



TO: 2024 Exhibitors and Sponsors  
FROM: Atlantic States ASC Conference presented by ASC Excellence  
RE: Invitation to Exhibit and Sponsor

The Atlantic States ASC Conference presented by ASC Excellence is pleased to invite your company to participate in the Atlantic States ASC Conference on **October 10<sup>th</sup> and 11<sup>th</sup> 2024 at the Embassy Suites by Hilton Raleigh- Durham/ Research Triangle in Cary, NC.**

The Atlantic States ASC Conference will offer one of the most comprehensive ambulatory surgery center vendor/supplier trade shows on the Atlantic coast. This year all surgery center administrators, nurses, physicians and other center staff throughout the states of North Carolina, Virginia, West Virginia, and more will be invited to attend the Atlantic States ASC Conference.

With the events and seminars planned, we have excellent sponsorship opportunities available to fit all budgets. By being a sponsor of the Atlantic States ASC Conference, you will not only gain exposure at the conference, you will also receive special benefits available only to sponsors. Benefits range from promotion of your company, brand recognition, acknowledgement in the conference program, and much more. An exhibit agreement and sponsorship form are enclosed for your review.

Online registration is available or you can return the application to via email to [erin@ascmember.org](mailto:erin@ascmember.org).

Should you need any additional information, please contact us by phone at 888.526.9450 or by email at [erin@ascmember.org](mailto:erin@ascmember.org). We look forward to working with you for the Atlantic States ASC Conference!

Erin Cusick  
Atlantic States ASC Conference Meeting Planner



**Atlantic States ASC Conference 2024**  
**October 10-11\* Embassy Suites by Hilton Raleigh- Durham/ Research Triangle**

**Premier Sponsor - \$3500 (includes booth)**

- 3 complimentary exhibitor badges
- Sole sponsorship of one of the following events:
  - Thursday Night Networking Reception in the Hotel
  - Thursday Luncheon
  - Conference Bags
  - Conference Give Away Item*ASC EXCELLENCE cannot guarantee event you choose. First paid will have first option of event.*
- Footer ad in all conference emails
- Recognition in Conference program and signage
- Recognition in promotional materials\*\*
- A list of registered attendees to promote your show specials
- One full-page color ad in the onsite program given out to all attendees
- Complimentary listing on the conference website with a direct link to your company's website

**Gold Sponsor - \$2,500 (includes booth)**

- 3 complimentary exhibitor badges
- Sole sponsorship of one of the following events:
  - Bottled Water
  - Lanyards
  - Specialty Drink at Networking Reception
  - Door Prizes*ASC Excellence cannot guarantee event you choose. First paid will have first option of event.*
- Recognition in Conference program and signage
- Recognition in promotional materials\*\*
- A list of registered attendees to promote your show specials
- ½ page color ad in the onsite program given out to all attendees
- Complimentary listing on the conference website

**Silver Sponsor - \$2000 (includes booth)**

- 3 complimentary exhibitor badges
- Sole sponsorship of one of the following events:
  - Thursday Afternoon Refreshment Break
  - Friday Morning Coffee Break
  - Hand Sanitizer
  - Pens
  - Mints*ASC Excellence cannot guarantee event you choose. First paid will have first option of event.*
- Recognition in Conference program and signage
- Recognition in promotional materials\*\*
- A list of registered attendees to promote your show specials
- Complimentary listing on the conference website

**Exhibit Fees - \$1600**

- One six-foot draped table with two chairs
- Two exhibitor name badges
- Recognition in Conference Program
- A list of registered attendees to promote your show specials
- Company name listed on the conference website

**\*Extras**

- **Conference Bag Inserts - \$400** (1 Conference tote bag insert)
- **Conference Program Ads - \$400** (1 Full page color ad in the conference program)

\*\*Sponsorship must be paid in full and supply logo by May 17, 2024 for recognition in conference registration brochure.

