# 2020 EXHIBITOR PROSPECTUS and SUPPORT & VISIBILITY OPPORTUNITIES





# North American Skull Base Society 30th Annual Meeting

# "Rapid Evolution in the Healthcare Ecosystem: Become Frontiers"

# February 7-9, 2020

La Cantera Resort, San Antonio, Texas Pre-Meeting Dissection Course: **February 5-6, 2020** 



PRESIDENT: Ricardo Carrau, MD PROGRAM CHAIRS: Adam Zanation, MD and Daniel Prevedello, MD PRE-MEETING DISSECTION COURSE CHAIRS: Paul Gardner, MD & Arturo Solares, MD

Early Bird Exhibitor Deadline **NOVEMBER 20, 2019** 

WWW.NASBS.ORG

# North American Skull Base Society 30th Annual Meeting



# February 7-9, 2020

Pre-Meeting Dissection Course: February 5-6, 2020

# MEETING LOCATION

LA CANTERA RESORT 16641 La Cantera Parkway San Antonio, TX 78256 PHONE: **210-558-6500** WEB: www.lacanteraresort.com

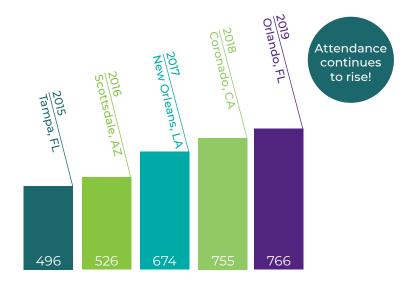
#### NASBS Group Rate: \$269

Hotel reservations link to be provided in the Exhibitor Confirmation Kit, to be sent to confirmed exhibitors in December.

The **North American Skull Base Society (NASBS)** is committed to the dissemination of information about the anatomy, physiology, pathology, and clinical management of diseases involving the skull base. We also support, coordinate and enhance efforts to generate basic scientific information useful to specialists in the care of diseases of the skull base and further distribution of this information among the various scientific disciplines caring for patients with skull base diseases. We encourage the application of these advances to stimulate further interest in skull base pathology and to re-educate our members in the most recent advances.

# **ATTENDEE PROFILE**

Physicians within the North American continent are heavily represented; however, international members representing experts in skull base lesions from around the world are welcome to attend. Attendees will include neurosurgeons, otolaryngologists, head & neck surgeons, plastic surgeons as well as ophthalmologists, radiologists, pathologists, audiologists, speech pathologists, PMR doctors and others that both specialize in rehabilitation and/or have an interest in diseases involving the cranial base.



# Exhibit Schedule

Exhibits will be located in the San Antonio Ballroom, across from the general session being held in the La Cantera Ballroom.

#### **EXHIBITOR SET-UP HOURS**

Thursday, February 6, 2020

#### **DISMANTLING & REMOVAL OF EXHIBITS**

Saturday, February 8, 2020

#### **EXHIBIT DATES & HOURS**

#### Friday, February 7, 2020

#### \* Exhibit Hall Open

Refreshment Break in Exhibit Hall Lunch for Non-Members in Exhibit Hall Refreshment Break in Exhibit Hall Exhibit Hall Closed Welcome Reception in Exhibit Hall

# Saturday, February 8, 2020

\* Exhibit Hall Open Refreshment Break in Exhibit Hall Lunch in Exhibit Hall Refreshment Break in Exhibit Hall

Dates and times tentative and subject to changes.

To apply to exhibit, please use the following link: https://www.nasbs.org/exhibitor-application/

# **DEADLINES**

Early Bird Exhibit Application/Deposit Due: **November 20, 2019** Hotel Reservation Deadline: **January 6, 2020** Exhibit Forms Due: **January 8, 2020** Exhibit Space Balance Due: **January 8, 2020** Badge Registration Deadline: **January 17, 2020** 

9:35 am – 10:05 am 12:20 pm – 1:20 pm 3:30 pm – 4:00 pm 4:30 pm – 6:00 pm 6:00 pm – 7:30 pm

9:00 am - 4:30 pm and 6:00 pm - 7:30 pm

## 9:00 am – 4:30 pm

9:35 am – 10:05 am 12:20 pm – 1:20 pm 3:30 pm – 4:00 pm

12:00 pm – 6:00 pm

4:30 pm – 8:30 pm

# **General Information**

# **EXHIBITOR FEES & SPECIFICATIONS**

On or before November 20, 2019: **8'x10' Booth – \$3,500** After November 20, 2019: **8'x10' Booth – \$3,700** 

Included with each booth: 8' high background drape, 3' high side drape, one (1) 7" x 44" one-line identification sign (company name and booth number), one (1) 6' draped table, two (2) side chairs, and one (1) wastebasket. The exhibit hall is carpeted.

