

Application for Industry Supported Satellite Events at PAINWeek 2018

CME Symposia must be CERTIFIED FOR CREDIT

for at least 1 hour for Physicians, Nurses, and Pharmacists

Venue

All satellite events will be presented at the Cosmopolitan of Las Vegas.

Conference Dates

September 4-8

Exhibit Dates

September 5-7

Time Slots

Breakfast Programs are 60 minutes

Lunch Programs are 60 minutes

Dinner Programs are 90 minutes

30 minutes are allowed for registration; 90 minutes for setup; 30 for tear down

Room Set Up

First come, first serve choice of either 300 seat or 400 seat full rounds.

Important Dates*

CME application deadline	May 4
Satellite Events Guidelines released	May 14
Exhibitors Services Kit released including lead retrieval	May 14
Exact program time slots will be released	May 31
Final slot fees due	June 1
Program book advertising insertion order deadline	July 13
Program book advertising materials deadline*	July 30
Convention tote bag insert materials to arrive in Las Vegas*	Between August 24 and 30
Hotel room drop insert materials to arrive in Las Vegas*	Between August 24 and 30

*materials must be pre-approved by PAINWeek to receive Las Vegas fulfillment house shipping address

Program Slot Fee

Breakfast	\$55,000
Lunch	\$65,000
Dinner	\$65,000

Fee Includes

- Description in onsite program book
- Description on painweek.org
- Preregistration list for one-time conference use available August 4 as an Excel file. Please request and submit a mockup of proposed mailer to be approved.
- Meeting and banquet space

The following audiovisual equipment will be provided:

- Stage riser and stairs
- Pipe and drape
- Podium
- 2 Projector screens
- LCD Projectors
- 1 laptop computer
- 1 speaker timer
- 1 wireless cuing remote
- 2 podium microphones
- 2 lavalier microphones
- 2 handheld microphones
- 1 speaker confidence monitor
- Stage lighting
- A/V tech table
- Registration table, 2 chairs, wastebasket, 4 poster easels
- 1 AV Technician for the duration of your program and 60 minutes prior for slide review, speaker soundcheck, and set-up (additional time is charged at an hourly rate \$159/hr)

Fees do **not** include the following as should be budgeted accordingly:

Budget Considerations

Breakfast food and beverage for 300 attendees	Appx \$15,000***
Lunch food and beverage for 400 attendees	Appx \$25,000***
Dinner food and non-alcoholic beverage for 300 attendees	Appx \$35,000***
Onsite program book ad	\$1,500
Convention tote bag insert	\$3,000
HTML email blast to preregistrants	\$3,000
HTML email blast to preregistrants (conference days)	\$4,000
Hotel room drop – choice of days	\$4,000
eNewsletter Banner ad (728x90) – single insertion	\$1,000
PAINWeek Faculty Access (see below)	\$1,000

***exact F&B costs determined by final menu selection, tax, and gratuity

Application Process

Once your application has been approved, you will be notified via e-mail with a date and time slot based on your indicated preferences. You may accept and confirm that date/time slot by sending full payment within 10 business days. Or, you may hold your date/time slot for 30 business days, but not past **June 1, 2018**, by sending a **non-refundable** deposit of \$10,000. If payment of program is not received as per this schedule, PAINWeek reserves the right to release your time slot and reassign you to a slot based on availability. Sponsors are still liable for all outstanding program/association fees.

Notification

Please allow 2 weeks from submission of application for notification of acceptance. If an application is incomplete, we may ask for additional information, which may delay the process.

Questions?

Redza Dempster
rd@painweek.org
(973) 415-5110

Program Information

Proposed Topic Area(s)															
Proposed Title															
Faculty (list all). If none identified, indicate types eg, physician, pharmacist															
Type of Program (check all that apply)	Single Faculty Speaker						Poster Symposia								
	Multi-Faculty Panel						Multi-Media								
	Recorded Faculty						Other (please describe)								
Program Description															
Preferred Date (indicate choices 1-4)	Tuesday 9/4			Wednesday 9/5			Thursday 9/6			Friday 9/7			Saturday 9/8		
Preferred Time Slot B= breakfast, L= Lunch, AB = Afternoon Break, D=Dinner	B	L	D										B	L	D
Other															

What are the sponsor's objectives for presenting a CME program at PAINWeek?	
What type(s) of healthcare practitioners are the sponsor's target audience?	
How did the sponsor hear about PAINWeek?	

