

# 2019 EXHIBITOR PROSPECTUS

THE WESTIN COPLEY PLACE  
BOSTON, MA



20TH ANNUAL  
**2019 ILADS SCIENTIFIC CONFERENCE**



**ILADS**  
International Lyme and  
Associated Diseases Society

**CHRONIC DISEASES=  
CHRONIC INFECTIONS?**

**OCTOBER 31 - NOVEMBER 3, 2019**

# Invitation to Exhibit at the ILADS 20th Annual Conference

## **CHRONIC DISEASES = CHRONIC INFECTIONS?**

The International Lyme and Associated Diseases Society (ILADS) invites you to participate in our 20th Annual Conference at the The Westin Copley Place, Boston on October 31 - November 3, 2019.

This four-day meeting is the premier educational event for physicians and medical professionals who have an interest in diagnosing and treating Lyme and associated tick-borne diseases. The ILADS Annual Conference is the event where innovative medicine, technology and cutting-edge research come together in the fight against Lyme and associated diseases. Doctors and medical professionals come to this event to learn about emerging treatments and strategies to help diagnose and treat tick-borne illnesses in their everyday clinical practices.

**Don't miss this opportunity to**  
**BUILD** your brand,  
**REACH** your target audience and  
**INCREASE** your sales.  
**TELL YOUR STORY!**

**This is your chance to:**  
**SHOWCASE** your products  
**INTERACT** with decision-makers to build leads and develop relationships  
**DEMONSTRATE** your support for the diagnosis and treatment of Lyme and tick-borne diseases

The full schedule includes two separate tracks on Thursday, October 31: a Lyme Fundamentals Course and a course focusing on Emerging Treatment Protocols for Tick-Borne Diseases. Friday, November 1, through Sunday, November 3, features our three-day Scientific Conference.

For ILADS' industry partners and related organizations, this event is an unparalleled opportunity to network with leaders in the field of tick-borne illnesses and to make and solidify relationships through person-to-person communications and marketing.

Make the ILADS Annual Conference part of your company's business strategy.  
**RESERVE YOUR BOOTH SPACE TODAY!**

**We welcome our long-time exhibitors and sponsors as well as new ones to join us in Boston.**

*Once you attend your first conference you will understand that you have become a member of our cherished Lyme family. Our doctors and medical professionals are the early adopters who go the extra mile for their patients. This year's conference will reflect our growing interest in the role of chronic illness as it relates to tick-borne diseases. Please join us and consider added visibility by choosing one of the special sponsorship options.*

Sincerely,  
 Barbara Buchman  
 Executive Director, ILADS  
[barbarabuchman@ilads.org](mailto:barbarabuchman@ilads.org)



# About ILADS 20th Annual Conference

## ABOUT THE ILADS CONFERENCE

ILADS is a medical specialty society that advocates a comprehensive, multimodal, and interdisciplinary approach to the treatment of Lyme and tick-borne diseases. ILADS members lead the medical community with their extensive knowledge and cutting-edge approach to diagnosing and treating Lyme and tick-borne diseases.

This society's conference attendee demographics are different from the average medical group. We attract multidisciplinary providers, all of whom share a particular interest in Lyme and associated tick-borne diseases.

*No other Lyme disease conference in the world attracts the number and variety of medical professionals as this conference does.*

With its multidisciplinary focus, the programs offered at the ILADS Annual Conference draw attendees from across the health care spectrum and from around the globe to hear cutting-edge research from key medical opinion leaders. The society is well known for presenting the latest in clinical treatment and research for Lyme and associated tick-borne diseases at its annual conferences.

## TARGET AUDIENCE

MDs, DOs, NDs, DMDs, DVMs, PhDs, RNs, NPs, PAs, LCSWs and select alternative medicine providers. Also medical students, residents, and interns may attend.

