Dear Representative,

On behalf of Sidney Kimmel Medical College at Thomas Jefferson University, Departments of Orthopaedic and Neurological Surgery, and the Perelman School of Medicine, Departments of Orthopaedic Spine Surgery and Neurological Surgery, I would like to formally invite your company to exhibit at the 9th Annual Philadelphia Spine Summit on Friday, May 19, 2023 at Jefferson Alumni Hall on the campus of Thomas Jefferson University.

This conference been specifically designed for spine surgeons and associated mid-level practitioners who are seeking active discussions concerning the management of spinal disorders and are interested in debating technological advancements, controversial spine topics and health policy issues.

As an exhibitor at this event, you will have the opportunity to reach approximately 75-100 medical practitioners representing hospital-based and office-based practices from the greater Philadelphia and tri-state area. There will be three levels of exhibiting opportunities: Gold, Silver, and Bronze Levels. Please refer to the following pages for the benefits of each level.

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

We hopeful you will join us as a virtual exhibitor on Friday, May 19, 2023 for this exceptional Spine program and important networking event, most appropriately deserving of your participation and support! Please register online at http://jeffline.jefferson.edu/jeffcme/SpineSummit/ to reserve a booth today!

Sincerely,

Ariel Levine
Senior CPD Planner
Office of Continuing Professional Development, Thomas Jefferson University
T 215-955-2477
ariel.levine@jefferson.edu

*Please note that Sidney Kimmel Medical College/Thomas Jefferson University is not listed as a covered recipient on the CMS/Sunshine Act list. Questions about Jefferson’s status may be directed to Dr. Donawa, Assistant Provost for CPD.
### Conference Location:
Thomas Jefferson University  
Jefferson Alumni Hall  
1020 Locust Street  
Philadelphia, PA 19107

### Exhibit Location/Times:
Representatives may begin exhibiting at 8:30AM on Friday, May 19, 2023. The exhibit hall will be open throughout the conference, however the following times are dedicated exhibit times where food and beverage will be served:

**Friday, May 19, 2023**
- 8:30AM - 9:15AM  | Registration, Continental Breakfast & Exhibits
- 10:40AM - 11:10AM | Break & Exhibits
- 12:30PM - 1:30PM | Lunch & Exhibits
- 2:50PM - 3:10PM | Break & Exhibits

Representatives are also welcome to attend the reception that will take place after the conference at an off site location.

### Exhibitor Rules:
- Exhibitor is not furnishing commercial support for this conference, exhibitor is buying virtual or in person exhibit space.
- Exhibitor activities are restricted to the allocated physical or virtual exhibit space at the conference. Distribution of educational/promotional materials by exhibitors is limited to their booth space in the exhibit area. Distribution of materials will not be permitted anywhere else in the hall, in conference meeting space, or at the entrances to the conference meeting space.
- Advertisements and promotional materials will not be visible on the screen at the same time as the accredited content and not interleaved between computer windows or screens of the accredited content.
- Advertising of any type is prohibited within the educational content.
- Audio and Video: Advertisements and promotional materials will not be included within the accredited content. There will be no ‘commercial breaks’.
- Exhibits are intended for informational purposes. Products may not be sold in the exhibit hall.
- The recording (photographic, screen capture, audio and/or video) of the 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 should the conference space allow, 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.

### Cancellation by the Conference Organizers
In the event that the Conference would have to be cancelled, the organizers are not responsible for any airfare, hotel, and/or other costs incurred by exhibitors.

### Exhibit Set & Breakdown Times:
Exhibit Set-up can begin on **Friday, May 19, 2023 at 8:00AM**.
Exhibit breakdown must be completed by **4:00PM on Friday, May 19, 2023**.
# Exhibitor Information

## 9th Annual Philadelphia Spine Summit

**Friday, May 19, 2023**

### Payment:

All payments must be received no later than May 19, 2023. If a check is scheduled to come after that date, we will require a credit card on file ahead of time.

Please make check payable to: Thomas Jefferson University  
Mail to: TJU, Office of CPD  
Jefferson Alumni Hall  
Attn: Spine Summit 2023 Exhibit  
1020 Locust Street, Suite M-5  
Philadelphia, PA 19107

American Express, Visa and MasterCard are also accepted.

