

**THE LYMPHATIC SYMPOSIUM** NOV 13-14, 2020  
**BOSTON, MA**

hosted by the BIDMC Lymphatic Center

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**INVITATION TO EXHIBIT**  
**NOVEMBER 13-14, 2020**



THE JOSEPH B. MARTIN  
Conference Center  
AT HARVARD MEDICAL SCHOOL

**Clinical Symposium**

Friday November 13 and  
Saturday November 14, 2020

**Patient Symposium**

Saturday November 14, 2020

**Joseph B Martin Conference Center at  
Harvard Medical School**

77 Avenue Louis Pasteur  
Boston, MA 02115

## INVITATION TO SPONSOR

Welcome to the 4<sup>th</sup> Annual Lymphatic Symposium hosted by the BIDMC Lymphatic Center.

This coordinated care conference will focus on team approaches to the management of lymphedema, with a focus on lower extremity-related lymphedema in 2020.

Our world-renowned international faculty will share the state of the art in lymphedema, both surgical and non-surgical management.

### VENUE

The conference will take place at The Joseph B Martin Conference Center and you can exhibit at either Symposium, or both, depending upon your level of sponsorship:

**CLINICAL SYMPOSIUM** – Amphitheater  
Friday, November 13 and Saturday, November 14, 2020  
**Joseph B Martin Conference Center** 77 Avenue Louis Pasteur, Boston, MA 02115

**PATIENT SYMPOSIUM** – Rotunda, 3<sup>rd</sup> Floor  
Saturday, November 14, 2020  
**Joseph B Martin Conference Center at Harvard Medical School**  
77 Avenue Louis Pasteur, Boston, MA 02115

### EXHIBITOR LOCATION & COST

Exhibitors may have an exhibit table at EITHER Venue or BOTH and you can indicate that as such on the application form.

Please note:

- \$5,000 minimum to exhibit at **ONE** of the venues
- \$10,000 minimum to exhibit at **BOTH**

### ASSIGNMENT OF SPACE

Space will be assigned with priority given to higher level sponsors. In order to be considered for assignment of space, applications must be returned by October 15, 2020. No numbers will be assigned. Tables will be labelled with the exhibitor's company name.

### SPONSORS

- Exhibits from leading medical and manufacturing companies available.

### SPONSORSHIP FEES

Sponsorship fees include a complimentary exhibit table. This fee includes:

- Two – 6' covered table for Gold Level
- One – 6' covered table for either Silver or Bronze level.
- Two chairs at each table
- Identification sign
- There is no provision for drain, water, electricity or permanent installations of any kind.
- Your display must fit on a 6' table. If you have a large piece of equipment to display you may place it directly behind or in front of your table.
- **All** breaks are served in exhibit area.

### TERMS OF PAYMENT

Full payment in US funds of your Sponsorship Level must be submitted with the application for exhibit space. No application will be processed, or space assigned until the full payment is received. Space must be fully paid for by October 15, 2020. If assigned space is not paid for by October 15, 2020, it may be reassigned or cancelled.

No refunds will be made in the event of cancellation after October 31, 2020.

The acceptance of payment by The Lymphatic Symposium with an application does not in any way constitute acceptance of the application. If an application is subsequently denied, a full refund of the table top fee will be made promptly.

## REGISTRATION

Registration forms will be sent to each exhibiting company with their exhibitor confirmation. These forms should be returned no later than October 15, 2020. No exhibitor will be admitted to the exhibit area without an exhibitor's badge.

Each exhibitor is allowed complimentary registrations per table top (dependent upon level of sponsorship) without charge. *Additional representatives may be registered at a fee of \$100 each.*

## INSURANCE

It shall be the responsibility of the Exhibitor to maintain such insurance covering personal injury and/or property damage or loss in such amounts as the Exhibitor shall deem adequate. Neither The Lymphatic Symposium, its Joint Provider, Amedco, nor the Joseph B Martin Conference Center will provide insurance protection for the Exhibitor.

## SECURITY

Security of products and materials is the responsibility of the exhibitors. Watchman service will be provided during hours of the exhibition but cannot guarantee security of individual exhibits.

## SHIPPING

Shipping details will be sent.

## APPROPRIATE MANAGEMENT OF ASSOCIATED COMMERCIAL PROMOTION

The Lymphatic Symposium will be CEU & CME certified, therefore, we bring your attention to the following Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support:

Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CEU/CME activities.

Product-promotion material or product-specific advertisement of any type is prohibited in or during CEU/CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CEU/CME. For live, face-to-face CEU/CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CEU/CME activity.

Commercial interests may not engage in sales or promotional activities while in the space or place of the CEU/CME activity.

## INTERPRETATION AND APPLICATION OF RULES & REGULATIONS

All matters in question not specifically covered by these rules and regulations are subject to the decision of The Lymphatic Symposium through the Program Committee.

## SPONSORSHIP INQUIRIES

For more information about The Lymphatic Symposium in Boston, MA, please contact:

Jennifer Cheetham [Jennifer@wellassembled.com](mailto:Jennifer@wellassembled.com)  
Phone: (503) 545-2662

## SPONSORSHIP OPPORTUNITIES

### GOLD SPONSOR

**\$15,000**

#### Sponsor acknowledgement

Subject to the time of booking, recognition as Gold sponsor on the following conference material:

- Company logo lanyards (*first company to commit at this level*)
- Attendee Give away bag insert/Cell Phone Charging Station (*first 5 companies who commit at this level*)
- Recognition on all course materials and website

#### Trade display

**Two** complimentary trade display tables in a premium location within the exhibition area and opportunity to exhibit at one or both venues.