## NETWORK WITH PHYSICIAN LEADERS AND MAKE A LASTING IMPRESSION!

The 2019 ILADS Annual Conference exhibition gives ILADS conference attendees the opportunity to learn about the latest developments in products and services to facilitate the treatment of Lyme and tick-borne diseases. By exhibiting at the 20th Annual Conference, you will have face-to-face contact with leading medical professionals as well as researchers in the field of Lyme disease diagnosis and treatment. Also, by choosing to participate as a sponsor, you will be provided an unmatched opportunity to introduce your organization to these professionals and improve your visibility in this increasingly competitive market.

### Take this opportunity to:

- Maximize your sales and accelerate the buying process
- Network with key decision makers

### ILADS supports your exhibit investment by offering the following:

- Innovative programming that draws the leaders in Lyme disease treatment and research
- Scheduled morning and afternoon breaks that provide uninterrupted networking time to ensure quality traffic
- Exhibit area strategically located to maximize networking time with conference attendees

This is a marketing opportunity  
your company cannot  
afford to miss in 2019  
**— SO DON'T DELAY —**  
submit your application online at  
[ILADS Conference Registration](#)

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**EXHIBITOR FEES**

The cost for an exhibit space from Thursday-Sunday is \$4,200.

**Included with your space:**

- 6'X30" draped table, 2 chairs
- Breakfast, two Coffee Breaks and Lunch for Thursday, Friday and Saturday. Breakfast and Coffee Break on Sunday for two booth staff (fees for additional booth staff - \$175 per day)\*
- Company logo and description in the Printed Conference Program
- Company logo and description on the ILADS conference website with a link to your website.
- Tabletop booth identification sign – with company logo
- Space: 8 x 10 space – height restriction of 10 feet for all booths

*\*Note: Due to space constraints, all booths are limited to 3 staff per 6-foot table. Any Electrical or A/V needs required by exhibitor will be arranged by the exhibitor with the hotel and will be billed directly to the exhibitor by the hotel.*

**Exhibit Installation/Move-In Hours\***

Wednesday, October 30..... Setup time after 3:00 p.m.  
Third and Fourth Floors

**Exhibition Dates and Hours\***

Thursday, October 31..... 7:00 a.m. - 6:00 p.m.  
Friday, November 1..... 7:00 a.m. - 5:30 p.m.  
Saturday, November 2..... 7:00 a.m. - 5:30 p.m.  
Sunday, November 3..... 7:00 a.m. - 2:00 p.m.

**Exhibit Dismantle/Move-Out Hours\***

Sunday, November 3..... 1:00 p.m. - 2:00 p.m.

*\*Dates and times are subject to change.*

**Payment Schedule\***

To reserve your booth space, a \$1,000 deposit must be paid by credit card at the time of registration. (If your organization is unable to pay by credit card at the time of registration, please contact [skersh@ilads.org](mailto:skersh@ilads.org) to make arrangements.) An invoice for the balance due will be sent to you by email. Payment in full is due within 30 days of registering or booth assignments will be lost. If registering for booth space after July 31, 2019, booth payment must be paid in full upon registration.

**Cancellation of Space**

Full refund, less a \$1,000 cancellation fee, if booth space is canceled on or before July 31, 2019. No refunds will be given if cancellation occurs after this date.

If written notice of cancellation of booth space is received before July 31, 2019, exhibitor agrees to pay a cancellation fee equal to \$1,000 per 8 ft. x 10 ft. booth space. If written notice of cancellation is received on or after July 31, 2019, exhibitor agrees to pay a cancellation fee equal to 100% of the total fee for booth space. These cancellation fee terms will apply regardless of the execution date of the application. If ILADS does not receive any notice of cancellation in writing, the exhibitor will be liable for 100% of the total fee for booth space.

