

Dear 2019 Exhibitor,

We are very excited to invite you to participate in the **7th Annual Collaborative Symposium on Minimally Invasive Gynecologic Surgery**. This year's conference will be held at The Westin Fort Lauderdale Beach Resort, Fort Lauderdale, Florida, on March 28-March 31, 2019.

To meet the nationally growing interest and necessity to develop and train health care providers in minimally invasive gynecologic surgery, Cleveland Clinic Florida, Mayo Clinic Scottsdale, and Brigham and Women's Hospital, are combining faculty and expertise to offer a unique symposium to comprehensively address these needs. On Thursday morning, there is an optional cadaveric lab focusing on anatomy and dissection of the various pelvic structures emphasizing safe dissection, safe handling of energy sources, and tissue management. Thursday afternoon, there will be a suture laboratory focusing on laparoscopic suturing skills and ultrasound imaging course for the gynecologist. Friday's didactic lectures focus on pelvic anatomy and patient management issues, hand assisted laparoscopic surgery, hysterectomy, tissue extraction, and uterine fibroids. Saturday will be devoted to Endometriosis, both medical and surgical management, and gynecologic oncology issues. Sunday's lectures will focus on pelvic organ prolapse and incontinence, management of laparoscopic complications, and semi live surgical cases. There will be ample time during the symposium to personally interact with nationally known faculty from the three institutions to facilitate an improved knowledge base with development and honing of skills necessary to advance the performance of minimally invasive gynecologic surgery and insuring optimal outcomes for our patients.

This symposium is directed to a national and international audience of practitioners and health care professionals, including obstetricians, and gynecologists, who wish to expand their clinical practice to include more minimally invasive surgical techniques.


Exhibit levels, registration and promotional opportunities are available on our website at: www.ccfme.org/MIGS

We look forward to seeing you this year in South Florida in March 2019, at The Westin Fort Lauderdale Beach Resort.

Sincerely,

Michael Sprague, MD
Activity Director

Tommaso Falcone, MD
Activity Director



Save the Date!

7th Annual Collaborative Symposium
Minimally Invasive Gynecologic Surgery
March 28-31, 2019

OPTIONAL PROGRAMS

- Pelvic Anatomy Cadaver Lab
- Laparoscopic Suturing Workshop

Who Should Attend?
Practicing Obstetricians and Gynecologists, Fellows and Residents, Physician Assistants

Watch for updates: www.ccfme.org/MIGS

EXHIBIT INFORMATION

PURPOSE

Exhibits provide a professional and educational environment in which the physician can receive demonstrations, view products and services and discuss the clinical and surgical uses, including how they may improve the quality of care to a patient and the management of the medical/surgical practice.



EXHIBIT LOCATION

The Westin Fort

Lauderdale Beach Resort

Atlantic Ballroom Foyer

321 N Fort Lauderdale Beach Blvd,

Fort Lauderdale, FL 33304

Phone: (954) 467-1111

EXHIBIT HALL HOURS

Friday, March 29 7:00am – 5:00pm

Saturday, March 30 7:00am – 5:00pm

Sunday, March 31 7:00am – 5:00pm

**Subject to change without notice*

Breakfast and breaks will be held in the exhibit area, as will dessert/coffee following lunch. Representatives are asked to be available during these times and will be given early access to lunch.



GENERAL SESSION HOURS

Friday, March 29 7:00am – 5:00pm

Saturday, March 30 7:00am – 5:00pm

Sunday, March 31 7:00am – 5:00pm

Cadaver Lab and Suturing Workshop

Thursday, March 28

If you are participating in the lab/workshop separate instructions for shipping and set-up will be emailed to you.

**Subject to change without notice*

EXHIBIT SPECIFICATIONS

Size: 6' x 30" table with drape and two chairs

Carpet: Multicolor pattern

Overhead rigging not available for this event.

REGISTRATION & SET-UP/TEAR-DOWN HOURS

REGISTRATION AND LOAD-IN

Registration: Friday, March 29, 7:00am

Set Up: Thursday, March 28, 9:00am

All Exhibits must be set by 6:00pm, Thursday, March 28

**Subject to change*

CLOSE AND CLEAR/LOAD-OUT

Tear Down: Sunday, March 31, 3:00pm

Tear Down is not permitted before 3:00pm Saturday

**Subject to change*

SHIPPING AND STORAGE

All advanced shipments should be directed to the following address:



The Westin Fort Lauderdale Beach

Resort, Atlantic Ballroom Foyer

Reference: Cleveland Clinic MIGS 2019

321 N Fort Lauderdale Beach Blvd,

Fort Lauderdale, FL 33304

The hotel does not have storage space for crates, pallets, or large Shipments.

