

**Society of Plastic Surgical Skin Care Specialists**  
**24<sup>th</sup> Annual Meeting - Exhibitor Prospectus**  
**Exhibit Dates: April 25-27, 2018**

**Skin Care 2018**

The 24<sup>th</sup> Annual Meeting of the Society of Plastic Surgical Skin Care Specialists will be held at New York Marriot Marquis Hotel in New York, NY (exhibit dates April 25-27). We invite you to take advantage of this opportunity to exhibit your products and services to this unique group of skin care professionals.

The Society of Plastic Surgical Skin Care Specialists was founded to promote education for cosmetologists, registered nurses, aestheticians, and healthcare professionals who manage skin health programs in plastic surgeons' offices. The meeting is also open to physicians who are interested in performing clinical skin care within their practices.

We are searching for companies who share our enthusiasm for innovation in skin care and in improving the quality of patient care.

**EXHIBIT SCHEDULE**

\*Exhibit Schedule is subject to change.

**Wednesday**

**April 25**                      **Exhibit Set-up**                      8:00am-11:00am

*Tabletop exhibits must be set-up by 11am.*

**Exhibits Open**                      12:00 pm– 4:00 pm

Includes: 1 Coffee Break and Luncheon

**Thursday**

**April 26**                      **Exhibits Open**                      7:15am – 4:00pm

Includes: Continental Breakfast, 2 Coffee Breaks and Luncheon

**Friday – Open in Conjunction with ASAPS Cosmetic Medicine Course**

**\*SPSSCS attendees and an estimate of 100 plastic surgeons.**

**April 27**                      **Exhibits Open**                      7:15am – 4:00pm

Includes: Continental Breakfast, 2 Coffee Breaks and Luncheon

**Breakdown: 4:00pm**

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**The Aesthetic Meeting 2018 (ASAPS) Aesthetic Marketplace will be at the  
Jacob K. Javits Convention Center on  
April 28 – April 30, 2018. To access The Aesthetic Meeting 2018 Exhibitor Prospectus,  
please go to <http://www.surgery.org/prospectus>**

## EXHIBITOR GUIDELINES

### Exhibitors will receive:

- ◇ One (1) six foot draped table and two (2) chairs in the exhibit area and three company representatives are allowed **per table**. Two representatives are included in the fee, the third representative is \$300 and \$350 (on-site).
- ◇ Your company's name, address and exhibit description in each attendee program book. (Exhibit Fee must be received by the **Registration Deadline – February 5, 2017 to qualify**).
- ◇ Attendee list for lead follow-up.
- ◇ Spectator admission to the General Session - space permitting.
- ◇ Continental breakfasts, breaks, and luncheons with meeting attendees, and access to the welcome reception.
- ◇ Opportunity to discuss your products/services with approximately 250 meeting attendees.
- ◇ Opportunity to include product sample in "Goodie Bag" for distribution to all meeting registrants.

### RULES & REGULATIONS – NO DIRECTOR CHAIRS OR ADDITIONAL CHAIRS MAY BE ADDED TO TABLES.

Displays are limited to **TABLETOPS ONLY**. Each will include one 6' table plus 2 chairs. Any additional enhancements to a tabletop display, such as the use of equipment, free standing easels, director chairs, or free-standing booths **ARE PROHIBITED**. Pop-Up signage placed directly behind the tabletop will be allowed. All exhibits, equipment, displays, literature, video and audio equipment, etc. must be contained within the allotted table space. Exhibits not adhering to these rules and regulations will be dismantled on-site at the exhibitor's expense with no refund.

### Early Bird Special

**The Early Bird Exhibitor Fee of \$1,750 is available until October 2, 2017. After that date, the fee is \$1,850. It includes the full meeting registration of two representatives per table. An additional representative may register for a non-transferable fee of \$300 (\$350 on-site) with a maximum of three representatives per tabletop.**

**ALL badges printed on-site at the meeting will cost \$25 each, regardless of the number originally allotted or what is remaining after deadline.**

Additional exhibit requirements such as internet access, extension cords or electrical outlets are available for an additional charge. Forms will be available on our web site at [www.spsscs.org/prospectus](http://www.spsscs.org/prospectus). Detailed information will be forwarded to you upon receipt of your deposit and signed agreement.

**Direct selling of products or services is prohibited. SPSSCS reserves the right to control, restrict and supervise any exhibitor whose exhibit and/or conduct and activities are deemed objectionable.**

### CANCELLATION POLICY

In the event of cancellation, refunds will be made if notification of cancellation is received in writing 30 days prior to the meeting date (**March 23, 2018**). Such refunds will be less a 15% handling fee. **Refunds will not be made for cancellations made less than 30 days prior to the meeting.**

### SECURITY

Although all reasonable efforts will be made to provide Exhibit Hall security, exhibitors are urged to secure valuables nightly. Neither SPSSCS nor Marriott Marquis Hotel will be responsible for lost or stolen items.