**Important Dates to Mark on Your Calendar**

**June 10, 2019**

Exhibitor Registration Opens

**Upon Registration**

Company Logo and Company Description Due

**October 7, 2019**

Printed Program Advertising Due

**October 7, 2019**

Sponsorship Advertising Materials Due

**October 8, 2019 at 5pm**

Final Day to Book Hotel Room at Special Rate

**October 7, 2019**

Names of Booth Staff Due



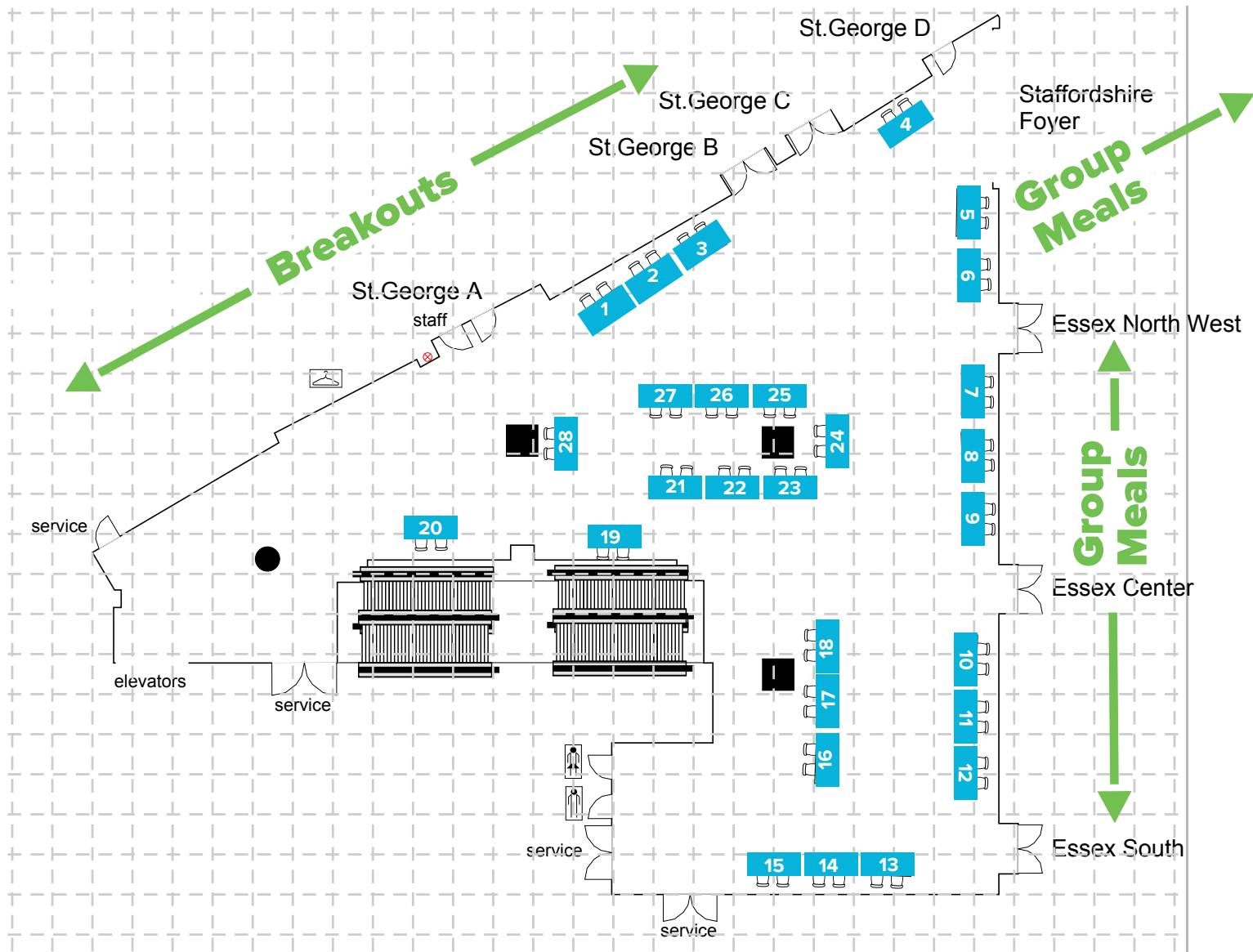
**Questions???**

**If you have questions or need assistance with the application process, please contact the ILADS exhibit office:**

Conference Manager | Scott Kersh | 301-263-1080 x 107 | [skersh@ilads.org](mailto:skersh@ilads.org)

# ESSEX BALLROOM FOYER

## 3rd Floor | 28 Table Top Exhibits



**Please note:** Room assignments and layouts subject to change based upon final attendee registration.

### Shipping Information:

If sending materials to the hotel, please contact them directly prior to shipping with specific questions. Please see the hotel shipping instructions for the details on package handling fees.