Sponsor Information

Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
E-mail				

Industry Supporter

Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
Email				

Authorized Medical Education Communications Company (if any)

Please list the agency that is authorized to act, speak, and sign on the sponsor's behalf.

Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
Email				

Physician CME Provider Information (if different from Sponsor)

Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
Email				

Nursing CE Provider Information (if different from Sponsor)

Check if same as CME Provider				
Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
Email				

Pharmacist CE Provider Information (if different from Sponsor)

Check if same as CME Provider				
Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
Email				

Other (if different from Sponsor)

If you are intending on providing other forms of credit, for example, psychology, social work, dental, etc, please indicate

Type of Credit/Profession				
Check if same as one of above				
Main Contact				
Company/ Organization				
Title				
Address				
Address 2				
City		State		ZIP
Phone				
Email				

Satellite Event Rules and Regulations

Administration Fee

The administration fee (sometimes referred to as the association or program fee) must be paid to PAINWeek before PAINWeek can confirm a date, time, and location. Checks should be made payable to PAINWeek. Other forms of payment, such as wire transfer and ACH, are also accepted. Please contact us for instructions. This administration fee does not include costs associated with food or beverage for your event, additional audiovisual needs not already provided, registration fees, travel fees, speaker fees, guest rooms, signage, promotional materials, or any other expenses related to

holding your activity. All expenses are the sole responsibility of the Sponsor.

Application Process

Applications for CME Symposia are due by May 1.

Once an application has been approved, the sponsor will be notified via email with a date and time slot based on indicated preferences. PAINWeek will hold that date and time slot for 10 business days. If payment of program is not received by then PAINWeek will release that time slot.

Audience Members

PAINWeek's policy is that audience members at satellite events only be healthcare professionals and we remind attendees not to bring guests, spouses, or children who are not healthcare professionals. We entrust the actual monitor and final decision making to each satellite event organizer.

CME Programs

CME guidelines require that activities be open to all healthcare care professionals regardless of whether they are attending PAINWeek. Please note, that PAINWeek will not issue these attendees a PAINWeek name badge. These attendees will only be allowed to participate in your activity and not any PAINWeek activities including meal functions, the exhibit hall, or courses.

Corporate Events

PAINWeek has a strict policy that **prohibits** corporate event organizers from inviting/soliciting PAINWeek healthcare professional attendees unless prior authorization from PAINWeek has been provided.

Audiovisual

No audiovisual equipment is included for internal meetings, corporate events, resource rooms, focus groups, etc, unless contracted.

For CME Symposia programs will be provided with the following:

- Stage riser and stairs
- Pipe and drape
- Podium
- Projector screen(s)
- LCD projector
- Laptop computer
- Speaker timer
- Wireless cuing remote
- Podium microphone
- Lavaliere microphone
- Handheld microphone
- Speaker confidence monitor
- Stage lighting
- A/V table
- Registration table, 2 chairs, wastebasket, and 4 easels

Any additional needs, equipment, materials, lighting, staff or technician labor will be the responsibility of the Sponsor and should be contracted separately.

AV Not Included: audio and video recording devices, lead retrieval, audience response systems (ARS), registration mechanisms (online, phone, or fax), thumb drives, etc.

AV Tech: AV tech is provided and will be available 90 minutes before the program and throughout the program to work with included AV. Should you require additional AV or bring your own equipment, you will be required to provide an additional technician.