## **PAYMENT SCHEDULE**

- ✓ A deposit of **50% of the total exhibit fee** must accompany signed application
- ✓ Total balance due January 8, 2020
- ✓ Please make check payable to **NASBS**

Applications not accompanied by at least a 50% deposit will be considered invalid. All reservations must be made in writing. Applications from exhibitors who have outstanding balances due to NASBS from any previous year will not be processed without full payment of delinquent accounts.

## SERVICES EXCLUDED

Booth rental fee does not include the following services: drayage, floral, electricity, supplementary furniture or audio-visual. Information regarding these items will be included in the Exhibitor Service Kit from the decorator.

## **EXHIBITOR REGISTRATION**

Exhibit registration includes a maximum of four (4) personnel per 8'x10' space. **The deadline for exhibit staff registration is January 17, 2020** and badges may be picked up on-site. Exhibit badges are not to be given or lent to any individual except the exhibit personnel to whom the badge has been issued. Exhibitors may attend sessions as long as they do not engage in sales while in the session rooms.

Guests of exhibitors should be included on the individual company's staff list. Charges for additional badges over the number included with the booth purchase will be assessed at \$25 per badge.

## **EXHIBITOR STAFF CONDUCT**

Exhibitors must set up, occupy, and staff their exhibits during all hours exhibits are open. Failure to do so may result in ineligibility for future meetings. Names of all participants affiliated with exhibits must be submitted online or at the on-site Registration Desk. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, or barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit floor without obligation on the part of NASBS Management for refund of fees.

Exhibit personnel are expected to remain in their rented space and not view other exhibits except by invitation of other exhibitors. Interviews, demonstrations and the distribution of literature must be conducted within the booth area assigned to the exhibitor. Canvassing or distributing of advertising materials beyond the parameters of the exhibitor's own booth will not be allowed. Additionally exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the parameter of the exhibitor's own booth.

When food and beverage are served in the Exhibit Hall during lunch and breaks, exhibit personnel may participate but are expected to allow attendees to participate first.

# General Information

# **EXHIBITOR APPLICATION**

To apply to exhibit, go to https://www.nasbs.org/exhibitor-application/.

## **EXHIBITOR GUEST POLICY**

Guests of exhibitors should be registered online or at the on-site Registration Desk. Charges for additional badges over the number included with the purchase of booth space will be assessed at \$25.00 per badge.

## **SUBLETTING OF SPACE**

Exhibitors may not assign or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by the applicant(s).

## **CANCELLATION POLICY**

Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by NASBS Management because of Exhibitor's default or violation of this agreement, monies paid to the NASBS by the Exhibitor shall be retained as follows:

- ✓ **\$500 per space** if application is canceled **on or prior to November 20, 2019.**
- ✓ \$1,000 per space if application is canceled or reduced after November 20, 2019 and on or prior to January 8, 2020. NO REFUND for any cancellations or reductions after January 8, 2020.

#### **PRIORITY PLACEMENT**

The assignment of booth space will be on a first-come, first-served basis, upon receipt of exhibitor application and booth deposit.

## **BOOTH INSTALLATION & DISMANTLE**

**Set-up Hours** Thursday, February 6

#### **Teardown Hours**

Saturday, February 8

12:00 pm – 6:00 pm

4:30 pm – 8:30 pm

All set-up must be completed by 8:00 am on Friday, February 7. Exhibitors who have not checked in with the registration desk and set-up by this time will be considered "no shows" and may have their booth dismantled by NASBS Management. Exhibitors may not begin dismantling until 4:30 pm on Saturday, February 8. All exhibits must be packed and ready for shipment by 8:30 pm on Saturday, February 8.

