



**2017 PTCOG NA CONFERENCE
"CERTAINTY IN AN UNCERTAIN WORLD"
SWISSOTEL - CHICAGO, ILLINOIS
CORPORATE SUPPORTER PROSPECTUS**

SPONSORSHIP LEVELS

DIAMOND (\$30,000)

- 10' exhibit space with table and two chairs in exhibit in prime location
- Receives opportunity to provide 30 minute industry presentation during October 23 or October 24 lunch; this level allows you to select which date/time you wish to present
- Recognition in the Conference Program
- Full Page Ad in Conference Program
- One page insert (up to 8.5 x 11 inches) in the Registration Packet
- Logo on PTCOG NA printed materials (handed out at the conference)
- Logo and link on event website
- 7 complimentary staff registrations
- Recognition on signage for general sessions and luncheons
- Recognition at general sessions and luncheons, including logo display slide
- Recognition on post-conference emails to conference attendees
- Name badge ribbon indicating DIAMOND Sponsor for representatives
- Verbal THANK YOU from the podium by the PTCOG NA Leadership during conference welcome

PLATINUM (\$20,000)

- 10' exhibit space with table and two chairs in exhibit hall in prime location
- Receives opportunity to provide 30 minute industry presentation during October 23 or October 24 lunch; we will assign a date and time to you
- Recognition in the Conference Program
- Half-page ad in the Conference Program
- One page insert (up to 8.5 x 11 inches) in the Registration Packet
- Logo on PTCOG NA printed materials (handed out at the conference)
- Logo and link on event website
- 6 complimentary staff registrations
- Recognition on signage for general sessions and luncheons
- Recognition at general sessions and luncheons, including logo display slide
- Recognition on post-conference emails to conference attendees
- Name badge ribbon indicating PLATINUM Sponsor for representatives
- Verbal THANK YOU from the podium by the PTCOG NA Leadership during conference welcome



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SPONSORSHIP LEVELS, CONT.

GOLD (\$15,000)

- 10' exhibit space with table and two chairs in exhibit hall
- Logo and link on event website
- Recognition in the Conference Program
- Half-page ad in the Conference Program
- 5 complimentary staff registrations
- Recognition on signage for general sessions and luncheons
- Recognition at general sessions and luncheons, including logo display slide
- Name Badge Ribbon indicating GOLD Sponsor for representatives

SILVER (\$10,000)

- 10' exhibit space with table and two chairs in exhibit hall
- Logo and link on event website
- Recognition in the Conference Program
- 3 complimentary staff registrations
- Recognition on signage for general sessions and luncheons

EXHIBITOR (\$5,000)

- 6' exhibit space with table and two chairs in exhibit hall
- 1 complimentary staff registration

Returning sponsors who renew their package at the same or higher level receives a 5% discount!



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CORPORATE SUPPORTER AGREEMENT

We, the undersigned, hereby agree to participate in the PTCOG NA Conference, October 23-25, 2017, as _____ supporter for the amount of \$ _____. We understand that booth assignments will be made only after payment is received by PTCOG NA.

PTCOG NA will notify sponsor of their assigned exhibit space upon receipt of payment. In the case of cancellation, a refund will be possible only if PTCOG NA receives your cancellation in writing by the cancellation deadline, September 22, 2017. No refunds will be made for cancellations received after the cancellation deadline. There are no exceptions to this rule.

Company or Organization Name Booth Contact Name _____
(All exhibit material will be forwarded to contact at address below.)

Title _____
Mailing Address [No P.O. Boxes, please.] _____
City State Zip Country _____
Telephone Number _____
E-mail Address _____

We acknowledge that the PTCOG NA sponsorship committee will be assigning booth location in the Alpine room in the Swissotel.

We will need electrical power for our exhibit table: Yes or No (circle one)
___ Power strip ___ Extension cord

PAYMENT METHOD

- If paying by check, indicate whether a PTCOG NA invoice is required: Yes or No (circle one)
- If no invoice is required, please make check payable to PTCOG NA and mail to:

Northwestern Medicine Chicago Proton Center
Attn: Phil Duffin
4455 Weaver Parkway
Warrenville, Illinois 60555

- If paying by credit card, please complete all of the information below to ensure that your credit card is accepted and payment is approved. Credit card payments will be processed by PTCOG NA.

Total Amount Enclosed: \$ _____

Credit Card Type: Visa MC Amex Credit Card

#: _____ Exp. Date: _____

CVV #: _____

(Print Name as it appears on card) Payment Authorized by:

E-mail completed form to philip.duffin@nm.org



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Rules and Regulations Governing Sponsored PTCOG NA Conference

All Applications and fees must be received by June 30, 2017. Applications received after June 30, 2017, will be accepted on a case-by-case basis. If you are scheduling an event involving any of the **Particle Therapy Co-Operative Group North America (PTCOG NA)** meeting attendees or faculty, you must complete the application and obtain **PTCOG NA** approval. Unofficial activities are defined as any activities or events that are not sponsored by **PTCOG NA**. This includes, but is not limited to, industry conference, combinations of conference and social functions, social events, product announcements and unveiling, and educational functions. Sponsors may apply for permission to hold their activities during unrestricted times and dates. If the application is approved, it will be assigned a space (pending space availability) by **PTCOG NA**. In order to receive approval for an unofficial activity, your company must register as an exhibiting company and participate in the exhibition. If your company cancels the booth space, you will not be allowed to sponsor a symposia/social event, etc. Complete the application on the previous page and submit with the appropriate fee to **PTCOG NA** by June 30, 2017.