### SHIPPING INFORMATION

Exhibitors are responsible for their own shipping requirements and payment both to and from the meeting. The exhibitor kit will be sent to you in early 2018 once the reservation form is submitted and payment is received.

**Important:** Please provide your company representatives with any and all necessary shipping information. Such as tracking numbers, date items were shipped and number of items shipped. ASAPS and the Skin Care Meeting will be at two separate locations and Skin Care will not have access to tracking ASAPS shipments. Please be sure to keep shipping separate.

### **SPACE ASSIGNMENTS**

Placement of exhibits will be pre-assigned, based on the date of receipt of the Exhibit Reservation Form and payment. Consideration will be given to those companies who provide corporate support, book hotel reservations within our block, and product donation for the goody bag. Exhibit tables will be labeled before you arrive for set-up and space assignments may not be changed.

### **GOODIE BAGS**

All exhibitors **are requested** to include a sample product in the SPSSCS “Goodie Bag” which is distributed to each attendee. When your company provides product samples it helps generate traffic to your booth. Also, registrants love receiving this bag of samples to take back to their offices — a meeting highlight! All product samples (250 of each) must be delivered to SPSSCS Central Office by **February 23, 2018** for inclusion in the bags.

Please send them to:

**SPSSCS Goodie Bags**

**Attn: Lauren Todd**

**11262 Monarch Street**

**Garden Grove, CA 92841-1441**

### **GUEST ROOM RESERVATIONS**

The SPSSCS meetings and events will be held at:

**New York Marriott Marquis**

**1535 Broadway**

**New York, NY 10036**

**(212) 398-1900**

**Additional hotel reservations will be available through onPeak at a later date.**

**Please note:** onPeak is the only official housing company associated with SPSSCS/ASAPS. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by or affiliated with the show and if you choose to book with a vendor not endorsed SPSSCS or ASAPS, we strongly encourage you to verify their credentials before doing business with them, and then independently confirm that your reservations have in fact been made and will be honored by directly contacting your chosen hotel, airline and/or rental car company.

### **AFFILIATED EVENTS**

If you are interested in hosting a function during the meeting, all meeting space requests must be approved by the SPSSCS Central Office. We do not allow functions involving the attendees to be held during official scheduled events. For more information, please contact Kathleen McClemmy at the SPSSCS Central Office at [kathleen@surgery.org](mailto:kathleen@surgery.org). Please be advised that meeting space is limited, and requests will be accommodated on a space available basis.

## SPECIAL PROMOTIONS

If you have any promotions or specials you will have at the meeting, please let us know in advance so we can inform the attendees. This will be a great opportunity to create an incentive for attendees to stop by your table!

## SUPPORT AND EDUCATIONAL GRANT OPPORTUNITIES

Make a splash with the nurses and aestheticians who attend the **Society of Plastic Surgical Skin Care Specialists** Annual Meeting. The visibility and goodwill created by your support of SPSSCS represent a solid marketing investment -- these are the decision makers that significantly influence their plastic surgeon employers! We have the following unique support and grant options available for **Skin Care 2018**.

### Welcome Reception:

The Welcome Reception is our primary social event - a festive reception that our attendees look forward to every year to connect with their old friends and make new ones as well! By hosting this reception, your company will be recognized in the 2018 Registration Brochure (**if commitment is received by October 31**) our official Meeting Program Book, our website and other pre-meeting promotions. During the Reception, your logo will be displayed on signage at the front door and on the cocktail napkins. Up to 6 company representatives are also invited or 3 from each company for co-sponsors.

**Exclusive Sponsorship: \$20,000**

**Co- Sponsorship: \$10,000 each**

**Keynote Speaker:** The Keynote presentation is a highlight of our meeting. The Keynote Speaker kicks off our meeting with motivation, inspiration and humor. Your company will be recognized for providing the sponsorship in all pre-meeting promotional materials and during the meeting.

**Exclusive Sponsor: \$3,000**

### Tote bags and Namebadge Lanyards:

SOLD
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**Educational Support:** Be a supporter of quality education by providing an educational grant in support of the 2018 Annual Meeting Program. Grantors will receive recognition of their support in the 2018 Registration Brochure (if commitment is received by November 30), other pre-meeting promotions, and during the meeting itself. Demonstrate your commitment to education by supporting this important educational event. (The Program Committee retains complete control over the educational program and will not be directed by any grantor.)

