



# 2018 EXHIBITOR SUPPORT AND EXHIBITION PROSPECTUS

New York State Pain Society  
Annual Meeting and Scientific Sessions

April 27-29, 2018  
Renaissance Westchester Hotel  
West Harrison, New York

Exhibit Dates & Hours\*  
Set-Up  
Thursday 6:00 – 8:00 p.m.  
Friday 8:00 – 10:00 a.m.

Show Hours  
**Friday,**  
10:00 a.m. – 7:00 p.m.  
Networking Reception 5:30 p.m. – 7:00 p.m.

**Saturday,**  
7:30 a.m. – 4:00 p.m.

Tear Down  
Saturday 4:00 P.M. – 5:00 P.M.

\*Hours subject to change

## History

The New York State Pain Society is an association of physicians and healthcare practitioners whose mission is to care for people who suffer from acute and chronic pain by advancing research and treatment and to increase the knowledge and skill of the regional professional community. The 2018 Annual Meeting will attract pain management specialists, family practice physicians with a clinical interest in pain management, anesthesiologists, orthopedics, physiatrists, neurologists, surgeons, psychiatrists, physician assistants, nurse practitioners, nurses, pharmacists, therapists and healthcare professionals from New York and our neighboring States who wish to network and learn the latest techniques, treatments, and options in acute and chronic pain management.

## Attendance

Projected attendance for the Annual Meeting and Scientific Sessions includes an anticipated 200 plus pain management specialists, family physicians with a clinical interest in pain management, anesthesiologists, orthopedics, physiatrists, neurologists, surgeons, general practitioners, physician assistants, nurse practitioners, nurses, therapists and healthcare professionals from New York and our neighboring States who have a professional interest in and/or a pain management practice and specialize in acute and chronic pain management.

## Location

The Renaissance Westchester Hotel, West Harrison, New York. To encourage optimum interaction, the Exhibit Hall will be located in close proximity to sessions and within the guidelines of ACCME, AANC, and ACPE rules. Corporate Members have priority display placement. The exhibit area will serve as the venue for all refreshment breaks and the Friday Evening Networking Reception.

## Hotel Accommodations

The Society has reserved a limited number of sleeping rooms at the deeply discounted rate of \$159.00 Single/Double and \$299 executive suite plus tax. Once the rooms are booked and/or the sleeping block discount expires on March 9, 2018, the hotel rates increase dramatically. Please visit [www.nypainsociety.org](http://www.nypainsociety.org) to book your hotel room online or call the hotel reservations department at 1 (800) 891-2696 or local (914) 694-5400. Mention the "New York State Pain Society" when calling to obtain the discounted rate.

**The Society's rates expire when the rooms sell out --or on March 9, 2018 - whichever is sooner. Do not delay! Book today!**

### Cost/Payment

Cost per -Tabletop is \$3,000 which includes:

One (1) 6' table (2) chairs - YOUR DISPLAY MUST FIT ON A 6-Foot TABLETOP.

Two (2) Complimentary representative badges – Additional badges may be purchased for \$300 each.

Participation in the Networking Reception on Friday, April 27, 2018

We assign space based upon receipt of your booking form. Upon receipt, we will send you a confirmation and invoice for 50% deposit of the contracted space. The deposit is due by February 1, 2018. Any remaining balance is due by March 1, 2018.

**SPACE IS LIMITED TO 40 SUPPORTERS --BOOK EARLY WE SELL OUT EACH YEAR!**

## Refunds and Cancellations

Cancellations received in writing by February 1, 2018 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after February 1, 2018.

## **Space Assignment**

We are limited to 40 exhibitors in 2018. BOOK EARLY! Space will be assigned in the order in which booking forms are received. Corporate Members are given priority placement. Applications received after February 1, 2018 will be on a space available basis. Exhibitors wishing to avoid assignment of space adjacent to a particular competitor should indicate this on their application. \*The Program Committee reserves the right to alter the Floor Plan at any time without prior notice.

## **Exhibit Services**

On or about April 1, 2018, The Pain Society will issue a memorandum to registered exhibiting companies. The memorandum will contain all necessary information and order forms including:

- Drayage and shipping
- Labor regulations and rates
- Furniture, display and decorating rentals
- Electrical and telephone service
- Audiovisual and computer rentals

## **Mailing List**

Each registered exhibitor will receive a pre-registration list approximately 15 days before the meeting, a printed copy at the meeting, and a final registration list within 3 days after the meeting. Use of this list will be restricted to a one time only use and information directly related to the meeting.

## **Badge Policy**

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted two badges per tabletop purchased. Additional badges are \$300 each. Each company representative will be required to register and once 2 badges are allocated, a fee of \$300 will be charged.

## **Conducting Exhibits**

Exhibitors shall be in accord with the ACCME, AANC, ACPE, PhRMA, ADVAMED, and/or NEMA guidelines governing support of Healthcare Professionals. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the program committee. The right is reserved to refuse applications because of concerns over not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits, which reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of person(s), and unreasonable activity.

## **Infringement**

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted and subjects the exhibitor to immediate dismissal from the meeting without refund.