Any Materials being sent may arrive no earlier than 3 days prior to March 28, 2019. A handling fee starting at \$5.00/box/item will be assessed.

Hours of Operation: Monday – Sunday, 7:00am to 5:00pm

REGISTRATION/BADGE POLICY

All company representatives **must** be pre-registered by Friday, March 18 2019. Please register your company and your representatives online at

www.cfcme.org/MIGS

Additions or changes will be accommodated at a cost of \$25 per badge (with 3 meals - \$150)



Exhibitor identification in all Cleveland Clinic publications and on all signage, related to this specific activity, must be the company name submitted via the online registration process.

PAYMENT TERMS

Payment can be made online at www.cfcme.org/MIGS by credit card and must be paid in full prior to event date.

CANCELLATIONS AND REFUNDS

Written notification of a cancellation must be received by Cleveland Clinic Florida by Friday, March 8, 2019 to be eligible for a refund. A \$750 administrative fee will be assessed for each exhibit cancellation.

Space not claimed by 6:00pm, Thursday, March 28, 2019 may be resold or reassigned without obligation to refund exhibit fees or to assign the exhibitor to another space, unless special arrangements have been made with the CME Office in advance.

Cleveland Clinic Florida reserves the right to rearrange the floor plan at any time and to relocate exhibitors if it becomes necessary for causes beyond the control of Cleveland Clinic Florida or is advisable in the best interest of Cleveland Clinic Florida.

ACCOMMODATIONS/RESERVATIONS



Discounted group rates have been arranged with The Westin Fort Lauderdale Beach.

Please **visit our website** at www.ccfcme.org/MIGS and select "Accommodations" to see the many amenities and activities the hotel has to offer and **to make your reservation.**

Reservations must be made by March 6, 2019 to guarantee room rate. *Rooms are subject to availability and may sell out prior to the March 6, 2019 deadline.*

SECURITY

Exhibitors will be able to leave their displays up overnight, but **we recommend that any items of value be secured (computers, cell phones, etc.)**



Neither the hotel security staff nor Cleveland Clinic will be responsible for loss or damage to any property. Exhibitors are responsible for safe-guarding their goods, materials, equipment and exhibits at all times.

HOLD HARMLESS

"The exhibitor assumes the entire responsibility and liability for third party losses, damages, and claims arising out of exhibitor's negligence or willful misconduct on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims."

FDA REGULATIONS

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including any or all approved requirements.

Any product that is an investigational device or drug must be clearly marked as such. All products and services exhibited shall comply with FDA policy and

procedures (particularly with respect to the marketing and labeling of investigational or unapproved drugs and devices) and other applicable policy and procedures. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also prohibits the promotion of approved drugs or devices for unapproved uses.

In addition, under FDA rules, the background of the exhibit must show the generic name of any drug product featured. Additional information may be obtained from the FDA website at www.fda.gov

SATELLITE SYMPOSIA

During the periods listed below neither exhibitors nor their agents may conduct, or sponsor any educational or marketing activities directed toward the symposium registrants, other than part of an approved exhibit, without the permission of Cleveland Clinic Florida.

For further information regarding satellite symposia please contact the CME Office at Cleveland Clinic Florida at 954-659-5490.

Friday, March 29	7:00am – 5:00pm
Saturday, March 30	7:00am – 5:00pm
Sunday, March 31	7:00am – 5:00pm

COMMERCIAL PRESS/JOURNALISTS

Journalists are welcome and must have prior approval from the CME Office at Cleveland Clinic Florida. Please contact us at 954-659-5490 or cme@ccf.org for more information.



CONTACT US:

Damaris Quintana

Senior Program Coordinator

Phone: 954-659-5490

Email: quintad@ccf.org or cme@ccf.org

EXHIBITOR LEVELS

Thank you for your interest in participating as an exhibitor. Space will be sold on a first come, first served basis with Gold and Silver levels taking priority. Please **REGISTER ONLINE** at www.cfcme.org/MIGS

All Exhibitor Packages include:

1. **Rental of exhibit space:** Atlantic Ballroom Foyer
2. **Exhibitor badges:** Two (2) representative badges (*provides full access to symposium sessions and meals*)
 - a. Additional Exhibitor badges **\$25 each** (*with 3 meals - \$150*)
3. **Company listings:**
 - a. Program Handout (*distributed to all participants*)
 - b. Looping slide show (*slide show loop in general session throughout meeting*)
4. **Display duration:** Friday – Sunday (3 days)
5. **Meals with exhibitors:** Breakfast, breaks and dessert/coffee following lunch will take place in the exhibit area
6. **Attendee roster**

