



2023 ANNUAL MEETING

April 21-22, 2023

The North Carolina Society of Pathologists meets annually and is a much-anticipated, popular gathering of the pathology community for education. The next NCSP Annual Meeting will be held at the Grove Park Inn in Asheville, NC, April 21-22, 2023.

Healthcare organizations, pharmaceutical companies, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the three-day meeting. The NCSP extends opportunities for displays, sponsorship of specific aspects of the meeting such as fellow participation (for example, the fellowship poster competition), and CME speaker underwriting during the meeting. Sponsorship opportunities are available at different monetary levels to fit all types of needs and budget constraints. Networking and recognition opportunities are abundant for health-related and consumer businesses that participate.

EXHIBITOR PROSPECTUS LEVELS

ALL PARTICIPATING EXHIBITORS RECEIVE:

- Up to six hours with access to attendees
- Friday Welcome Reception
- Saturday Breakfast and Breaks
- Discounted group rate at hotel until block is full
- Attendee registration list prior to meeting and following meeting
- Recognition with a *Virtual Environment* in the on-site meeting application – *please provide the following info along with your application – deadline is March 22, 2023*
 - Company Logo Attachment–JPG or PNG Format 300x300 pixels
 - Company Description (250 words max)
 - Company Contact: address, email address, phone numbers
 - Link to your Company Website
 - Links to your Company Social Media: Twitter; LinkedIn; Facebook
 - Up to (2) Product PDF files – no larger than 10MB

Platinum - \$5,500

- Double Booth (16'x8' with two 6' tables) and (4) chairs in premium location within the Exhibit Hall
- Meeting Registration for (4) company representatives
- Two (2) tickets to Friday Night Dinner – **MUST pre-register to attend.**

Gold - \$3,500

- 8'x8' booth with (2) chairs in priority location in the Exhibit Hall
- Meeting Registration for (2) company representatives
- Two (2) tickets to Friday Night Dinner – **MUST pre-register to attend.**

Silver - \$2,500

- 8'x8' booth with (2) chairs in the Exhibit Hall
- Meeting Registration for (2) company representatives

Limited Product Theater and Optional CME Sessions are available.

These require separate contracts. Contact Gail Stephenson at kkendall@ncmedsoc.org for more information.



NCSP Annual Meeting

EXHIBIT HALL APPLICATION

NCSP is hereby authorized to list us as an Exhibitor in the Annual meeting of the 2023 NC Society of Pathologists.

Application and payment must be received prior to March 22, 2023 to ensure acknowledgement in online materials.

Forms received after March 22 will incur a \$500 surcharge.

EXHIBIT OPTION: Silver - \$2,500 Gold - \$3,500 Platinum - \$5,500

- **IMPORTANT: EMAIL THE SIGNED APPLICATION TO RESERVE YOUR SPACE TO: kkendall@ncmedsoc.org**

***** Product Theater and CME/Grant Opportunities require separate contract. Contact Kerry Kendall for more information.**

PAYMENT OPTIONS: NCSP TAX ID #57-1191947

Check payable to NCSP – PO Box 27167, Raleigh, NC 27611 | Attn: Kerry Kendall

Credit Card – These Payments will now be made through our Online Meeting Registration Platform. You will receive an email when registration is open, and a link to pay your exhibitor fees and register your booth attendees.

COMPANY INFORMATION: **Is electricity required for display?** Yes No

Company Name: _____

Company Contact Person: _____

Title: _____

Billing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

COMPANY Name of Competitors: _____

Company Representative(s) Attending Meeting: **All attending representatives will be required to register online when registration is open for the meeting. If substitutions are necessary prior to the meeting, they can be made thru the meeting registration link.**

Proper completion and submission of this application for participation at the NCSP Annual Meeting shall mean the applicant accepts and agrees to abide by the provisions of this application and Appendix A, Exhibitor Terms and Conditions, which is hereby incorporated and made part of this contract as well as such additional rules and regulations that the NCSP deems necessary provided such additional rules and regulations do not materially alter the exhibitor's contractual rights. A contract for participation shall be completed only after a properly completed application along with a payment in full is received by the NCSP office.