### Exhibit Levels & Recognition:

#### Gold Level $6,000
- 1 full page, color company advertisement in Exhibitor Directory *(Due: April 28, 2023)*
- Ad specifications: PDF format, letter size (8.5 by 11), no bleed, preferably with a border
- Prime exhibit location
- Up to 4 company representatives
- 3 complimentary conference attendees
- PowerPoint slideshow acknowledgement
- Company listing in printed Exhibitor Directory
- Two 6ft draped tables
- Attendee List (Attendees who gave permission for info to be shared)

#### Silver Level $4,500
- 1 half page, color company advertisement in Exhibitor Directory *(Due: April 28, 2023)*
- Ad specifications: JPEG format, letter size (8.5 by 5.5), no bleed, preferably with a border
- Up to 3 company representatives
- 2 complimentary conference attendees
- PowerPoint slideshow acknowledgement
- Company listing in printed Exhibitor Directory
- One 6ft draped table
- Attendee List (Attendees who gave permission for info to be shared)

#### Bronze Level $3,000
- Up to 2 company representatives
- PowerPoint slideshow acknowledgement
- Company listing in printed Exhibitor Directory
- One 6ft draped table
- Attendee List (Attendees who gave permission for info to be shared)

### Exhibitor Registration:

<table>
<thead>
<tr>
<th><strong>Exhibitor Information</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>9th Annual Philadelphia Spine Summit</strong></td>
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<tr>
<td><strong>Friday, May 19, 2023</strong></td>
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</table>

**Electrical Needs & Shipping Information:**
Please notify Ariel Levine prior to shipping: Shipments will be accepted at Jefferson Alumni Hall 2 days prior to conference, no earlier than Wednesday, May 17, 2023. Be sure to label them accordingly.

Attn: Ariel Levine  
Philadelphia Spine Summit - Friday, May 19, 2023  
Jefferson Alumni Hall  
1020 Locust Street, Suite M-5  
Philadelphia, PA 19107  
Box 1 of _____

Electrical services are included in the exhibit fee. Each company is responsible for communicating their electrical needs to Ariel Levine via email to Ariel.Levine@jefferson.edu.

*Please note that all company representatives are solely responsible for coordinating return shipping at the conclusion of the conference.*

**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.

**Exhibitor Refund Policy**
Requests for exhibitor fee refunds must be submitted in writing and received by the Office of CPD before April 19, 2023. There will be no refunds after this period. Cancellations notified before the one month period will incur a 10% cancellation 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  
Thomas Jefferson University  
Jefferson Alumni Hall  
1020 Locust Street, Suite M-5  
Philadelphia, PA 19107

Or by email to jeffersoncpd@jefferson.edu - please include the activity name in the subject line.

**COVID-19 Precautions**
The conference will follow local and hotel COVID-19 safety regulations that are set at the date of the conference. Final COVID-19 restrictions and policies will be communicated to all in-person confirmed exhibitors prior to the conference. We expect all exhibitors to comply with these rules. With any questions related to COVID-19 precautions, please email Ariel Levine at ariel.levine@jefferson.edu

**Questions?**
Please contact Ariel Levine at Ariel.Levine@jefferson.edu

**SEND US YOUR SUGGESTIONS!**
If you have suggestions for an exhibit features or other advertising opportunities, please email Ariel.Levine@jefferson.edu.

Additional fees may apply.
# EXHIBITOR CREDIT CARD PAYMENT FORM

## 9th Annual Philadelphia Spine Summit
Friday, May 19, 2023 | Jefferson Alumni Hall | Philadelphia, PA

**Exhibit Fee**: Indicate your level of exhibit:

- □ Bronze Level $3,000  
- □ Silver Level $4,500  
- □ Gold Level $6,000

*Payment is due on or before May 19, 2023*

Company Name: ______________________________________________________

Company Representative *(to contact with questions)*: _____________________________

Phone Number: ________________________________

Email Address: ________________________________

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<th>I hereby authorized use of my:</th>
<th>American Express □</th>
<th>Visa □</th>
<th>MasterCard □</th>
<th>Amount $ ____________</th>
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<td>Expiration Date:</td>
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<td>E-Mail:</td>
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<tr>
<td>Please send completed form to Ariel Levine’s attention at <a href="mailto:Ariel.Levine@Jefferson.edu">Ariel.Levine@Jefferson.edu</a></td>
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**ONLINE EXHIBITOR REGISTRATION MUST ALSO BE COMPLETED.**

**TO COMPLETE VISIT** [http://jeffline.jefferson.edu/jeffcme/SpineSummit/](http://jeffline.jefferson.edu/jeffcme/SpineSummit/)
W-9

Request for Taxpayer Identification Number and Certification

➤ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
THOMAS JEFFERSON UNIVERSITY

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   □ Individual/sole proprietor or single-member LLC  □ C Corporation  □ S Corporation  □ Partnership  □ Trust/estate
   □ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership). Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 5):
   Exempt payee code (if any)  1
   Exemption from FATCA reporting code (if any)  A
   (Applies to accounts maintained outside the U.S.)

Print or type. See Specific Instructions on page 3.

See Requester’s name and address (optional).

5 Address (number, street, and apt. or suite no.) See instructions.
1101 MARKET STREET, SUITE 2004

6 City, state, and ZIP code
PHILADELPHIA, PA 19107

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or
Employer identification number

2 3 1 3 5 2 6 5 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

Yegeysh Shcherbakov, Acct. Manager

Date 06/08/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.