



TO: 2023 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 5th and 6th 2023 at the Embassy Suites by Hilton Raleigh Crabtree in Raleigh, 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 Atlantic States ASC Conference at 1400 Village Square Blvd. #3-175, Tallahassee, FL 32312 or email cory@ascmember.org.

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

Cory Gruver
Atlantic States ASC Conference Meeting Planner



**Atlantic States ASC Conference 2023
October 5-6* Embassy Suites by Hilton Raleigh Crabtree**

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.
- One email blast to the attendees about your company
- 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 - \$1500

- 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, 2023 for recognition in conference registration brochure.

Atlantic States ASC Conference 2023

Exhibitor & Sponsor Registration Form

October 5-6* Embassy Suites by Hilton Raleigh Crabtree

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

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

Sponsor Choice 1 _____

Sponsor Choice 2 _____

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

Exhibit Options Exhibit Fees \$1500 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 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: cory@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)

TOTAL DUE \$ _____ (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 6, 2023 at 10:00 a.m. All exhibits must be dismantled and removed by October 6, 2023 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

Exhibitors are responsible for securing all necessary licenses or consents. 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 for failure to obtain these licenses or consents.

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 Crabtree offers a premium meeting space great for education and networking. The beautiful Pergola area, located right next to the general session space, will be the setting for exhibitors and will allow for easy networking with attendees.

Located just minutes away from the Crabtree Valley Mall 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 5, 2023

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 6, 2023

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