#### SHOW MANAGEMENT

#### North American Skull Base Society (NASBS)

11300 W. Olympic Blvd., Suite 600, Los Angeles CA 90064 FAX: 310-437-0585

Exhibit Manager: Jenay Root

PHONE: 310-424-3326, ext. 127 EMAIL: **jenay@nasbs.org** 

# Scientific Program

# FRIDAY, FEBRUARY 7, 2020

FRIDAT, FEDRU	JARY 7, 2020
7:30am – 8:30am	Scientific Sessions: Main Topics
	<ul> <li>Main Topic 1: Trigeminal Schwannoma Surgery</li> </ul>
	<ul> <li>Main Topic 2: Clivial Chordomas</li> </ul>
	• Main Topic 3: Esthesioneuroblastoma
	• Main Topic 4: Value Based Skull Base Surgery
	• Main Topic 5: Recalcitrant Meningiomas
8:35am – 9:35am	Expert Debates
	<ul> <li>Expert Debate 1: Schwannomas - Operate or Radiate</li> </ul>
	<ul> <li>Expert Debate 2: Protons for Chordomas, Cost/Benefit</li> </ul>
	$\cdot$ Expert Debate 3: Sinonasal Malignancies, Neoadjunctive or Not?
	• Expert Debate 4: Skull Base Coding
	<ul> <li>Expert Debate 5: Endo Versus Transcranial Approaches for Anterior Cranial Fossa</li> </ul>
9:35am – 10:05am	Break with Exhibitors
10:05am – 12:20pm	General Session
12:20pm – 1:20pm	Lunch in Exhibit Hall
1:20pm – 2:20pm	Primer Course
1:20pm – 2:20pm	Acoustic Neuroma Education Day
1:20pm – 2:20pm	Hot Topic Sessions
	<ul> <li>Hot Topic 1: Topics in Orbital Surgery</li> </ul>
	$\cdot$ Hot Topic 2: Optimizing Endoscopic Skull Base Reconstruction
	<ul> <li>Hot Topic 3: Complex Pituitary Tumors: Giant Pituitary Adenomas or Invasive Pituitary Adenomas</li> </ul>
	$\cdot$ Hot Topic 4: Cavernous Sinus and Petroclival Meningiomas
2:25pm – 3:25pm	Video Sessions
	<ul> <li>Video Session 1: Orbital Approaches</li> </ul>
	<ul> <li>Video Session 2: Skull Base Reconstruction</li> </ul>
	$\cdot$ Video Session 3: Extracapsular Tumor Surgery for Pituitary Tumors
	<ul> <li>Video Session 4: Petroclival Meningiomas Surgery</li> </ul>
4:00pm – 6:00pm	Primer Course
4:00pm – 6:00pm	Acoustic Neuroma Education Day
4:00pm – 5:00pm	Proffered Paper Sessions
5:00pm – 6:00pm	Proffered Paper Sessions
6:00pm – 7:30pm	Welcome Reception & Poster Viewing

# Scientific Program

# SATURDAY, FEBRUARY 8, 2020

7:30am – 9:35am	RHOTON ROOM: ENT vs Neuro Dueling Dissections
7:30am – 9:35am	Orbit Education Day
7:30am – 8:30am	Scientific Sessions: Main Topics
	<ul> <li>Main Topic 6: Highlights from AN Day</li> </ul>
	• Main Topic 7: Spontaneous CSF Leak: Short and Long Term Management
	Main Topic 8: Skull Base Surgery Complications
	• Main Topic 9: Skull Base Syndromes You Should Know
	• Main Topic 10: Parasellar Nonpituitary Surgery
8:35am – 9:35am	Expert Debates
	$\cdot$ Expert Debate 6: Treatment of Slow Growing Asymptomatic Ans
	<ul> <li>Expert Debate 7: Medical Advances in Skull Base Tumor Management: Current and Future</li> </ul>
	$\cdot$ Expert Debate 8: Running Multiple Rooms: Is It Legal? Is It Ethical?
	$\cdot$ Expert Debate 9: Endovascular or Open Treatment of AVMs and Aneurysms
	$\cdot$ Expert Debate 10: Endoscopic Repair Failure: What to do Next?
9:35am – 10:05am	Break with Exhibitors
10:05am – 12:20pm	General Session
12:20pm – 1:20pm	Lunch in Exhibit Hall
1:20pm – 3:25pm	RHOTON ROOM: ENT vs Neuro Dueling Dissections
1:20pm – 3:25pm	Orbit Education Day
1:20pm – 2:20pm	Hot Topics & Special Session
	<ul> <li>Hot Topic 5: Jugular Foramen Tumors</li> </ul>
	$\cdot$ Hot Topic 6: Imaging Advances in Skull Base Pathologies
	$\cdot$ Special Session 1: Being a Woman in a Woman's Job
	Competition Time - Anterior
2:25 pm – 3:25 pm	Video Sessions & Special Sessions
	<ul> <li>Video Session 5: Vascular Injury Management</li> </ul>
	<ul> <li>Video Session 6: New Technology and Techniques for Skull Base Tumor Removal</li> </ul>
	$\cdot$ Special Session 2: NexGen Imaging Modalities in Skull Base Pathologies
	<ul> <li>Special Session 3: Young Members Forum: Building a Practice and the Economics of Building a Practice</li> </ul>
3:30pm – 4:00pm	Break with Exhibitors
4:00pm – 6:00pm	RHOTON ROOM: ENT vs Neuro Dueling Dissections
4:00pm – 6:00pm	Orbit Education Day
4:00pm – 5:00pm	Proffered Papers & Special Session Industry, Innovation, and Development

