Exhibitor Prospectus

ASET 2020
The Neurodiagnostic Society Annual Conference

SAN DIEGO, CALIFORNIA
A U G U S T  2 0 - 2 2 ,  2 0 2 0

Town and Country San Diego
Mission Valley, San Diego, CA

Presented by ASET - The Neurodiagnostic Society
ASET.org/annualmeeting
ASET 2020 will be held at the San Diego Town and Country Hotel in San Diego, CA, August 20 - 22, 2020.

The ASET Annual Conference is the largest educational opportunity and networking event in the world for Neurodiagnostic professionals and industry partners. The conference offers educational seminars, poster presentations, high-level plenary session speakers, a symposium, Exhibit Hall, and diverse opportunities for networking. This annual event is a must for all Neurodiagnostic professionals, whether a technologist, laboratory manager, physician, or supplier representative.

HOW TO SIGN UP:
Exhibit space is reserved by completing the contract enclosed and returning it to the ASET Executive Office, no later than the deadlines below. Space is available on a first-come, first-serve basis. The Standard package includes an 8’ high back drape, 3’ high side rails, and an identification sign. Standard Plus includes the standard setup plus a table, two chairs, and a waste basket.

EXHIBITOR PRICING FOR 2020 ANNUAL CONFERENCE

<table>
<thead>
<tr>
<th>Application/payment received on or before December 31, 2019</th>
<th>Standard Package</th>
<th>Standard Plus Package</th>
</tr>
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<tbody>
<tr>
<td>10’ x 10’</td>
<td>$1475</td>
<td>$1875</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$2475</td>
<td>$2875</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$3475</td>
<td>$3875</td>
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</table>

<table>
<thead>
<tr>
<th>Application/payment received after December 31, 2019</th>
<th>Standard Package</th>
<th>Standard Plus Package</th>
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<tbody>
<tr>
<td>10’ x 10’</td>
<td>$1675</td>
<td>$1975</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$2675</td>
<td>$2975</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$3675</td>
<td>$3975</td>
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BOOTH SPACE INCLUDES:
- General perimeter security
- Publication of your company’s information and booth number in the Final Program, as well as on the ASET Website
- 2 exhibitor badges per 10’x10’ booth space (full conference registrations)
- Welcome Reception in the Exhibit Hall
- Non-competing exhibit time
- One complimentary pre-printed list of attendees

The following services are the exhibitor’s responsibility:
- Labor
- Material handling
- Electrical
- Furniture rental
- Rental displays
- Florist
- Cleaning
- Audio-visual equipment

CANCELLATION OF SPACE
All notices of cancellation or reduction in space must be received in writing by May 31, 2020. No refund will be made after May 31, 2020.
EXHIBITOR/SPONSORSHIP CONTRACT

EXHIBITOR CONTACT INFORMATION (will be published on the ASET website and in the Final Program)

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
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<tbody>
<tr>
<td>CONTACT NAME</td>
</tr>
<tr>
<td>TITLE</td>
</tr>
<tr>
<td>COMPANY ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>STATE/PROVINCE</td>
</tr>
<tr>
<td>ZIP/POSTAL CODE</td>
</tr>
<tr>
<td>COUNTRY</td>
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<tr>
<td>COMPANY PHONE</td>
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<tr>
<td>FAX</td>
</tr>
<tr>
<td>EMAIL</td>
</tr>
<tr>
<td>WEBSITE</td>
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</tbody>
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BOOTH PERSONNEL

COMP #1 BOOTH PERSONNEL

COMP #2 BOOTH PERSONNEL

Prices include two (2) complimentary full 3-day registrations. Each additional company representative must register as additional booth personnel no later than June 1, 2020. A registration form will be sent in early 2020 to register exhibit personnel at the appropriate fees. All exhibitors must return a complete exhibitor registration/name badge form to the ASET Executive office. You should expect to receive the Exhibitor Kit in June from RPM Xpo.

FEES - AFTER 12/31/2019

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>STANDARD PLUS</th>
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<tbody>
<tr>
<td>10’ x 10’</td>
<td>$1,675</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$2,675</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$3,675</td>
</tr>
<tr>
<td>10’ x 10’</td>
<td>$1,975</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$2,975</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$3,975</td>
</tr>
</tbody>
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SPONSORSHIPS & OTHER OPPORTUNITIES

Please select items or events that you wish to sponsor. Sponsorship opportunities will first be offered to the current year's sponsor.