## **ACCME Guidelines Related to the Separation of Promotional Activities from ACCME Accredited Educational Activities.**

In compliance with the ACCME *Standards for Commercial Support*, all exhibiting companies must abide by the following:

- Industry representatives in attendance must be associated with an exhibiting / supporting company.
- Exhibit and other promotional fees shall be separate and distinct from educational grants/commercial support.
- All exhibitors must be in a room or area separate from the education and the exhibits must not interfere, or in any way compete with the learning experience prior to, during, or immediately after the activity.
- All promotional activities including interviews, demonstrations, and the distribution of literature or samples must be made within the exhibitor's space only. Canvassing or distributing promotional materials outside the exhibitor's rented exhibit space is not permitted.
- Company representatives may attend educational sessions at the Pain Society's discretion. However, representatives must refrain from holding any commercial discussions in the educational sessions and must sit in the industry-only seating provided.
- Onsite Monitoring - The separation of promotional materials and activities from the educational arena is strictly enforced throughout the activity by The Pain Society's onsite staff.

### **Security**

A security guard may or may not be furnished to be on duty in the exhibit area when the exhibits are closed. **The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor at all times.** The Pain Society and Renaissance Westchester Hotel are not responsible for theft, loss or damage which may occur and advise each exhibitor to be sure that stands and tabletop displays, equipment and material is insured at full value, that the display is staffed during show hours, and that the display is stored each evening for safe-keeping.

### **Liability**

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save The Pain Society, its sponsors and endorsers, the Board of Directors, the Program Committee, members, management, as well as Renaissance Westchester Hotel and its officers, employees and agents, harmless against all claims, losses or damages to persons or property, Governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence, gross negligence or willful misconduct of The Pain Society, its Board of Directors, program committee, sponsors, endorsers, management, and Renaissance Westchester Hotel, its employees and agents. Exhibitor acknowledges that The Pain Society, its sponsors, members and endorsers, the Program committee, and/or meeting managers and Renaissance Westchester Hotel do not maintain insurance covering the exhibitor's property and thus it is the sole responsibility and obligation of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

### **Fire Protection**

All materials used in the exhibit area must be flame-proof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibit or parts thereof found not to be fire-proof may be dismantled. All aisles and exits must be kept clear at all times. Fire stations and fire extinguisher equipment are not to be covered or obstructed.

## **Protection of the Hotel Building**

Exhibitors will be held liable for any damage caused to the hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the Convention Service Manager of the Hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

## **Exhibitor Listing in Supporter Booklet**

Upon receipt of the booking form, you will be asked to send a 50-word Exhibitor Company/Product profile to Lisa Lineback by email. This will be published in the list of exhibitors in the Program. Failure to provide the profile by the deadline will preclude your company from being listed in the Program. Profiles are due on or before APRIL 1, 2018.

## **Exhibitor Confirmation by Society**

Once an Exhibition Booking Form is received, confirmation of your participation and an invoice will be sent to you by email. Deposits are due by February 1, 2018 with any balance due by March 1, 2018.

## **INSERT AND DISPLAY MATERIALS**

Please note that all materials entering the venue may incur a handling charge by the hotel or the Society. This includes materials for inserts and display. In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete any "Pre-Advise" form included in the shipping instructions when you receive the Exhibitor Memorandum on or about April 1, 2018.

## **SITE INSPECTIONS**

Exhibitors and Supporters are free to visit the meeting venue at their convenience. Please contact the venue directly to arrange a tour.

## **2018 ADDITIONAL OPPORTUNITIES**

### **2018 PLATINUM CORPORATE MEMBERSHIP**

**\$25,000**

2018 ANNUAL MEETING Participation as follows:

- Membership Designation included on all print materials, membership roster, and highlighted on website
- One (1) Tabletop Exhibit Display in designated Corporate Member location
- Two (2) additional complimentary registrations for a total of four (4) registrations
- One (1) Pre & Post Registration
- One (1) Platinum Corporate Member Showcase Luncheon Timeslot with 60 minute Presentation (No CME provided). Slots available on Friday **OR** Saturday. This is the only session at this timeslot. Not parallel. The timeslot includes separate presentation room, standard audiovisual, (Note: The Society provides food & beverage to all meeting attendees).
- Company-Provided Product Flyer in Annual Meeting Conference Materials

2018 Society Activity Participation as follows:

Two (2) representatives appointed to the Industry Advisory Committee

- Website link at [www.nypainsociety.org](http://www.nypainsociety.org)

## **2018 GOLD CORPORATE MEMBERSHIP**

**\$15,000**

### 2017 ANNUAL MEETING Participation as follows:

- Membership Designation included on all print materials, membership roster, and highlighted on website
- One (1) Tabletop Exhibit Display in designated Corporate Member location.
- Two (2) additional complimentary registrations for a total of four (4) registrations
- One (1) Pre & Post Registration Mailing List
- Company-Provided Product Flyer in Annual Meeting Conference Materials
- One (1) Gold Corporate Member Showcase Timeslot with 60-minute Presentation (No CME provided). Slot available on Saturday afternoon at the close of CME. This is the only session at this timeslot. Not parallel. The timeslot includes separate presentation room, standard audiovisual, (Note: The Society provides light food & beverage to all meeting attendees).

