



TOXINS 2017

Basic Science and Clinical Aspects of Botulinum and Other Neurotoxins

Melia Castellá Madrid
18-21 January 2017
Madrid, Spain

Exhibitor Prospectus





Society Facts

The International Neurotoxin Association (INA) is a not-for-profit, international scientific society dedicated to advancing scientific research, supporting education, and fostering understanding about botulinum and other neurotoxins. INA provides a forum for the exchange of information and ideas among scientists, clinicians, allied health and other medical professionals, as well as the general public about the science and therapeutic use of neurotoxins.

Topics of Discussion

- Cervical Dystonia
- Cosmetic and Dermatologic Use of BoNTs
- Focal Limb Dystonias
- Headache and Facial Pain
- BoNT for Pain Syndromes
- BoNTs in Parkinsonism, Tremors, and Tics
- Hemifacial Spasm and Blepharospasm
- Oromandibular Dystonia
- Spasmodic Dysphonia
- Spasticity
- Cerebral Palsy
- Techniques for Localizing Muscles for BoNT Injections
- Urological Use of BoNT
- Use of BoNT in Treating Gastroenterological Disorders
- Potential New Uses of BoNT Injections in Movement Disorders
- Recent Developments in Clinical Trials of BoNT
- Genetics and Evolution
- Molecular Interactions
- Advances on the Architecture of the BoNT Complex
- Novel BoNTs and Toxin Engineering
- Detection of and Protection Against Botulinum Toxins

Exhibit Information

The Exhibit Hall is an integral part of the TOXINS 2017 conference, offering exhibitors, both neurotoxin and non-neurotoxin related, the opportunity to share information on the most innovative and exciting advances in research and uses of neurotoxins with meeting attendees.

All requests for exhibit space must be made using the Application for Exhibit Space and submitted and paid for prior to 1 October 2016

Exhibit Schedule

Wednesday, 18 January	Exhibit Set-Up All Day
Thursday, 19 January	Open 7:00 – 8:30 12:00 – 14:30
Friday, 20 January	Open 7:00 – 8:30 12:00 – 14:30
Saturday, 21 January	Open 7:00 – 9:00

Exhibit Guidelines

Exhibitors participating in TOXINS 2017 must understand the following:

1. The INA reserves the right to decline applications.
2. Exhibitor representatives are required to conduct themselves professionally.
3. All TOXINS 2017 registrants must be accorded equal treatment.
4. Exhibitors are required to abide by the guidelines and policies outlined in this publication and distribute the guidelines to exhibit personnel, display house personnel, and any other contractors working for the exhibiting organization.
5. All booths must be staffed during exhibit hours.
6. All exhibitors must have exhibit materials and handouts available throughout the exhibition. Breaking down or packing up materials earlier than 12:00pm, 21 January 2017, is prohibited. Any booth vacated before the close of the show will be in violation of the Exhibit Contract and sanctions will be applied.
7. Exhibit personnel may not leave their booths to encourage physicians in the aisles to return with them to their booths. Noncompliance with this guideline will result in the prompt removal of the person and property from that area.
8. Persons, exhibitors, companies, or organizations may not display or demonstrate products, processes, or services; solicit orders; or distribute advertising materials anywhere in the exposition facility (outside of the Exhibit Hall) or in any hotel contracted by the INA.

PLEASE NOTE: It is the Exhibitor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations (www.efpia.org)) and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations (www.ifpma.org)) Code of Practice on the Promotion of Medicines.

Indemnification

The exhibitor agrees to indemnify, hold harmless and defend the INA and Meliá Castilla Madrid, along with their respective members, officers, directors, agents and employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorneys' fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault, or violation of law or ordinance of the exhibitor or its employees, agents, subcontractors or invitees when installing, removing, maintaining, occupying or using the exhibition premises within the Meliá Castilla.

Exhibit Information (cont)

Certificate of Insurance

The INA does not provide liability or property damage insurance for exhibitors property. Exhibitors will be responsible for adequately insuring their indemnification liability and property damage risks, and will be required to submit a certificate of insurance to the INA. Externally appointed contractors will also be required to submit a certificate of insurance to the INA.