### Ship to:

The Westin Copley Place  
 C/O – ILADS Conference  
 10 Huntington Ave.  
 Boston, MA 02116  
 617-262-9600

**Please note** An exhibitor order form must be completed prior to your arrival.

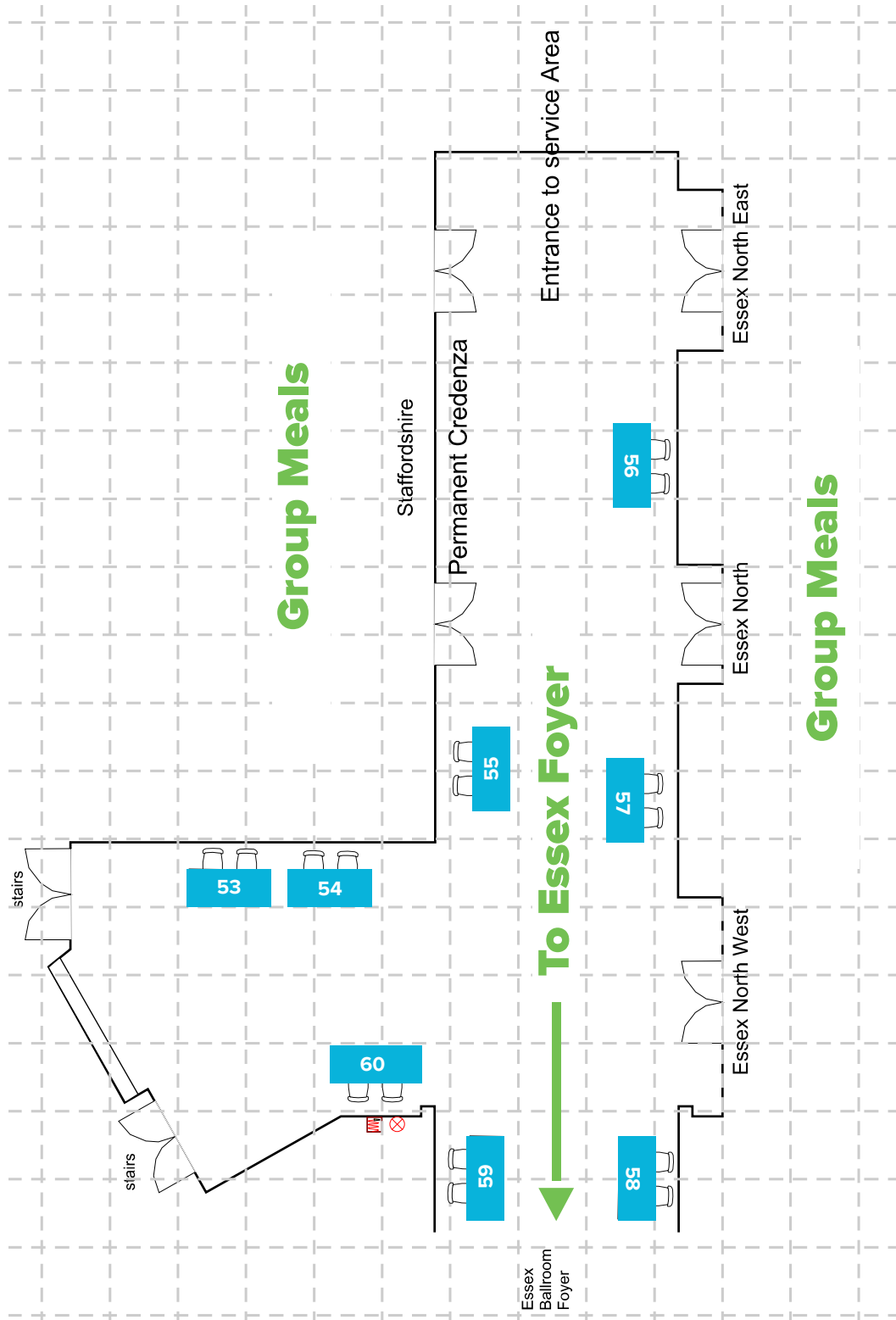
### Each box should be clearly labeled with the following information:

