Dear Corporate Partner,


In what is already a successful meeting, we look to improve our connection with you. The ASSFN 2018 Biennial Meeting is dedicated to the rapidly growing specialty of stereotactic and functional neurosurgery, and emphasizes cutting-edge clinical applications and recent discoveries in the basic neurosciences. The hard work of the scientific program committee has resulted in an unprecedented representation of research and clinical practice, covering the fields of pain, movement disorders, epilepsy, psychiatric diseases, and neuro-imaging.

We look forward to welcoming a group of dedicated neurosurgeons, neurologists, psychiatrists, neuroscientists, and bio-engineers who are interested in functional neurosurgery and come from all over the United States to share their experience and expertise.

The 2018 Biennial Meeting is expected to attract approximately 500 participants seeking education on advances and future technology in stereotactic and functional neurosurgery. This event offers you the ability to renew relationships with existing contacts and to interact and meet with attendees. From multiple daily beverage breaks to the opening reception, the ASSFN provides opportunities for you to reach decision makers in multiple disciplines.

We very much value industry support and partnership in developing new therapies and making them available to our patients—and your sponsorship of our scientific meeting facilitates this entire process.

We ask you to consider supporting this valued program with an educational grant. The attached form includes suggested sponsorship levels. All sponsors will be recognized in the meeting program book and signage, and will have priority placement for your booth space. Please let us know of your interest in this important meeting by completing and returning the attached form.

As always, feel free to contact me personally at aviva.abosch@ucdenver.edu or reach out to our meeting organizing committee, or our friends at the CNS who are helping to put this meeting together.

I look forward to working with you.

Sincerely,

Aviva Abosch, MD, PhD
ASSFN Meeting Chairman
The American Society for Stereotactic and Functional Neurosurgery (ASSFN) is dedicated to being the premier organization representing Stereotactic and Functional Neurosurgery. The ASSFN promotes multidisciplinary collaboration among clinicians, scientists, engineers, and others to advance the field through education, research, innovation, and advocacy. Through these efforts, the ASSFN seeks to improve the lives of people suffering from neurological disease through the application of advances in neurosurgery, technology, and translational neuroscience.

**REACH DECISION MAKERS AT THE ASSFN!**

Exhibiting at the ASSFN 2018 Biennial Meeting is an excellent way to:

- Maintain business relationships with your valued customers
- Develop new relationships with leaders in the field of stereotactic and functional neurosurgery and learn more about the products and services they want
- Increase your company’s visibility with key decision-makers looking for the latest information on your products and services
- Educate your company’s target audience about products and services
Our Attendees Care about Your Products
The American Society for Stereotactic and Functional Neurosurgery Biennial Meeting attracts approximately 500 respected neurosurgeons and allied healthcare professionals from leading universities, hospitals, and private practices across the United States and around the world.

Our attendees are key decision makers and future leaders in the field of stereotactic and functional neurosurgery. They come to the Biennial Meeting seeking information on the latest products and services to improve their practice and quality of patient care. Attendees’ top reasons for visiting the exhibit hall are to see new products and network with industry professionals and colleagues.

International Reach
The American Society for Stereotactic and Functional Neurosurgery Biennial Meeting has neurosurgical members from around the globe including:

- Argentina
- Australia
- Austria
- Belgium
- Brazil
- Canada
- China
- Colombia
- Egypt
- Germany
- Greece
- India
- Israel
- Italy
- Japan
- Korea
- Mexico
- Panama
- Poland
- Portugal
- Russia
- Singapore
- Spain
- Switzerland
- Taiwan
- Turkey
- United Kingdom
- Thailand
- United States
- United Kingdom

Traffic Generators for Exhibitors
Exhibits are an important part of the educational experience for the attendees. To encourage participation, the Exhibit Hall is conveniently located near the Scientific Session and other meeting rooms. We also offer two daily unopposed beverage breaks to encourage traffic flow and help maximize exposure in the Exhibit Hall.

We also offer corporate support opportunities, allowing you to further increase your visibility with attendees. See page 12 for more details.

2016 EXHIBITORS

- Ad-Tech Medical
- Alpha & Omega
- Boston Scientific
- Brainlab
- Cosman Medical
- Eleka
- FHC
- Focused Ultrasound Medtech
- Integra
- Liva Nova
- Mazor Robotics
- Medtronic
- Monteris Medical
- MRI Interventions
- Neurologica
- Neuropace
- Nevro
- Nuveatra
- PMT Corporation
- Renishaw
- Sceneray
- St. Jude
Plan now to participate in the ASSFN 2018 Biennial Meeting. Space is limited and will sell quickly!

**Space Assignments Mailed**
Thursday, January 11, 2018

**Equipment**
Each exhibit space will be equipped with an 8’ back drape, 3’ side rails, and an identification sign. Electricity, audiovisual, telephone, internet access, etc. will be at the expense of the exhibitor. This exhibit facility is carpeted.

**Exhibit Location**
All technical exhibits will be located at The Westin Denver Downtown in Denver, CO.

**Exhibit Hall Access**
Exhibitor personnel will be permitted on the exhibit floor two hours prior to opening and may remain 10 minutes after the daily closing of the Exhibit Hall, with the exception of Tuesday, June 5, 2018, when dismantling begins. All booth personnel meetings must be conducted within these hours and within the confines of your booth. Admittance other than at the above specified times are not permitted.

**Scientific Session Access**
Exhibitors may attend the daily Scientific Sessions free of charge once all attending doctors are seated. Exhibitors may NOT register for special courses or industry sponsored lunches.

**Exhibitor Service Kit**
The Exhibitor Service Kit, including shipping instructions and various service order forms, will be e-mailed to exhibiting companies on Friday, March 2, 2018.

**Registration, Badge, and Program Book Distribution**
Only confirmed exhibitors may register for the meeting. Distributor or guest badges are not available. The non-member, non-physician category is open to scientists and researchers involved in neurosurgical research and/or product development. This category is not open to representatives of non-exhibiting medical device manufacturers and distributors, pharmaceutical companies or other organizations providing goods and services to the neurosurgical population.