Print Advertising & Promotional Items
- Portfolio with Pad $4,500
- Conference Proceedings Flash Drive $5,750
- Final Program Advertising
  - Back Outside Cover $1,800
  - Front Inside Cover $1,800
  - Back Inside Cover $1,500
  - 8 1/2 x 11 Internal Page $800
- Conference T-Shirts $4,500
- Registration Totes $3,750
- Lanyards $2,500
- Ink Pen $1,200
- Mobile App $5,500
- Photo Booth $1,500
- ASET Foundation
  - CSS Scholarship $500

Education/Professional Development
- Sundown Seminar $500
- Conference Sponsorship [1 day, 1 track] $800
  - Thursday Track
  - Friday Track
  - Saturday Track
- Conference Sponsorship [all 3 days] $7,000

Networking & Socializing
- Exhibit Hall Reception Beverage Tickets $3,500
- Continental Breakfasts & Break $3,000
  - Thursday
  - Friday
  - Saturday

Other Opportunities:
- Meeting Packet Inserts [supplied by vendor] $500

PAYMENT

- CHECK MADE PAYABLE TO ASET - THE NEURODIAGNOSTIC SOCIETY ENCLOSED

PLEASE BILL MY:  
- AMERICAN EXPRESS
- VISA
- MASTERCARD
- DISCOVER

NAME ON CARD

ACCOUNT NUMBER

EXP. DATE

BILLING ZIP CODE

CID #

AUTHORIZED SIGNATURE

Send Confirmation and Exhibitor Information to:

Name: ______________________________________
Email: ______________________________________

If possible, please place our booth near the following companies:

If possible, DO NOT place our booth near the following companies:

BOOTH SELECTION

1. ___________  2. ____________ 3. ____________

Assignments will be made according to the following point system:
1. Corporate Sponsorship with ASET
2. Level of Sponsorship for current meeting
3. Consistent Exhibitor at ASET meetings
4. Occasional Exhibitor
5. Date signed contract and payment received
6. Staying in official hotel room bloc

Company contact information and 50-word company description is enclosed. Contact information can include address, telephone, fax, email, website, etc. This information will be used in all meeting materials and on the ASET website. Please email your company description to maliha@aset.org, NO LATER THAN June 1, 2020 or one will not be published.

GRAND TOTAL

Return to ASET - The Neurodiagnostic Society
402 E. Bannister Rd, Ste A
Kansas City, MO 64131
Fed ID #: 74-1553534

Questions? Contact Dillan Conn at 816.931.1120 [106] or dillan@aset.org
EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THE FLOORPLAN. HOWEVER, NO WARRANTIES, NEITHER EXPRESSED NOR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOORPLAN. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE AREA TO VERIFY ALL DIMENSIONS AND LOCATIONS OF SUCH ITEMS.

Johnny Irvin
770.686.6512
Irvin@RPMxpo.com

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Plan 24x36

ASET20_19-JUL-12

August 20-22, 2020

2020 ASET
August 20-22, 2020
TOWN AND COUNTRY
GRAND HALL
SAN DIEGO, CA

Stage

120 121 220 221 320 321 420 421
118 119 218 219 318 319 418 419
116 117 216 217 316 317 416 417
114 115 214 215 314 315 414 415

110 111 210 211 310 311 410 411
108 109 208 209 308 309 408 409
106 107 206 207 306 307 406 407
104 105 204 205 304 305 404 405
102 103 202 203 302 303 402 403
100 101 200 201 300 301 400 401

ENTRANCE

CARGO RAMP
GUIDELINES
Application submitted by responsible applicants will be granted exhibition space at the ASET 2020 Annual Conference only if such applicant agrees to be bound by any and all provisions and terms set forth in the Exhibitor Agreement and only if the proposed exhibit or display and the information presented thereby satisfies all of the following criteria:

1. It relates to products or services which are germane to, effective in and useful in the field of neurodiagnostics;
2. It presents accurate information and is not misleading or deceptive in any way;
3. It makes no comparison with and no disparaging remarks about a competing product;
4. It does not promote any product or service which has been judged to be dangerous or of no benefit by consulting professionals;
5. It does not indicate or imply any endorsement of the product or services by ASET or any of its officials;
6. It does not promote any product or service which is inconsistent with the current Guidelines in EEG, EP and PSG or any other professional standards promulgated, adopted or endorsed by ASET;
7. It is not in conflict with or inconsistent with the purposes and goals of ASET and;
8. It does not relate to a product which does not have Federal ap or is the subject of litigation with a governmental agency with respect to claims made in the marketing of the product;
9. If the application for agreement is signed by a company, it is executed by an authorized representative of the company who agrees to be bound by the provisions and terms of the contract and complies with all of the terms and conditions, ASET may accept the agreement without further review.