# Scientific Program

# SATURDAY, FEBRUARY 8, 2020 (CONT.)

5:00pm – 6:00pm Proffered Papers World Skull Base Leadership Group 6:30pm – 7:30pm New Member Reception

7:30pm – 10:00pm Main Social Event

## SUNDAY, FEBRUARY 9, 2020

7:30am – 9:35am R	hoton Room
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- 7:30am 8:30am Special Sessions
  - Special Session 4: New Technology and Techniques for Skull Base Tumor Removal
  - Special Session 5: Updates in Management of Functional Pituitary Tumors
  - Special Session 6: Hearing and CN Rehabilitation in AN Surgery
- 7:30am 8:30am Proffered Papers Sessions
- 8:35am 9:35am Proffered Papers Sessions
- 9:40am 10:40am Proffered Papers Sessions
- 10:45am 11:45am Proffered Papers Sessions

# Educational Grant Opportunities

All activities are developed according to ACCME & Standards of Commercial Support guidelines and AdvaMed, Pharma Code and IOG guidelines. A Letter of Agreement will need to be signed for all Level Support.

# DIAMOND LEVEL SUPPORT (Educational Grant): \$35,000\*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Scientific Posters
- ✓ Main Social Event
- ✓ Welcome Reception
- ✓ Lunches
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS DIAMOND LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In Skull Base Surgery Journal, the official journal of NASBS
- ✓ On sign for display in exhibit booth (booth not included with levels support)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

# PLATINUM LEVEL SUPPORT (Educational Grant): \$20,000\*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Scientific Posters
- ✓ Welcome Reception
- ✓ Lunches
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS PLATINUM LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In Skull Base Surgery Journal, the official journal of NASBS
- ✓ On sign for display in exhibit booth (booth not included with levels support)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

# GOLD LEVEL SUPPORT (Educational Grant): \$12,000\*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Welcome Reception
- ✓ Lunches
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS GOLD LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- $\checkmark$  On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (booth not included with levels support)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

# Educational Grant Opportunities

# SILVER LEVEL SUPPORT (Educational Grant): \$6,000\*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Welcome Reception
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS SILVER LEVEL SUPPORTER:

- $\checkmark$  On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (booth not included with levels support)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

# **BRONZE LEVEL SUPPORT (Educational Grant): \$3,000\***

ACKNOWLEDGED AS SUPPORTER OF:

✓ Daily Refreshment Breaks

ACKNOWLEDGED AS BRONZE LEVEL SUPPORTER:

- $\checkmark$  On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In Skull Base Surgery Journal, the official journal of NASBS
- ✓ On sign for display in exhibit booth (booth not included with levels support)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

\*Support for the 2020 Annual NASBS Meeting is considered an educational grant, subject to ACCME Standards of Commercial Support. A signed Letter of Agreement must be received in advance of the meeting in order for support to be acknowledged. There is no need to purchase a booth in order to provide an educational grant. No logos will be used in any form of acknowledgement per ACCME criteria.

