

4th Annual Endoscopic Spine Surgery Symposium

Exhibitor Prospectus

Friday and Saturday, April 5 and 6, 2024

Course Directors:

[Paul Holman, MD](#)

Houston Methodist Chair in the Spine & Peripheral
Nerve Center, Department of Neurosurgery
Assistant Professor of Clinical Neurosurgery,
Academic Institute
Houston Methodist
Weill Cornell Medical College

[Meng Huang, MD](#)

Assistant Professor of Neurosurgery, Academic Institute
Assistant Clinical Member, Research Institute
Houston Methodist
Weill Cornell Medical College

THE MANY BENEFITS OF EXHIBITING

Discuss your products and services with target audiences who will attend this meeting. Further benefits at the **4th Annual Endoscopic Spine Surgery Symposium** include:

- Exposure to over 150 attendees including primary care physicians, nurses, nurse practitioners, physician assistants, and residents/fellows
- Building visibility for your company in a competitive marketplace
- Expanding your prospective position and strengthening existing customer relationships
- Recognition in the program syllabus and other conference materials

CONFERENCE AND EXHIBIT DETAILS

Conference/Exhibit Date & Time

Friday, April 5, 2024

- 5:00 PM – 7:00 PM Central

Saturday, April 6, 2024

- 7:00 AM – 10:00 AM Central

Exhibit Location

Houston Methodist Research Institute
John F. Bookout Auditorium, 2nd Floor
6670 Bertner Avenue
Houston, Texas 77030

EXHIBIT FEE: \$1,800.00

- One 6' x 3' table-top exhibit with two chairs
- Exhibiting companies may send a maximum of two (2) representatives to staff their exhibit table.
- Recognition on the webpage and activity materials

SPONSORSHIP FEE OPTIONS:

- **BREAK SPONSOR: \$1,200** - Recognition in activity materials and signage during break as Sponsor
- **BREAKFAST SPONSOR: \$1,800** - Recognition in activity materials and signage during breakfast as Sponsor
- **LUNCH SPONSOR: \$3,000** - Recognition in activity materials and signage during lunch as Sponsor
- **DINNER SPONSOR: \$4,000** – Recognition in activity materials and signage during dinner as Sponsor

*Companies may purchase one exhibit and one sponsorship type.

Payment and Confirmation

Exhibit opportunities for this event are limited to first-come, first-served basis. Sponsors/exhibitors are not confirmed until registration is complete and full payment is received.

Remittance information is available by request. Contact cralls@houstonmethodist.org for further instructions on confirming your exhibit and sponsorship and for payment information. An exhibit agreement must be fully executed before registration can be completed. Registration deadline is March 22, 2024. Vendors will not be accepted after the registration deadline, without exception.

Shipping to Houston Methodist Research Institute

Please contact cralls@houstonmethodist.org if you plan to ship any materials. You are responsible for providing all necessary shipping materials as well as all related expenses.

Failure to Occupy Space

Any exhibit space not occupied 30 minutes after the start of the activity will be forfeited by the exhibitor. This space may be reassigned or used without refund. Exhibitors who anticipate delays setting up their space must notify the meeting coordinator.

Guests

Under no circumstances may children/spouses/guests of representatives be in the exhibit area or conference areas unless they are registered attendees.

Security

A security guard will not be present during the program. Houston Methodist will not be held responsible for any items left unattended at exhibit tables. All items are left at the risk of the exhibiting organization.

Exhibitor Eligibility Requirements

For an exhibit application to be accepted by Houston Methodist, the products and services must be educational in nature and relate to the educational activity content. The conference reserves the right to accept or reject a potential exhibitor based on its assessment of whether the company/organization's products and/or services are relevant to the conference content. All exhibits will be reviewed.

Exhibit Space Cancellations

Cancellations must be received at least five business days prior to the start of the course. If a cancellation is received after this time, no refund will be provided.

Attendee Lists

The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner. If consent is given, only limited attendee contact information will be provided to exhibiting companies (name, affiliation, city and state) when requested. Telephone, fax, email and street addresses will not be distributed.

Promotional Activities and Standards for Commercial Support

In compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education, you must refrain from holding any commercial discussions in the educational ballroom. All promotional activities including interviews, demonstrations, distribution of literature or samples must be made within the exhibitor's space. Canvassing or distributing promotional materials outside the exhibitor's rented exhibit space is not permitted.

Physician Payment Sunshine Act

Applicable manufacturers providing payments or transfers of value to physicians are responsible for recording and maintaining reporting information of participating physicians. Houston Methodist will not collect, record, nor provide reporting information from physicians that choose to participate by accepting payments or transfers of value from applicable manufacturers.

COVID-19 DISCLAIMER

The format of this activity is subject to change due to extenuating circumstances resulting from the COVID-19 pandemic. Should the activity be cancelled or changed to a new format (i.e. virtual only or some combination of virtual/in-person), Houston Methodist may cancel or modify your registration accordingly. We will make every effort to notify you of a change of format and your registration status before the activity date. Thank you for your understanding.