NOTE: All exhibits and materials must conform to the Codes of the City of San Diego and the State of California.

A. SPACE RENTAL

1. Space Rental Booth. This contract for use of space provides an eight-foot high flameproof back wall drapery and thirty-six inch high side rails with drapery; a standard booth cover carrying the exhibitor’s name; a booth number; security guard service; aisle cleaning.

2. Floor Plan. All dimensions and locations shown on the official floor plan are believed, but not warrant- ed, to be accurate. ASET reserves the right to make such modifications as necessary to accommodate the needs of the exhibitors and the expo.

3. Cancellation of Show. ASET, its agents and employees will not be liable for failure to hold the expo as scheduled. Payments for exhibit space will be returned in that event except that any actual expenses incurred in connection with the expo will be deducted if the expo is called off 90 days or fewer prior to the opening date because of fire, any acts of God, public enemy, strike, epidemic, any law, regulation, public authority, or any other cause which makes it impossible or impracticable to hold the expo.

4. Furnishing, Furniture, and/or additional draping, accessories, signs, electrical outlets, etc., are the sole responsibility of the exhibitor and should be ordered in advance from the official service contractor on the forms provided. Table coverings, as well as all booth equipment, must be of nonflammable material.

B. CANCELLATION OF EXHIBIT CONTRACT

1. Cancellation. No cancellation shall be acknowledged until written notice has been received by ASET, if the notice is received within 30 days prior to the opening date, the exhibitor agrees to be responsible for all payments, and no portion of payment shall be refunded. If not received prior to May 15, 2020, 25% will be refunded. After May 15, 2020, the exhibitor obligates the official contractor to fully pay the rental. No refunds will be made after this date unless the entire booth space has been sold, in which case the exhibitor will be entitled to a refund as outlined above. Payment. All agreements must include full payment of the booth rental.

C. USE OF EXHIBITORS, FACILITIES, CONSTRUCTION & INSTALLATION

1. Acceptability of Exhibits. All exhibits shall be to the interests of the members of ASET and its affiliates and shall be operated in a way that will not detract from other exhibitors, the expo or the annual meeting as a whole. ASET reserves the right to refuse agreements not meeting standard requirements. ASET may refuse any exhibit or displays, sound systems, or their combination, or any exhibit or booth which appears to be contrary to the character of the meeting or to be injurious to the purpose of the Society. The application for agreement is subject to approval of ASET. The exhibitor is required to staff their exhibits with personnel attired in a manner consistent with the decorum of the meeting and knowledgeable in the products and policies of the company.

2. Logo, giveaway Items & Drawings. Use of ASET’s logo or name is prohibited on signs inside or outside the exhibit hall. Under no condition are catalogues, brochures, samples, premiums, sound systems, lighting, neon, or any other exhibit material to be made to the meeting as the “ASET Conference, place and date.” Exhibitors must agree on any items to be given away or drawings to be held on exhibit floor. At the discretion of show management, ASET reserves the right to prohibit distribution of giveaway items or drawings on the exhibit hall or in the exhibit facility.

3. Music or Entertainment. Exhibitor agrees to pay when due all royalties, license fees or other charges accruing or becoming due to any form, person or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged or produced by the exhibitor, its agents, or employees in connection with the exhibit or on their behalf or for its benefit. The exhibitor agrees to be liable to the owners of the property so damaged. Additional, the exhibitor agrees to cooperate, save and hold harmless ASET, its agents and employees against and to all such claims and charges, and to defend, at its own expense, any and all such claims and charges.

4. Restriction on Use of Space. All booth space must be maintained by at least one company representative at all times during show hours. No exhibitor shall sublet, assign or share any part of the space allocated to them without the written consent of ASET. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display sign, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public spaces or elsewhere on the premises of the meeting or in the guestrooms or hallways of the hotel. Operation of sound devices is allowed only if the exhibit complies with the restrictions of the fire department. Bright lights or displays with lighting, which are judged to interfere or detract from other exhibitors are subject to removal at the discretion of show management.

