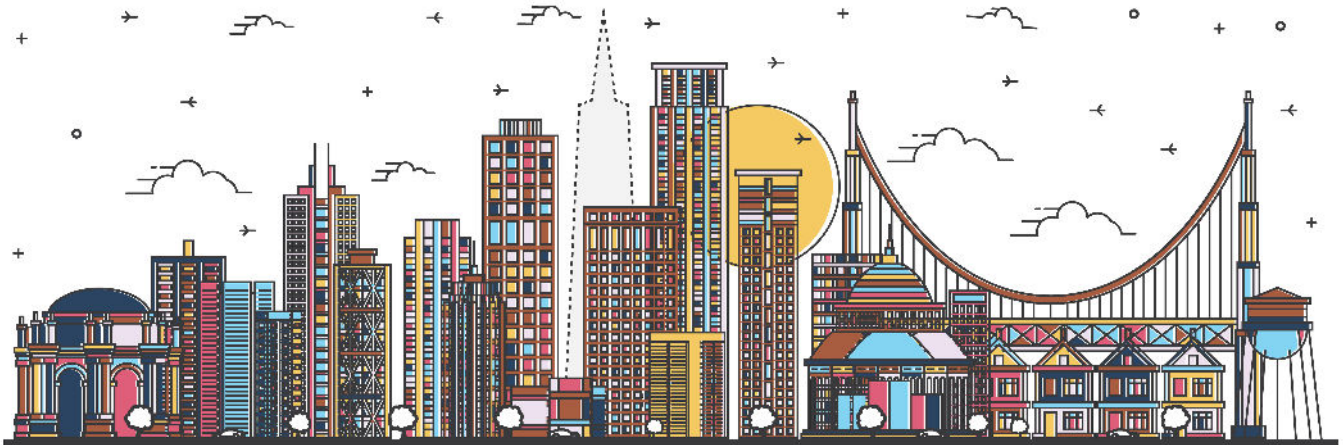


September 21-23, 2023
Marriott Marquis
San Francisco, CA

Bridging the Future of Rheumatology:
Embrace the Change!

NORM 2023 Conference



2023 Conference Policies

Logo

Logos are due to NORM no later than July 1, 2023. They must be in EPS format. (anyone inside your organization with graphic design experience will know how to convert your logo into the EPS format)

Cancellation/Subletting of Exhibit Space

Cancellation of exhibit space and requests for refunds must be received in writing by July 1, 2023 for a 50% refund if space is sold to another Exhibitor, payable after the conference. Cancellations received after July 1, 2023 are non-refundable.

Cancellation of sponsorships are non-refundable unless another sponsor steps forward for the event or item.

No subletting of space is permitted. Each firm represented in the Exhibit Hall must submit the on-line Exhibit Registration Form and sign acknowledging that they have read these policies. Any person subletting space will be subject to eviction.

Sponsored Events

Exhibitors *will not* plan any event that conflicts in any way with NORM sponsored events. Choosing to plan an event that conflicts with a NORM sponsored event will result in the organization not being invited to join us at our next event.

An event is any activity from dinner with one conference attendee to an event to which many attendees are invited.

Exhibit Hall

Each Exhibitor will respect the exhibit set-up hours established by NORM. Exhibit set-up and shipping information will be shared with all Exhibitors by June 15, 2023. The Exhibitor will follow instructions regarding shipping items to the hotel. If instructions are not followed NORM is not responsible for missing exhibit items.

Exhibit space will be provided as indicated in the prospectus. NORM encourages all of our Exhibitors to participate in the conference theme by decorating their booth.

Exhibits must be installed within the parameters of your exhibit space with no components extending beyond. All interactive features must be installed within the confines of your exhibit space. Your installation may not block other exhibitors. If your organization will not need the tables provided, your space will be noted on the floor. You must notify NORM that you will not be using your tables no later than July 1, 2023. No banners, signs or other material may be nailed, taped, hung to any hotel property.

The NORM Board works hard to encourage attendees to visit the exhibit hall during exhibiting times. Thus, each Exhibitor will have at least one representative at their booth when the exhibit hall is open (breakfast, lunch and breaks each day). **Each Exhibitor will not break down their booth early.** The agenda will be shared with your corporate contact, will be posted on the NORM website, and will be on the mobile app.

The NORM Conference will have videography and photography during the event and in the exhibit hall.

Each Exhibitor will receive the number of name badges appropriate for their level. Additional name badges may be purchased.