# Marketing & Visibility Opportunities

# DIAMOND CORPORATE VISIBILITY PACKAGE: \$50,000

- ✓ One dinner symposium on February 6 or 7 (on a space availability basis/see information below)
- ✓ One 10x20 exhibit space
- $\checkmark$  One banner ad on meeting app
- ✓ Hotel key cards
- ✓ Two pillar wraps or one banner
- ✓ Additional promotional items to be agreed upon with NASBS Management
- ✓ Acknowledged as supporter of scientific posters, main social event, welcome reception, lunches and daily refreshment breaks

ACKNOWLEDGED AS DIAMOND CORPORATE VISIBILITY SUPPORTER:

- ✓ With signage, slides and verbal recognition during breaks in scientific session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of the NASBS
- ✓ On sign for display in exhibit booth

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

## **OFFICIAL DOOR DROP: \$6,000 + Hotel Costs**

Be one of the first companies visible to attendees by having an announcement, invitation, or sales literature hand-delivered to the hotel room of every registered NASBS attendee. Material must be approved by NASBS management in advance.

## PILLAR WRAPS: \$4,000 for One, \$7,000 for Two + Production and Hotel Costs

Wrap the pillars outside of the entrance to the scientific session room. You may choose to wrap one or two pillars. Your company branding and message will be prominently displayed as attendees make their way into the scientific sessions each day. Contact NASBS Management for specs. All artwork must be approved by NASBS management prior to production.

# EXHIBIT AISLE SIGNS: \$4,000 + Production and Rigging

Draw more traffic to your booth by placing your company name throughout the exhibit hall on every aisle sign. The signs will include your company logo, making it easy for attendees to find your booth.

# Marketing & Visibility Opportunities

## KEY CARDS: \$3,000 + Production and Hotel Costs

Want to make a big visual impact? One of the first things attendees will see upon arrival, and something they will continue to use and see everyday is their hotel room key card. Put your company's logo and artwork on the hotel room key cards for the NASBS meeting participants.

## **CHARGING STATION: \$2,500 + Production**

Gain extra visibility by sponsoring the charging station for mobile devices. The station will be located in the Registration area, making it highly visible to attendees as they take advantage of the opportunity to charge up their devices throughout the meeting.

## **MEETING APP ADVERTISING: Prices Vary**

Put attendees in the palm of your hand by advertising on the NASBS meeting app for mobile devices. Opportunities include banner ads, extended company description for exhibitors, inclusion of media item in exhibit listings and more. For a list of opportunities and prices, please contact Jenay Root via phone: 310-424-3326, ext. 127 or email: **jenay@nasbs.org**.



To apply for support and visibility opportunities, please use the following link: www.nasbs.org/support-visibility-opportunities

# FOR MORE INFORMATION

Questions about any of the above opportunities may be directed to Jenay Root at:

EMAIL: jenay@nasbs.org | PHONE: 310-424-3326, ext. 127

NASBS is a 501(c)(3) nonprofit organization. Tax ID: 84-1122414

# Marketing & Visibility Opportunities

# INDUSTRY-SUPPORTED SATELLITE SYMPOSIA: \$10,000 (or included in Diamond Corporate Visibility Package)

#### SATELLITE SYMPOSIA GUIDELINES

"Satellite Symposium" refers to any activity that is deemed educational in nature and is independently organized and offered by another organization.

#### PROPOSAL/APPLICATION SUBMISSION PROCESS AND DEADLINE

Please submit a proposal including the title of the program and presentations, learning objectives, proposed speaker names, target audience and invitation process. Please note that time and space are limited. Proposals should be submitted to Jenay Root via email: **jenay@nasbs.org**. In addition, please apply for a Satellite Symposium slot via the following link: https://www.nasbs.org/support-visibility-opportunities/.

#### Proposal Deadline: October 25, 2019.

#### CRITERIA FOR ELIGIBILITY

Acceptance of the proposed satellite symposium will be based on educational content. The satellite symposium must meet the following criteria:

- » Provide high-quality information that practicing physicians and surgeons need to provide improved patient care
- » Offer balanced information and provide an objective viewpoint of the subject matter presented

#### The Organization must:

- 1. Fulfill any funding obligations
- 2. Hold NASBS harmless from any and all claims that may result from the meeting

#### NASBS reserves the right to:

- 1. Limit the number of industry organized events
- 2. Consult with the organization to assure appropriateness of any activity outcome

#### SCHEDULING

The following times are available:

- » Thursday, February 6, 2020, 6:00 pm 8:30 pm
- » Friday, February 7, 2020, 7:30 pm 9:30 pm

#### MARKETING

NASBS encourages independent promotion of approved symposia. All marketing materials must be approved through NASBS prior to release and distribution. Commercial displays will not be allowed in the meeting room at any time. Signage at the hotel will be allowed only on the day of the symposium. Signs are limited to two in front of the session room, two hours in advance of the symposium.