Payment in full must be received prior to the meeting. Please fill in the information requested on this form. Retain a copy for your files, and sign and return this application with payment to:

NCSP, PO Box 27167, Raleigh, NC 27611 | Attn: Kerry Kendall OR email kkendall@ncmedsoc.org

Cancellations by March 1, 2023, receive a 50% refund; no refunds provided for cancellations after that date.

Signature of person authorized to approve contract

Printed name of authorized signer

Date

Appendix A: Exhibitor Terms and Conditions

- 1. SPACE - Exhibitor space is confirmed and assigned by the NCSP on a first-come basis as SIGNED applications are received by NCSP representative.** Platinum and Gold Level exhibitors receive prime display locations. The space contracted is to be used solely for the Exhibiting Company whose name appears on the Contract. The Exhibitor shall not sublet or assign any portion of same without the written consent of the NCSP. Two chairs per table are included.
- 2. MEETING REGISTRATION** – Company representatives who plan to attend the meeting must be registered online for the meeting using the Cvent Registration link. This link will be sent to the company contact once the meeting has officially opened for registration. Each exhibiting support level receives a specific number of meeting registrations. If someone that has signed up will no longer be attending, you can substitute by updating the registration.
- 3. ALL PROMOTIONAL MATERIALS, COLLATERAL OR ACTIVITIES** must be confined within the limits of the Exhibitor’s purchased space. Per CME regulations such materials are not permitted in the meeting room or at the meeting registration desk and may not be delivered to attendees’ hotel rooms. **Product theater events require a separate contract;** contact kkendall@ncmedsoc.org for information.
- 4. ALL BOOTHS** and decorations MUST concur with the facility regulations, city ordinances, and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire-resistant material.
- 5. IN EVENT EXHIBITION IS NOT HELD** - The NCSP shall not be liable for any damages or expense incurred by Exhibitors in the event the show is delayed, interrupted, or not held as scheduled.
- 6. SECURITY** - Security will not be provided in the exhibit area. Exhibitors are urged to remove all valuables during non-exhibit hours. Exhibitor agrees that neither the NCSP, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The NCSP recommends all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown; however, certain facility employees will have access to the space for cleaning, etc.
- 7. LIABILITY** - Exhibitor agrees that neither the NCSP, nor its representatives, will be responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees, family, or associates, or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.
- 8. CANCELLATIONS** - Cancellations by **COB 3/1/23** receive a 50% refund. NO refunds are provided for cancellations after that date.
- 9. ELECTRICITY** - The NCSP will provide standard 110-volt electricity at no charge upon request. **Please indicate on the application if electricity is required.** For additional power needs, exhibitors should contact the facility.
- 10. SIGNAGE** – All Signage and Booth display to be provided by Vendor.
- 11. SHIPPING** - Vendors are responsible for ALL arrangements in the shipping of exhibits. Please bring your company’s own shipping forms and account number in order to make your own re-shipping arrangements. Shipping information will be sent with a confirmation to the “Company Contact” listed on the application.
- 12. HOTEL RESERVATIONS** – Exhibitors may use the group’s discounted hotel rates. Hotel information with group code will be sent to the “Company Contact” listed on the application upon receipt of signed application.

ASSOCIATION CONTACT

For additional information, please contact:

Gail Stephenson / Director, Event Services

North Carolina Obstetrical and Gynecological Society

PO Box 27167, Raleigh, NC 27611 **OR** 222 North Person Street, Raleigh, NC 27601

Phone: 919-833-3836 office/919-605-9946 cell

Email: gstephenson@ncmedsoc.org

2023 NCSP ANNUAL MEETING

PRELIMINARY EXHIBITOR SCHEDULE

Exact times are subject to change

Date	Time	NCSP Exhibitor Schedule
Friday	1:00PM-5:00PM	Exhibitors Load In
	5:00PM-6:00PM	OPTIONAL CME/PT
	6:00PM-7:30PM	Welcome Reception & Networking with Exhibitors
	7:30PM-9:00PM	Dinner Program - <i>Optional Sign Up Item</i>
Saturday	7:00AM-8:00AM	Breakfast & Networking with Exhibitors
	10:15AM-10:45AM	BREAK & Networking with Exhibitors
	3:00PM-3:30PM	BREAK & Networking with Exhibitors
	3:45PM-5:00PM	Exhibitor Teardown
	4:15PM-5:15PM	OPTIONAL CME/PT

Thank you for your continued support of the NCSP and our physicians!