Space for conference/social events are limited and are on a first come-first served basis. Approval and placement of event(s) are not guaranteed. Sponsors, who cannot be placed, due to lack of space or refusal of application, will be refunded the total sponsorship fee. No refunds will be given for conference/event cancellations, unless **PTCOG NA** cancels the event. All announcements and invitations should clearly indicate the name(s) of both the social event sponsoring organization, and the source of financial support for the event. The materials in no manner may imply, either directly or indirectly, that the program is a part of, or an official activity of, **PTCOG NA**. No conference event material may use language or terms such as “presented during,” “presented in conjunction with,” “preceding,” “prior to,” “following,” etc., with respect to the **PTCOG NA** Conference. Inclusions of the **PTCOG NA** logo, or name are not permitted. Co-sponsorship of unofficial activities by **PTCOG NA** is not permitted. All marketing and promotional materials for all events must display, on the covers, the disclaimer “This event is neither sponsored nor endorsed by **PTCOG NA**.” **PTCOG NA** Board of Directors must approve, prior to printing, all announcements or invitations. In addition, all advertisement or invitation copy must be approved in order to participate in any of the **PTCOG NA** marketing opportunities. All materials must be distributed through one of the **PTCOG NA** marketing opportunities. Conference/event signs may only be placed in the hotel where the symposium is scheduled to take place, with written permission of the **PTCOG NA** leadership. Flyers or invitations of any kind may only be distributed through the promotional vehicles mentioned above.

Sponsoring companies will be held solely responsible for any accident(s) or suit(s) arising from or in connection with your event. If a social event is held without **PTCOG NA’s** approval, the sponsor company will be charged the applicable fee for the appropriate event and may not be allowed to participate in future **PTCOG NA** events.



Symposium or social event sponsors may not deny **PTCOG NA** attendee(s) access to their event. Sponsored events must be open to all **PTCOG NA** professional registrants. Independent distribution of materials at hotels in the **PTCOG NA** hotel block, the convention center, or in any area outside the official exhibition hall is prohibited. In this regard, the education provided should be consistent with the scientific evidence available, promote the professionalism, compassion and trust inherent in the physician/patient relationship and should not conflict with the mission of the **PTCOG NA**. Promotional and distribution schemes or products that create or potentially create financial conflicts of interest for physicians or are of potential physical, emotional or financial harm to patients are prohibited. Likewise, exhibits that are actually or potentially discriminatory or demeaning to women, men, racial/ethnic populations, or any other groups are prohibited.



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Exhibitor Guidelines

Purpose

Particle Therapy Co-Operative Group North America (PTCOG NA) is sponsoring this two-and-a-half-day educational conference for healthcare professionals who wish to learn and share information about ongoing clinical outcomes, physics and biology experience with particle therapy. The attendees of this conference include physicians, physicists, dosimetrists, nurses, therapists and related oncology professionals.

Contract

By signing the Corporate Support Agreement, the Sponsor/Exhibitor agrees to abide by all of the requirements contained in this Prospectus, the Exhibitor Service Manual, and any correspondence from **PTCOG NA** to the Exhibitor. Together, these documents comprise the contract between **PTCOG NA** and the Exhibitor/Sponsor.

Agreement

Exhibitor/Sponsor hereby agrees to and does indemnify, hold harmless, and defend **PTCOG NA** from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to cost, interest, and attorney’s fees), which **PTCOG NA** may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission.

Booth Rental Rates

The fee includes booth space, 10’ draped and skirted table, company identification sign, badges for the allotted company representatives, and two chairs. Assignment of booths will be made only when **PTCOG NA** receives full payment. Internet and electrical requirements are additional.

Exhibitor Cancellation

Notification of a sponsor’s/ exhibitor’s decision to cancel exhibit space must be submitted in writing to **PTCOG NA Board of Directors**. A refund will be possible only if the cancellation is received in writing no later than 30 days prior (September 22, 2017) to the event date. There will be no refunds for cancellations received after this date. There are no exceptions to this rule.

PTCOG NA Cancellation

In the event that **PTCOG NA** cancels the meeting and/or the exhibits for any reason, the exhibiting company may receive a full refund. PTCOG-NA will not be responsible for, nor pay any other penalties, fees, damages, liquid damages, expenses, salaries/vendor or employee compensation that the exhibiting company may suffer.