Badges will be distributed to booth personnel at Exhibitor Registration. Exhibitors may register two (2) booth personnel per contracted 8’ x 10’ booth free of charge. All advance registrations above the free allotment will be charged $150 each. All registrations after the deadline and all on-site registrations will be assessed an additional $50 processing fee. No exceptions will be made. Representatives without a badge or with badges not prepared by the American Society for Stereotactic and Functional Neurosurgery will not be admitted into the Exhibit Hall.

Badges are personal and non-transferable and must be worn in the exhibit area at all times. Attaching unapproved cards, ribbons, or other items to badges is not permitted. Replacements for lost or stolen badges may be purchased for $50 each on site.

Each exhibitor is entitled to two (2) copies of the Program Book per 8’ x 10’ booth contracted, up to a maximum of four (4) books. The books must be collected on site at the exhibitor registration desk by a designated company representative.

**Neurosurgical Attendance**
Section members, other neurosurgeons, or allied medical professionals who are not considered full-time employees of the exhibiting company may not register as an exhibitor. Neurosurgeon employees may register as representatives of exhibiting companies, but will not receive CME credit or an attendance certificate.

**Opening Reception**
Sunday, June 3, 2018, 6:30–8:30 pm, at The Westin Denver Downtown. Exhibitors who book housing through the official ASSFN Meeting housing block will receive two (2) complimentary tickets per 8’x10’ booth contracted. Additional tickets may be purchased on-site for $100.

**Housing Information**
A special exhibitor housing block has been reserved at The Westin Denver Downtown. Housing and registration forms will be live on Friday, January 11, 2018.

You’re One Click Away!
For up-to-date information on the Annual Meeting, scientific program, and much more, visit http://www.cns.org/assfn

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**Meeting Dates**
June 2-5, 2018

**Exhibit Dates**
June 4-5, 2018

**Location**
The Westin Denver Downtown
1672 Lawrence St., Denver, CO 80202
Phone: 303-240-0804
Fax: 303-240-0804

**Registration**
Saturday: 7:00 am–6:00 pm
Sunday: 6:00 am–5:00 pm
Monday: 7:00 am–5:00 pm
Tuesday: 7:00 am–4:00 pm

**Installation**
Sunday, June 3, 2018

**Exhibit Hours**
Monday, June 4, 2018; 7:30 am–6:00 pm
Tuesday, June 5, 2018; 7:30 am–3:30 pm

**Dismantling**
Tuesday, June 5, 2018; 3:30–8:00 pm

**Meeting Office:**
Congress of Neurological Surgeons
10 N. Martingale Road, Suite 190
Schaumburg, IL 60173-2294
Tel: 847-240-0804
Fax: 303-572-736
Email: smanola@cns.org

**Remit all payments to:**
Congress of Neurological Surgeons
10 N. Martingale Road, Suite 190
Schaumburg, IL 60173-2294

**Cost of Exhibit Space**
Each exhibit space is 8’ deep x 10’ wide. A maximum of three (3) booths can be purchased. The cost of each 8’ x 10’ exhibit space is: $7,500

Signed applications and checks for the full amount must be mailed to:
Congress of Neurological Surgeons
10 N. Martingale Road, Suite 190
Schaumburg, IL 60173-2294

**Application Deadline**
Friday, December 15, 2017
The Westin Denver Downtown — Platte River Room

Booth Size:
8’ deep x 10’ wide

Booth Cost
$7,500 per 8’ x 10’

Official Decorator and Drayage Contractor
Freeman Decorating Company
6555 W Sunset Rd., Las Vegas, NV 89118
Tel: 702-579-1400 Fax: 702-263-1464
www.myfreemanonline.com
Saturday, June 2
7:00 am–6:00 pm  Registration
8:00 am–12:00 pm Building a Functional Neurosurgery Research Lab
1:00–5:00 pm Functional Neurosurgery: Optimizing Finances, Value, and Efficiency
Integrating New Technologies into Your Functional Neurosurgery Practice
6:00–8:00 pm Opening Reception

Sunday, June 3
6:00 am–5:00 pm Registration
7:00–8:00 am Breakfast Seminar 1: The Underutilization of Functional Neurosurgery
8:00–9:30 am Plenary Session 1: World State of Affairs in Functional Neurosurgery
9:30–10:00 am Morning Break with Exhibitors
10:00 am–12:00 pm Plenary Session 2: BRAIN Initiative
12:00–1:00 pm Non-CME Lunch Symposia
1:00–2:40 pm Plenary Session 3: The Expanding Reach of Functional Neurosurgery
2:40–3:20 pm Afternoon Break with Exhibitors
3:20–5:00 pm Plenary Session 4: Engaging Engineers: Getting Technology to Clinical Practice

Monday, June 4
7:00–5:00 pm Registration
7:00–8:00 am Non-CME Sponsored Breakfast Seminar
8:00–9:40 am Plenary Session 5: NeuroEthics
9:40–10:20 am Morning Break with Exhibitors
10:20 am–12:00 pm Plenary Session 6: Costs, Cost Effectiveness, and Outcomes in Functional Neurosurgery
12:00–1:00 pm Lunch and Honored Guest Talk
1:00–2:40 pm Parallel Session 1
Parallel Topic 1a: Psychiatric Neurosurgery
Parallel Topic 1b: Movement Disorders
2:40–3:20 pm Afternoon Break with Exhibitors
3:20–5:00 pm Poster Session with Wine & Cheese

Tuesday, June 5
7:00–4:00 pm Registration
7:00–8:00 am Non-CME Sponsored Breakfast Seminar
8:00–9:40 am Plenary Session 7: Network Modulation and Connectomics for Neurosurgery
9:40–10:20 am Morning Break with Exhibitors
10:20 am–12:00 pm Parallel Session 2
Parallel Topic 2a: Pain
Parallel Topic 2b: Epilepsy
12:00–1:00 pm Non-CME Sponsored Lunch Seminar
1:00–2:50 pm Parallel Session 3
Parallel Topic 3a: Technology in Functional Neurosurgery
Parallel Topic 3b: Radiosurgery
2:50–3:30 pm Afternoon Break with Exhibitors
3:30–4:30 pm ASSFN Award Ceremony
3:40–5:00 pm Plenary Session 8: Engaging Industry: Getting Technology to Market

*Hours, special course options, and placement are subject to change
Rules and Regulations

The rules and regulations were created for the best interest of the exhibitors, attendees, and the ASSFN 2018 Biennial Meeting office. It is important that each exhibitor abide by these regulations. Failure to comply with any rule set forth may result in the denial of future participation.

