

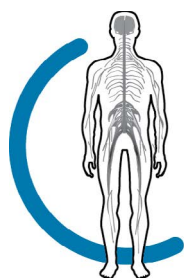
# 110<sup>th</sup> PNS ANNUAL SCIENTIFIC MEETING

THE ETHICAL NEUROSURGEON

JULY 19-20, 2024 | THE HOTEL HERSHEY, HERSHEY, PA



## EXHIBITOR & SPONSORSHIP PROSPECTUS



PENNSYLVANIA  
**Neurosurgical  
Society**

# EXHIBITOR & SPONSORSHIP OPPORTUNITIES

All sponsors and exhibitors will receive (1) 6' table with skirting and chairs for (2) representatives on Friday, July 19; onsite promotion; and a permission-based attendee list will be provided before and after the meeting. No display on Saturday, July 20.

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## Exhibit Table

**\$3,000** Early Bird (before or on May 20)

**\$3,500** (after May 20)

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## Platinum—\$15,000

(1) opportunity available

- Exclusive sponsor of the Friday evening Welcome Reception
- Verbal recognition at the reception
- Company logo printed on cocktail napkins that will be used at reception
- Company name displayed on signage at bars and in room during Welcome Reception
- (2) Exhibit tables in the exhibit hall with up to (4) on-site representatives
- Thank you in on-site materials
- Premier table placement in exhibit hall (location chosen by company)
- Promotional email sent to members by PNS staff (based on Board approval)

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## Gold Sponsorship—\$8,000

(1) opportunity available

- Exclusive audience with the PNS Executive Council on Thursday, July 19 to include an opportunity to give a 15 minute presentation including Q&A; (2) representatives may attend
- Table placement in exhibit hall after the Platinum Sponsor's choice of premier table placement (location chosen by company)

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## Silver Sponsorship—\$6,000

(\$3,000 of funding must be provided as an educational grant)  
(2) opportunities available

- Sponsor for Wi-Fi on Friday OR Saturday at the Annual Meeting; use the company's name as the password for the Wi-Fi
- Company name printed on signage for Wi-Fi instructions in general meeting areas
- Table placement in exhibit hall after the Gold Sponsor's choice of table placement (location chosen by company)

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## Resident Dinner Sponsorship (Friday)—\$2,000

(1) opportunity available  
(does not include exhibit table)

- Emails sent to Annual Meeting attendees by PNS staff marketing the dinner
- Company to provide marketing flyer
- Company to secure location, food, transportation, and speaker



**REGISTER ONLINE**

# EXHIBITOR INFORMATION

**Exhibit Hours:** Exhibit hours are from 7:00 a.m. - 2:45 p.m. on Friday, July 19.

Teardown will be 2:45 - 5:00 p.m. on Friday. There will be NO Exhibit Hall on Saturday, July 20.

<p><b>FRIDAY MORNING</b></p> <p><b>6:00 a.m. - 7:00 a.m.</b> <b>Exhibitor Set-up</b></p> <p><b>7:00 a.m. - 8:00 a.m.</b> <b>Continental Breakfast in Exhibit Hall</b></p> <p>8:00 a.m. - 9:40 a.m. General Session</p> <p><b>9:40 a.m. - 10:30 a.m.</b> <b>Break in Exhibit Hall with Attendees</b></p> <p>10:30 a.m. - 12 noon General Session</p>	<p>12 noon - 1:00 p.m. <b>LUNCH</b></p>	<p><b>FRIDAY AFTERNOON</b></p> <p>1:00 p.m. - 2:15 p.m. General Session</p> <p><b>2:15 p.m. - 2:45 p.m.</b> <b>Break in Exhibit Hall with Attendees</b></p> <p>2:45 p.m. - 5:00 p.m. General Session</p> <p><b>2:45 p.m. - 5:00 p.m.</b> <b>Exhibitor Teardown</b></p> <p><b>5:30 p.m. - 8:00 p.m.</b> <b>Welcome Reception (representatives may attend)</b></p>
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*Schedule is tentative and subject to change. Exhibit table representatives are expected to be present during all **bold** events listed above.*

- **Set-up:** Exhibit set-up is from 5:00 p.m. to 7:00 p.m. on Thursday, July 18 and 6:00 a.m. to 7:00 a.m. on Friday, July 19.

Table assignments will be identified with tent signs placed on each table. Each exhibitor will be provided with a 6' table (draped and skirted), name badges and a permission-based attendee list.

Tables will be set around a room adjacent to the meeting room. You are responsible for securing your exhibit and personal items at all times.

- **Electric:** If you require a standard electrical outlet for your display, please indicate this on your registration so arrangements can be made with the hotel. You will be charged an additional \$50 for each electrical outlet requested.
- **Additional Onsite Representatives:** Additional badges may be purchased for an additional \$100 each. A maximum of (2) additional badges.

- **Food & Beverage:** Continental breakfasts and breaks will be set-up in the exhibit area. Representatives are welcome to enjoy the food and beverages provided. Exhibitors are encouraged to attend the Friday lunch in the Fountain Lobby and the Friday evening Welcome Reception.

- **Sessions:** If you choose to attend sessions, you **MUST** remove your name badge and any visible logos while in the session.

- **Shipping:** The hotel will accept parcel shipments up to (2) days prior to the meeting. (no sooner than Tuesday, July 16)

- **Parking:** Parking is complimentary at The Hotel Hershey.

- **Cancellation Policy:** Payment is due by June 19, 2024. Companies will incur a 20% cancellation fee if a cancellation occurs on or before June 19, 2024, no refunds will be given after June 19, 2024.

**PNS Tax ID: #23-2144604**

# EXHIBITOR SHIPPING INFORMATION

## Shipping Address:

Use this address for ALL ITEMS being shipped to The Hotel Hershey:

**PNS Annual Meeting  
c/o The Hotel Hershey  
100 Hotel Road  
Hershey, PA 17033  
Attn: Convention Services Department  
Hold for "Company Name"  
Box 1 of 2/Box 2 of 2 etc.**

## Delivery Instructions:

Please contact Donna Martinez, CMP at [dmartinez@hersheypa.com](mailto:dmartinez@hersheypa.com) or 717-534-8819 to let the hotel know of your delivery. The hotel needs the name of the delivery service for large items as well as a target delivery time. All deliveries must come on a truck with a lift gate, any arriving on trucks without the lift gate will be turned away. The hotel does not have a dock. The service elevator entrance is only 42" W x 84"H, so we have limitations on what we can bring from the ground floor to the first-floor exhibitor area.

Any deliveries that come "crated" must be unpacked and handled by the representatives of the company exhibiting. Crates must be sent away with the delivery truck and cannot be stored at the hotel. Prior to unloading, vendors must sign in with hotel security in order to access the service entrance with their exhibit items. Hotel security is located via the east entrance on the ground floor.

**\*Note-The hotel asks that any items being delivered on Thursday, July 18 arrive after 12 p.m. as food deliveries come in through the same service entrance.**

## Storage:

Storage is available for small boxes and items for vendors during the meeting.

## Shipping Out:

- Individuals must arrange for shipping items off property
- All boxes must be secured and taped closed
- All boxes must be labeled with shipping information on packages
- Any materials left behind after the event will be charged a storage fee of \$25.00 per day
- Items left after one week will be discarded



If you have any questions regarding the meeting, please call Jessica Winger, PNS Meeting Manager at (717) 909-2693 or email at [jwinger@pamedsoc.org](mailto:jwinger@pamedsoc.org).



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