Use of INA Property

The INA name, insignia, logo or acronym (INA) and the TOXINS 2017 conference logo and artwork may not be used in signs, advertising, or promotions in any media or on descriptive product literature either inside or outside the exhibit area. This applies before, after and during the conference. The TOXINS 2017 name and logo are registered trademarks of the INA. Those requesting use of the official TOXINS 2017 Conference logo must do so in writing to Rose Puleo at exhibits@neurotoxins.org.

Subletting

The subletting, reassignment or apportionment of any part of any exhibitor's space is prohibited.

Promotion

1. All booth activities and materials, with the exception of company literature, must include a disclosure statement describing the activities occurring in the contracted exhibit space. Booth activities must be submitted to Rose Puleo at exhibits@neurotoxins.org.

The INA has the right to request the exhibitor immediately discontinue an activity or cease distribution of materials deemed inappropriate by the INA.

2. The following promotional practices are prohibited (this list is not exhaustive):

- Press conferences or filming in exhibit area
- Operating x-ray equipment
- Use of microphones
- Distribution of any materials featuring paid job advertisements
- Distribution of lanyards
- Illegal raffles and drawings
- Promotion of INA education and/or science programs
- Use of magicians, fortune tellers, dancers, mimes, puppet shows, balloons (helium or otherwise), or other entertainment
- Entering the nonpublic area of another exhibitor's booth without permission
- Photography of any kind unless requested in writing before 1 November 2016
- Unofficial door drops at INA hotels
- Live music
- Excessive noise levels for prerecorded music or presentations

Compliance

Exhibitors must comply with all applicable federal and local laws.

Food and Beverage Distribution

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must disclose this to the INA and have catering handled by the Meliá Castilla Madrid catering department. Requests should be made by email to exhibits@neurotoxins.org by 1 November 2016

1. All items are limited to sample-size quantities and are to be dispensed in disposable containers using supplies purchased through the official caterer.
2. Exhibitors may not use imprinted containers or supplies of any kind.

Sanctions

The INA reserves the right to refuse exhibits, curtail activities, or close exhibits or parts of exhibits that do not comply with the TOXINS 2017 Exhibit Guidelines. Exhibitors who violate these guidelines may be dismissed from the meeting without refund. The TOXINS 2017 Exhibit Guidelines will be enforced without exception.

Space Assignment and Fees

Space will be assigned according to the date on which both the contract and deposit are received, availability of requested space, special needs, and compatibility of exhibitors' products.

Space Fees

Exhibit Space		Cost per space
1.5m x 3m	(5' x 10')	3,000€
5m x 6m	(16' x 20')	12,500€

Note: Single booths cannot be merged

The following services will be provided to exhibitors at no additional charge:

- General overhead lighting
- Exhibit listing in program book
- Preregistration list
- Discount advertising in the program book



Exhibitor Registration

Online registration for exhibitors will be available 1 April 2016 through 2 December 2016 . Admission to the Exhibit Hall is by badge only. Security guards will monitor entrances for proper badges. Badges for preregistered exhibit personnel will be available for pick up at the Exhibitor Registration counters in the registration area. Badges will not be mailed in advance. Exhibitor badges must be worn at all times.

Photo identification and a company business card are required on site for badge pick up.

Exhibitors will receive:

Exhibit Space		Complimentary Registrations
1.5 m x 3m	(5' x 10')	1
5m x 6m	(16' x 20')	4
Included with exhibitor badge: • Poster Sessions • Plenary Sessions • Workshops (Basic and Clinical)		

Installation

All exhibits must be set up and the aisles cleared by 17:00 on Wednesday, 18 January 2017, without exception.

Dismantling

The official exhibit closing time is 12:00 noon on Saturday, 21 January 2017. All exhibit material must be packed and ready for removal from the exhibit hall by 17:00 on Saturday, 21 January, 2017.

Booth Relocation

If it becomes necessary to relocate an exhibitor after a contract has been accepted, the INA will contact the company involved. Every effort will be made to reassign the exhibitor to a similar space.

Cancellation and Downsizing Policy

Cancellation

If written cancellation is received by the INA on or before 1 October 2016, a full refund will be granted, less 500€ to be withheld as a cancellation fee. If the exhibiting company cancels after 1 October 2016, the exhibiting company will forfeit all payments made to the INA under this agreement, and the company is liable for the full amount of the cost of exhibit space. The INA shall have the right to use cancelled space to suit its own convenience, including the selling of space to another exhibitor without any rebate to the exhibiting company.