Interpretation of Rules

The following rules and regulations are part of the contract between the exhibitor and the American Society for Stereotactic and Functional Neurosurgery (the Association). The Association shall have full power in the interpretation and enforcement of rules and regulations governing exhibitors. All matters not covered in these rules and regulations shall be referred to the Association for adjudication and the decision of the Association shall be final. These rules and regulations may be amended at any time by the Association and all the amendments so made shall be binding upon the exhibitor equally with these rules and regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the ASSFN 2018 Biennial Meeting, and may be given to any authorized agent or representative of the exhibitor.

Purpose of Exhibit

The purpose of the exhibits, an integral part of the Biennial Meeting educational activity, is to complement the professional meetings and clinical sessions by enabling registrants to evaluate the latest developments in equipment, supplies, and services that are presented for use by spine and peripheral nerve surgeons. The Association does not in any manner endorse any of the products or services related to the exhibits that have been accepted for display and sale during the Biennial Meeting. The Association reserves the right to determine the eligibility of all exhibit space applicants.

Product Sales/Solicitation of Orders

The sale of products and services is allowed on the exhibit floor provided such sales are conducted in a professional, business-like manner, in accordance with American Society for Stereotactic and Functional Neurosurgery guidelines, and the exhibitor complies with all state and local tax regulations. No signage or advertising of product pricing will be allowed. The Association reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

Market Research

Market research can only be conducted by firms hired by an ASSFN meeting exhibitor. With its application for exhibit space, the research company must submit a letter of authorization from its sponsoring company and a list of all premiums proposed for distribution. Market research booths must remain open and staffed throughout the Biennial Meeting. All interviews must be conducted within the confines of the booth space—soliciting registrants in the aisles is strictly prohibited. Violations assessed against exhibiting market research companies may also be applied to the sponsoring company.

Exhibit Application

To be included in the initial assignment of space, potential exhibitors must complete application/contract and return it with full payment on or prior to Friday, December 15, 2017. Applications received without payment will not be processed and no space assigned. If paying by credit card, you may fax or email your application.

Space Assignment

Payment in full ($7,500 per 8’ x 10’ booth) is due by Friday, December 15, 2017. Submission of an application does not guarantee booth assignment. Booths will be allocated on the following basis: 1. Number of booths requested, 2. Date of receipt of application, 3. Space availability, 4. Proximity of competitor companies on the exhibit floor.

Space Relocation

The Association reserves the right to change the exhibit floor plan if conflicts arise regarding space requests or conditions that are beyond the Association’s control. The Association reserves the right to relocate exhibitors demonstrating loud apparatus or conducting odor-producing activities in an area where the noise or aroma will not interfere with other exhibitors. The Association reserves the right to determine at what point sound or odor interferes with others and must be discontinued. The Association reserves the right to relocate an exhibitor at any time, (with the understanding that if the exhibitor does not agree with such relocation to the extent that the exhibitor cannot participate in the ASSFN 2018 Biennial Meeting the payment for exhibit space will be fully refunded, proportionate to the exhibitors’ level of participation.)

Booth Space Reductions or Cancellations

Request for booth space reductions and/or cancellations must be made in writing. Written requests received on or before Friday, February 2, 2018, will receive a full refund of the cost of the space being reduced or cancelled, less a $500 administrative fee. The Association will retain total cost of space being reduced or cancelled after Friday, February 2, 2018. An exhibitor’s cancellation of booth space will result in the release of all assigned hotel guest rooms and Exhibitor badges. No refund will be allowed for exhibit space left unoccupied during the Annual Meeting. Refunds of cancellations or reductions will not be reimbursed until after the ASSFN 2018 Biennial Meeting.

Subletting of Space

The subletting, assignment, or apportionment of the whole or any part of an exhibitor’s space by the exhibitor is prohibited. Exhibitors may not advertise or display goods in their exhibit other than those manufactured or sold by them in the regular course of their business. Exhibitors may not permit any other party to exhibit in their space any goods other than those manufactured or distributed by the contracting exhibitor.

Linear Booths

All linear booths will be equipped with an 8’ high back drape, 3’ high side rails, and a 7” x 44” identification sign displaying the exhibitor’s name and booth number.

Linear booths must not exceed 8’ in height unless located at the hall perimeter—such booths may be 12’ in height. Any construction that exceeds the 3’ high side rail dividers shall not extend more than half the distance from the back wall of the exhibit nor will any display be allowed to limit or otherwise interfere with other exhibits.

Booth Construction and Arrangement

All exhibits must be confined to the spatial limits of their respective booth(s) as indicated on the floor plan and all equipment, products, or materials to be shown or demonstrated must be placed within the exhibitor’s contracted exhibit space in order to ensure attendees viewing the exhibit will stand within said space, not in the aisles. All exposed parts of displays must be finished so as to present an attractive appearance when viewed from the aisles or from adjoining exhibits. If other exhibitors or the Association object to any exposed portions of a display,
the exposed portions will be draped by the Association and billed to the exhibitor. All tables used in an exhibit space must be skirted.