**Recipient Name:** \_\_\_\_\_  
 c/o The Westin Copley Place  
**Event Name:** ILADS Scientific Conference  
**Date:** October 31 - November 3, 2019  
**Booth Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_  
**Box :** \_\_\_\_\_ of \_\_\_\_\_

**Please note** that the boxes should arrive no more than three days before the start of the conference. Exhibitors are responsible for all shipment and drayage charges from the hotel. ILADS is not responsible for any lost or damaged materials.

# STAFFORDSHIRE FOYER

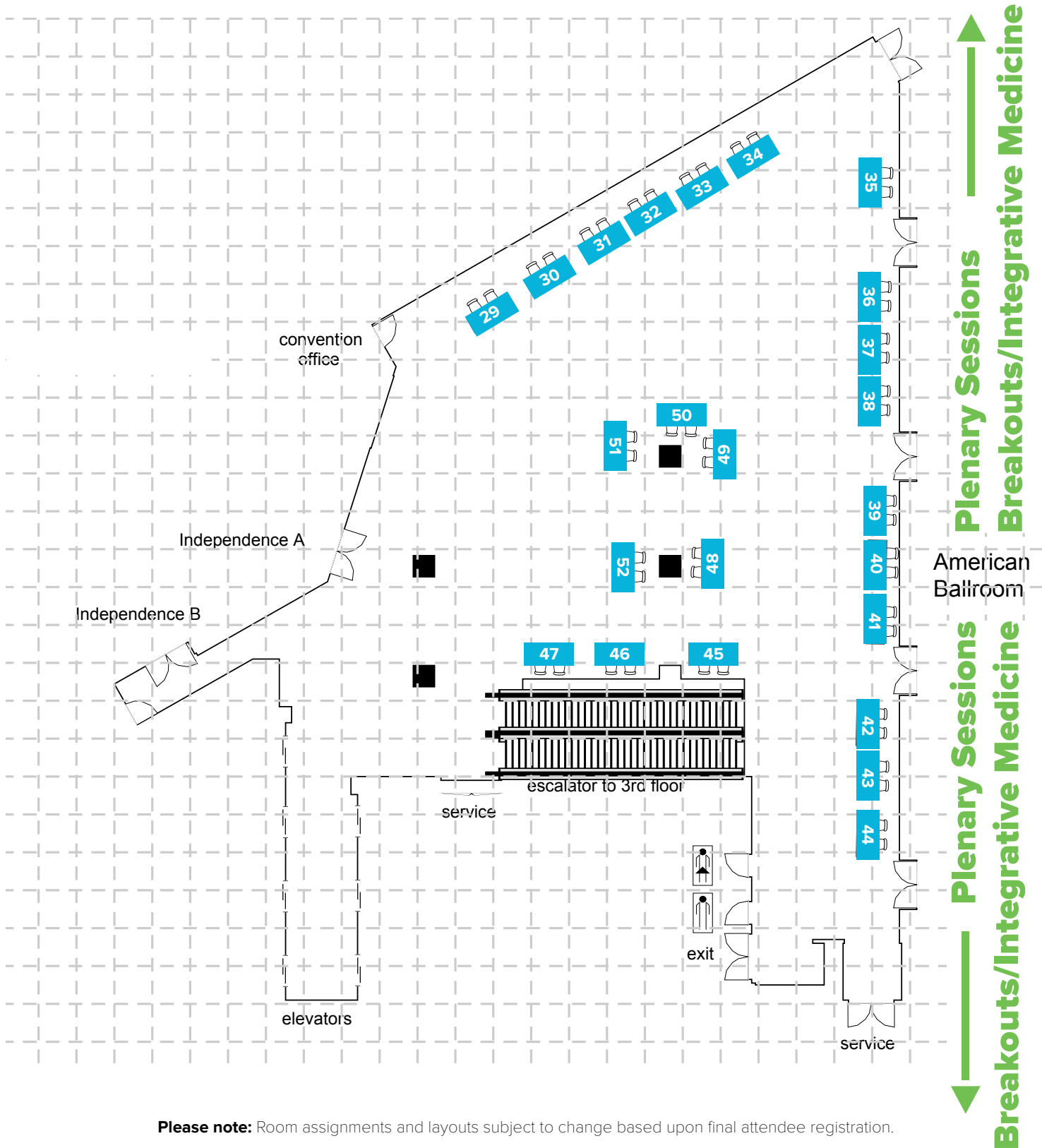
## 3rd Floor | 8 Table Top Exhibits



**Please note:** Room assignments and layouts subject to change based upon final attendee registration.

# AMERICAN BALLROOM FOYER

## 4th Floor | 24 Table Top Exhibits



# AUDIO VISUAL ORDER FORM



## Exhibitor Form 2019



EVENT NAME: International Lyme and Associated Diseases Society (ILADS) Annual Conference	BOOTH #:
DATES: A PSAV Representative will contact you with confirmation. Advanced Rates are guaranteed for orders received no less than 10 days prior to event start date	ROOM:
COMPANY:	

### AUDIO VISUAL

SERVICE - PER DAY	QTY	# of Days	Advanced Rate	Late Rate	TOTAL (QTY x # of Days)
24" LCD Monitor (Table stand only)			\$315.00	\$395.00	
32" LCD Monitor (Table stand only)			\$415.00	\$520.00	
55" Monitor (Floor Stand)			\$910.00	\$1,140.00	
Larger sizes available upon request			Contact for pricing		
PC Laptop			\$250.00	\$315.00	
Exhibit Booth Uplighting (includes 4 LED Lights)			\$380.00	\$475.00	
Set & Strike Fee*	1		\$100.00	\$100.00	\$100
<b>SUBTOTAL</b>					

