Exhibitor and Sponsorship Prospectus
The American College of Oral and Maxillofacial Surgeons
2025 M Street NW, Suite 800
Washington, DC 20036
Phone: (202) 367-1182
Fax: (202) 367-2182
Email: admin@acoms.org | www.acoms.org

The ACOMS 37th Annual Scientific Conference and Exhibition
April 9-12, 2016
Ritz-Carlton, San Juan, Puerto Rico
Scientific Chairs: Stephanie J. Drew, DMD and Pedro F. Franco, DDS

To learn more about our 2016 exhibitor and sponsorship opportunities, please contact:
David Merli, Exhibition Sales Manager
Phone: (202) 367-1219
E-mail: dmerli@acoms.org

Conference Venue
Ritz-Carlton, San Juan
6961 Avenue Gobernadores
Carolina, Puerto Rico, 00979
USA

Travel
Visit www.acoms.org for information on travel and accommodations as it becomes available.

www.ACOMS.org/2016exhibits
Meet Your Current and Potential Customers in an Intimate Setting: Secure a Table Top Exhibit Space at the 37th Annual Conference

A premium exhibit package at the 2016 Annual Conference is $3,000. Exhibiting companies selecting the premium exhibit will receive all of the items included with the standard exhibit package listed below. Additionally, you will receive:

- Priority table selection.*
- A second complimentary badge for the full conference and access to all food functions for a total of two (2).
- Two (2) additional staff registrations may be purchased at a discounted rate of $400 each.
- A company logo to accompany your name and description in the conference program.
- One pre-show attendee list, to be provided at least two weeks prior to the event.**
- Priority listing in the conference mobile app.

A standard exhibit package at the 2016 Annual Conference is $2,500. Exhibiting companies selecting the standard table top exhibit will receive:

- Six foot draped tabletop with two chairs.
- A fifty word description included in the onsite program.***
- One (1) complimentary badge for the full conference and access to all food functions.
- Two (2) additional staff registrations at a rate of $500/each.
- Listing on the ACOMS website.
- Complimentary meeting attendee list provided onsite.**
- Listing in the Exhibition Passport.

*Contract must be received by 10/31/15. Priority selection is based on the order in which contract is received.

**Exhibiting companies are strongly encouraged to submit their description and logo with their exhibit application.

***These lists may not be copied, sold, or manually or electronically entered into a database or other software program.

ACOMS welcomes corporate partners who are willing to offer discounts on their products and services to our members in exchange for year-round advertising exposure via our website, email, and membership campaigns. Visit www.acoms.org/partners to learn how you can get started!
Maximize Your Investment with a Premier Sponsorship Package

Serving as an official sponsor of the 37th Annual Conference distinguishes your company as a key supporter of ACOMS and helps raise your profile among our attendees – oral and maxillofacial surgeons and members of their staff who are responsible for or strongly influence the decision to purchase.

Sponsorship Support Levels:

Become a Platinum, Gold, Silver or Bronze Sponsor by selecting an exhibit table and a la carte events and items to reach the total support level listed next to each sponsorship.

**Platinum Sponsor (3 available) - $15,000+**
- Two (2) additional complimentary registrations for a total of four (4) with premium exhibit purchase.
- Company literature in attendee tote bags (sponsor provides 300 copies and ships to ACOMS)
- Use of pre- and post-conference mailing lists for one printed mailing (with approval from ACOMS)
- Full-page color ad (premium position) in the on-site meeting program
- Sponsor Recognition Package *

**Gold Sponsor - $10,000**
- One (1) additional complimentary registrations for a total of three (3) with premium exhibit purchase.
- Full-page color ad in the meeting program
- Sponsor Recognition Package *

**Silver Sponsor - $7,500**
- Half-page color ad in the meeting program
- Sponsor Recognition Package *

**Bronze Sponsor - $5,000**
- Half-page color ad in the on-site meeting program
- Sponsor Recognition Package *

A la Carte Items At-a-Glance:
(see following pages for complete descriptions):