Hanging Signs & Banners
No signs, parts of exhibits or any other exhibit material are to be suspended from or attached to the ceiling or walls of the Exhibit Hall in any manner. All booth identification must be part of the physical structure of the booth itself.

Booth Conduct
The Association reserves the right to approve all exhibits and activities related thereto. The Association may require that an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of the American Society for Stereotactic and Functional Neurosurgery or the Biennial Meeting, or if it exceeds the bounds of good taste as interpreted by the Association. An exhibitor of a questionable exhibit or activity relating thereto must submit a description of the exhibit or activity with the exhibit application for approval. Inspection of the Exhibit Hall will be made during installation hours. An effort will be made to advise exhibitors of any deviation from exhibit rules at that time. Exhibitors must make all corrections requested by the Association at their own expense or risk removal from the Exhibit Hall without notice and without obligation on the part of the Association and/or spirit of the American Society for Stereotactic and Functional Neurosurgery Biennial Meeting. Exhibit personnel may not enter another exhibitor’s booth without obtaining permission. Lingering in the aisles surrounding another exhibitor’s booth for the purpose of obtaining product information or distracting booth personnel is strictly prohibited and may be cause for expulsion. Exhibitors may not sell any food or beverage on the exhibit floor without prior permission from the ASSFN meeting office. Distribution of any literature outside of an exhibitor’s own space is prohibited. No procedures may be performed on any live tissue on the exhibit floor. Exhibitors may not leave their booth unattended for an extended period of time. Exhibitors are not permitted to dismantle prior to 3:00 pm on Tuesday, June 5, 2018.

Dismantle prior to this time will result in the loss of current year priority points.

Non-Contracted Exhibit Space
Any person, firm, or organization not having contracted with the Association for the occupancy of space in the Exhibit Hall will not be permitted to display or demonstrate any products, processes, services, or solicit orders.

Demonstration and Liability
Exhibitions or demonstrations by the exhibitor must be confined within the bounds of the exhibitor’s assigned exhibit space and shall not interfere with aisle space. If the premises of the facility are defaced or destroyed by the exhibitor, its agent, or representatives, the exhibitor will be liable to the facility for such amount as shall be deemed necessary for restoration to the previous condition. This Agreement is made and to be performed in Denver, CO, and shall be construed in accordance with Colorado law, but not against any party by reason of that party having drafted it. No representative of The Westin Denver Downtown has been or is authorized to make any representation, which varies from the express terms of this contract, though the contract may be supplemented in writing. In any legal action or arbitration or other proceeding brought on account of a breach of any provision of this Agreement or to enforce any provision of this Agreement, the prevailing party shall be awarded its attorney’s fees and other cost incurred in such action or proceeding, in addition to any other relief to which it may be entitled. Any modifications or changes to this Agreement must be made in writing, and signed by both parties hereto. Any legal action in connection with this Agreement shall be brought in Denver, CO.

Fire Regulations
All material used in the exhibit must be flame proof and fire resistant in order to conform to local fire ordinances and in accordance with the regulations established by the hotel.

Restrictions
Booth lighting should be directed to the inner confines of the booth space and should not project onto other exhibits or aisles. Rotating lighting and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event. Exhibitors who use noisy electrical devices, sound-producing movies, or other devices, which prove objectionable because of noise, odor, or other disagreeable features, must agree to keep the noise and/or odor of such devices at an absolute minimum. Exhibitors with such equipment must agree to accept space assignments, which will abate reasonable objections to these annoyances. X-ray equipment may be exhibited but not operated. Laser equipment may be operated only if the laser is contained within a safety shield.

Music Licensing
Exhibitors must receive relevant licenses from ASCAP and BMI if they plan to present live or pre-recorded music at any time during the meeting. Exhibitors are responsible for obtaining appropriate licenses for any copyrighted music used in connection with their exhibit.

Smoking
Smoking is prohibited inside the facility.

Food and Beverage
Nonalcoholic beverages and food products are permitted in the Exhibit Hall if ordered through the facility. Food and beverages distributed must not conflict with items served at an Association sponsored event or an event associated with a corporate support opportunity. Information on catering opportunities can be found in the Exhibitor Service Kit.

Photography and Video
Only the official photographer may take photographs in the Exhibit Hall. Details about the official photographer will be included in the Exhibitor Service Kit. Exhibitors may photograph, or have their own booth photographed. Videography is not allowed without the written consent of CNS.

FDA Compliance
All medical devices exhibited must have fulfilled all applicable Federal Drug Administration (FDA) regulations. Products that are not FDA approved for a particular use in humans or which are not commercially available in the United States may be displayed only when accompanied by appropriate signs that indicate the device’s FDA clearance status. The signs must be easily visible and placed near the device itself and on any graphics depicting the device. Unapproved devices with pending premarket approval (PMA) applications or pre-market
Exhibits Department for approval by Tuesday, and drawings must be submitted to the right to restrict contests, drawings, prize was awarded. The Association reserves be notified of the winners and when the in the event of any claims arising from the agree to indemnify the Association, its find out who won, etc. The exhibitor must necessary to enter,” odds of winning, how Distribution of such products or souvenirs must be obtained by the ASSFN Meeting office prior to the meeting. Distribution of such products or souvenirs will be allowed, provided it is done in a dignified manner, does not create a nuisance, and causes no interference with adjoining exhibits. Unapproved items will be removed from the exhibit floor. For approval, send a sample of all giveaways and handouts to: Congress of Neurological Surgeons Attn: Sydney Manola 10 N. Martingale Road, Suite 190 Schaumburg, IL 60173-2294 by Tuesday, May 1, 2018. (Samples will not be returned).

Children
Children under 18 years of age will NOT be permitted to enter the Exhibit Hall at any time during the meeting, including the installation and dismantling of exhibits.

