



# Exhibitor Prospectus

## 2020 Annual Meeting and Shelley Lecture

a collaboration between the North Carolina and South Carolina  
Societies of Pathologists and the Shelley Foundation

April 24-25, 2020  
The Ballantyne Hotel  
Charlotte, NC

North Carolina Society of Pathologists (NCSP)  
2020 Annual Meeting and Shelley Lecture

The North Carolina Society of Pathologists meets annually and is a much-anticipated, popular gathering of the pathology community for education and networking. The next NCSP Annual Meeting and Shelley Lecture will be held in Charlotte, NC, April 24-25, 2020. Typically North and South Carolina pathologists participate in this meeting, which is a collaboration between the North Carolina and South Carolina Societies of Pathologists and the Shelley Foundation.

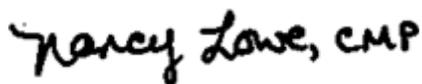
Healthcare organizations, labs, pharmaceutical companies, insurance companies, and other vendors are invited to participate as exhibitors and supporters of the two-day meeting. The NCSP extends opportunities for tabletop displays, supporters of specific aspects of the meeting, and CME speaker underwriting during the meeting. Supporter 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.

Supporters receive:

- Up to six hours of dedicated display time and/or access to attendees
- Friday cocktail reception, Saturday breakfast, refreshment breaks and lunch with attendees
- Optional dinner with attendees
- Discounted group hotel rate
- Provider contact lists (prior to meeting upon request, hard copy at meeting, post meeting)
- Recognition of organization in print in on-site program

Please review the enclosed exhibitor information and make plans soon to participate at this important meeting of the region's pathology community. If you have any questions or would like further information on the meeting or supporter opportunities, contact me at [nlowe@ncmedsoc.org](mailto:nlowe@ncmedsoc.org) or (919) 833-3836.

Sincerely,



Nancy Lowe, CMP  
Director

- **Standard Exhibit space is \$1,500 per 6' tabletop.**
- **Gold Level Supporter is \$3,000; it includes priority exhibit placement and additional recognition as Gold Level Supporter in printed materials.**
- **Platinum Level Supporter is \$5,000; it includes two 6' tables in premium location, and additional recognition as Platinum Level Supporter in printed materials.**
- **Standard tables are assigned on a first-come, first-served basis as signed applications and monies are received. Assignments of table location are made by the NCSP.**

Note: **Applications received after April 1, 2020 will incur a \$500 late surcharge.** Payment must be received prior to April 1, 2020, to ensure acknowledgement in printed materials.

**NC Society of Pathologists**  
**APPLICATION FOR EXHIBIT SPACE**  
**ANNUAL MEETING, April 24-25, 2020**

**TAX ID #57-1191947**

Proper completion and submission of this application for exhibit space at the NCSP 2020 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 exhibit space 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 accompany the "Application for Exhibit Space" via check (payable to NCSP), Visa, MasterCard, or American Express. 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 \* Fax 919-833-2023**

Attn: Nancy Lowe [nlowe@ncmedsoc.org](mailto:nlowe@ncmedsoc.org)

**Cancellations by March 1, 2020, receive a 50% refund; no refunds provided for cancellations after that date.**

NCSP is hereby authorized to reserve space for our use in the exhibit area of the 2020 NC Society of Pathologists Annual Meeting. **Applications received after April 1, 2020 will incur a \$500 late surcharge.** Payment must be received prior to April 1, 2020, to ensure acknowledgement in printed materials.

**6' X 30" Table – \$1,500** is enclosed with check or credit card information below

**Gold Level Supporter: 6' X 30" Table with priority placement – \$3,000** is enclosed with check or credit card information below

**Platinum Level Supporter: Two 6' X 30" Tables and premium placement – \$5,000** is enclosed with check or credit card information below

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ or American Express \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Signature of CC Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Text for Table Sign and Printed Materials: \_\_\_\_\_

*(Tables will be supplied with an identification sign. Please print.)*

Market Competitors you would prefer not to be placed near: \_\_\_\_\_

Is electricity required for display? \_\_\_\_\_ Yes \_\_\_\_\_ No

Company Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Representative(s) Attending Meeting (individual representative information for name badges and NCSP records):  
Use additional sheet if necessary. Exhibit registration includes up to four (4) representatives. Please update the NCSP office as soon as possible as representative names are assigned or changed prior to the meeting.

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of person authorized to approve contract

Printed name of authorized signer

Date

## Appendix A: Exhibitor Terms and Conditions

1. SPACE - The space contracted is to be used solely for the Exhibitor whose name appears on the Contract. The Exhibitor shall not sublet or assign any portion of same without the written consent of the NCSP. Sponsors receive prime display locations and exhibitor space is assigned by the NCSP on a first-come, first-served basis as signed applications and monies are received by the NCSP office. Two chairs per table are included.
2. 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 the NCSP.
3. 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.
4. 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.
5. 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.
6. 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.
7. CANCELLATIONS - Cancellations by 3/1/20 receive a 50% refund. No refunds are provided for cancellations after that date.
8. 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.
9. SIGNAGE - An identification sign will be provided for each table.
10. 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 shipping arrangements. Shipping information will be sent with a confirmation to the "Company Contact" listed on the application.
11. HOTEL RESERVATIONS – Exhibitors may use the group's discounted hotel rates. Hotel information with group code will be sent with a confirmation to the "Company Contact" listed on the application.

### **ASSOCIATION CONTACT**

For additional information, please  
contact: Nancy Lowe, CMP, Director  
North Carolina Society of Pathologists  
PO Box 27167 (222 North Person Street), Raleigh, NC 27611  
Phone: (919) 833-3836 / Fax: (919) 833-2023  
Email: [nlowe@ncmedsoc.org](mailto:nlowe@ncmedsoc.org)

**Thank you for your interest in supporting the NCSP and our physician members!**

**PRELIMINARY EXHIBITOR SCHEDULE**  
**Exact times are subject to change.**

<b>FRIDAY, APRIL 24, 2020</b>	
Between 3:00pm and 6:00pm	Exhibitor Move In/Set Up
6:00pm-7:30pm	Reception for Participants and Exhibitors
7:30pm-9:30pm	Optional Dinner for Participants and Exhibitors
<b>SATURDAY, APRIL 25, 2020</b>	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
8:00am-5:00pm	Scientific Session
10:00am-10:30am	Morning Break and Exhibit Visitation
12:15pm-1:30pm	Lunch for Participants and Exhibitors
3:00pm-3:30pm	Afternoon Break and Exhibit Visitation
After 3:30pm	Exhibitor Tear Down