### 2018 Society Activity Participation as follows:

Two (2) representatives appointed to the Industry Advisory Committee

- Website link at [www.nypainsociety.org](http://www.nypainsociety.org)

## **2018 SILVER CORPORATE MEMBERSHIP**

**\$10,000**

### ANNUAL MEETING Participation as follows:

- Membership Designation included on all print materials, membership roster, and highlighted on website
- One (1) Tabletop Exhibit Display in designated Corporate Member location.
- One (1) additional complimentary registration for a total of three (3) registrations
- One (1) Pre & Post Registration Mailing List
- Company-Provided Product Flyer in Annual Meeting Conference Materials
- Corporate Member showcase timeslot at breakfast for 30 minutes on Saturday OR Sunday. This is the only session at this timeslot. Not parallel. The timeslot includes separate presentation room, standard audiovisual. (Note: The Society provides food & beverage to all meeting attendees).
- Company Acknowledgement at Annual Meeting

### 2018 Society Activity Participation as follows:

Two (2) representatives appointed to the Industry Advisory Committee

- Website link at [www.nypainsociety.org](http://www.nypainsociety.org)

## **2018 CORPORATE MEMBERSHIP**

**\$5,000**

### ANNUAL MEETING Participation as follows:

- Membership Designation included on all print materials, membership roster, and highlighted on website
- One (1) Tabletop Exhibit Display in designated Corporate Member location.
- One (1) additional complimentary registration for a total of three (3) registrations
- One (1) Pre & Post Registration Mailing List
- Company-Provided Product Flyer in Annual Meeting Conference Materials
- Company Acknowledgement at Annual Meeting

### 2018 Society Activity Participation as follows:

One (1) representative appointed to the Industry Advisory Committee

- Website link at [www.nypainsociety.org](http://www.nypainsociety.org)

**CONFERENCE BAGS****\$2500**

Distributed to all attendees (Annual Meeting) Your company logo along with the Pain Society of the Carolinas Logo is imprinted on bag. You may include One (1) Company/product flyer in the bag.

**PROMOTIONAL MATERIAL****\$ 500**

Distributed to all attendees at Annual Meeting. Company-provided Product Flyer in the annual Meeting Conference Materials.

**WINE POUR****\$750**

Serve a selection of wines from your exhibit display during the Networking Reception on Friday evening, March 31.

**LANYARDS****\$ 500**

Distributed to all attendees at annual meeting 2018. Company-provided lanyards for badges.

**BLAST EMAIL TO ATTENDEES****\$500**

Alert the Attendees that you will be at the meeting. One blast email to Attendees within 2 weeks prior to the start of the meeting.

**For more information on Exhibition and Marketing Opportunities please contact:**

Robin L. Hoyle JD, Executive Director at [robin@nypainsociety.org](mailto:robin@nypainsociety.org) or

Lisa Lineback, Director of Exhibits at [llineback.lisa@yahoo.com](mailto:llineback.lisa@yahoo.com)

Society Office Telephone: (407) 790-4180





**APPLICATION and AGREEMENT FOR EXHIBIT SPACE and SUPPORT**  
**The New York State Pain Society Annual Meeting and Scientific Sessions**  
**April 27-29, 2018 – Renaissance Westchester Hotel, West Harrison, NY**

**FAX TO: (727) 362-6210**

**OR**

**EMAIL TO: [llineback.lisa@yahoo.com](mailto:llineback.lisa@yahoo.com)**

Company Name: \_\_\_\_\_

Exhibit Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite/ Local Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone: \_\_\_\_\_

**Number of Tabletop booths (\$3,000 each):** \_\_\_\_\_

*Booth Height is restricted to 8ft. and must fit a 6 foot tabletop.*

**Additional Opportunities: (list here)** \_\_\_\_\_

Product/Equipment Being Displayed: \_\_\_\_\_

Please list the name of any company that you do **not** wish to be located next to or across from and we will do our best to accommodate you. \_\_\_\_\_

*We agree to abide by the Rules and Regulations established for exhibitors in this Prospectus and understand the cost of each Tabletop booth is \$3,000. A 50% deposit should accompany the application for exhibit space to be allocated a tabletop and must be received no later than February 1, 2018. I understand that I will be sent an invoice for any balance due.*

**Enclosed is \$                      Check #:**

Please make checks payable to The New York State Pain Society and mail to the New York State Pain Society, 311 East Morse Blvd, 6-7, Winter Park, FL 32789

**Please pay by Credit Card.**

The Society will send you an invoice for payment by credit card upon receipt of your booking form.

*On behalf of the company indicated herein, we agree to abide by the terms of participation outlined in the Prospectus.*

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**Cancellation Policy:**

Cancellations received in writing by February 1, 2018 will be charged a 25% administrative fee. There will be no refunds for cancellations received after February 1, 2018