Hotel Information

A block of rooms have been reserved at the conference hotel. The special room rate of \$269.00 plus applicable taxes has been designated for the block rooms will be available three days before and after the official dates of the meeting(s) based on availability. Hotel reservations will be booked by a third party meeting planner, Sundowner, once you register for the conference. Be sure to mention that you are attending the **PTCOG NA 2017** meeting. Reservations requested after the cut-off dates will be based on availability at the hotels prevailing rates.

Space Assignment

Space will be assigned by **PTCOG NA**. Space will be assigned on a first-come, first-served basis. Once an application with full payment is received, a confirmation letter with your booth number will be sent.

Booth Construction

Booth contents may not exceed eight (8') feet in height including signs, banners and displays. Solid construction within the first two (2') feet of the booth may not exceed 48 inches in height. Exhibits cannot include or overflow into an aisle or neighboring booths by ceiling or floor covering. Two-story exhibits are not permitted.

Crate Storage

Empty crates, boxes and cartons must be removed from the exhibit area by 5:00 p.m. These materials should be nested as much as possible. "Empty" stickers, which will be available at the Registration Desk, must be placed on all containers to be stored and returned at the close of the exhibition. Containers or skids without the "Empty" stickers will be considered refuse and disposed of. Crates, boxes and cartons may not be stored behind booth backgrounds. Do not store anything of value in crates that will be placed in storage.

Shipping Instructions

Materials shipped in advance should be coordinated with the Swissotel Business Center. For details, please refer to the shipping/handling kit attached to the end of this document.

Liability

Exhibitor shall indemnify **PTCOG NA**, its officers, directors, agents, employees, and members against any and all liability, loss, claims or actions, and the defense thereof (including reasonable attorney's fees and costs), based upon or arising out of damages or injury (including death and environmental damage) to persons or property caused by or related to any act or omission of Exhibitors, its employees, agents, subcontractors, or vendors. Exhibitor further agrees that **PTCOG NA**, and its respective agents and employees shall not be responsible in any way for 1) damage, loss or destruction of any property of Exhibitor or 2) injury to exhibitor or its representatives, agents, employees, licensees or invitees. Exhibitors shall not allow any children in the exhibit hall during installation or dismantlement.



Insurance

It is the responsibility of each exhibitor to maintain insurance against injury, property damage, theft, fire, and any other forms of property loss. Exhibitors shall maintain at a minimum the following insurance: Worker's Compensation insurance – statutory requirements; Employer's Liability insurance – \$100,000 each accident, \$500,000 policy limits, and \$100,000 each employee; Commercial General Liability insurance – \$1,000,000 each occurrence; Personal Injury Liability insurance – \$1,000,000 each occurrence; Business Automobile Liability – \$1,000,000 each accident; Umbrella Liability – limit of not less than \$1,000,000. If requested by **PTCOG NA**, Exhibitors shall provide **PTCOG NA** with certificates evidencing the required coverage before the conference.

Security

PTCOG NA and the hotel assumes no responsibility for the safety of the property of the occupants of the booths, their officers, agents, or employees from theft, damage by fire, accident, or other causes.

Fire Regulations

All display materials must be flame proof and subject to inspection by the local Fire Marshal. No flammable fluids or substances may be used or shown in the exhibit area.

Enforcement of Rules

By applying for exhibit space, an exhibitor agrees to adhere to all conditions and regulations outlined in this prospectus, and of the hotel and all local and federal laws as well as any official addendum(s) to this prospectus. Deposit or receipt of an exhibitor's funds does not guarantee placement as an exhibitor. If **PTCOG NA** is unable to assign an exhibitor booth space, **PTCOG NA** will refund the entire exhibit fee paid. All audio equipment must be regulated so that it does not disturb neighboring exhibits. All exhibitor representatives, their agents, and consultants must maintain a professional appearance while in the exhibit hall or any other **PTCOG NA** function(s). **PTCOG NA** management reserves the right to determine what is appropriate as it pertains to audio equipment volume and exhibitor attire. Violation of any of **PTCOG NA's** rules and regulations may lead to an immediate shutdown of the exhibitor's booth, banning of an exhibitor's representative, or barring from participation in future meetings. No monetary adjustments will be made for exhibit shutdowns. The sharing or subleasing of booth space is not permitted. The granting of CME credits, in any category, from an exhibit booth is prohibited. Actual connection and operation of X-ray machines is not permitted, unless approved in writing by **PTCOG NA**, prior to the meeting dates.



The UPS Store 6161

323 E Wacker Dr. Chicago, IL 60601
Phone (312)268-8290 Fax (312) 565-9447
Store6161@theupsstore.com

Groups/Exhibitors,

Please reference the following information regarding having materials shipped to and from Swissôtel Chicago.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Exhibitor/Guest Name - Company
Conference/Group Name
323 E Wacker Dr.
Chicago, IL 60601

Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:

Package Handling Fees	
Inbound and Outbound Charges	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing within the hotel per request. Please visit The UPS Store Business Center on the Business Level to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions
Operating Hours: Monday-Friday 7am-7pm & Saturday-Sunday 8am-3pm