**Atlantic States ASC Conference 2024**  
**Exhibitor & Sponsor Registration Form**  
**October 10-11\* Embassy Suites by Hilton Raleigh- Durham/ Research Triangle**

**Sponsorship Options** (includes a complimentary booth – indicate event choices below.)

Premier \$3,500       Gold \$2,500       Silver \$2,000

Sponsor Choice 1 \_\_\_\_\_ Sponsor Choice 2 \_\_\_\_\_

**Other Opportunities Selection**     Bag Insert \$400       Program Ad \$400

**Exhibit Options**     Exhibit Fees \$1600    Booth Choice 1 \_\_\_\_\_ Booth Choice 2 \_\_\_\_\_  
(assignments will be made based on sponsorship & the order forms are received)

If possible, please do not place me by \_\_\_\_\_  
(list any companies you do not want to be near)

*(Please type or print names exactly as they should appear in program, on name badges, and on signage)*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Corporate Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(all information will be mailed or emailed to this individual for distribution to on-site representatives)

**Onsite Representatives** (2 name badges are included with exhibit space unless otherwise indicated in sponsor package)  
Additional name badges can be purchased for \$100. Print names as you want it to appear on name badges.

On-site Representative 1 \_\_\_\_\_ Email \_\_\_\_\_

On-site Representative 2 \_\_\_\_\_ Email \_\_\_\_\_

On-site Representative 3 \_\_\_\_\_ Email \_\_\_\_\_

**Company product/service – check one that applies:**

- |   |   |
|---|---|
| <input type="checkbox"/> Architectural/Design Firms         | <input type="checkbox"/> Human Resources                          |
| <input type="checkbox"/> ASC Management Services            | <input type="checkbox"/> Insurance Providers                      |
| <input type="checkbox"/> Attorneys                          | <input type="checkbox"/> Pathology/Laboratory/Anesthesia Services |
| <input type="checkbox"/> Billing/Coding/Collection Services | <input type="checkbox"/> Pharmaceutical Services                  |
| <input type="checkbox"/> Building Maintenance/Cleaning      | <input type="checkbox"/> Refurbished/Pre-owned Medical Equipment  |
| <input type="checkbox"/> Consulting Services                | <input type="checkbox"/> Software Company                         |
| <input type="checkbox"/> Equipment/Instrument               | <input type="checkbox"/> Supplies/Medical Linens                  |
| <input type="checkbox"/> Financial Services                 | <input type="checkbox"/> Other                                    |
| <input type="checkbox"/> Group Purchasing Organizations     |   |

**Payment Information:**

Register online at [www.ascexcellence.org](http://www.ascexcellence.org) with a credit card or send this completed form with a check to ASC Excellence, 1400 Village Square Blvd. #3-175, Tallahassee, FL 32312. Email: [erin@ascmember.org](mailto:erin@ascmember.org).

**Method of Payment:**     Check Enclosed (payable to ASC Excellence)       Credit Card (ONLINE ONLY)  
(Note: credit card statement will show payment to ASC Excellence)

<b>TOTAL DUE \$</b> _____ (sponsor+exhibits+extra badges)
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Authorized signature below indicates you have read this form and the terms of agreement and that you agree to abide by the conditions stated.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **TERMS OF EXHIBIT AGREEMENT**

### **1. AGREEMENT**

The following terms shall become binding upon acceptance of this agreement between the applicant and his/her employees and the ASC EXCELLENCE, the meeting and exhibit host.

### **2. PUBLIC POLICY**

Exhibitors are charged with knowledge of all ordinances and regulations pertaining to taxes, health prevention, customs and public safety while participating in this event. Compliance with such laws is mandatory for exhibitors and the responsibility of the exhibitor.

### **3. BOOTH ASSIGNMENT**

Exhibit space will be assigned based on the date contract is received with payment in full. In the case of multiple contracts received on the same date, priority will be given to those exhibitors who are also sponsors and to those who have previously exhibited with ASC EXCELLENCE.

### **4. DISMANTLING**

No part of an exhibit shall be removed during show hours. Exhibits must be kept intact until October 11, 2024 at 10:00 a.m. All exhibits must be dismantled and removed by October 11, 2024 at 1:00 p.m.; otherwise ASC EXCELLENCE reserves the right to remove the exhibit at the exhibitor's cost.

