9th Annual Neurocritical Care Symposium
Friday-Saturday, February 28-29, 2020
*Exhibit on Friday ONLY*

On the campus of Thomas Jefferson University

Dear Representative,

On behalf of the Department of Neurological Surgery at Thomas Jefferson University, we cordially invite you to participate as an exhibitor for the 9th Annual Neurocritical Care Symposium to be held on Friday-Saturday, February 28-29, 2020 on the campus of Thomas Jefferson University in Philadelphia, PA. The symposium will also live-stream the symposium to nationwide (outside of the tri-state area.)

As an exhibitor at this event, you will have the opportunity to personally share your product information directly with approximately 150 medical practitioners representing hospital-based and office-based practices from the greater Philadelphia and tri-state area. Exhibitors will have several opportunities to converse with attendees during breakfast, breaks, and over lunch. There will be four levels of exhibit opportunities:

PLATINUM LEVEL $10,000 (limited to first 3 paid companies)
- Choice of premium exhibit location in exhibit area (first come, first serve basis)
- 2 full page (8.5 x 11), color company advertisement in Exhibitor Directory
  - Due: Friday, February 14, 2020
- Company advertisement, with live link to website, sent directly to all registered attendees (nationwide) for the Live Streaming. Ad will also be sent to those attending the live symposium.
- Private meet and greet with four course planners/faculty from the symposium.
- Opportunity to exhibit at the Simulation Workshop on Saturday, February 20 - max 2 reps/one table due to space restrictions
- Two 6ft draped tables
- Individual company acknowledgement signage
- Special name badge designation
- Up to 7 company representatives
- 5 complimentary conference attendees for Friday lectures
- PowerPoint slideshow acknowledgement
- Company listing in printed Exhibitor Directory

GOLD LEVEL - $7,500
- 1 full page, color company advertisement in Exhibitor Directory
  - Due: Friday, February 14, 2020
- Prime exhibit location
- Up to 5 company representatives
- 2 complimentary conference attendees for Friday lectures
- Individual company acknowledgement signage
- PowerPoint slideshow acknowledgement
- Special name badge designation
- Company listing in printed Exhibitor Directory
- One 6ft draped table
**SILVER LEVEL - $5,000**
- 1 half page, black and white company advertisement in Exhibitor Directory
  - Due: Friday, February 14, 2020
- Up to 4 company representatives
- 2 complimentary conference attendees for Friday lectures
- PowerPoint slideshow acknowledgement
- Company listing in printed Exhibitor Directory
- One 6ft draped table

**BRONZE LEVEL - $3,000**
- Up to 2 company representatives
- PowerPoint slideshow acknowledgement
- Company listing in printed Exhibitor Directory
- One 6ft draped table

Exhibit fees can be mailed to my attention at Thomas Jefferson University, Jefferson Alumni Hall, Office of CME, 1020 Locust Street, Suite M-5 Philadelphia, PA 19107. Our tax ID number: 23-135-2651. Please make checks payable to: Thomas Jefferson University, Office of CPD. Visa, MasterCard, and American Express are also accepted.

We hope you will join us as an exhibitor this year for this exceptional program and important networking event. Please feel free to contact me with any questions you may have. I can be reached at 215-955-6993 or bao.tram@jefferson.edu.

Sincerely,

Bao Tram
CME Planner
Office of Continuing Professional Development
Thomas Jefferson University
1020 Locust Street, Suite M-5
Philadelphia, PA 19107
Email: bao.tram@jefferson.edu
Phone: 215-955-6993
Fax: 215-923-3212

**Please note that Sidney Kimmel Medical College/Thomas Jefferson University is not listed as a covered recipient on the CMS/Sunshine Act list. Contact us with any questions regarding status.**
| Conference Date: | Friday-Saturday, February 28-29, 2020 (exhibits on Friday only) |
| Conference Location: | Dorrance H Hamilton Building * 1001 Locust Street * Philadelphia, PA 19107 |

**Exhibit Location/ Times:**

Representatives may begin exhibiting at 7:00AM on Friday, February 28, 2020. All exhibits will be held throughout the conference. The following **preliminary times** are dedicated exhibit times where food and beverage will be served:

- 6:30AM - Set up
- 7:00AM - 7:50AM: Registration, Continental Breakfast & Exhibits
- 10:00AM - 10:30AM: Break & Exhibits
- 12:00PM - 1:00PM: Lunch & Exhibits (Working Lunch)
- 2:30PM - 3:00PM: Break & Exhibits

**Exhibitor Registration:** [http://jeffline.jefferson.edu/jeffcme/Neurosurgery/exhibitors-nccs.cfm](http://jeffline.jefferson.edu/jeffcme/Neurosurgery/exhibitors-nccs.cfm)

**Set-up/Breakdown:**

All exhibits must be tabletop or portable in nature. Exhibit Set-up can begin on **Friday, February 28, 2020 at 6:30AM**. Exhibit breakdown must be completed by 4:15PM (the end of conference).

All exhibits must be tabletop or portable in nature not to exceed 6ft in width. Each exhibitor will be provided a 6’ x 30” draped table and chairs. Each exhibitor will be listed in the course exhibit directory, in the administrative slideshow and on conference posters.

**PLATINUM LEVEL $10,000 (limited to first 3 paid companies)**

- **Choice of premium exhibit location in exhibit area (first come, first serve basis)**
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**Electrical Needs:**

Electrical services are included in the exhibit fee. We will do our best to accommodate each request. Each company is responsible for communicating their electrical needs to Bao Tram via email to bao.tram@jefferson.edu.