Distribution of literature/advertising materials may only occur in your exhibit space. No literature / advertising materials may be left on dining tables in the exhibit hall. Interviews, focus groups, etc are to occur within your exhibit space. If you wish to hold additional sessions, you must notify NORM's Event Director (the times and locations) and await approval before moving forward with plans.

Communication

NORM is asking that you provide a primary contact for all communications regarding exhibit hall management. NORM will provide an attendee list 2 weeks prior to the conference to the primary contact. NORM will also provide a finalized conference attendee list 2 weeks post conference to the primary contact.

Insuring Exhibits

While the exhibit hall will be monitored during the day and locked after our sessions end, exhibitors and sponsors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc at their own expense. NORM is not responsible for any damage to or theft of the exhibits.

Exhibitor Attendance for Educational Sessions

Exhibitors are welcome to attend the general sessions unless they are for members' only and this is indicated on the conference brochure. Chairs will be set in the back of the general session space for their use. Exhibitors may not sit with the membership. Please respect our attendees and speakers and do NOT carry on a conversation with your colleagues. If conversations become a problem the corporate member will be asked to leave the room.

If there is space representatives may attend the breakout sessions. Exhibitors are not to enter the breakout room until all attendees have entered. Exhibitors must sit in the back of the room.

The NORM annual membership meeting is for NORM members only and Exhibitors may not attend.

Guest Rooms for Exhibitors

Hotel rooms are the responsibility of the Exhibitor. We have negotiated a guestroom block at the host hotel. Detailed information regarding guestroom reservations will be provided on the registration confirmation email for each attendee. Please be sure to only reserve the actual number of guest rooms that will be utilized by your organization.

Indemnification

Exhibitors agree to abide by these terms, and any applicable provisions under NORM's agreement with the management of the Marriott Marquis, San Francisco, CA.

Exhibitors assume full responsibility and liability for any loss, damage or claim arising out of injury or damage to sponsor and exhibitor's displays/materials.

Exhibitors agree to defend, indemnify, and hold harmless the Marriott Marquis, San Francisco, CA from and against all claims, actions, causes of actions, or liabilities, including reasonable attorney's fees arising out of or resulting from any act undertaken or committed by Exhibitor or any contractors hired or engaged by the Corporate Member, Exhibitor or Sponsor in connection with the conference. Exhibitors also agree to defend, indemnify, and hold harmless the Marriott Marquis, San Francisco, CA from any liability resulting from any claim, action or action, which may be asserted by third parties arising out of the performance of the Exhibitor's obligations pursuant to this agreement, except those which are due to misconduct or negligence of the Marriott Marquis, San Francisco, CA.

Exhibitor Responsibility Clause

To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless Marriott Marquis, San Francisco, CA ("Hotel"), Hotel's owner, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as National Organization of Rheumatology Managers, a Virginia non-stock corporation, d/b/a National Organization of Rheumatology Management ("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises.

2023 SPONSORSHIP AND EXHIBITOR OPPORTUNITIES

\$8,750 Sponsorship Opportunities

- Friday Lunch
- Saturday Lunch
- **More sponsorship options coming in April.**

\$8,250 Sponsorship Opportunities

- Friday Breakfast
- Saturday Breakfast
- **More sponsorship options coming in April.**

\$5,750 Sponsorships Opportunities

- Friday Morning Break *
- Friday Afternoon Break *
- Saturday Morning Break *
- **More sponsorship options coming in April.**

\$3,750 Exhibit/Display Space

Additional Opportunities - See Last Page

Additional information or to purchase an item please visit [Expogenie](http://Expogenie.com).

* First Right of Refusal for 2023 Sponsorships provided to 2022 Sponsors until May 1, 2023.

Logos due to NORM in EPS format by July 1, 2023.