Handouts and Giveaways
Distribution of samples of products and souvenirs is permitted. Approval of samples and souvenirs must be obtained by the ASSFN Meeting office prior to the meeting. Distribution of such products or souvenirs will be allowed, provided it is done in a dignified manner, does not create a nuisance, and causes no interference with adjoining exhibits. Unapproved items will be removed from the exhibit floor. For approval, send a sample of all giveaways and handouts to: Congress of Neurological Surgeons Attn: Sydney Manola 10 N. Martingale Road, Suite 190 Schaumburg, IL 60173-2294 by Tuesday, May 1, 2018. (Samples will not be returned).

Contests, Raffles, and Drawings
Approved contests, drawings, or raffles must comply with all local, state, and federal laws governing such contest, raffles, or drawings, and have prior approval of the exhibits department. The rules must be posted at the booth and include: eligibility, date, and time of the drawing, the words "No purchase necessary to enter," odds of winning, how winners are notified, how participants can find out who won, etc. The exhibitor must agree to indemnify the Association, its Board of Directors, employees, and vendors in the event of any claims arising from the operation of the event. The Association must be notified of the winners and when the prize was awarded. The Association reserves the right to restrict contests, drawings, or raffles that it deems inappropriate or unprofessional. Requests for contests, raffles, and drawings must be submitted to the Exhibits Department for approval by Tuesday, May 1, 2018.

Promotional Materials/Use of Logo
Any promotional materials advertising your participation in the ASSFN Biennial Meeting or directing attendees to your booth or industry-supported events must be submitted to the Association for approval prior to distribution. The use of the name, insignia or logo, or other identifying marks of the American Society for Stereotactic and Functional Neurosurgery may not be used in signs, advertising, or promotions in any media or on descriptive product literature without express written permission. The only exception is that exhibitors may reference the American Society for Stereotactic and Functional Neurosurgery (with overall dates and location) on their materials associated with the 2018 Biennial Meeting. To prevent any misunderstanding, promotional copy for exhibitor meetings or functions may not be phrased “In conjunction with the American Society for Stereotactic and Functional Neurosurgery” or use similar language. By allowing the exhibitor to participate in the Biennial Meeting, the Association does not endorse, either expressly or by implication, the exhibitor or its goods or services.

Awarding of CME
The Congress of Neurological Surgeons, as CME provider for the ASSFN 2018 Biennial Meeting, is the only organization authorized to grant CME credit for educational activities conducted during the Biennial Meeting if delivered by an ACCME accredited organization. Companies wishing to provide CME for Satellite Symposia must notify the Association of this intent. No CME credit may be given from any source for activities on the exhibit floor.

Security
The Association will provide uniformed security guard service in the Exhibit Hall beginning with the delivery of exhibits to the hall through 3:00 pm, Tuesday, June 5, 2018. Neither the Association nor The Westin Denver Downtown will be held responsible for any loss or damage to the exhibitor’s property. Exhibitors must take precautions to protect their property against pilferage.

Insurance
Exhibitors shall be fully responsible for any claims, liabilities, losses, damages, or expenses of whatever kind and nature relating to or arising from an injury to any person, or loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected with the exhibitor’s participation in the exhibition. Exhibitors shall protect, indemnify, hold harmless, and defend the American Society for Stereotactic and Functional Neurosurgery, its officers, directors, agents, members, and employees against all such claims, liabilities, losses, damages, and expenses including reasonable attorney’s fees and cost of litigation, provided that the foregoing shall not apply to injury, loss, or damage caused by, or resulting from, the negligence of the American Society for Stereotactic and Functional Neurosurgery, its officers, directors, agents, or employees.

Exhibitors should maintain general public liability insurance against claims of personal injury, death, or property damage incident to, arising out of, or in any way connected with their participation in the Biennial Meeting, in the amount of not less than one million dollars ($1,000,000) for personal injury, death, or property damage in any one occurrence. Such insurance should include coverage of the indemnification obligations of exhibitors under the policy and procedures and should cover the American Society for Stereotactic and Functional Neurosurgery as an additionally named insured. Each exhibit company is responsible for obtaining, for its protection and at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the exhibitor’s insurance company of any right of subrogation as to any claim against the American Society for Stereotactic and Functional Neurosurgery, its officers, directors, agents, members, or employees. The exhibitor further waives any claim against the American Society for Stereotactic and Functional Neurosurgery and its agents, employees, representatives, successors, and assigns, arising out of the oral or written publication of any statement made in connection with the Biennial Meeting by anyone not an employee of the American Society for Stereotactic and Functional Neurosurgery concerning the exhibitor or their exhibit.

If any part of the Exhibit Hall is destroyed or damaged, preventing the American Society for Stereotactic and Functional Neurosurgery from permitting an exhibitor to occupy assigned space during part or all of the Biennial Meeting, or in the event occupation
of assigned space during part or all of the Biennial Meeting is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of the American Society for Stereotactic and Functional Neurosurgery, exhibitors will be charged for space during the period it was or could have been occupied; and exhibitors hereby waive any claims against the American Society for Stereotactic and Functional Neurosurgery, its directors, officers, agents, members, or employees for losses or damages that may arise in consequence of such inability to occupy assigned space, its sole claim against the American Society for Stereotactic and Functional Neurosurgery being a refund of exhibit fees for the period it was prevented from using the space.

Industry Corporate Support Events
Except to hold satellite symposia or social functions, exhibitors must confine their activities with medical attendees to their allotted exhibit space. No entertainment functions, meetings, courses, or social functions may be scheduled to conflict with American Society for Stereotactic and Functional Neurosurgery Biennial Meeting program hours, activity hours or exhibit hours. Entertainment and social functions must be in good taste and conform to the purpose of the meeting. The Association should be notified in writing of any special activities (whether entertainment, educational or promotional in nature) planned by an exhibiting company for the period beginning Saturday, June 2, 2018, through Tuesday, June 5, 2018. Announcements and invitations addressed to members of the medical profession concerning such corporate supported events should clearly indicate the name(s) of the corporate support and must in no manner imply directly or indirectly that the event is a part of, or an official activity of, the Association. Function space held by the Association will be released only to companies exhibiting at the American Society for Stereotactic and Functional Neurosurgery Biennial Meeting.