- Premium Exhibit Table - $3,000
- Standard Exhibit Table - $2,500
- Special Event Honoring Women in OMS:
  - Exclusive - $20,000
  - Co-sponsored - $12,500
- Caribbean Themed Party:
  - Exclusive - $15,000
  - Co-sponsored - $8,500
- Opening Welcome Reception - $10,000
- Brunch - $7,500
- Industry Sponsored Symposium Lecture - $5,000
- Mobile Meeting App - $5,000
- Meeting Tote Bags - $4,000
- Name Badge Lanyards - $2,500
- Beverage Break - $3,000
- Exhibitor Passport - $2,500
- Meeting Bag Inserts - $1,000
- Pre-Meeting Attendee Lists - $300

*The Sponsorship Recognition Package is included with each of our premier support levels and consists of the following:

- Acknowledgement in all conference marketing materials
- Recognition on the ACOMS website
- Company description and logo printed in the conference program
- Company logo and sponsor recognition in the conference mobile app
- Recognition on signs in the meeting space
- Sponsor ribbons for your on-site personnel
- Company recognition on slides before each scientific session
- Company recognition in the ACOMS Review Newsletter
- Opportunity to participate in exhibitor raffles.
Sponsorship Opportunities:

Companies can select a combination of these offerings to reach the sponsorship level of their choice. These high level event support opportunities also are available “a la carte” to companies interested in making the biggest impact to our meeting attendees:

**Special Event Honoring Women in OMS - $20,000 (exclusive)**

*also available for two companies to share at $12,500 each*

- Signature company-themed cocktail offered at the bars, promoted with your company’s name and logo on signage
- Company literature inside buses (literature provided by Company)
- Logo on event signage
- Company delegate may give a welcome toast at event
- Company literature in attendee tote bags (sponsor provides 300 copies and ships to ACOMS)
- Recognition on the ACOMS website
- Sponsor ribbons for on-site personnel
- Recognition in the *ACOMS Review* Newsletter

**Caribbean Themed Party - $15,000 (exclusive)**

*also available for two companies to share at $8,500 each*

- Signature company-themed cocktail offered at the bars, promoted with your company’s name and logo on signage
- Logo on event signage
- Company delegate may give a welcome toast at event
- Company literature in attendee tote bags (sponsor provides 300 copies and ships to ACOMS)
- Recognition on the ACOMS website
- Sponsor ribbons for on-site personnel
- Recognition in the *ACOMS Review* Newsletter

**Opening Welcome Reception - $10,000**

- Signature company-themed cocktail offered at the bars, promoted with your company’s name and logo on signage
- Logo on event signage
- Company literature in attendee tote bags (sponsor provides 300 copies and ships to ACOMS)
- Recognition on the ACOMS website
- Sponsor ribbons for on-site personnel
- Recognition in the *ACOMS Review* Newsletter

**Brunch (two available) - $7,500 each**

- Signature company-themed cocktail offered at the bars, promoted with your company’s name and logo on signage
- Logo on event signage
- Recognition on the ACOMS website
- Sponsor ribbons for on-site personnel
- Recognition in the *ACOMS Review* Newsletter
Mobile Meeting App - $5,000
The ACOMS mobile meeting app offers you the opportunity to get your company’s information in front of attendees even before they arrive in San Juan! Smartphone users will download the meeting app to peruse the meeting events, learn more about the venue, and view exhibitor information. By sponsoring the mobile app, your company’s name and logo will appear on the header of each screen for maximized visibility and you will have the opportunity to send two (2) push notifications directly to attendees using the app.

Meeting Beach Bags - $4,000
The meeting beach bag sponsorship means that your company name and logo travels everywhere throughout the meeting – hotel, restaurants, the airport, and more – both during and after the meeting on high quality, lasting tote bags.

Name Badge Lanyards - $2,500
Recognition of your company name and logo printed on the name badge lanyards.

Beverage Breaks (two available) - $3,000
Your company will be recognized on signs at each beverage station. Imprinted napkins displaying your company name and URL can be added at a nominal fee. Beverage breaks fuel up the attendees and are sure to draw attention to your company.

Exhibitor Passport - $2,500
Each attendee uses the check-off card to validate their visits with the exhibitors and is entered into a drawing for some special prizes. Your company name and logo are printed on the cards and your company can participate in the drawing and make an announcement to all of the meeting attendees.

