



Neurosurgical Society of Alabama

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LETTER OF REQUEST:

The Neurosurgical Society of Alabama was established in 1974 to advance interest in neurological surgery and allied subjects. The association's members gather for continuing medical education at our Annual Conference where companies may exhibit and/or sponsor events, such as breaks, lunch and receptions.

The target audience is Physicians, RNs, CRNPs, PAs and students. We expect approximately 30 attendees.

NSA is requesting your support by exhibiting your products/services at our Annual Conference, **May 31 – June 2, at The Henderson Beach Resort & Spa, 200 Henderson Resort Way, Destin, FL 32541**. The NSA room rate is \$280 per night. Call (855) 741-2777 with Booking Code 1000IA. The deadline to reserve a room is May 9.

The exhibitor registration fee is \$2,000, with additional opportunities for sponsorships. The exhibitor registration fee includes a display table, two chairs and a wastebasket. Should you need power or Internet access, however, please designate that on the registration form. Your representatives are also encouraged to attend all meals and the reception. **Expand your brand outside the exhibit hall by sponsoring an event or item with your company logo!** All sponsors receive priority booth placement. Sponsorships are available on a first come first serve basis. See the Exhibitor Registration form for details.

Your support allows us to continue with our educational offerings to our members and attendees. I hope this will encourage you to participate in the various sponsorships our conference needs.

Send payment and registration form to:

NSA c/o Megan Martin
PO Box 1900
Montgomery, AL 36102

Please let me know if you need additional information. We understand that submission of this letter does not constitute a commitment for your company to support this activity. We greatly appreciate your support for our activity.

Sincerely,

Meghan Martin
Director of Membership and Specialty Society Services

Neurosurgical Society of Alabama

2019 Exhibitor Opportunities

NSA Annual Meeting
May 31 - June 2
The Henderson Beach Resort & Spa
Destin, Fla.



Neurosurgical Society
of Alabama

NSA
19 S. Jackson Street
Montgomery, Ala. 36104
(334) 954-2500 | Fax (334) 269-5200
www.nsaneurosurgeons.com

About NSA...

The Neurosurgical Society of Alabama was established in 1974 to advance the interest in neurological surgery and allied subjects and for the following purposes:

- ▶ Foster a feeling of fraternal spirit among members of the medical and scientific professions in Alabama whose interests are chiefly concerned with neurological surgery and related fields;
- ▶ Advance knowledge in the above respective fields through either clinical or preclinical endeavors; and
- ▶ Facilitate the dissemination of knowledge among members of the Society concerning recent advances in any of the allied fields by appropriate means.

The association's members gather for continuing medical education at our Annual Conference where companies may exhibit and/or sponsor events, such as breaks, lunch and receptions.

We encourage the participation of our corporate partners to allow our members to learn more about your products and services, and give you an opportunity to introduce new items into the Alabama market.

If you have questions about the conference and marketing opportunities, please contact Meghan Martin at (334) 954-2513 or by e-mail at mmartin@alamedical.org. 

Exhibitor Guidelines...

Meeting Date and Location

May 31 - June 2, 2019, The Henderson Beach Resort & Spa, 200 Henderson Resort Way, Destin, FL 32541. The rate is \$280 per night. Call (855) 741-2777 with Booking Code 1000IA. The deadline to reserve a room is May 9.

Exhibit Setup and Break Down

Exhibit space includes one six-foot display table, two chairs and trash can. Pipe and drape is not available. Exhibitors may use stand-alone or table-top exhibits. Set up is Friday, May 31, from 5-7 p.m., and Saturday, June 1, from 6-7 a.m. Exhibits may be removed after the morning break on Sunday, June 2.

Special Requests

If you have a special request for booth placement in the Exhibit Hall to accommodate pop-up displays or other media, please let us know. **Please indicate on the reservation form if you need access to electrical or Internet service.** We strive to make each event worthy of attendance by our members and patrons.

Company Recognition

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than April 26, 2019.

Exhibit Staff and Event Attendance

Exhibit registration includes attendance for up to **two representatives**, display time, meals and reception. Please update NSA staff as soon as possible if there is a change in your representative. Additional representatives are welcome for an additional fee of \$250 per representative.

