



EXHIBIT APPLICATION FORM

To reserve your space at the 2021 Virtual Annual Meeting of the Virginia Society of Otolaryngology, please complete the following and return by **April 1, 2021**. 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!

- Please list below is how you desire your participation to be acknowledged at the 2021 Virtual Exhibit Program. Information must be received by April 1, 2021 to be included in Virtual Exhibit 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) _____ | _____
- 3) _____ | _____ *(Silver and higher)*
- 4) _____ / _____ *(Gold and higher)*
- 5) _____ | _____ *(Platinum)*

- Description of Company and Products/Services: for Virtual Exhibitor Program (print or E-mail a separate document; 30 words max).

- Please e-mail a hi-resolution copy of your company logo (jpeg format) for inclusion in meeting material.
E-mail to ifolmer@ramdocs.org.

PLEASE RESERVE THE FOLLOWING (CHECK ONE):

- | | | | |
|--|---------|---|---------|
| <input type="checkbox"/> Exhibit Level | \$1,200 | <input type="checkbox"/> Gold Level | \$3,000 |
| <input type="checkbox"/> Silver Level | \$2,250 | <input type="checkbox"/> Platinum Level | \$5,000 |

- Contribute \$25 gift card(s) for raffle. _____ # of \$25 gifts cards (add appropriate amount to exhibit fee)

PAYMENT METHOD (CHECK ONE):

Your Exhibit Fee must be paid in full prior to the conference.

- Check Enclosed (Payable to VSO-HNS)
- Pay by Credit Card online at www.VSO-HNS.org (convenience fee is automatically applied)

ADDITIONAL INFORMATION

- Virtual Exhibit Hall

The VSO will have a Virtual Exhibit Hall on our website. This is where your company's products and promotional material will be featured as well as the links to the Virtual Exhibit Booths. Attendees will be directed to the Virtual Exhibit Hall via the agenda, during the conference, and it will also be included in confirmation material sent to attendees. Please send the following material for your company's listing:

- Company Logo
- Brief company description
- Rep contact information
- Links to website / social media platforms
- Links to product PDFs or video files

- Virtual Exhibit Booths:

All exhibit levels have the opportunity to meet directly with meeting attendees during conference breaks via Virtual Exhibit Booths. Vendors can choose which platform to use (Zoom, Google Meet, Teams, etc.). Please email the link and passcode (if there is one) to ifolmer@ramdocs.org

IF PROOF IS NEEDED:

Materials Needed | 22-March
Initial proof available | 29-March
Edit request deadline | 2- April

IF NO PROFF IS NEEDED:

Materials Needed | 1- April

- I understand that if I do not submit the materials for my company's listing on the Virtual Exhibit Hall/Booth by the designated due date, my company listing will not be included.

Signature

Date

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 Society 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.

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. We have read and fully understand all details and agree to abide by the rules and regulations.