Outside Vendors: You are allowed to bring in your own equipment, staff, or contract with outside vendors

Poster Easels: PAINWeek will provide 4 poster easels onsite. Easels may be picked up at the registration desk or may already be distributed on the convention floor. Production, shipment, and placement of posters on these easels are the responsibility of the sponsor. Posters may not exceed 20" x 40"

Badges

Badges must be prominently displayed by attendees and Sponsors at all times. Badges are not transferable, and badges worn other than by personnel issued to are subject to confiscation without return or refund. Names for booth staff must be submitted to the satellite event manager no later than **August 3, 2018**. Sponsors will be allowed access into the satellite event space 90 minutes before the satellite event opens. Only Sponsors with badges will be allowed access into the satellite event space. The satellite event space will be locked during the hours that the satellite event is closed. No Sponsor, unauthorized staff member, or attendee will be allowed into the satellite event area during these hours. The furnishing of this service is not to be understood or interpreted by Sponsors as a guarantee to them against loss or theft of any kind. In addition, the Administration does not take responsibility for items left in the satellite event space during installation or dismantling.

Cancellation of Satellite Event Space:

A written notice of satellite event space cancellation must be sent to the office of PAINWeek Administration, c/o., 6 Erie Street, Montclair, NJ 07042.

- A) Notices received on or before May 4, 2018 will receive a 75% refund.
- C) No refunds will be made after **May 4, 2018**.

Further, in the event of any action by PAINWeek Administration to collect any amount not paid when due, Sponsor agrees to pay or reimburse the costs of collection (including, without limitation, third-party collection agency expenses, attorney fees and court costs). Under all circumstances, PAINWeek Administration retains the right to resell any booth space canceled by Sponsor or not paid when due. Payments made to PAINWeek Administration are nontransferable and cannot be used for payment toward other PAINWeek Administration products, services, or satellite events.

Cancellation of PAINWeek Conference

Should any situation arise that is beyond the control of the Administration that prevents the opening of PAINWeek and/or the satellite event portion, the Administration will not be liable for any expenses or losses incurred by the Sponsor beyond a refund of the any administration/program fee(s) paid.

Commercial Support Acknowledgment

Commercial support must be clearly acknowledged in activity announcements, promotions, and printed materials.

Contact Person/Meeting Organizer

PAINWeek requires a single point of contact for a satellite event regardless of whether the event is managed by the sponsor or a third-party organizer.

Continuing Medical Education

Certification for your CME/CE event is not included in the program fee. It is the responsibility of the event organizer to arrange for certification through an accredited provider. Credit requests, evaluations, and collection will be the responsibility of the event organizer. PAINWeek will direct all CME/CE questions from attendees to the specific contact person listed in the application unless a different point person is assigned.

PAINWeek works to meet the updated accreditation criteria of the Accreditation Council for Continuing Medical Education (ACCME), as well as the ACCME Standard for Commercial Support and accreditation criteria. In addition, PAINWeek adheres to the American Medical Association's Code of Medical Ethics with regard to gifts to physicians.

PAINWeek **REQUIRES** that all CME/CE satellite activities be certified for the following:

- **Physician/Physician Assistant**
- **Nurses**
- **Pharmacists**

While not required, it is recommended that a program also provide credit for psychologists, dentists, and social workers.

Contract

The rules and regulations become binding upon acceptance of this contract between the applicant, inclusive of employees and agents, and ("PAINWeek" and "PAINWeek Administration," and "Administration"). The Administration reserves the right to determine eligibility of a satellite event at PAINWeek.

Disability Notice

In compliance with the Americans with Disabilities Act of 1990, PAINWeek requires that all satellite event organizer make all reasonable efforts to accommodate persons with disabilities at PAINWeek.

Disclaimers

Except as otherwise provided in these Rules and Regulations, PAINWeek Administration makes no representations of any kind with respect to the satellite event, and disclaims all warranties including any implied warranties of merchantability, fitness for particular purpose, accuracy, noninfringement, noninterference. The satellite event is provided "as is" and on an "as available" basis.

