



## Annual Meeting

**June 2-4, 2023**

Sun Mountain Lodge, Winthrop WA  
604 Patterson Lake Road | Winthrop WA 98862

### Exhibitor Prospectus



Dear Industry Colleagues,

We invite you to participate in our 2023 WSPS Annual Meeting. This year, our meeting will be held at the premier resort on the edge of the wilderness! Sun Mountain Lodge in Winthrop, Washington promises to be one of our best yet. Plastic surgeons from around Washington and Oregon will gather to learn from top experts in their specialty.

The cozy exhibitor hall and the entire weekend-long event is an ideal opportunity for your company and representatives to have personal conversations and develop relationships with physicians who are leaders in their practices around the state. Each year industry feedback about our meeting is unanimously enthusiastic. We anticipate selling out our exhibit hall space. So don't delay--register today. If you have any questions, please contact the **WSPS office at 206-956-3624**.

Looking forward to seeing you in June!

Janelle Souza, MD  
WSPS President and Meeting Chair

# Sponsor Opportunities:

## Diamond Supporter - \$5,000

### Only 1 Available

- Official sponsor of the Saturday evening banquet
- Verbal recognition throughout the meeting; on each morning introduction
- Featured acknowledgement in signage, on the electronic syllabus and on the WSPS website
- Poster with your logo posted in dining area
- Early access to WSPS Annual Meeting attendee list
- Attendance for 4 reps
- **1 complimentary email to WSPS Members on your companies behalf  
Emailed out by WSPS-to promote a dinner program, webinar, CME event)**
- Access to Lectures (please either remove or turn your nametag over) and Receptions
- Booth in the exhibitor hall

## Gold Supporter: \$4,000

### Only 1 Available

- Official sponsor of the Friday night reception
- Only vendor allowed to attend reception
- Verbal recognition on Saturday morning
- Featured acknowledgement in signage, on the electronic syllabus
- Early access to WSPS Annual Meeting attendee list
- Attendance for 3 reps
- Access to Lectures (please either remove or turn your nametag over) and Receptions
- Booth in the exhibitor hall

## Silver Supporter | Breakfast Sponsor

### Saturday or Sunday Breakfast Sponsor: \$3,000/each (2 available)

- Official sponsor of the Saturday or Sunday morning Breakfast
- Verbal recognition at the meeting by the moderator
- Acknowledgement in signage & on the electronic syllabus
- Attendance for 2 reps
- Access to Lectures (please either remove or turn your nametag over) and Receptions
- Booth in the exhibitor hall

## Bronze Supporter | Break Sponsor

### Saturday or Sunday Break Sponsor: \$2,000/ each (2 available)

- Official sponsor of the Saturday or Sunday break
- Verbal recognition at the meeting by moderator
- Acknowledgement in signage & on the electronic syllabus
- Attendance for 2 reps
- Access to Lectures (please either remove or turn your nametag over) and Receptions
- Booth in the exhibitor hall

### Booth Only: \$1,500 – With EB Registration by May 12, 2023

- Attendee list in supporter packet
- Access to Lectures and Receptions (except for the Friday reception should that be purchased)
- Attendance for 1 rep
- Booth in the exhibitor hall

### How to book your booth:

Please fill out the accompanying Exhibitor Registration Form and return it to the WSPS office. Please include payment with the form or contact the WSPS office to make other payment arrangements. **By signing the registration form your company and representative is agreeing to the exhibit guidelines, practice and regulations spelled on out on pages 5 and 6 of this exhibitor prospectus.**

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### DRAFT Schedule

Move in: Friday, 6/1/23 from 5:00 pm-6:30 pm and 9:00 am -10:00 pm; Saturday from 6:00 am -7:00 am.  
Move out: Saturday evening or Sunday after the last mid-morning break.

### Exhibit Hours

#### Friday evening:

During the welcome reception from 6:00 pm to 8:30 pm (NOTE: if sponsorship purchased, only that sponsor may attend)

#### Saturday:

Breakfast: 7:30 AM - 8:30 AM

Lunch: 12:00 PM – 1:30 PM

Dinner Buffet: 6PM – 7:30 PM

#### Sunday:

Breakfast: 7:30 AM – 8:30 AM

Peak traffic in exhibit area: continental breakfast and mid-morning refreshment break

Registered representatives are invited to the dinner with attendees on Saturday evening.

**Sunday:**

7:30 am to noon.

Peak traffic in exhibit area: continental breakfast and mid-morning refreshment break

Exhibitors may move out after the mid-morning break on Sunday.

**How Many Representatives Can Attend?**

All exhibitor representatives must be registered and wear the official WSPS conference badge throughout the weekend. The number of representatives included in your package depends on your exhibitor level. There is a \$150.00 fee for each additional representative beyond the number included in your booth package. Please contact the WSPS office if you have questions.