**Minimum Grant Amount: \$500**

**Coffee Break:** Be a sponsor of a coffee break and acknowledgement of your support will be displayed on a sign outside the exhibit hall. **Exclusive Sponsor: \$500**

**Writing Pens:** Every attendee will enjoy writing with this unique pen that will be included in each registrant's packet. The pen will include your company name and logo for years of exposure. Keep your phone number at the fingertip of each member by choosing this option.

**Exclusive Sponsor: \$500**

### SPSSCS Member Annual Meeting Scholarship:

SPSSCS is offering company named scholarships to help a deserving member attend the annual meeting. Potential candidates must complete an application form and submit a letter of recommendation. The SPSSCS Scholarship Committee will evaluate each application and determine the scholarship winners. Your company will be recognized for providing the scholarship in all pre-meeting promotional materials and during the meeting.

**Scholarship Fee: \$2,000 each**

Companies interested in a sponsorship opportunity should contact Missy Robinson at the SPSSCS Central Office [missy@surgery.org](mailto:missy@surgery.org) . Specific opportunities are granted on a first-come, first-served basis. Customized sponsorships are also available! Please call Missy Robinson at the SPSSCS Central Office at 562/799-0466 or email [missy@surgery.org](mailto:missy@surgery.org) for more information.

# EXHIBIT RESERVATION FORM

## The Society of Plastic Surgical Skin Care Specialists – 24<sup>th</sup> Annual Meeting

April 25– April 27, 2018 – New York Marriot Marquis – New York, NY

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Web site Address: \_\_\_\_\_

Marketing Director Contact: \_\_\_\_\_ Email: \_\_\_\_\_

### Yes, we will exhibit at the SPSSCS 24<sup>th</sup> Annual Meeting.

**Main Hall Tabletop @ \$1,750 each (Early Bird Special if submitted by October 2, 2017.)**

Number of Main Hall Tables \_\_\_\_\_ X US \$1,750 = \$\_\_\_\_\_ (Two representatives Per table Included)

\_\_\_\_\_ X US \$1,850 = \$\_\_\_\_\_ (Two representatives Per table Included)

Additional Rep(s) \_\_\_\_\_ X US \$300 = \$\_\_\_\_\_ (Limit Three Representatives Per Table)

**TOTAL ENCLOSED** \$\_\_\_\_\_

Will require electricity:  No  Yes (Hotel Electrical Forms will be sent to you.)

**Representatives:** Please list the names of all representatives who will be at the SPSSCS 24<sup>th</sup> Annual Meeting in conjunction with your exhibit. Registration for up to two representatives per table is included in the exhibit fee. An additional \$300 registration fee (\$350 on-site) is required for an additional representative. A Maximum of three (3) representatives per 6' table. (Please type or print neatly)

Rep. In-Charge Name: \_\_\_\_\_ (Included)

Name: \_\_\_\_\_ (Included)

Name: \_\_\_\_\_ (\$300 Reg. Fee - \$350 On-Site)

### Goodie Bag Commitment

Yes, our company will provide **250** product samples for the meeting "Goodie Bags" Product samples must arrive at the SPSSCS Central Office before **February 23, 2018** for inclusion in the Goodie Bags.

No, our company would not like to donate product samples.

### EXHIBIT DESCRIPTION

Specific product(s) or items you will display: \_\_\_\_\_

**On the back of this form or via email to [lauren@surgery.org](mailto:lauren@surgery.org) -- very briefly (50 word maximum) describe your company.**

**This will be printed in the on-site program if provided by **February 5, 2018.****

Liability: The exhibitor assumes full responsibility for losses and damages to exhibitor displays, equipment and other property brought upon the premises of the meeting. Neither SPSSCS nor the New York Marriot Marquis Hotel guarantees or insures the exhibitor against loss or damage of any type. Exhibitor is required to maintain sufficient liability insurance covering all losses, damages and claims arising out of the exhibit, including claims against SPSSCS or the New York Marriot Marquis Hotel shall indemnify and hold such parties harmless for any losses, damages, and claims.

I have read the Exhibitor Guidelines/Liability information and my company's representatives and I agree to adhere to this policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment:**  Check/Bank Draft # \_\_\_\_\_ Payable to SPSSCS (US Dollars)

MasterCard  VISA  Amex Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

**Exhibitor Booth Description -- 50 Words or Less -- Subject to Editing**

**Please email your description and company contact information to [lauren@surgery.org](mailto:lauren@surgery.org) by Monday, February 5, 2018.**