Entire Agreement

The Sponsor Contract, including the Sponsor Service Manual and these Rules and Regulations, represents the complete understanding and agreement of the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, whether written or oral, between the parties. The Sponsor Contract may not be modified or amended, except by a written instrument executed by each of the parties hereto. The parties hereto shall be deemed to be independent contractors hereunder, and as such, neither party shall be, nor hold itself out to be, an employee or agent of the other party. The language used in the Sponsor Contract shall be deemed to be language chosen by both parties hereto to express their mutual intent, and no rule of strict construction against either party shall apply to any term or condition of the Sponsor Contract. The Sponsor Contract shall only become effective when countersigned or initialed by a duly authorized representative of PAINWeek Administration within ninety (90) days of the date of Sponsor's signature. The acceptance or deposit of any payment does not constitute acceptance of the Sponsor Contract by PAINWeek Administration. PAINWeek Administration reserves the right to modify the Sponsor Service Manuals, and sponsor guides or these Rules and Regulations, or make any additional conditions, rules and regulations, as it deems necessary to ensure the success of the conference. Sponsor acknowledges and agrees that such alterations and modifications shall become part of the Sponsor Contract upon notice to Sponsor.

Exhibit

CME commercial supporters are not required to exhibit at PAINWeek.

Exhibit Service Manual

Electricity, computer, internet/phone connections, floral arrangements, furniture, photography, and audiovisual equipment will be available for rental. Order forms will be mailed to each Sponsor in the Sponsor Service Manual from Official Exhibit Contractor & Decorator mid-spring.

Faculty

The sponsor is responsible for selecting and confirming faculty and for communicating the expectation that faculty will comply with the AMA Ethical Opinion on Gifts to Physicians from Industry, PhRMA Principles and Guidelines, OIT Guidelines, and PAINWeek Guidelines.

PAINWeek Faculty Access

If you intend on using a PAINWeek faculty member to speak at your program, you will be charged a lump sum of \$1,000 for each faculty member to share in the cost of hotel, air, and other faculty expenses.

Food and Beverage

Based on the type of satellite event, Sponsor may be obligated to provide food and beverages for attendees to a satellite event. The Sponsor shall be solely responsible for complying with any and all, applicable local, state, federal, and other laws and regulations relative to all such distribution of food or beverages from their satellite event space. The Cosmopolitan of Las Vegas does not allow outside food/beverages to be brought in.

Food and beverage service fees, gratuities, taxes, and hotel charges are not included in your administration fee. Food and beverage service must be confined to the assigned room and the assigned time slot.

Hotel Catering Contact

Sponsors may work directly with the Cosmopolitan catering manager once satellite event contract is signed and administration fee is paid.

Menus

Menus will be provided upon event approval, and receipt of signed contract and payment.

Giveaways

Customary descriptive product literature, notepads, pens, pencils, and other items may be distributed. However, any giveaway must be of a modest nature. Any giveaway with a value of more than \$25 must be approved by the Administration. No giveaways with a value of over \$100 will be allowed. All contests, lotteries, and games of chance must be preapproved by the Administration 30 days in advance of the meeting. The Administration logo is registered trademarked by and is the exclusive property of the PAINWeek Administration. The Administration logo may not be used in any way by any individual, company, or organization without the permission of the Administration.

The PAINWeek logo may not be associated with any promotional materials, mailings, giveaways, or contests. The Sponsor shall be solely responsible for complying with any and all, applicable local, state, federal, and other laws and regulations, relative to all such giveaways, contests, lotteries, and games of chance.

Hotel Laws, Rules, and Regulations

Sponsor agrees to be bound by all, and shall ensure its personnel do not violate any, applicable local, state, federal, or foreign laws, rules and regulations (eg, fire, utility, and building codes, the Americans with Disabilities Act, Title 17 – Copyrights, etc) as well as any laws, rules, and regulations applicable to or required by PAINWeek Administration, major sponsors, cosponsors or promoters of the satellite event, the satellite event facility, the designated host hotel, satellite event suppliers, and PAINWeek Administration insurance carrier(s).