Downsizing

If a written downsizing request is received by the INA on or before 1 October 2016, a full refund will be granted. All notifications of downsizing received after 1 October 2016 will not receive a refund. The INA has the right to relocate the exhibiting company after downsizing.

Security

Security service will be provided during move-in, move-out and show hours, as well as after daily exhibit hours. The INA, Meliá Castilla Madrid, and the official security company are not responsible for any loss or damage to exhibitor property.

Nonprofit Space

The INA offers three (3) 1.5m x 3m (5' x 10') complimentary shared spaces in the Exhibit Hall. The first 3 medically related nonprofit association contracts received will be guaranteed a free space. After that, spaces will be offered at a reduced fee. Booths will be assigned by the INA based on availability. Requests for shared or reduced association space must be accompanied by proof of nonprofit status.

Nonprofit Exhibit Space	Cost per space
1.5 m x 3m (5' x 10')	500.00€

Giveaways

Exhibitors must limit promotional “giveaway” items to products that can be used during the conference or in the professional activity of the attendees. All giveaways are subject to the approval of the INA and may not exceed the AMA/EACCME Guidelines regarding gifts to physicians. All exhibitors must complete a Booth Giveaway and Contests Approval form for INA approval.

Prizes and Drawings

Prizes, sponsored contests and drawings are permitted as long as permission is received in advance from the INA. The contest must be open to all attendees and be conducted in a professional manner. All exhibitors must complete a Booth Giveaway and Contests Approval form for INA approval.

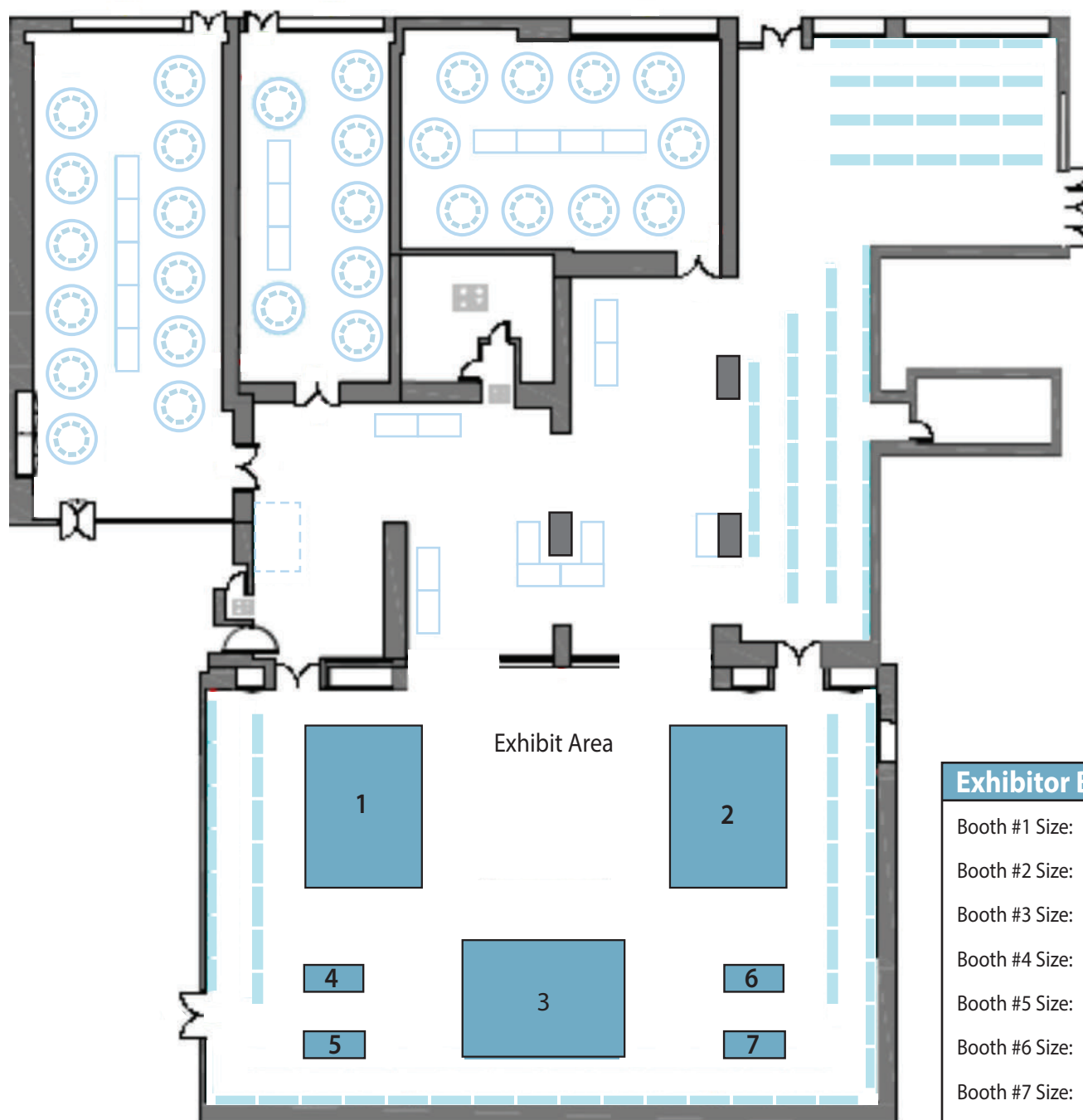
Exhibit Contact: exhibits@neurotoxins.org.