#### Registration

**Five** complimentary conference registrations, which include attendance at the Welcome Reception, all sessions, lunches, and morning and afternoon coffee breaks.

#### Access to participant list

A copy of the participant list showing name and organization will be provided.

Reception, all sessions, lunches, and morning and afternoon coffee breaks.

#### Access to participant list

A copy of the participant list showing name and organization will be provided.

### BRONZE SPONSOR

**\$5,000**

#### Sponsor acknowledgement

Subject to the time of booking, recognition as Bronze sponsor on the following conference material:

- Attendee Give away bag insert
- Recognition on all course materials and website

#### Trade display

**One** complimentary trade display table within the exhibition area of either venue.

#### Registration

**One** complimentary conference registrations, which include attendance at the Welcome Reception, all sessions, lunches, and morning and afternoon coffee breaks.

#### Access to participant list

A copy of the participant list showing name and organization will be provided.

### SILVER SPONSOR

**\$10,000**

#### Sponsor acknowledgement

Subject to the time of booking, recognition as Silver sponsor on the following conference material:

- Attendee Give away bag insert
- Recognition on all course materials and website

#### Trade display

**One** complimentary trade display table in a premium location within the exhibition area and opportunity to exhibit at one or both venues.

#### Registration

**Three** complimentary conference registrations, which include attendance at the Welcome

## SUMMARY

BENEFITS	Gold sponsor	Silver sponsor	Bronze sponsor
	\$15,000	\$10,000	\$5,000
Logo all course materials & website	√	√	√
Exhibit at both venues	√	√	
Trade display table	2	1	1
Lanyards – first to commit	1		
Attendee Give away Bag	√	√	√
Charging Station	√		
Complimentary registrations and Welcome Reception	5	3	1
Participant List	√	√	√

# APPLICATION / CONTRACT FOR EXHIBIT SPACE

## THE LYMPHATIC SYMPOSIUM

Gold Level	\$15,000
Silver Level	\$10,000
Bronze Level	\$5,000

Exhibit at **CLINICAL SYMPOSIUM** – November 13 & 14, 2020  
**Joseph B Martin Conference Center** – Main floor Lobby  
77 Avenue Louis Pasteur, Boston, MA 02115

Exhibit at **PATIENT SYMPOSIUM** – November 14, 2020  
**Joseph B Martin Conference Center** – 3<sup>rd</sup> floor Catwalk  
77 Avenue Louis Pasteur, Boston, MA 02115

**EXHIBIT AT BOTH VENUES**  
*(minimum \$10,000 Sponsorship)*

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

COUNTRY \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT (person to whom contract and meeting information should be sent):

\_\_\_\_\_  
Name/Title

PRODUCT DESCRIPTION \_\_\_\_\_  
(Use separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the contact person for the exhibitor listing is not the same, please list name and contact information (phone and email) of the on-site representative.

\_\_\_\_\_  
\_\_\_\_\_

You agree to pay the total fee of \$\_\_\_\_\_ plus any additional registration or sponsorship fees by **October 15, 2020**. You agree to abide by all the regulations set forth in the accompanying brochure, which is made part of this contract, and to all conditions under which the exhibit space in the meeting venues are leased to The Lymphatic Symposium. No refund of any payment will be allowed for voluntary cancellation after **October 31, 2020**.





**Payment Information:**

Check made payable to: **The Lymphatic Symposium** *(Please keep a copy of the application and return the original to:*

The Lymphatic Symposium  
333 South State St, V-324  
Lake Oswego, OR 97034

## CREDIT CARD PAYMENT

Gold Level	\$15,000
Silver Level	\$10,000
Bronze Level	\$5,000

Sponsorship \$ \_\_\_\_\_ Please charge our:        

\_\_\_\_\_  
 Name as it appears on your card (please print)

\_\_\_\_\_  
 Card Number CVV code

\_\_\_\_\_  
 Exp. Date Signature of Card Holder (\*Required)

\_\_\_\_\_  
*(Billing Address, if different from Application address)*

**We understand that if we reserve exhibit space and do not show to claim such space, the exhibit fee is not waived and is due, payable to The Lymphatic Symposium.**

You agree to pay the total fee of \$ \_\_\_\_\_ plus any additional registration or sponsorship fees by **October 15, 2020**. You agree to abide by all the regulations set forth, and to all conditions under which the exhibit space in both venues are leased to The Lymphatic Symposium. No refund of any payment will be allowed for voluntary cancellation after **October 31, 2020**.

In connection with your participation, please sign and return a copy of this agreement to acknowledge that you agree to hold our joint provider, **Amedco, Well Assembled Meetings** and **Joseph B Martin Conference Center** harmless from any liability, damages, or costs (including reasonable attorneys' fees) that may arise as a result of your exhibiting at this CEU/CME activity.

Without limiting the breadth of this hold harmless agreement, you acknowledge that it shall extend to include the loss, damage, or theft of any equipment or materials you bring to the conference site as well as injuries that any of your employees or agents may incur.

Again, thank you for your participation in what will be a successful conference. Please return by email or fax.

You acknowledge and agree to the hold harmless provisions set forth in this letter.

**Please signify your acceptance of these guidelines**

You acknowledge the Exhibitor/Commercial Support Representative Guidelines and agree that you will abide by those guidelines.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

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