Indemnification by Sponsor

Sponsor hereby agrees to indemnify, defend, and hold harmless PAINWeek Administration, its affiliates, the satellite event facility, the designated host hotel (The Cosmopolitan of Las Vegas), satellite event suppliers, the city, and state, and their respective officers, directors, employees, representatives, and agents, from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to attorney's fees) arising directly or indirectly out of or in connection with (i) any intentional or negligent act or omission by Sponsor or any of its employees or agents, (ii) breach of Sponsor's representations, warranties, obligations or covenants set forth in the Sponsor Contract, and/or (iii) Sponsor's occupancy and use of the satellite event premises, including without limitation, the assigned booth, public areas, or any part thereof.

Inspection of Rooms

The satellite event manager, along with the meetings manager, will inspect each satellite event space prior to the opening of the satellite event venue to ensure that the Sponsor has adhered to the rules and regulations set forth in this document. The satellite event manager will inform the Sponsor of any infractions and corrections that must be made before the satellite event space opens.

Liability

Sponsors must leave the satellite event space in the same condition that it was received at the time of occupancy. The Sponsor is responsible for all damages to the satellite event space caused by employees or agents of the satellite events management company. PAINWeek Administration shall not be liable to Sponsor or to any third party for any indirect, incidental, consequential, special, or punitive damages of any kind or nature. PAINWeek Administration shall further have no liability to Sponsor for lost profits, loss of material, or frustration of business expectations, whether arising out of breach of contract, breach of warranty, negligence, or otherwise (even if PAINWeek Administration has been advised of the possibility of such loss or damage). PAINWeek Administration's maximum liability hereunder for any claims whatsoever is expressly limited to the amount actually paid to PAINWeek Administration by Sponsor. No claim may be brought by Sponsor more than one (1) year after the accrual of the claim. Sponsor is required to maintain, and upon request will provide PAINWeek Administration with evidence of, adequate insurance to cover Sponsor's acts, omissions, property and personnel, including liability arising from bodily injury or property damage.

Notices

Any notice or correspondence required or permitted to be given or forwarded hereunder or by law shall be effective on receipt and shall be considered properly given if orally stated to Sponsor at the satellite event or presented in writing and delivered personally, faxed, or sent by any commercially reasonable means, addressed, with respect to Sponsor, to the address of Sponsor most recently provided in writing to PAINWeek Administration, and with respect to PAINWeek Administration, to the address of PAINWeek Administration at the address set forth at the bottom of these Rules and Regulations.

Planning Kit

A satellite events planning kit will be available in the Spring. It will include information on name badges, lead retrieval, electrical ordering, internet access ordering, poster/signage rules, easels, menus, audio visual, and contact information.

Preregistration List

Main sponsor contact will be emailed an Excel sheet of the preregistration list the first week of August. All fees must be paid and contract must be signed in order to receive the list. All sponsors are also required to send a PDF sample of the mailing (including any outside envelopes) prior to receiving the list. You may send this at any time, ie, June-July. Please plan on at least a 24 hour turn around. For planning purposes, PAINWeek has approximated 1000 preregistrants by the end of July. You will be notified in mid-July should the list have drastically increased numbers. The list **MUST** be used for a mailing postmarked no later than September 1. Postconference mailings using the list is strictly prohibited.

Preregistration of Attendees

A preregistration mechanism either via web, fax, phone, or mail-in for your program is not required, but highly recommended. If a preregistration mechanism is employed to attendees, it must be honored at the program. In other words, attendees who preregistered for your program must get priority seating at your program.

Promoting Programs

PAINWeek recommends additional promotion of your program to maximize attendance. These include room drops, tote bag stuffers, program book ads, banner ads, etc. Development and production costs and

the meeting of deadlines are the responsibility of the sponsor. PAINWeek is not responsible for attendance numbers.

Rules for Sponsor

A) No combustible materials may be used in the satellite events (eg, crepe paper and cardboard), and all satellite events must conform to Fire Department Regulations.

B) Nothing is to be tacked, nailed, screwed, or otherwise affixed to the columns, walls, floors, furniture, or other properties of the building.

C) Any property shipped to or from the Satellite Event for display at PAINWeek is the sole risk and responsibility of the Sponsor.