Meeting Bag Inserts - $1,000
Inserts provided by your company, subject to ACOMS approval. Insert to be sized no larger than 8 ½” x 11” double-sided. Brochures are acceptable but must not exceed 8 ½” x 11” when opened. Maximum of two inserts per sponsor. Sponsor provides ACOMS with 300 inserts to the ACOMS office by March 9, 2016.

Pre-Meeting Attendee Lists - $300
Get your message directly into the hands of your prospective customers. Pre- and post-meeting lists are provided electronically to your mailing house and may be used one time per purchase. Lists are seeded to determine unapproved use. Lists contain mailing addresses only for physical mailings and do not include telephone or email.
Showcase Your Products in an Industry-Sponsored Symposium (ISS)

ISS are commercially-supported lectures held in conjunction with ACOMS meetings. A limited number of ISS are available on a first-come-first-served basis for a fee of $5,000. Two concurrent ISS will be held on Sunday, April 10 and two concurrent ISS will take place on Monday, April 11.

(2) Sunday, April 10: 12:30 PM – 2:30 PM
(2) Monday, April 11: 5:00 PM – 7:00 PM

ISS are not part of the official scientific program. Information presented in the ISS must be balanced and provide the attendee with an objective viewpoint. Proposals for ISS will be evaluated for the ability to provide educational content distinct from that in the official ACOMS scientific program and priority will be given to exhibiting companies.

ACOMS will provide light refreshments to include soft drinks, cookies and brownies for up to 50 people per ISS. Hosting companies are encouraged to add additional food and beverage and may do so on their own or in conjunction with the concurrent ISS. Expenses related to speaker travel and honoraria, additional audio-visual equipment* and services, and additional food & beverage and decoration fees, tax and service will be borne by the company hosting the ISS. Your participating faculty should register for the ACOMS meeting unless they are departing after their presentation.

The ISS Fee Includes These Promotional Benefits:
- Name and logo recognition on the print and web-based schedule of events for the conference
- One promotional email to ACOMS membership specifically dedicated to your event (company to provide HTML to ACOMS)
- A full-page advertisement in the ACOMS Review Newsletter
- ACOMS complete membership mailing list for Company to send promotional invitation to approximately 1,800 OMS.
- Each of the benefits included in the sponsorship package applicable to your total support level.
- Free posting of your session in the ACOMS Learning Center for six months if you choose to have your session recorded.

* Standard equipment including screen, LCD Projector and podium microphone will be included.

Donate a Prize for the Exhibitor Passport Drawing:
The Exhibitor Passport is given to all of attendees to encourage them to interact with exhibiting companies. Attendees who gather enough signatures from exhibitors are entered into a drawing to win prizes supplied by ACOMS and donated by sponsors and exhibitors. Donate a prize for the drawing and you will have the opportunity to draw and announce the winner in the exhibit hall and will receive verbal and signage recognition as a donor. Prizes should be valued at between $250 and $1,000 and may include your company’s products and services or a desirable item such as a technology item, champagne, travel, spa treatment, etc.
Advertise in the Registration Brochure or On-Site Conference Program:

Increase your visibility by advertising in the on-site meeting program or advance-mailed registration brochure! The registration brochure will be mailed to approximately 8,000 OMS, OMS residents, and OMS allied staff professionals in January, 2016. The on-site brochure is your chance to invite the approximately 200 OMS, OMS residents, and OMS allied staff professionals who at the conference in April to visit your exhibit. These decision-makers will be evaluating product purchases for 2015 and beyond.

The deadline for receipt of advertisement artwork files and payment is November 14, 2015 for the registration brochure and March 5, 2016 for the on-site program. Prices apply to registered exhibitors at this meeting. Fees increase by $1,000 USD for non-exhibiting or non-sponsoring companies.

Specifications: The publication trim size is 8.5” x 11”. All advertising is subject to ACOMS approval. Please contact admin@acoms.org for acceptable criteria prior to submitting artwork. No agency commissions. No full bleeds. High resolution .eps with embedded fonts, .jpg, or PDF requested.