\$8,750 Sponsorships

Sponsorship opportunities at this level include:

- Friday Lunch - you will be the sponsor for this meal
- Saturday Lunch - you will be the sponsor for this meal
- **More sponsorship options coming in April.**

Your sponsorship would include:

- five (5) name badges which allow
 - entrance into exhibit hall and general session,
 - entrance into the Thursday welcome reception, Friday and Saturday breakfast, breaks and lunch, and Friday lunch, reception, and dinner,
- your corporate logo with NORM's logo on item or signage at buffet
- name on 2023 Conference Exhibitors' page on website from receipt of funds,
- logo on conference t-shirt
- recognition in our conference materials, podium recognition, & banner recognition,
- acknowledgment on conference app
- five (5) copies of conference materials, and
- one 10 X 10 booth, and electrical capabilities
 - sponsors will be able to choose their tentative location when they purchase their sponsorship

\$ &250 Sponsorships

Sponsorship opportunities at this level include:

- Friday Breakfast - you will be the sponsor for this meal.
- Saturday Breakfast - you will be the sponsor for this meal.
- **More sponsorship options coming in April.**

Your sponsorship would include:

- five (5) name badges which allow
 - entrance into exhibit hall and general sessions,
 - entrance into the Thursday welcome reception, Friday and Saturday breakfast, breaks and lunch, and Friday lunch, reception, and dinner,
- your corporate logo with NORM's logo on item or signage at buffet
- name on 2023 Conference Exhibitors' page on website from receipt of funds,
- logo on conference t-shirt
- recognition in our conference materials, podium recognition, & banner recognition,
- acknowledgment on conference app
- five (5) copies of conference materials and
- one 10 X 10 booth, and electrical capabilities
 - sponsors will be able to choose their tentative location when they purchase their sponsorship

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\$5,750 Sponsorships

Sponsorship Opportunities at this level:

- Friday Morning Break * - this will sponsor a 45 minute break in the exhibit hall
- Friday Afternoon Break * - this will sponsor a 45 minute break in the exhibit hall
- Saturday Morning Break * - this will sponsor a 45 minute break in the exhibit hall
- **More sponsorship options coming in April.**

Your sponsorship would include:

- four (4) name badges which allow
 - entrance into exhibit hall and general sessions,
 - entrance into the Thursday welcome reception, Friday and Saturday breakfast, breaks and lunch, and Friday lunch, reception, and dinner,
- your corporate logo with NORM's logo on item or signage at buffet
- name on 2023 Conference Exhibitors' page on website from receipt of funds,
- logo on conference t-shirt,
- recognition in our conference materials, podium recognition, & banner recognition,
- acknowledgment on conference app
- four (4) copies of conference materials and
- one 10 X 10 booth, and electrical capabilities
 - sponsors will be able to choose their tentative location when they purchase their sponsorship

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\$3,750 Exhibitor

This exhibit level would provide space in our exhibit hall. Breakfast, breaks and lunch on Friday and Saturday are held in the exhibit hall. Exhibition at this level would include:

- three (3) name badges which allow
 - entrance into exhibit hall and general sessions,
 - entrance into the Thursday welcome reception, Friday and Saturday breakfast, breaks and lunch, and Friday lunch, reception, and dinner,
- name listed on our website with other exhibitors
- recognition in our conference materials, podium recognition
- acknowledgment on conference app
- three (3) copies of conference materials and
- one table in exhibit hall
 - exhibitors will have the opportunity to choose their tentative location when they purchase exhibit space

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Logos due to NORM in EPS format by July 1, 2023.

Additional Opportunities for Sponsors & Exhibitors

Additional Attendees

\$500 per person

This add-on to your exhibit fee will allow an additional attendee at your booth. There is a maximum of two (2) additional attendees.

Conference Digital Magazine Advertisement

\$1,000 Quarter Page Advertisement

\$2,000 Half Page Advertisement

\$3,500 Full Page Advertisement

This add-on would allow you to advertise in the conference magazine. NORM would place you in the magazine based on NORM's design needs.. Full page placed 1st, half page placed 2nd, quarter page placed 3rd. Your color advertisement in PDF format must be received no later than July 1, 2023.

Formatting:

Quarter Page: 4.25 x 5.5 (with a .25" white margin)

Half Page: 8.5 x 5.5 (with a .25" white margin)

Full Page: 8.5 x 11 (with .50" white margins)

Tote Bag Insert

\$500

This add-on to your sponsorship or exhibit fee will provide one (1) item inserted into the conference tote bag given to all attendees. Inserts must not exceed 8.5" X 11" and be received at the site no later than Friday, September 1, 2023. If document arrives after September 8 or Exhibitor does not follow instructions for shipping, NORM cannot guarantee inclusion in tote bag. Shipping cost paid by exhibitor/sponsor. Shipping information provided on NORM website. Note: tote bag inserts are not available for Non-Profit Organizations.

For Additional Information Contact

Kara Fulsang, Event Director

407-592-9662

kara@gingermeetings.com

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