**Where Can Industry Representatives Stay?**

WSPS has a room block for conference attendee and their families, speakers and you! You are welcome to contact Sun Mountain Lodge directly to inquire about staying at the Lodge. A reservation link will be sent to you soon.

**Exhibit Information:**

This is a very tight space and we anticipate selling out the booth spaces early as we have in past years. We are offering table top exhibit space only. Pop up displays cannot be placed on either side of your table, nor block the view of other exhibit tables. Please be considerate of attendees and other exhibitors and be sure not to block pathways and exits.

**Attendee Lists**

Exhibitors will receive a list of pre-registered attendees in your meeting packet at the registration desk. A final list of attendees including their practice names and locations will be sent out electronically 1-2 weeks after the meeting.

**Confirmation /Booth Assignments:**

We will assign booths by May 26, 2023. You do not need your booth number for shipping purposes.

**Shipping:**

Advance shipments can be made directly to Sun Mountain Lodge. Due to the small size of the storage space available at the Lodge, please be sure that shipments arrive no more than 3-4 days prior to the meeting start date if June 2, 2023

Be aware that our conference is held at a small venue in a remote location, so please review the shipping instructions below and follow them carefully. Sun Mountain Lodge and WSPS are unable to take responsibility for damaged or lost shipments.

**Shipping / Receiving Instructions:**

Shipping instructions will be a month prior to the event. If you need them sooner, please contact WSPS at: 206-956-3624 or [LMK@wsma.org](mailto:LMK@wsma.org)

**Exhibit Practices and Regulations:**

## **I. CME-related rules and regulations:**

- The WSPS reserves the right to refuse exhibit space or promotional activity space for any reason. The WSPS reserves the right to close an exhibit or promotional activity for any reason. In addition, any representatives of the exhibiting company who conduct themselves unethically or outside the guidelines provided by the WSMA (WSPS's CME accrediting body) may be asked to remove their company's exhibit.
- Adherence to Guidelines – It is the responsibility of the exhibiting company to distribute the guidelines below to all company representatives attending the CME activity and/or working the exhibit space.
- Arrangements for commercial exhibits and/or promotional activities and/or in-kind support cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for the CME activity.
- Exhibit and/or promotional activity fees and/or in-kind support are not considered commercial support of the CME activity and will not be acknowledged as educational grants.
- Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- Social events or promotional activities at the CME activity cannot compete with or take precedence over the CME activity or other official conference activities. Industry-sponsored social events or promotional activities, including exhibiting company -sponsored social events or promotional activities, must be approved by the WSPS, even if the events are off-site.
- The exhibiting company must be granted prior approval from WSPS if it desires to provide funds for the use of social events and/or promotional activities. The exhibiting company must provide all funds approved for such events to the WSPS. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, or any others involved with the supported activity.

### **The exhibiting company agrees that its actions, and the actions of its representatives, shall not violate the following guidelines:**

- Product-promotion materials or product-specific advertisement of any type is prohibited in or during CME activities.
- Advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or immediately after the CME activity.
- Educational materials that are used during a CME activity cannot contain any advertising, corporate logo, tradename, or a product group message of an ACCME defined commercial interest.
- Representatives of an exhibiting company can attend the CME activity at the discretion of the WSPS but cannot engage in sales or promotional activities while in the space of the CME activity, as determined by WSPS, consistent with the ACCME guidance. Representatives of the exhibiting company must remove their company name badges and anything with a corporate logo, tradename or a product group message while in the educational space of the CME activity.

## **II. General terms of this agreement to exhibit at the WSPS conference:**

- No subletting of space is permitted without the consent of WSPS management.
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- Cancellations: WSPS requires all cancellations to be made in writing. Cancellation on or prior to May 12, 2023 will receive a refund minus a \$500.00 administrative fee. Cancellation after May 13, 2023: No refund.
- WSPS and **Sun Mountain Lodge** do not guarantee against theft, vandalism or other damage to exhibitor booths.

- It is expressly understood that exhibitors shall indemnify and hold harmless WSPS and **Sun Mountain Lodge** of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that WSPS will not pay for special equipment, facilities and services ordered by exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by him/her, the exhibiting company will be held responsible.
- Use of the name “Washington Society of Plastic Surgeons” or that of any officer or staff member of WSPS, in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by 9:30 a.m. Saturday, June 2, 2023), will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management (unless special arrangements have been made with the WSPS meeting management).
- If for any reason exhibitor representatives need to reach the WSPS staff from Friday, 6/1/2023 through the weekend, they should get a message to the group via the Sun Mountain Lodge main switchboard: 509-996-2211

**Payments should be made payable to:**

WSPS (Tax ID #: 91-1275679)  
2001 6<sup>th</sup> Ave., Suite 2700  
Seattle, WA 98121