Registration Brochure Advertising Opportunities and Pricing:

<table>
<thead>
<tr>
<th>Inside Back Cover (7” x 10”)</th>
<th>Inside Full-Page Horizontal (7” x 4 7/8”)</th>
<th>Inside Half-Page Vertical (3 3/8” x 10”)</th>
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</thead>
<tbody>
<tr>
<td>$4,500 C</td>
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On-Site Program Advertising Opportunities and Pricing:

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<tr>
<th>Outside Back Cover (7” x 10”)</th>
<th>Inside Front Cover (7” x 10”)</th>
<th>Inside Back Cover (7” x 10”)</th>
<th>Inside Full-Page Horizontal (7” x 4 7/8”)</th>
<th>Inside Half-Page Horizontal (7” x 4 7/8”)</th>
<th>Inside Half-Page Vertical (3 3/8” x 10”)</th>
</tr>
</thead>
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<tr>
<td>$5,000 C</td>
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</tbody>
</table>
Rules and Regulations

I. **Event Dates & Location**—The ACOMS 37th Annual Scientific Conference & Exhibition being held April 9-12, 2016 at the Ritz-Carlton, San Juan, Puerto Rico

II. **Tentative Exhibit Schedule**
*Subject to Change*

- **Exhibitor Move-in**
  - Saturday, April 9
  - 8:00am – 12:00pm

- **Exhibit Hall Open**
  - Saturday, April 9
  - 12:00pm – 6:30pm

- **Lunch**
  - 12:00pm – 1:00pm

- **Break**
  - 2:30pm – 3:00pm

- **Welcome Reception**
  - 4:30pm – 6:30pm

- **Sunday, April 10**
  - 9:00am – 10:30am

- **Brunch**
  - 9:00am – 10:30am

- **Monday, April 11**
  - 9:30am – 11:00am

- **Brunch**
  - 9:30am – 11:00am

- **Exhibit Hall Move Out**
  - Monday, April 11
  - 11:00am – 4:00pm

III. **Table Top Inclusion**—Your table top fee includes: (1) 6’x30’’ table, (2) Chairs, (1) Identification Sign

IV. **Exhibit/Sponsorship Agreement**

A. **Right of first refusal**—Past sponsors of events and products will be given first right of refusal until September 5, 2015 over that particular sponsorship based on submission of contracts with deposit for the following year. ACOMS reserves the right to alter specific deliverables and benefits for future events.

B. **Use of Event Logo**—Exhibitors/Sponsors have permission from ACOMS to use the designation as an “Official ACOMS Exhibitor/Sponsor”, as well as use of approved conference logos, in Exhibit/Sponsorship correspondence, collateral, and other materials. ACOMS will supply Exhibitor/Sponsors with approved logo/marketing material upon request and receipt of a signed copy of the Agreement and full payment.

V. **Payment Terms**—Exhibitor/Sponsors must remit payment in full of exhibit/sponsorship fee with application.

VI. **Limited Liability**—The liability of ACOMS for any act, error or omission for which it may be held legally responsible shall not exceed the cost of any cash payment. ACOMS will not, in any event, be liable for consequential damages, including, but not limited to, lost income or profits. ACOMS shall not be subject to any liability whatsoever for any failure to hold event because of an act of God, outbreak of hostilities, insurrection, riot, civil disturbance, terrorism, government act or regulation, fire, flood, explosion, accident, theft, or any other cause beyond the reasonable control of ACOMS. Unintentional or inadvertent failures of either party to print, publish, or circulate the other party’s name and/or materials shall not be considered a breach of the Agreement.

VII. **Cancellation Policy**—Cancellation of participation will be subject to a processing fee of 10% of the total sponsorship and exhibit fees contracted. Cancellation of participation must be made by January 31, 2016. After January 31, 2016, no refunds can be given to cancellations or reduction of space or sponsorship and 100% of the total outstanding balance is due.

VIII. **Qualification for Exhibit/Sponsorship Program**—The Board reserves the right to deny approval to any companies that do not explicitly serve the profession or support ACOMS’s mission.