Concurrent Events

No exhibitor may hold any event at the same time as any NSA-sponsored event. However, there are no restrictions on exhibitors that would like to provide dinners and events – on-site or off-site – during “free” times.

Booth Sharing

No subletting or sharing exhibit space by more than one company or organization will be permitted. Two companies who desire to exhibit together must pay for two booths. Upon request, NSA staff will make every effort to place companies next to each other in the exhibit hall.

Shipping Booth and Exhibit Materials


Exhibitors should make arrangements with host hotels for receiving and shipping of exhibit materials. Prior to the meeting, NSA staff will send shipping and dryage information to all confirmed exhibitors. ***NSA staff will not be liable for storing, transporting or retrieving any exhibitor materials to or from the hotel or other facility.***

At the end of the event, please make sure you have made arrangements for your booth materials before you leave the venue. NSA will not be responsible for anything left in the Exhibit Hall at the end of the day. NSA is not responsible for any shipping or storage charges.

Cancellation Policy

The deadline to cancel exhibit space is **30 days prior** to the date of the event. Cancellations must be in writing by mail or e-mail and will not be accepted by telephone. If a company fails to cancel by the 30-day cut-off, it will be listed as a “No show” and the company will not receive a refund.

Suitcasing Policy

Suitcasing is the action of soliciting business during the NSA conference, including another company's booth, the conference facility lobby, or general meeting and event areas. Please note that while all meeting attendees are invited to the Exhibit Hall, any person(s) who **HAVE NOT** paid for an Exhibit Booth at the conference that is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied. 

2019 NSA Exhibitor Registration Form

COMPANY INFORMATION *PLEASE PRINT CLEARLY*

Exhibiting Company Name to appear on promotions: _____

Company Contact: _____ E-mail: _____

Primary Phone: Office Cell _____ Business Type: _____

Company Address: _____

City/State/Zip: _____

EXHIBITOR OPPORTUNITIES

Registration deadline for Annual Conference (May 31 - June 2, 2019 is April 26, 2019) \$2,000

First Attending Rep's Name: _____ E-mail: _____

Second Attending Rep's Name: _____ E-mail: _____

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name _____ E-mail _____ \$250

Fourth Attending Rep's Name _____ E-mail _____ \$250

SPONSORSHIP OPPORTUNITIES

Expand your brand outside the exhibit hall by sponsoring an event or item with your company logo!

All sponsors receive priority booth placement. Sponsorships are available on a first come first serve basis.

Saturday Dinner Party \$1,500

Friday Night Reception \$1,000

Breakfast \$ 550

Break..... \$ 250

NEW Hotel Room Key Cards \$1,000

NEW Program Jump Drives \$1,000

NEW Conference Bags \$2,000

Grand Total Due (Exhibit Fee and Sponsorships) \$ _____

Exhibit space allows for a 6-foot table and two chairs.

Check here if you need additional space for a large display or equipment. Our staff will contact you for details.

Will you need electricity? Yes No Will you need Internet? Yes No

Will you donate a door prize? Yes No

List competitors not to be located near. _____

Your signature acknowledges your understanding that exhibitors assume all responsibilities and agree to protect against all claims, losses and damages to persons or property; and guarantees payment in full as indicated on this form. NSA and the Medical Association of the State of Alabama shall not be held responsible for any claims, losses and/or damages to persons or property. NSA reserves the right to reject a company or agency as an exhibitor without explanation.

Signature: _____ Date: _____

INSTRUCTIONS

Send signed form, with a check payable to NSA, to Meghan Martin, PO Box 1900, Montgomery, AL 36102. To pre-reserve your booth (recommended), fax this form to (334) 269-5200 or e-mail it to mmartin@alamedical.org and note that payment will follow under a separate cover. Credit cards are not accepted.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Neurosurgical Society of Alabama	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.) 19 S Jackson Street	Requester's name and address (optional)
	City, state, and ZIP code Montgomery, Alabama 36104	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number
58 1940041

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/4/18
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,