for a written cancellation received between February 15, 2019 and April 30, 2019. No refunds will be made or cancellations accepted after April 30, 2019.

If for any cause beyond the control of Conference Management—such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force majeure—Conference Management is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by Conference Management to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

5. **ASSIGNMENT OF EXHIBIT SPACE.** Space will be assigned beginning January 1, 2019, according to the date on which the contract and deposit are received, the availability of the requested area, amount of space requested, special needs, and compatibility of the exhibitor's products with Conference Management's aims and purposes.

Conference Management reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

6. **EXHIBIT SPACE, FURNISHINGS, EQUIPMENT, AND SERVICE.** Exhibit displays must not project so as to obstruct the view of the adjacent booths. Display material or equipment can be placed to a height not exceeding 7 ft 8 in (unless noted on floor plan). Single space is 6' x 4' and contains one (1) 6' x 30" table, 2 chairs.

7. **CONDUCT OF EXHIBITS.** The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. All sales activities must be compliant with the FDA and OIG. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor provided that sales transactions may be conducted only within the exhibitor's own booth. Exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local sales taxes for sales which occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of Conference Management. Helium balloons are not allowed in Conference center without consent of Conference Management. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind.

Conference Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of Conference Management, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle. Photography is restricted to the confinement of your exhibit space.

8. **INSTALLATION/DISMANTLING.**

INSTALLATION. All exhibits must be set up by 5 pm, Saturday June 8, 2019 without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. At 5 pm, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by 5 pm.

DISMANTLING. The official closing time of the exhibits is 11:30 am on Tuesday, June 11, 2019. All exhibit material must be packed and ready for removal from the exhibit area no later than 4 pm on June 11, 2019. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation will be fined \$200 and may be denied exhibit space at any future Conference Management conferences.

9. **ADDITIONAL EXHIBITOR SERVICES.** All other services are available to exhibitors at normal charges through the conference center (hereinafter "Conference Center"). An exhibitor's information kit will be e-mailed to all exhibitors approximately 45 days in advance with complete details and deadline order dates for electrical, audiovisual service, drayage, and labor.

10. **CONTRACTOR AND LABOR COORDINATION.** The Conference Center will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Conference Center will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exhibition. It is highly recommended that the labor services of the Conference Center are used for setup and dismantling. If an outside contractor is used, the following steps must be taken:

A. Conference Management and the Conference Center must be notified, and proof of adequate liability insurance must be given, in an amount no less than the \$1,000,000 combined single limit for personal and property damage, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.

B. Check-in by all labor will be required at the Conference Management/Information desk prior to the start of setup. No setup will be permitted without the authorization of the Conference Management.

C. All outside contractor personnel shall confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.

11. **HOSPITALITY AND ENTERTAINMENT.** Hospitality suites or events sponsored by the exhibitors must be approved by Conference Management in writing. No entertainment may be scheduled to conflict with Conference Management's program hours, activity hours, or exhibit hours. Conference Management has blocked rooms at the Confer-

ence Center that will be available on a first-come, first-served basis. Please complete the Function Space Request Form available on the IC00 website. Firms that are not exhibiting or are not sponsors are not permitted to have hospitality functions.

12. **EXHIBIT STAFF REGISTRATION.** Registration of two (2) representatives (inclusive of spouses) per paid Single Space will be complimentary. There will be a \$50 charge for the registration of each additional booth representative who exceeds the 2-per-booth allotment.

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the convention center. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times including during setup times, exhibit hours, and dismantling in order to enter the exhibit area.

Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by Conference Management or the Conference Center. Exhibitor badges do not give admission to other conference functions, nor are they transferable.

13. **GENERAL CONFERENCE REGISTRATION.** Any exhibitor who desires to attend the program sessions and receive CME accreditation, or any optional conference activities, must register through regular channels and pay the appropriate fee. Advance registration forms will be mailed to exhibitors as soon as they are available.

14. **SPECIAL VISUAL AND SOUND EFFECTS.** Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of Conference Management does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

15. **UNACCEPTABLE EXHIBITS.** The exhibitor agrees not to use any displays that Conference Management determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject Conference Management to criticism or legal liability, are inconsistent with the stated purposes of Conference Management and the interest and welfare of its members, are inimical to the property rights of Conference Management, or violate the booth regulations or any other provision of this contract. In the event Conference Management determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, Conference Management may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact Conference Management.

16. **INSURING EXHIBITS.** Exhibitors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by Conference Management that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

Neither the exhibit facility, Conference Management, nor the Conference Center will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of Conference Management or the Conference Center.

17. **MUSIC LICENSING.** The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to any music performance agreement between Conference Management and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present Conference Management with a copy of such license or grant no less than 30 days prior to the start of the show.

18. **FDA REGULATIONS.** Exhibitors shall comply with all applicable US Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.

19. **LIABILITY FOR DAMAGES OR LOSS OF PROPERTY.** Guard service is provided by Conference Center during normal business hours, including from move in through moveout. Notwithstanding the guard service provided by Conference Center for purposes of general security in the exposition premises, the exhibitor shall protect, indemnify, and hold harmless Conference Management, the exhibit facility, and the Conference Center from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by or resulting from the negligence of Conference Management. The exhibit facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

20. **SHIPPING INSTRUCTIONS.** Information on shipping methods and rates will be sent to each exhibitor by the Conference Center. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. The Conference Center will provide storage for incoming freight, delivery to the booth, and removal, storage, and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s).

Exhibit material cannot be received at the convention center prior to the show setup dates. Such freight will be directed to and stored at Conference Management's designated freight handling and storage firm at the exhibitor's expense.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to Conference Management or the Conference Center.

21. **FAILURE TO OCCUPY SPACE.** Any space not occupied at the conference center by 3 pm, Sunday, June 9, 2019, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by Conference Management without refund, unless a request for delayed occupancy has received prior approval by Conference Management in writing.

22. **FIRE REGULATIONS.** No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

23. **ADVERTISING MATERIAL.** The use or distribution of any souvenirs during the convention shall be subject to prior written approval by Conference Management. Such material shall be submitted to Conference Management for approval 45 days prior to the convention. Except as otherwise provided, Conference Management will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

24. **CONVENTION ATTENDEE LIST.** One (1) copy of the attendee list will be available to each exhibiting company at the exhibitors' registration area.

25. **EXHIBIT SPACE FLOOR PLAN.** Every effort will be made to maintain the general configuration of the floor plan for this conference. However, Conference Management reserves the right to modify the plan, if necessary, as determined solely by Conference Management. Conference Management shall reserve the right to change booth assignments at Conference Management's discretion.

26. **MISCELLANEOUS.** Conference Management shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to decision by Conference Management. These terms and conditions may be amended at any time by Conference Management upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by Conference Management from time to time. This contract shall be interpreted under the laws of the United States and the State of Massachusetts.

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Important Dates to Remember!

Closing Date for Program Journal Ad - April 8, 2019

Closing Date for Ad Materials - April 22, 2019

Exhibitor Kit e-mailed - May 1, 2019

Installation of Exhibits - June 8, 2019

Exhibits Open - June 9, 2019

7:00 - 8:00 am; 10:00 - 10:30 am; 12:30 - 1:30 pm;
3:30 - 4:00 pm

Exhibits Open - June 10, 2019

7:00 - 8:00 am; 10:00 - 10:30 am; 12:30 - 1:30 pm;
3:30 - 4:00 pm

Exhibits Open - June 11, 2019

7:00 - 8:00 am; 10:00 - 10:30 am

Preliminary schedule as of 9/10/18; subject to change.

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