IX. **General Terms**

A. **Terms and Conditions**—The terms and conditions set forth in this Agreement govern the relationship between ACOMS and the Exhibitor/Sponsor. Unless expressly agreed to in writing by ACOMS, no other terms or conditions appearing in contracts, orders, insertion instructions, or otherwise that conflict with the provisions of this Agreement shall be binding on ACOMS. ACOMS shall not be bound by conditions printed or appearing on order blanks or copy instructions that conflict with provisions of this Agreement.

B. **Waiver**—The waiver of any provision of this Agreement shall not be construed to be a waiver of either party’s right to later require strict observation and performance of each of the provisions hereof.
C. **Receipt**: Facsimile or email transmission of a copy of this Agreement bearing a signature shall be deemed to be delivery of a signed original Agreement.

**VIII. Severability** - If any section or provision of this Agreement is deemed illegal by a competent court of law, all other provisions of this Agreement shall remain in force.

**IX. Entire Agreement** - This Agreement constitutes the entire agreement between Exhibitor/Sponsor and ACOMS. No modification or amendment to this Agreement shall be effective unless made in writing and signed or acknowledged by the party to be bound.

**X. Exhibitor/Sponsor Rules and Regulations**

A. **Terms and Conditions**: The terms and conditions set forth in this Agreement govern the relationship between ACOMS and the Exhibitor/Sponsor. Unless expressly agreed to in writing by ACOMS, no other terms or conditions appearing in contracts, orders, insertion instructions, or otherwise that conflict with the provisions of this Agreement shall be binding on ACOMS. ACOMS shall not be bound by conditions printed or appearing on order blanks or copy instructions that conflict with provisions of this Agreement.

B. **Space Assignment**: Space will be assigned on a first-come, first served basis. No reservations for booth space will be accepted over the telephone or without a signed contract. Exhibit Management reserves the right to make revisions to the floor plan.

C. **Exhibitor’s Representative**: The Exhibitor will name one individual as the duly authorized representative in charge of the exhibit. This individual will receive all official correspondence from ACOMS referring to the exhibit and will be responsible for communicating this information to registered personnel from the exhibiting company.

D. **Exhibit Personnel**: All participants affiliated with exhibits must be registered. Each person will be issued an Exhibitor’s badge and must be employed by the Exhibitor or have a direct business affiliation. Exhibiting companies receive one complimentary badge for the full conference and access to all food function held in the exhibit hall, only per table top exhibit. Exhibits must be staffed at all times during exhibit hours. Those firms that do not keep their booths staffed and operating until the official closing time jeopardize their participation at future ACOMS meetings.

E. **Table Top Materials**: Materials are allowed on top and in front of your table. Materials are not allowed to the sides of your table top and cannot impede on the table tops to either side. ACOMS staff will patrol the exhibit hall before opening and reserves the right to move equipment or materials that violate this regulation.

F. **Giveaway Items**: All items must be approved by the ACOMS in writing prior to the meeting. Preferred items for distribution are those that contribute to the educational requirements of the attendee or items that are useful to the participants at the meeting and/or in the professional activities of the booth visitor. All items must be made available to all visitors to your booth and must be small in size and may be imprinted with your company name and/or product name. Unapproved items may not be distributed. If any Exhibitor/Sponsor is found distributing materials that have not been officially approved, the items will be removed. All costs incurred by the removal of unapproved items shall be borne by the Exhibitor/Sponsor. Compliance with all state and federal regulations regarding gifts to physicians is the sole responsibility of the Exhibitor/Sponsor.

G. **Violations**: Each Exhibitor/Sponsor and employees agree to abide by the contract conditions/rules and regulations set forth herein, or any subsequent amendments or interpretations. Violation of any of these regulations on the part of the Exhibitor/Sponsor or company employees shall annul the right to occupy space, and such Exhibitor/Sponsor will forfeit to the ACOMS all monies that may have been paid. Upon evidence of violations, ACOMS may reenter and take possession of the table occupied by the Exhibitor/Sponsor and may remove all personal items at the Exhibitor’s/Sponsor’s risk. The Exhibitor/Sponsor shall pay all expenses and damages that the ACOMS may incur thereby as a result. In addition, the ACOMS may refuse to permit the Exhibitor/Sponsor to participate in future years.