### INTERNET SERVICES

All IP Address information is assigned automatically via DHCP. Please ensure that the TCP/IP is ENABLED and configured to 'OBTAIN AN IP ADDRESS AUTOMATICALLY.' If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system.

SERVICE - SHOW RATE	QTY	Advanced Rate	Late Rate	TOTAL
Wired Internet connection		\$610.00	\$815.00	
Additional Wired Internet connection		\$205.00	\$280.00	
Wireless Internet Service - One Device		\$170.00	\$270.00	
Additional Wireless Service - per Device		\$52.00	\$88.00	
Dedicated Internet Service or Static IP Address		Contact for pricing		
Set & Strike Fee* (Does not apply to wireless)	1	\$100.00	\$100.00	\$100
<b>SUBTOTAL</b>				

### EXHIBIT BOOTH POWER

SERVICE - SHOW RATE	QTY	Advanced Rate	Late Rate	TOTAL
10 AMP (Single Phase) - 120 VOLTS w/ Power Strip		\$245.00	\$350.00	
20 AMP (Single Phase) - 120 VOLTS w/ Power Strip		\$304.00	\$409.00	
Additional Power Strip & Extension Cable		\$64.00	\$64.00	
Additional Power Services available		Contact for pricing		
Set & Strike Fee*	1	\$115.00	\$115.00	\$115
<b>SUBTOTAL</b>				

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number. All PSAV services are subject to a taxable 24% service charge. Advanced orders are guaranteed to be installed prior to show opening. There will be no refunds once services are rendered. If customer cancels the event or the provision of all or a portion of audiovisual equipment and services by PSAV, cancellation charges will apply. If cancellation is under 72 hours, 50% of the equipment proposal estimate and 100% of labor charges, plus actual expenses incurred by PSAV in preparing for the event will be charged.