D) Satellite Events must be staffed at all times during satellite event hours.

E) No objectionable lights or noise will be allowed in any Sponsor's space. The Administration reserves the right to remove any objectionable equipment or Satellite Event materials.

G) Sponsors acknowledge and consent to satellite event photos and news releases.

H) The Administration reserves the right, without notice, to modify the meeting agenda, hours of satellite events, and locations, should circumstances warrant.

I) Subject to any applicable rights, obligations, or restrictions hereunder, the use of sound systems is permissible, provided they are not audible in neighboring rooms, and that the sound is directed only into the Sponsor's room or vertically. Subject to any applicable rights, obligations, or restrictions hereunder, the use of portable projection machines for 16 mm or smaller film, filmstrips, lantern slides, Kodachromes, etc, is permissible. It is the responsibility of the Sponsor to engage a union operator for automatic slide projectors or for other projection, if necessary.

Sales/Order Taking

Sales/Order taking is strictly prohibited during CME symposia.

Satellite Event Labor

The Official Exhibit Contractor & Decorator will have skilled labor available for Sponsors requiring this service to install and dismantle their satellite events if necessary. Additional charges will apply. The Sponsor Service Manual will have the necessary order forms and Union Regulations for ordering labor.

Shipping Information

Official Exhibit Contractor & Decorator will provide freight service for this meeting. Conditions, including labor regulations and payment for this service, will be described in the Service Manual.

Signage

Signs and banners within each PAINWeek booth must contain content that is appropriate and professional. The

Administration reserves the right to require any Sponsor to remove signs or banners that it deems inappropriate or unprofessional. The PAINWeek administration reserves the right to list your company name as a registered sponsor in the program book and on the painweek.org Web site as a sponsor,

corporate supporter, and/or sponsor without the satellite event company's review of the material prior to print or posting. If this is not permitted by the satellite event company the PAINWeek Administration must be notified in writing within 2 weeks of the Sponsor application submission. PAINWeek Administration does not endorse any sponsors or designated contractors of the satellite event, and makes no representation with respect thereto and assumes no responsibility or liability for any services, if provided by any party other than PAINWeek Administration.

Space Assignment

Space assignments will be based on date satellite event application and payment is received. The PAINWeek Administration reserves the right to make changes to the floor plan at any time and for any reason whatsoever, in its sole discretion.

Sponsor Terms

A satellite event agreement must be accompanied by full payment made payable to PAINWeek. Full payment is due to confirm and secure your date, meeting room, and time slot.

Time Slot

Breakfast programs are allotted 60 minutes; lunch and dinner programs are allotted 90 minutes. All program activities must take place during this time slot, and the program must start and end promptly. Planners will be permitted in the room for setup 90 minutes prior to the official start time and allowed 30 minutes after the official end time for teardown. PAINWeek will release the official time slots by June 1.

Use of Satellite Event Space

No Sponsor may assign, sublet, or share, in whole or in part, its satellite event space, without the prior written consent of the PAINWeek Administration. Sponsor's satellite event and any materials or activities in connection therewith, must be confined to the Sponsor's own satellite event space.

Unlabeled Uses of Products

When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the sponsor shall require faculty to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

If the satellite event displays or the Sponsor presents any non-FDA-approved devices, products, or technology, Sponsor agrees to provide a copy of their liability insurance naming PAINWeek as an additional insured. The Sponsor also agrees to label any such technology or devices as non-FDA approved.

Violations

In the event of a violation of the Satellite Event contract and rules by the Sponsor or the Sponsor's employees or agents, the Administration, at its discretion, may ask the vendor to modify its Satellite Event or vacate the premises. If a sponsor is requested to leave for violation of rules, the Sponsor forfeits all monies that may have been paid and may not submit a claim for any refund of rental or other exposition expenses. Violations of the Satellite Event contract and rules may also cause the Sponsor to be barred from future meetings.



PAINWeek® 2018
The National Conference on Pain for Frontline Practitioners
September 4-8
The Cosmopolitan of Las Vegas

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