Gold Exhibitor Package – \$7,500.00

In addition to the above, this package includes:

- **Your company flyer** inserted into attendee registration materials
- **Choice of exhibit location** (first come, first served basis)
- **Exhibit furniture:** One (1) 6'x30" tables and Two (2) chairs
- **Four (4) Additional** exhibitor badges (*provides full access to symposium sessions and meals with exhibitor badge*)
- **Fees waived** for standard electric and power strip

Silver Exhibitor Package – \$5,000.00

In addition to the above, this package includes:

- **Choice of exhibit location** (first come, first served basis)
- **Exhibit furniture:** One (1) 6'x30" tables and Two (2) chairs
- **Two (2) Additional** exhibitor badges (*provides full access to symposium sessions and meals with exhibitor badge*)
- **Fees waived** for standard electric and power strip

Bronze Exhibitor Package – \$2,500.00

In addition to the above, this package includes:

- **Exhibit furniture:** One (1) 6'x30" table and Two (2) chairs

**Industry representatives who wish to claim CME credit must register as an attendee.*

OTHER PROMOTIONAL OPPORTUNITIES FOR EXHIBITORS

The following opportunities are available to companies that participate as an exhibitor. First commitment will have exclusivity to opportunity. **Space and date availability must be confirmed.**

- **Industry Supported Event Opportunity (Space limited based on hotel availability)**
 - **\$10,000 EVENING EVENT** - up to 2 Hours after conclusion/ end of general session

During the general session hours, neither exhibitors nor their agents may conduct, or sponsor any educational or marketing activities directed toward the symposium registrants, other than part of an approved exhibit, without the permission of Cleveland Clinic.

The Industry Supported Event cannot overlap with the **MIGS 2019 programs**. Days and times are first-come, first-served and will be based on hotel space availability.

The Industry Supporter Organization is responsible for all costs associated with the industry supported program/event, including but not limited to food and beverage. The Industry Supporter Organization is responsible for organizing the event and securing space. Event space is separate from the educational activity space.

The Industry supporter will provide poster/signage at the **MIGS 2019 program** registration desk (dimensions: 22" w x 28" h or larger) and can provide meeting promotion at Exhibit table and on Literature table.

Cleveland Clinic will provide a pre-registration list of **MIGS 2019 program** attendees.

All signage & handouts must be pre-approved by Cleveland Clinic Florida.

Materials to be submitted for approval by **February 28, 2019**.

For any event, one of the following disclaimers must be included on the front of each invitation, mailer or signage:
This event is supported by <name of supporting organization. This is not an official program/event of Cleveland Clinic Florida

OR

This program/event is developed and offered by <name of supporting organization>. This is not an official program/event of Cleveland Clinic Florida

- **\$1,000 Bag Insertion**
 - Your company flyer inserted into attendee registration materials.
Deadline for order commitment is: February 28, 2019
 - Materials should be printed by the company and direct shipped to hotel as coordinated with the CME office. Distributed to all attendees 250 pieces - no larger than 8 1/2" x 11" - submit to Cleveland Clinic Florida for approval by February 28, 2019– **Delivery deadline: Tuesday, March 26, 2019**
- **\$5,000 Lanyards (logo opportunity) * limited to one supporter**
 - Have your corporate logo and Cleveland Clinic Florida logo seen on all official lanyards. Opportunity to sponsor the exclusive lanyard with badge holder is available to exhibitors on a first-come, first-served basis.
Deadline for order commitment is: February 28, 2019
 - Lanyards will be distributed during on-site registration along with conference materials
 - Payment is due prior to conference
 - Cleveland Clinic Florida will order product and handle shipment with consultation from sponsor and proof (approved by both parties) prior to final print.



- **\$5,000 Conference Bags (logo opportunity) * limited to one supporter**
 - Recognition of your company logo and Cleveland Clinic Florida logo will be seen daily on bags used by attendees. Opportunity to sponsor the exclusive conference attendee's bag is available to exhibitors on a first come, first-served basis.
 - Bags will be distributed during on-site registration along with conference materials
 - Payment due prior to conference
 - Cleveland Clinic Florida will order product and handle shipment with consultation from sponsor and proof (approved by both parties) prior to final print.
Deadline for order commitment is: February 28, 2019



- **\$7,500 Wi-Fi (logo opportunity)**
 - Have your corporate logo seen on slides and signage.
Deadline for order commitment is: February 28, 2019
 - Sponsor Wi-Fi access for 4 days Thursday - Sunday