H. **Industry-Sponsored Symposia**: All participants in Industry-Sponsored Symposia are responsible for inviting a speaker of their choice and are responsible for their registration and any travel and hotel needs necessary for their chosen speaker. Speakers and topics must be approved by the Board of Regents. Industry-Sponsored Symposia are not eligible for Continuing Dental Education (CDE) or Continuing Medical Education (CME) credits.
Sponsorship & Exhibit Opportunities

Exhibit Opportunities
- □ Premium Exhibit $3,000
- □ Standard Exhibit $2,500

Sponsorship Opportunities
- □ Off-site Event (exclusive) $20,000
- □ Off-site Event (shared) $12,500
- □ Caribbean Themed Party (exclusive) $15,000
- □ Caribbean Themed Party (shared) $8,500
- □ Welcome Reception $10,000
- □ Brunch $7,500
- □ Mobile Meeting App $5,000
- □ Meeting Beach Bag $4,000
- □ Name Badge Lanyards $2,500
- □ Exhibitor Passport $2,500
- □ Meeting Bag Insert $1,000
- □ Attendee List $300
- □ Beverage Break $3,000

Industry Sponsored Symposia
- □ Sunday, 12:30 PM $5,000
- □ Monday, 5:00 PM $5,000

Advertising Opportunities Registration Brochure:
- □ Inside Back Cover $4,500
- □ Inside Front Cover $4,500
- □ Inside Full Page $2,000
- □ Inside Half Page (H) $1,500
- □ Inside Half Page (V) $1,500

On-site Program:
- □ Outside Back Cover $5,000
- □ Outside Front Cover $4,500
- □ Inside Back Cover $4,500
- □ Inside Full Page $1,500
- □ Inside Half Page (H) $1,000
- □ Inside Half Page (V) $1,000

Donate a Prize
- □ I will donate the following prize for the Exhibitor Passport drawing:

Year-Round Opportunities
- □ Please contact me about year-round exposure in exchange for a product or service discount for ACOMS members.

TOTAL: ____________________________

Company Information (Please print or type)

Company Name: ____________________________
Mailing Address: ____________________________ Suite: ____________________________
City: ____________________________ State/Prov. _______ Postal Code: _______
Phone: ____________________________ Fax: ____________________________
Website Address: ____________________________

Primary Contact
Name: ____________________________ Title: ____________________________
Direct Phone: ____________________________ E-mail: ____________________________

(Most correspondence is via email)

Table Preferences: We will make every effort to accommodate your preference(s) listed below with priority given to companies purchasing premium exhibits.

1. ____________________________ 2. ____________________________ 3. ____________________________

Competitors (please list companies you would prefer not to be near):
1. ____________________________ 2. ____________________________ 3. ____________________________

AGREEMENT SECTION: All applicants MUST sign below for application to be processed

By signing below, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract and agrees to receive e-mail and fax correspondence from ACOMS at the contact information provided on this form. Full payment of the exhibit and/or sponsorship fee must accompany application. Notice of acceptance or rejection will be sent within 30 days of receipt of application. Upon acceptance, this application will become a binding contract between applicant and ACOMS. All sales made after January 31, 2016 are final and nonrefundable.

Cancellation Policy: Cancellation of participation will be subject to a processing fee of 10% of the total sponsorship and exhibit fees contracted. Cancellation of participation must be made by January 31, 2016. After January 31, 2016, no refunds can be given to cancellations or reduction of space or sponsorship and 100% of the total outstanding balance is due.

I have read, understand, and agree to all of the terms and conditions of this document and to the Exhibit Rules and Regulations which are provided in the exhibitor and sponsorship prospectus.

APPLICANT SIGNATURE: ____________________________ DATE: ____________________________

Print Name: ____________________________ Print Title: ____________________________

Payment Information

All prices are in U.S. Dollars

Make check or money order payable to ACOMS and mail along with your application to:

ACOMS Exhibits
2025 M Street NW
Suite 800
Washington, DC 20036

For ACOMS Use:
Date Received: ____________________________ Payment Received: ____________________________
Acceptance Letter: ____________________________ Table Assigned: ____________________________