Satellite Symposia
Any educational activity designed by or on behalf of industry for attendance by ASSFN meeting attendees is considered a Satellite Symposium, whether or not CME credit is offered. All such activities are bound by the American Society for Stereotactic and Functional Neurosurgery Guidelines for Satellite Symposia (available online) and subject to Satellite Symposia fees.

Americans with Disabilities Act
Exhibitors are responsible for compliance with the Americans with Disabilities Act for their booth space.

Violations
Any violation of the Rules and Regulations shall subject the exhibiting company to the following penalties:

- First Violation: Loss of current year priority points
- Second Violation: Loss of one-half accrued points
- Third Violation: Loss of remainder of points
- Fourth Violation: One-year suspension of exhibit privileges

Disciplinary action will be progressive according to the above sequence. However, a more severe penalty may be levied at the discretion of the Association, without following the above sequence. The Association reserves the right to restrict and/or dismiss at any time any exhibit that it deems undesirable. In the event of eviction, the Association will not be liable for any refunds on rental or other exhibit expenses.
# 2018 ASSFN Biennial Meeting Corporate Support Program

## 2018 CORPORATE SUPPORT LEVELS

Gain increased exposure both inside and outside the Exhibit Hall by becoming a ASSFN 2018 Biennial Meeting corporate supporter. The American Society for Stereotactic and Functional Neurosurgery offers outstanding corporate support opportunities to suit any budget and customized packages to help you target any market.

Your corporate support contribution provides valuable education programs and networking events throughout the ASSFN meeting. Show your support for the specialty by becoming a ASSFN meeting corporate supporter today!

## 2018 CORPORATE SUPPORT BENEFITS

Corporate Support consists of any Sponsorship, Educational Grants, Advertising, and Booth Space at the ASSFN 2018 Biennial Meeting.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Ambassador</th>
<th>Partner</th>
<th>Benefactor</th>
<th>Supporter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signage and Acknowledgement</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Acknowledgement in general supporter signage at the ASSFN 2018 Biennial Meeting (meeting space/exhibit hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge Ribbons at the ASSFN 2018 Biennial Meeting with support level</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Inclusion in general corporate support slide during scientific session slideshow</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Podium Recognition during the ASSFN 2018 Biennial Meeting opening reception &amp; opening session</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Individual acknowledgement banner at the ASSFN 2018 Biennial Meeting (Size determined as space permits)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logo acknowledgement in ASSFN 2018 Biennial Meeting Preliminary Program Book</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Logo acknowledgement in ASSFN 2018 Biennial Meeting Program Book</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complimentary pre-meeting attendee mailing list</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Complimentary post-meeting attendee mailing list</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Individual acknowledgement in the ASSFN 2018 Biennial Meeting Program Book (size determined as space permits)</td>
<td>Full Page</td>
<td>Half Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electronic Communications</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year-round logo acknowledgement on the ASSFN website (assfn.org)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Year-round logo acknowledgement on the ASSFN page on CNS website (cns.org/assfn)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Recognition in logo banner on one (1) email communication</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Individual banner ad on the ASSFN Page on CNS website (cns.org/assfn)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Networking</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional complimentary tickets to the Opening Reception (held during the ASSFN 2018 Biennial Meeting)</td>
<td>10 tickets</td>
<td>5 tickets</td>
<td>2 tickets</td>
<td></td>
</tr>
<tr>
<td>Invitations to the Faculty Dinner (held during the ASSFN 2018 Biennial Meeting)</td>
<td>4 invites</td>
<td>2 invites</td>
<td>1 invite</td>
<td></td>
</tr>
</tbody>
</table>

*In order to qualify for the Supporter level and receive the above benefits, support must include the following: Booth space and Sponsorship and/or Educational Grants. Advertising will contribute to the total of your support, but will not count towards a level without Sponsorship and/or Educational Grant contribution.*

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**Thank you for your support of the American Society for Stereotactic and Functional Neurosurgery.**

If you would like additional information, please contact Sydney Manola at 847.805.4480 or smanola@cns.org.

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## SUPPORT LEVELS

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambassador</td>
<td>$100,000+</td>
</tr>
<tr>
<td>Partner</td>
<td>$50,000–$99,999</td>
</tr>
<tr>
<td>Benefactor</td>
<td>$25,000–$49,999</td>
</tr>
<tr>
<td>Supporter</td>
<td>$10,000–$24,999</td>
</tr>
</tbody>
</table>
EDUCATIONAL GRANT OPPORTUNITIES

Set your company apart as a leader in education by supporting the ASSFN 2018 Biennial Meeting with one of our five levels of Neurosurgical Education Partner Grants.

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| DIAMOND | $80,000| - First priority exhibit placement  
- Individual full-page recognition in meeting program  
- Listing on meeting brochure  
- Listing on meeting website  
- Individual recognition on meeting signs  
- Insert in registration bag (A4 size)  
- Ten meeting badges for company reps  
- Ten complimentary admissions for company reps at welcome reception |
| PLATINUM | $50,000| - Premium exhibit placement  
- Individual half-page recognition in meeting program  
- Listing on meeting brochure  
- Listing on meeting website  
- Individual recognition on meeting signs  
- Insert in registration bag (A4 size)  
- Six meeting badges for company reps  
- Six complimentary admissions for company reps at welcome reception |
| GOLD    | $30,000| - Listing on meeting brochure  
- Listing on meeting website  
- Six meeting badges for company reps  
- Six complimentary admissions for company reps at welcome reception |
| SILVER  | $15,000| - Listing on meeting brochure  
- Listing on meeting website  
- Four meeting badges for company reps  
- Four complimentary admissions for company reps at welcome reception |
| BRONZE  | $5,000 | - Sponsor listing on meeting brochure  
- Sponsor listing on meeting website  
- Two meeting badges for company reps  
- Two complimentary admissions for company reps at welcome reception |
2018 ASSFN Biennial Meeting Corporate Support Program

SPONSORSHIP OPPORTUNITIES

Choose from these great corporate support opportunities and create your own customized corporate support package to meet your company's sales goals.