Exhibit Floor Plan

Patio Room- Lobby Level



Exhibitor Booths

Booth #1 Size: 5m x 6m (16' x 20')

Booth #2 Size: 5m x 6m (16' x 20')

Booth #3 Size: 5m x 6m (16' x 20')

Booth #4 Size: 1.5m x 3m (5' x 10')

Booth #5 Size: 1.5m x 3m (5' x 10')

Booth #6 Size: 1.5m x 3m (5' x 10')

Booth #7 Size: 1.5m x 3m (5' x 10')

Commercial Support Opportunities

We invite you to become a TOXINS 2017 supporter. Commercial support is an excellent way for your organization to show its commitment to advancing the field of botulinum and other neurotoxins.

Benefits of Commercial Support

- Enhance your visibility
- Gain a more powerful presence
- Increase your impact on INA members

Sponsorship Opportunities

Welcome Reception — A cocktail and appetizer reception for TOXINS 2017 will be held on Wednesday, 18 January, from 19:30 PM to 21:30 PM
Specific Sponsorship Benefit: Ability to have product name and logo on serving cups and napkins as well as 10'x 10' or larger banner (provided by sponsor) promoting the sponsorship in reception location.

Cell phone Charging Stations (2) - Stations are placed in general traffic locations of the Exhibit Hall and registration area. The logos are on display throughout the duration of the Exhibit Hall hours and dates of the entire meeting. Additional Benefits include: INA-provided signage with sponsor's product logo (Exhibit Hall station only) and corporate logo in general areas of the meeting.

City Guide — This guide is a great keepsake for attendees who want to explore the city. The Corporate or product logo goes on the back of the guide.

Conference Bags — The eco-friendly bag is a tote that TOXINS 2017 attendees use to carry their syllabi and other meeting items. The bag contains the TOXINS 2017 logo on one side of the outside of the bag and the corporate sponsor logo on the other side.

Conference Badge Holder — Neck pocket badge holder with a clear front pocket for name insert. two back pockets, one with a zipper, and 46" neck cord with adjustable cord lock. Corporate or product logo goes on back of holder.

Espresso Booth/Juice Bar — Booths are placed in the general traffic locations of the Exhibit Hall and registration area. Additional Benefits include: INA-provided signage with sponsor's product logo (Exhibit Hall station only) and corporate logo in general areas of the meeting.

Hotel Room Keys — Logo on hotel room keys for TOXINS 2017 conference hotels

Program Book — The meeting contents including the abstracts and the schedule of events are combined in this book. The Corporate and product logo will be printed on the back of the book.

Schedule at a Glance — This schedule will be used as an easy guide for the TOXINS 2017 attendees to navigate their sessions with ease. The corporate or product logo will go on the back of the guide.