**Payment:**

Please make check payable to: Thomas Jefferson University

Mail to: Thomas Jefferson University  
Office of CPD  
Jefferson Alumni Hall  
1020 Locust Street, Suite M-5  
Philadelphia, PA 19107

Tax ID: 23-135-2651. Visa, MasterCard, and American Express are also accepted. Please refer to the final page of this document for the credit card authorization form.

**Shipping:**

Please notify Bao Tram prior to shipping: Shipments will be accepted at the Jefferson Alumni Hall Loading Dock 2 days prior to conference, no earlier than Wednesday, February 26, 2020. Be sure to label them accordingly.

Attn: Bao Tram  
Neurocritical Care Symposium - February 2020  
Jefferson Alumni Hall  
1020 Locust Street, Suite M-5  
Philadelphia, PA 19107  
Box 1 of ____

Please note that all company representatives are solely responsible for coordinating return shipping at the conclusion of the conference. **ALL ITEMS MUST BE PICKED UP BEFORE 5PM AT THE CONFERENCE LOCATION (DORRANCE H HAMILTON BUILDING).**

The Office of CPD and Sidney Kimmel Medical College do not accept any liability for equipment, goods, displays, or other materials which arrive unmarked or fail to arrive at the conference location. Each exhibiting company is responsible for insuring its property for loss or damage.

**Exhibitor Rules**

- All exhibits must be tabletop or portable in nature.
- Exhibitor activities are restricted to the allocated space at the conference. Distribution of educational/promotional materials by exhibitors is limited to their booth space in the exhibit area. It is not permitted anywhere else in the hall, in conference meeting space, or at the entrances to the conference meeting space.
- Exhibits are intended for informational purposes, products should not be sold on site.
- Photography by exhibitors that includes pictures of the overall conference and/or its attendees is prohibited.
- The purpose of the exhibit is to further the education of meeting attendees through product and service displays and demonstrations. Exhibitor personnel may observe, but must refrain from any participation or recording of any scientific sessions on that company’s behalf.
- The conference is not responsible for the security of exhibitors’ materials. We suggest that exhibitors leave nothing of value (e.g., laptop computer, audio visual equipment, etc.) unattended at any time in the exhibit hall.
- Exhibitor is NOT furnishing commercial support for this conference, Exhibitor is buying exhibit space.

**Sunshine Act**

The Parties acknowledge and agree that Exhibiting Company may be subject to Section 6002 of the Affordable Care Act, which added Section 1128G to the Social Security Act, and its implementing regulations codified in 42 CFR 402 & 403 (collectively the “Sunshine Act”).

Exhibiting companies are solely responsible for collecting any information about actions within their exhibit space that constitutes a payment or transfer of value to a Covered Recipient that is required to be reported under the Sunshine Act.
<table>
<thead>
<tr>
<th><strong>Cancellation by the Conference Organizers</strong></th>
<th>The University reserves the right to cancel or postpone this course due to unforeseen circumstances. In the event of cancellation or postponement, the University will refund registration fees, but is not responsible for related costs or expenses to exhibitors, including cancellation fees assessed by hotels, airlines or travel agencies.</th>
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<tbody>
<tr>
<td><strong>Exhibitor Refund Policy</strong></td>
<td>Requests for exhibitor fee refunds must be submitted in writing and received by the Office of CPD two weeks prior to the start date of the course. There will be no refunds after this period. Cancellations notified before the two-week period will incur a 10% administration fee. Exhibitors who fail to attend the conference are responsible for the entire fee. All refunds will be processed after the conference. Submit refund requests to: Office of CPD Sidney Kimmel Medical College Jefferson Alumni Hall 1020 Locust Street, Suite M-5 Philadelphia, PA 19107 Or by email to <a href="mailto:jeffersoncpd@jefferson.edu">jeffersoncpd@jefferson.edu</a> - please include the activity name in the subject line.</td>
</tr>
<tr>
<td><strong>Questions?</strong></td>
<td>Please contact Bao Tram at 215-955-6993 or <a href="mailto:bao.tram@jefferson.edu">bao.tram@jefferson.edu</a>.</td>
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</tbody>
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EXHIBITOR CREDIT CARD PAYMENT FORM

9th Annual Neurocritical Care Symposium

February 28-29, 2020

On the campus of Thomas Jefferson University

EXHIBITOR FEE (SELECT ONE):

☐ Platinum Level $10,000  ☐ Gold Level $7,500
☐ Silver Level $5,000  ☐ Bronze Level $3,000

Payment is due on or before February 28, 2020

Company Name: ______________________________________________________

Company Representative (to contact with questions): ___________________

Phone Number: __________________________  Email Address: ________________________________

I hereby authorized use of my:  Visa ☐  MasterCard ☐  American Express ☐  Amount $ ________________

Account Number:  Expiration Date:

Cardholder’s Name:  Signature:

Credit Card Billing Address:
(include City, State and Zip)

Email Address:  A copy of the receipt will be sent upon processing

Fax
You may fax your application with Credit Card payment to 215-923-3212

E-Mail
Send completed form to bao.tram@jefferson.edu

ONLINE EXHIBITOR REGISTRATION MUST ALSO BE COMPLETED TO COMPLETE VISIT
http://jeffline.jefferson.edu/jeffcme/Neurosurgery/exhibitors-nccs.cfm