Sunday/Tuesday Lunch Seminar (Non-CME) $15,000
Connect with neurosurgeons beyond your exhibit booth in a meaningful way that is valuable to them. Host a one-hour luncheon seminar, taking place 12:00-1:00 pm on either Sunday, June 3, or Tuesday, June 5. Support of this event includes use of a meeting room that can accommodate 180-250 attendees. Also included are a standard A/V set, promotion of the lunch via onsite signage, acknowledgement in the Program Book, and company logo and hyperlink to your company website on the sponsor page of the meeting website. Sponsoring company responsible for F&B. Two (2) slots are available.

Beverage Breaks $7,500/break
Provide attendees with a pleasant break in the day. Beverage breaks take place in the Exhibit Hall twice daily. Corporate supporter may provide logo cups and napkins at their own expense. Support of this event includes recognition via onsite signage and in the Program Book. Four (4) breaks are available.

Satellite Symposia $5,000 for Non-exclusive, $10,000 for Exclusive
We are gathering approximately 500 leading stereotactic and functional neurosurgeons in Denver. Take advantage of this captive audience to educate your customers and prospects about your latest technology or to host a focus group discussion. Limited time slots are available for Saturday and Sunday.

Hotel Key Cards $12,500*
Put your name and logo in the hand of every attendee at The Westin Denver Downtown. Corporate supporter designs the keycard artwork with ASSFN approval.

*Corporate supporter is responsible for production of sponsored item as well as all associated production costs.

GOBO’s in Hotel Lobby $10,000
Create brand awareness in the lobby of the hotel with a customized GOBO. Two (2) locations available.

Doctor’s Bag Door Drop Insert $1,500
Delivered to all attendees on Sunday night, this is the perfect opportunity to preview your product launches, in-booth demonstrations, and other activities attendees will not want to miss. (Maximum of one two-sided, 8.5” x 11” sheet).

Doctor’s Bag for Door Drop $1,000
Put your logo and booth number on the bag delivered to all attendees on Sunday night.

Pre-meeting Eblast $5,000
Send your message to all ASSFN meeting attendees. It is an opportunity to discuss a specific product/technique or invite them to attend a special event you are participating in at the meeting.

This is limited to a total of three (3) companies, one message per company.

Preliminary Program/Program Book Cover Advertising $2,500 each
The Preliminary Program and the Program Book provides attendees a handy reference of all key events and exhibitor information. The Preliminary Program is distributed in advance of the meeting, and the Program Book is distributed to all attendees onsite at registration (approximately 500 medical attendees). Artwork must be provided on 8.5” x 11” with full crop and bleed. Cover 2 and Cover 4 available in each book.

Preliminary Program/Program Book Interior Advertising $1,500 each
The Preliminary Program and the Program Book provides attendees a handy reference of all key events and exhibitor information. The Preliminary Program is distributed in advance of the meeting, and the Program Book is distributed to all attendees onsite at registration (approximately 500 medical attendees). Artwork must be received by no later than October 15, and provided in 8.5” x 11” with full crop and bleed. Limited Availability

Attending Mailing List Rental $250 each
Send each attendee a special invitation to visit your booth, utilize the list to plan appropriate staff coverage and attendance, or a post-meeting thank you. Attendee mailing lists are available for purchase exclusively to the ASSFN meeting exhibitors.

• Pre-meeting attendee list rental ($250)
  - List will be available for rent on 5/2/18
• Post-meeting attendee list rental ($250)
  - List will be available on 7/11/18

ADVERTISING OPPORTUNITIES

Choose from these great opportunities and create your own customized marketing package to meet your company’s sales goals.

Charging Lounge $25,000
Gain meaningful advertising space and help attendees stay in touch with the home and office by supporting rapid charging stations throughout the meeting space. This opportunity includes prominent display of your company logo and information within the centrally located charging lounge. A place where attendees can sit and relax while their devices charge. Options to include a video display are available.

VIP Social Events Call for Pricing
Whether the Opening Reception or the Faculty Dinner, our VIP Social Events are the perfect networking opportunity. Support of these events would be a co-sponsorship with ASSFN and include complimentary tickets to supported event, acknowledgement in the Program Book, and company logo and hyperlink to company website on sponsorship page of the meeting website.
2018 ASSFN Biennial Meeting Corporate Support Application

Company Information

Company Name: ________________________________________________________________

Contact Name: ________________________________________________________________

Address: ______________________________________________________________________

City: ___________________________ State: _______ Zip Code: ________________

Phone: ___________________________ Fax: ______________________________

E-mail Address: ________________________________________________________________

Signature ________________________________________________________________

Companies supporting or co-supporting an event must comply with all applicable rules and regulations set by the American Society for Stereotactic and Functional Neurosurgery and The Westin Denver Downtown. This agreement, signed by a duly authorized representative of the company, must be received no later than Friday, February 16. This agreement is to become effective upon acceptance by the American Society for Stereotactic and Functional Neurosurgery. An invoice for all opportunities will be sent to company contact upon acceptance of opportunities by the American Society for Stereotactic and Functional Neurosurgery.

Email completed form to

Sydney Manola: smanola@cns.org

Due date: Friday, February 16, 2018

Corporate support agreements received after this date may not be acknowledged in all marketing vehicles. Advertising opportunities are not part of the corporate support program and only contribute to corporate supporter level or benefits when combined with sponsorship/educational grants. All payments must be received no later than 30 days prior to the start of the meeting (May 2, 2018).

Maximize Your Company’s Visibility At The ASSFN 2018 Biennial Meeting By becoming a Corporate Supporter today.