5. Construction of Exhibits. Exhibits shall be constructed and arranged in the area not more than eight feet from the back wall of the booth and in this area, up to a height not to exceed eight feet from the exhibit floor. All parts of the exhibit in any portion of the booth beyond three feet from the back booth wall shall be placed not to exceed the height of the dividing side rails (36”). Advertising, signs, logos and exhibit structures shall not exceed the eight-foot height limit from the floor.

6. Appearance of Exhibits. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels must be drapped at the exhibitor’s expense. ASET reserves the right to have such finishing done and to bill the exhibitor for charges incurred.

7. Installation and Dismantling of Exhibits. All installation and dismantling of exhibits must be completed during the time indicated in the accompanying exhibit information. No exhibit may be erected after the expo opens or be dismantled before the official closing time. It is the exhibitor’s responsibility to monitor and ensure the installation of the local fire department. Should the exhibitor fail to remove their exhibit, this removal will be accomplished by ASET at the expense of the exhibitor. All empty crates, upon erection of the display, shall be labeled as such and properly identified with the company name, items covered by this removal by the official drayage from the exhibit floor. Failure to Occupy Space. Space not occupied by the close of the exhibit installation period as specified in the accompanying material will be forfeited by the exhibitor and this space may be resold, reissued or used by ASET.

8. Drainage. Advance shipment of exhibit material must be made to the official drayage company. The exhibit facility cannot accept direct shipments. Should any shipments be made directly to the facility, they will be removed by the authorized drayage company and stored until the facility is ready to accept material for the expo and all costs involved will be charged to the exhibitor.

9. Labor. Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations which are applicable may be obtained from the official service contractor.

10. Aisle space shall not be used for display personnel, painters, carpenters, drayage personnel, and other skilled labor can be arranged through the official service contractor at established rates. If a contractor other than the official service contractor is used to setup, erect or dismantle the exhibit, ASET must be notified and be in receipt of a general insurance certificate at least thirty (30) days prior to the official move-in day, or the contractor will not be permitted to service the exhibit.

11. Fire and Safety Regulations. Fire regulations require all display material used for decoration to be flameproof. Any/all electrical equipment, including signs and lights, shall be in accordance with the proper regulations and approved by the local fire department. Each exhibitor agrees to be knowledgeable and responsible regarding ordnances and regulations pertaining to health, fire prevention and public safety while participating in this expo. No combustible materials shall be stored in or around the booth. The use of flammable, explosive, or toxic materials is not allowed.

12. Insurance. Each exhibitor agrees to be knowledgeable and responsible regarding ordnances and regulations pertaining to health, fire prevention and public safety while participating in this expo. Each exhibitor agrees to be knowledgeable and responsible regarding ordnances and regulations pertaining to health, fire prevention and public safety while participating in this expo. Each exhibitor agrees to be knowledgeable and responsible regarding ordnances and regulations pertaining to health, fire prevention and public safety while participating in this expo. Each exhibitor agrees to be knowledgeable and responsible regarding ordnances and regulations pertaining to health, fire prevention and public safety while participating in this expo.

13. Shipment. For all shipments, the exhibitor must surrender space occupied by the exhibitor at the expiration of the contract period and any property left without the written consent of ASET. If the exhibitor fails to remove all property in its possession by the specified deadline, ASET may enter the exhibition premises and remove the property as it deems necessary.

14. Damage to Inadequately Packed Property is the Exhibitor’s Own Responsibility. Insurers agree to maintain such insurance as will fully protect ASET from any and all claims of any nature whatever, including claims under the Worker’s Compensation Act. All claims of any nature whether such claims arising from the installation, operation and dismantling of the exhibitor’s display, ASET does not maintain insurance covering exhibitor’s property. The is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance. Exhibitors are advised to add to their insurance coverage a portable rider to protect them against the loss/damage to their materials by fire, theft, accident, etc.

15. Amendments to Regulations. Any and all matters and questions not specifically covered by the articles in this contract shall be submitted to the decision of the ASET. The aforesaid agreements to this contract may be amended at any time by ASET in the interest of the expo, and notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in this contract.