### **5. TABLETOP EXHIBIT DIMENSIONS**

Each exhibit area is defined by the 6' x 30" table and two chairs as provided. The height of any part of the display may not exceed 8 feet from the floor, nor may the display come forward by more than 30".

### **6. USE OF EXHIBIT SPACE**

Exhibitors shall reflect their company's highest standards of professionalism while maintaining exhibit space during exhibit show hours. No exhibitor shall assign, sublet or share exhibit space.

### **7. LITERATURE DISTRIBUTION**

All literature must be distributed within the booth space assigned. No materials may be placed on tables or chairs, attached to meeting space walls or ceilings, or left in public places or distributed in aisles, lounge areas or other exhibitor booths. Items found in these places will be disposed of without question.

### **8. DAMAGE TO PROPERTY**

Exhibitors are liable for any damage caused to building, floors, walls, columns, or to standard exhibit equipment or to other exhibitor's property. The foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence or willful misconduct of ASC EXCELLENCE, its officers, directors, agents, members or employees.

### **9. CANCELLATION AND REFUNDS**

No cancellations shall be acknowledged unless received in writing by ASC EXCELLENCE's office. No refunds will be made for any cancellations if made within 60 days before the set-up date except as otherwise provided herein.

Should an exhibitor wish to cancel at anytime prior to 60 days before the set-up date, a 50% refund will be made by ASC EXCELLENCE, provided ASC EXCELLENCE has received the appropriate written notice prior to 60 days before the set-up date. Full refunds shall be provided anytime if ASC EXCELLENCE cancels an event, or if the cancellation results from a Force Majeure event which is defined as events beyond either party's reasonable control.

### **10. FIRE AND SAFETY REGULATIONS**

All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. All disposable materials and decorations must be flameproof and subject to inspections.

### **11. LIABILITY AND INSURANCE**

Comprehensive general liability and workers' compensation insurance, if required by statutory law must be obtained by EXHIBITORS at their own expense, showing ASC Excellence as additional insured. **Proof of insurance is required by each exhibiting company and must be submitted to ASC Excellence by September 13, 2024.** Exhibitor agrees to indemnify, defend and hold ASC Excellence harmless from and against any claim of liability and any incident or resulting loss, cost, or damage arising out of EXHIBITOR'S use of the Hotel's premises.

### **12. ELIGIBLE EXHIBITS**

ASC EXCELLENCE reserves the right to determine the eligibility of any company or products for inclusion in the meeting and reserves the right to reject, evict or prohibit any exhibit in whole or in part, or any exhibitor, or his representatives, with or without giving cause.

### **13. NOISY AND OBNOXIOUS EQUIPMENT**

The operation of whistles or any objectionable device will not be allowed.

### **14. EXHIBITOR SALES TAX**

The Exhibitor may or may not be prohibited from making or offering to make sales of taxable goods or services without obtaining a Certificate from the purchaser. For more information, contact the North Carolina Department of Revenue.

## **Hotel Information**

The Embassy Suites by Hilton Raleigh- Durham/ Research Triangle offers a premium meeting space great for education and networking.

Located just minutes away from the Crabtree Valley Mall, City Center, and many restaurants, there's plenty of fun activities for attendees to immerse themselves in during this multi-day event!

## **Tentative Exhibit Schedule**

### ***Thursday, October 10, 2024***

8:00 a.m. – 11:30 a.m. – Exhibitor Setup

12:00 p.m. – 6:00 p.m. – Exhibit Hall Open

12:00 p.m. – 1:30 p.m. – Networking Lunch

5:00 p.m. – 6:30 p.m. – Networking Reception

### ***Friday, October 11, 2024***

7:30 a.m. – 10:00 a.m. – Exhibit Hall Open

7:30 a.m. – 8:00 a.m. – Coffee with Exhibitors

9:00 a.m. – 9:45 a.m. – Refreshment Break in Exhibit Hall

10:00 a.m. – 1:00 p.m. – Exhibitors Breakdown