NEUROSURGICAL EDUCATION PARTNER GRANTS

Diamond (Exclusive) _____@ $80,000 = $______________
Platinum _____@ $50,000 = $______________
Gold _____@ $30,000 = $______________
Silver _____@ $15,000 = $______________
Bronze _____@ $5,000 = $______________

SPONSORSHIP OPPORTUNITIES

Lunch Seminar (Non-CME) _____@ $15,000 = $______________
Breakfast Seminar (Non-CME) _____@ $15,000 = $______________
Satellite Symposia (Exclusive) _____@ $10,000 = $______________
Satellite Symposia (Non-exclusive) _____@ $10,000 = $______________
Beverage Breaks _____@ $7,500 = $______________
Charging Lounge _____@ $25,000 = $______________

ADVERTISING OPPORTUNITIES

GOBO (Lobby Level Escalator Base) _____@ $10,000 = $______________
GOBO (Lobby) _____@ $10,000 = $______________
Hotel Key Cards _____@ $12,500 = $______________
Badge Lanyards _____@ $7,500 = $______________
Registration Bags _____@ $7,500 = $______________
Pre-meeting Eblast _____@ $5,000 = $______________
Preliminary Program Cover Ad _____@ $2,500 = $______________
Program Book Cover Ad _____@ $2,500 = $______________
Preliminary Program Interior Ad _____@ $1,500 = $______________
Program Book Interior Ad _____@ $1,500 = $______________
Doctor’s Bag for Door Drop _____@ $3,000 = $______________
Doctor’s Bag Door Drop Insert _____@ $1,500 = $______________
Pre-meeting Mailing List _____@ $250 = $______________
Post-meeting Mailing List _____@ $250 = $______________

TOTAL AMOUNT CORPORATE SUPPORT = $_________
We Agree: Payment in full must accompany this application by Friday, December 15.

The cost of each 8’ x 10’ booth is: $7500
*A maximum of three (3) booths can be purchased.

Checks must be made payable to:
Congress of Neurological Surgeons
All provisions of the Rules and Regulations and general information, as hereby published, shall be a part of this contract. The application deadline is Friday, December 15.

We hereby apply, subject to the terms of the American Society for Stereotactic and Functional Neurosurgery printed Rules and Regulations, for exhibit space for our occupancy.

Mail: PLEASE RETAIN A COPY OF THIS CONTRACT FOR YOUR FILES and return this original application with the appropriate payment funds to:
Congress of Neurological Surgeons
Attn: Sydney Manola
10 N. Martingale Road, Suite 190
Schaumburg, IL 60173-2394

Fax: If paying by credit card, you may fax this application to: 847-240-0804.

Exhibit Package:
In exchange for the above exhibit fee, each Exhibitor will receive the following:

• 7” x 44’’ booth identification sign (all linear booths)
• Complimentary exhibitor/badges for up to two (2) staff members per each 8’ x 10’ unit purchased
• Two Program Books per 8’ x 10’ unit purchased (up to a maximum of four (4) books)
• Exhibit listing in the Program Book
• Exhibit listing in Online Meeting Guide

Terms of Participation
The purpose of the exhibits is to complement the professional meetings and clinical sessions by enabling registrants to evaluate the latest developments in equipment, supplies, and services that are presented for use by spine and peripheral nerve surgeons. Monies provided for Exhibit Hall booth purchases are not considered commercial support, nor shall support of this year's exhibit program be inferred as a commitment for any future programs. All exhibit fees will be used solely for expenses directly related to the ASSFN (Association) 2018 Biennial Meeting. The Association and the exhibitor acknowledge and agree that the funding shall not obligate the Association nor its affiliates to purchase, use, recommend, or arrange for the use of any products of the exhibitor or its affiliates. The Association does not in any manner endorse any of the products or services related to the exhibits that have been accepted for display and sale during the ASSFN 2018 Biennial Meeting. Exhibitors may not advertise or display goods in their exhibit other than those manufactured or sold by them in the regular course of their business. Exhibitors may not permit any other party to exhibit in their space any goods other than those manufactured or distributed by the contracting exhibitor. The Association acknowledges that some drugs or medical devices demonstrated at the meeting have not been cleared by the FDA or have been cleared by the FDA for specific purposes only. The FDA has stated that it is the responsibility of the physician to determine the FDA clearance status of each drug or medical devices he or she wishes to use in clinical practice.

Reductions & Cancellations:
All booth reductions and cancellations must be made in writing. Requests received in writing by Friday, February 2, 2018, will receive a full refund, less $500 administrative fee. The Association will retain total cost of space being reduced or cancelled after Friday, February 2, 2018. Refunds of cancellations or reductions will not be reimbursed until after the meeting date.

The assignment of space is at the sole discretion of the American Society for Stereotactic and Functional Neurosurgery. In the event your choices are not available, please indicate which is most important to you:

☐ Corner location
☐ Proximity to one of your booth choices
☐ Proximity to another exhibitor

Company Details (Please print clearly)

Company name___________________________________________________________
Address_________________________________________________________________
City_______________________________State__________________Zip__________________
Phone________________Fax_________Web address__________________________

Contact Details (Please print clearly)

Contact name________________phone_________fax_________________________
E-mail address_________________________________________________________
Cell phone number of on-site contact______________________________________
Signature (required )____________________________________________________

Billing Information*

☐ CHECK ENCLOSED My check for the amount of $___________ is enclosed.

☐ CHARGE THE FOLLOWING CREDIT CARD
Please charge the following credit card for $_______________________________
Name (Exactly as it appears on card)______________________________________
Credit Card Number_________________________Expiration Date___________
Signature—required if paying by credit card _____________________________
(I agree to pay according to the credit card issuer agreement)

☐ INVOICE ME
SAVE THE DATE
American Society for Stereotactic and Functional Neurosurgery
2018 Biennial Meeting
June 2-5, 2018 | The Westin Denver Downtown

Exhibit Application Deadline:
Friday, December 15, 2017