#### NASBS will promote the program in the following methods:

- 1. Symposia information is provided in the Advance Program (on the website) and the Final Program (in the meeting app and website)
- 2. To assist with your marketing efforts, NASBS will provide a pre-registration mailing list

#### Financial Considerations-Direct Costs:

All organizations will be responsible for the management of their event's logistics and payment of direct costs associated with promotion, presenters, catering and audio-visual equipment & labor. Upon NASBS approval of the satellite symposium, the symposium provider will be invoiced for the total due. Payment is expected within 30 business days of invoice issuance.

# Rules & Regulations

## **EXHIBITOR PROGRAMS & PRESENTATIONS**

Exhibitor presentations may take place during any hours the exhibit hall is open to registrants. Exhibitor programs or presentations must be confined to the exhibitor's booth space. The sound intensity of such activities as determined by NASBS Management, must not interfere with the activities of neighboring exhibitors. NASBS Management reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued. Programs or presentations are to be straightforward in nature and must avoid the use of sideshow or theatrical gimmicks.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles. Any visual or other transmissions from off-site locations including tele-surgery require written permission from NASBS Management. Request forms for these educational events will be included in your exhibitor confirmation packet and must be completed and returned to the NASBS office.

## **DIRECT SALES ON EXHIBIT FLOOR**

No direct sales are permitted to take place on the exhibit floor excluding book sales. Orders may be taken and processed for delivery elsewhere but product may not be conveyed in the exhibit area.

## **AMERICANS WITH DISABILITIES ACT**

Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their booth space. This includes, but is not limited to, the wheelchair access provisions.

# **DISPLAY OF INVESTIGATIONAL PRODUCTS**

All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by the NASBS. To comply with the Food and Drug Administration's Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- Contain only objective statements about the product.
- Contain no claims of safety effectiveness or reliability.
- Contain no comparative claims to other marketed products.
- Be displayed solely for the purpose of obtaining investigator responsibilities.
- Display a statement: "Caution Investigational Device Limited to Investigational Use" (or similar statement) in prominent size and placement.

# Rules & Regulations

## **INSURANCE & LIABILITY**

The Exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of injury to any person, or loss of, or damage to property when such loss damage or injury is in any way connected to the exhibitor's participation in the exhibition. Exhibitors shall indemnify and hold harmless North American Skull Base Society (NASBS) Management, its officers, directors, agents, members and employees, and the designated meeting facilities, their agents, and employees from any and all such losses, damages and claims. Exhibitors agree to protect, save and keep NASBS Management and the La Cantera Resort forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or its agents as well as strictly to comply with the applicable terms and conditions contained in the agreement between the La Cantera Resort and the NASBS regarding the exhibit premises and further an exhibitor shall at all times protect, indemnify, save and keep harmless the NASBS and the La Cantera Resort against any and all loss cost damage liability or expense arising from, or out of or by reason of said exhibitor's occupancy and use of exhibit premises or part thereof. While NASBS Management will provide security, furnishing of such security shall not be deemed to affect the non-liability of NASBS Management, its members, officers, representatives or official services contractors, or the La Cantera Resort to modify in any way the assumptions or risk provided herein.

If any part of the exhibit hall is damaged or destroyed in such a way as to prevent NASBS Management from allowing an exhibitor to occupy its assigned space during any portion of the exhibition or if same is prevented by strikes, acts of God, national emergency, or other causes beyond the control of NASBS Management, exhibitors will be charged for space during the time it was, or could have been, occupied and exhibitors hereby waive any claim against NASBS Management, its members, directors, agents, or employees, for losses or damages that may occur due to such inability to occupy assigned space.

#### PHOTOGRAPHY

An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. NASBS Management reserves the right to photograph exhibits for society purposes.