



EXHIBIT INFORMATION

EXHIBITS LOCATION

The exhibit hall is located Salons I & II adjacent to the Scientific Sessions located in the Salons III & IV.

TABLE TOP DISPLAY

\$4,000 Each display includes:

- ✓ One 6' x 30" skirted table and two chairs in the Exhibit Hall
- ✓ Recognition of your support in the program, transition slides, and the NESPS newsletter
- ✓ Three complimentary exhibitor badge registrations. All registered representatives are invited to attend scientific sessions.
- ✓ Two complimentary tickets to the Presidents Reception and Dinner.

EXHIBIT HOURS*

Friday, September 8	7:00 am – 7:30 pm**
Saturday, September 9	7:00 am – 3:30 pm

**Times are subject to change based on 2023 programming.*

***Welcome Reception in the exhibit hall*

FOOD FUNCTIONS IN EXHIBIT AREA

Continental Breakfast, as well as coffee breaks will be served in the exhibit hall daily.

EXHIBITION FEES AND PAYMENT

A 50% deposit of the contracted space should be forwarded with the Application for Exhibit Space. The balance must be paid by June 2, 2023. Checks should be made payable to the Northeastern Society of Plastic Surgeons and mailed to:

NESPS
500 Cummings Center, Suite 4400
Beverly, MA 01915

REFUNDS AND CANCELLATIONS

Cancellations received in writing by June 2, 2023 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 2, 2023.

INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 1:30 pm – 5:00 pm on Thursday, September 7, 2023. All exhibits must be set by 5:00 pm on Thursday without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 3:30 pm on Saturday, September 9, 2023 and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 5:30 pm on Saturday, September 9, 2023.

SPACE ASSIGNMENT

Exhibit assignments will be made on a space available basis. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate this on their application. Careful consideration will be given to such requests. The Northeastern Society of Plastic Surgeons reserves the right to alter the exhibit floor plan at any time.



SERVICE KIT

The Service Kit will be available online approximately 3 months before the meeting. You will be notified when it is available and it will include:

- Shipping instructions
- Electrical order form
- Updated Exhibitor Information
- Lead retrieval order form
- Any other needs you may have to prepare for the meeting

HOTEL ACCOMMODATIONS

Rooms are reserved at the JW Marriott in Washington, DC. The online reservation link will be available in the online service kit in mid June.

EXHIBIT PERSONNEL

All exhibit personnel 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 three (3) badges per exhibit space purchased. Additional badges are available for \$100 per badge. An exhibitors badge does allow the exhibitor access to the scientific sessions.

INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distribution of advertising matter outside the exhibitor's own space will not be permitted.

CONDUCTING EXHIBITS

Drawings, raffles, and quiz-type contests will not be permitted. 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 Society. The right is reserved to refuse applications of concern not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

SOCIAL PROGRAM

All exhibitors are welcome to attend the Friday evening Welcome Reception in the Exhibit Hall.

SPECIAL NEEDS



If you require special accommodations in order to fully participate in the meeting, please contact the Northeastern Society of Plastic Surgeons administrative office.

FIRE PROTECTION

All materials used in the exhibit area must be flameproof 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 corrugated paper, flameproof or otherwise, will not be permitted. Excelsior 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 exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

SECURITY

Security will be furnished by Management when the exhibits are closed. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. It is suggested that companies secure valuable equipment when exhibit hall is closed



PROTECTION OF THE BUILDING

Exhibitors will be held liable for any damage caused to the convention center property. 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 buildings or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

HAZARDOUS WASTE

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

INDEMNIFICATION

The Hotel and the Group shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from any activities conducted at the Hotel. Evidence of such insurance shall be provided to the other party at the request of such party.

INSURANCE

The Hotel, NESPS and exhibitor shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from any activities conducted at the Hotel. Evidence of such insurance shall be provided to the other party at the request of such party.