Commercial Support Opportunities Contact: Rose Puleo at info@neurotoxins.org.

Support an Event

Event Support	Price
Welcome Reception	32,500€
Cell Phone Charging Station	6,600€
City Guide	3,500€
Conference bags	15,000€
Conference Badge Holder	7,500€
Conference Beverage Bottle	12,500€
Speaker Ready Room	15,000€
High Speed Wifi With Splash Page	Wednesday/Friday 10,000€ Thursday/Saturday 10,000€
Hotel Room Keycards	3,600€
Program Book	15,000€
Schedule at a Glance	5,000€
Espresso Booth/Juice Bar	7,500€

All requests must be made using the Commercial Support form and be submitted prior to 1 October 2016.

Commercial Support Opportunities Contact:

Rose Puleo at info@neurotoxins.org.

Important Dates

Exhibit Space Deadlines	Date
Applications	31 July, 2016
Cancellations	1 October 2016
Downsizing	1 October 2016
Food and Beverage Requests	1 November 2016
Giveaway Requests	1 November 2016
Advertising in Program Book	
Space Closing	15 October 2016
Materials Due	1 November 2016
Sponsored Events	
Application Deadline	1 October 2016
Commercial Support	
Opportunities	Ongoing

TOXINS 2017

Basic Science and Clinical Aspects of Botulinum and Other Neurotoxins
Melia Castellá Madrid 18-21 January, 2017 Madrid, Spain

Application for Exhibit Space

Exhibit Dates: 19-20 January, 2017

We understand that space will be rented at the following rates:

Space Fees

Exhibit Space	Cost per space
1.5 m x 3m (5' x 10')	3,000€
5m x 6m (16' x 20')	12,500€

Note: Single booths cannot be merged

We understand that all space must be paid for in full by 1 October, 2016. If assigned space is not paid for in full by the specified date, it may be assigned to another exhibitor at the discretion of International Neurotoxin Association (INA).

We agree to abide by the terms and conditions included in the exhibitor prospectus, which are made part of this contract. This is not a binding contract until signed by Rose Puleo on behalf of INA for TOXINS 2017.

After referring to the floor plan, please indicate preferred booth location.

1st choice _____ 2nd choice _____

3rd choice _____ 4th choice _____

List companies you would prefer not to be near.

List products that will exhibited.

Please submit electronically, in 50 words or less, a description of your products or services to be exhibited, exactly as you want the information to appear in the conference program book. Submit to Ivan Schuster, exhibits@neurotoxins.org. by 1 October, 2016

Please print or type.

Firm Name _____
(exactly as you wish it to appear in printed program and on exhibit sign)

Street Address _____

City, State, Zip _____

Phone _____ On-Site Cell _____

Fax* _____

Email _____

Web Address _____

Signature _____

Name _____
(first) (last)

Title _____

* I understand that by providing the fax number(s) listed above, on behalf of the company specified above, I am authorized to and hereby give consent for the company to receive faxes sent by or on behalf of INA.

The signer of the application for exhibit space — or person designated below, **if different** — shall be the official representative of the exhibitor and shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations. This contract and related future mailings will be addressed to the signer (or designee indicated below, if different).

Name _____
(first) (last)

Title _____

Firm Name _____

Address _____
(if different from above)

City, State, Zip _____

Phone _____ On-Site Cell Phone _____

Email _____ Fax _____

To Guarantee Your Exhibit Space:

1. Fax this completed form to 212-645-1120 or email to exhibit@neurotoxins.org
2. Make a copy for your records
3. Return the original with a 50% deposit per booth to:

TOXINS 2017 Exhibits c/o INA

30 Broad St 25th Floor

New York, NY 10004

Make checks payable to International Neurotoxin Association (INA)
or charge the following account:

☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Card Number _____ Exp Date _____

Signature (not valid without signature) _____ 3 or 4 Digit V-Code, on back of card

Questions may be directed to Rose Puleo, exhibits@neurotoxins.org.

For INA Use Only

Booth number(s) assigned _____ cc# _____ exp _____ \$ _____

Total Cost \$ _____ Check# _____ \$ _____ Date _____

Amount Paid \$ _____ Check# _____ \$ _____ Date _____

Accepted: INA, by _____ Special Instructions _____