Exhibitor Packet

Your company is extremely important to the profession and we would like to cordially invite you to showcase your products and services. This year’s meeting offers you an excellent opportunity to make sales, widen your exposure and stimulate repeat business. Take this opportunity to build and maintain customer relations, enhance your image and test new products and services.

We encourage you to review the exhibit packages described and to make the decision today to participate in the VSO Annual Meeting.
The Virginia Society of Otolaryngology is made up of the state’s leading physicians in the treatment of ear, nose and throat diseases. The conference gives you ample opportunities to interact with over 120 otolaryngologists who represent all regions of the Commonwealth and include associations with all Virginia medical schools.

**EXHIBIT HOURS**

**Thursday, May 14, 2020**
3:00 p.m. – 7:00 p.m. Exhibitor Set Up

**Friday, May 15, 2020**
6:00 a.m.-8:30 a.m. Exhibitor Set up
10:00 a.m. – 6:00 p.m. Exhibits Open

**Saturday, May 16, 2020**
7 a.m. – 12:00 p.m. Exhibits Open
12:00 p.m. – 1:00 p.m. Tear Down

*All conference breaks and breakfasts will be held in the Exhibit area.*

**CONTRIBUTION LEVELS**

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<thead>
<tr>
<th>Level</th>
<th>Amount</th>
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<tr>
<td>Bronze Level</td>
<td>$1,200</td>
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<tr>
<td>Silver Level</td>
<td>$2,250</td>
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<tr>
<td>Gold Level</td>
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<td>Platinum Level</td>
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**BENEFITS OF EXHIBITING**

**PLATINUM LEVEL**  
$5,000
- All Exhibit benefits, but includes five complimentary registrations
- TWO exhibit tables
- First Choice of table location
- Listed as Platinum Level Contributor in meeting material, website and Exhibitor Director
- Recognized at podium by Chapter president as Platinum Level Contributor
- Four Facebook, Twitter, LinkedIn and/or Website posts about company’s attendance at meeting
- 5 tickets to Welcome Reception

**GOLD LEVEL**  
$3,000
- All Exhibit benefits, but includes four complimentary registrations
- Choice of table location (after Platinum level)
- Specific signage for each Gold Level Contributor
- Listed as Gold Level Contributor in meeting material, website and Exhibitor Director
- Recognized at podium by Society president as Gold Level Contributor
- Two Facebook, Twitter, LinkedIn and/or Website posts about company’s attendance at meeting
- 4 Tickets to Welcome Reception

**SILVER LEVEL**  
$2,250
- All Exhibit benefits, but includes three complimentary registrations
- Specific signage for Silver Level Contributor in meeting material, website and Exhibitor Directory
- Recognized at podium by Society president as Silver Level Contributor
- 3 Tickets to Welcome Reception

**BRONZE LEVEL | TABLETOP OR FLOOR**  
$1,200
- One 6 ft table and 2 chairs.
- Includes two complimentary registrations to all meeting sessions and hotel food functions.
- Participation in “Play to Win” where participants visit each exhibit booth and enter a raffle
- Inclusion Exhibitor Directory, meeting material and website listing of vendors
- 2 Tickets to Welcome Reception

**ALL EXHIBIT SPACES INCLUDE:**

- One 2’ x 6’ skirted table (Platinum level includes 2 tables)
- Two chairs
- Fee includes all hotel food breaks
EXHIBIT APPLICATION FORM

To reserve your space at the 2020 Annual Meeting of the Virginia Society of Otolaryngology, please complete the following and return by May 1, 2020. The Society’s Tax ID number is: 54-2024436

Make check payable to: Virginia Society of Otolaryngology – Head & Neck Surgery, Inc.
2821 Emerywood Parkway | Suite 200 | Richmond, VA 23294
FAX: (804) 788-9987

You may also register and pay online at www.vso-hns.org!

Listed below is how you desire your participation to be acknowledged at the 2020 program:

Company Name: ________________________________________________________________

Contact Person: ________________________________________________________________

Contact Person E-mail: __________________________________________________________

On-Site Representative: ________________________________________________________

On-Site Representative Address: ________________________________________________

City/State/Zip: _________________________________________________________________

Phone Number: ____________________________ Email address: ________________________

Names(s) and E-Mail Addresses of additional On-Site Representatives:
1) ________________________________________________________________
2) ________________________________________________________________ (Silver Level and higher)
3) ________________________________________________________________ (Gold Level and higher)
4) ________________________________________________________________ (Platinum Level and higher)

PLEASE RESERVE THE FOLLOWING (CHECK ONE):

- Bronze Level $1,200
- Gold Level $3,000
- Silver Level $2,250
- Platinum Level $5,000
- Contribute $25 gift card(s) for raffle. # of $25 gifts cards _______ (add appropriate amount to exhibit fee)

PAYMENT METHOD

- Check Enclosed (Payable to VSO-HNS)
- Pay by credit card online at www.VSO-HNS.org
Description of Company and Products/Services: for Exhibitor Program (print or E-mail a separate document; 30 words max)

ADDITIONAL INFORMATION

- If possible, do not locate us near the following company (ies):
- I will require electricity for my exhibit. Electrical & IT Services shall be contracted directly with the hotel. Information to order these services will be sent in a confirmation e-mail.
- Please e-mail a hi-resolution copy of your company logo for inclusion in meeting material. E-mail to smcconnell@ramdocs.org.

HOTEL ACCOMMODATIONS

We have reserved a limited number of rooms at Wintergreen Resort at a discounted rate. Book the room that best accommodates your needs by calling Wintergreen Resort at 1-866-255-1101 and requesting the discounted VSO room rate of $124.00. Our room block expires on April 24, 2020 but rooms may sell out before then.

REGULATIONS: Exhibitors may not sublet or assign any portion of their exhibit space to others. The VSO-HNS reserves the right to approve the character of any exhibit and prohibit any display with excessive noise or other objectionable features. It is agreed that exhibitors shall assume all responsibility for any loss, damage, or injury they shall have or cause, and they shall indemnify and hold harmless The Virginia Society of Otolaryngology – HNS from all liability. The exhibitor shall assume all responsibility and liability for losses, damages, and claims arriving out of injury or damage to exhibitor’s displays, equipment and other property brought upon the premises by the Hotel, and shall indemnify and hold harmless the hotel, agents, and employees from any and all such losses, damages and claims. Exhibitors assume responsibility for costs incurred for equipment, services, etc., rented or requests by them through the Hotel. We have read and fully understand all details and agree to abide by the rules and regulations.

CANCELLATION POLICY: An exhibitor may cancel or withdraw from the meeting subject to the following conditions: 1) the exhibitor shall immediately file a written notice of intention to cancel or withdraw; 2) if written notice is received 30 days or more prior, the Chapter shall retain a sum of equal to fifty percent (50%) of the total cost of the reserved exhibit space; and 3) no refunds shall be made on cancellations received less than 30 days in advance of the meeting. Any exhibitor failing to occupy said space by the initial opening of the exhibit area shall forfeit that space and the Chapter shall have the right to use said space as desired.

Your Exhibit Fee must be paid in full prior to the conference.
Contact Susan McConnell at 804-622-8139 or smcconnell@ramdocs.org with questions!