<b>AUDIO VISUAL TOTAL</b>	
<b>INTERNET TOTAL</b>	
<b>POWER TOTAL</b>	
<b>24% Service Charge</b>	
<b>ESTIMATED TOTAL CHARGES</b>	

\*Additional Labor may be required for larger orders.

**IF YOU EXPERIENCE AN ISSUE ON-SITE PLEASE CONTACT PSAV AT 617.212.9925. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ON-SITE TO A MANAGER.**



flawless performance. dramatic results.

Please return completed form to:  
PSAV

10 Huntington Ave  
Boston, MA 02116  
PH: 617.267.6110

Email Form To: [PSAVWCP@psav.com](mailto:PSAVWCP@psav.com)



\*Pricing valid through December 31, 2019



# AUDIO VISUAL ORDER FORM



## Exhibitor Form 2019

EVENT NAME: International Lyme and Associated Diseases Society (ILADS) Annual Conference

BOOTH #:

DATES:

COMPANY:

ROOM:

### BOOTH LAYOUT

Please indicate placement of Booth Power, Internet/Phone and Audio Visual

Adjacent Booth or Aisle # \_\_\_\_\_ BACK

Adjacent Booth or Aisle # \_\_\_\_\_ LEFT

A = Audio/Visual

I = Internet

P = Power


Adjacent Booth or Aisle # \_\_\_\_\_ RIGHT

Adjacent Booth or Aisle # \_\_\_\_\_ FRONT

Power drops are placed at the back of the booth. Other power placement including under carpeting or other places in booth will require additional labor and equipment.

All orders placed will receive a confirmation email with exact pricing within a week of submitting form.

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number. Cancellation charges will apply for any order canceled within 72 hours of event load-in. \*Additional Labor may be required for larger orders.

**IF YOU EXPERIENCE AN ISSUE ON-SITE, PLEASE CONTACT PSAV AT 617.212.9925. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ON-SITE TO A MANAGER.**

Estimate Total from previous page

\$

### BILLING CONTACT INFORMATION

Name:

Email:

Address:

City:

State:

Zip:

Phone:

Fax:

On-site Contact and Number:

**PSAV WILL CONTACT YOU DIRECTLY TO OBTAIN CREDIT CARD PAYMENT DETAILS VIA PHONE.**

**PLEASE DO NOT SEND SENSITIVE PAYMENT DETAILS VIA EMAIL OR FAX**

X

Approver Signature Signature confirms acceptance of terms and conditions

DATE



flawless performance. dramatic results.

Please return completed form to:

PSAV  
10 Huntington Ave  
Boston, MA 02116  
PH: 617.267.6110



Email Form to: [PSAVWCP@psav.com](mailto:PSAVWCP@psav.com)

\*Pricing valid through December 31, 2019

# EXHIBITOR ORDER FORM



## Exhibitor Order Form

**PLEASE NOTE:** Your order will NOT be confirmed until credit card information has been submitted via our secure payment website. The link to this website will be sent to you via email once this form is received.

**Please return this form to the hotel Meeting and Events Manager:**

Name: Maggie Lopez

E-mail: [Maggie.Lopez@westin.com](mailto:Maggie.Lopez@westin.com)

Conference Information		Payment Information
Conference Name: International Lyme and Associated Disease Society (ILADS) Annual Conference		Contact Name:
Company Name:		Email:
Event Dates:		Phone Number:
Booth Number:		Billing Address:
On-Site Contact:		
Phone:	Email:	

**PLEASE NOTE:** (Company Name) is the contracted exposition company for your event. All exhibitors should refer to (Company Name) for all shipping and handling of packages.  
**IF THE EXPOSITION COMPANY IS NOT UTILIZED, THEN SHIPMENTS THAT ARRIVE TO THE HOTEL WILL NOT BE DELIVERED UNLESS PAYMENT ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.**

Weight	Inbound & Outbound	Quantity	Weight	Storage Fee	Quantity
0 – 0.9 lbs	\$5.00		0 – 10.0 lbs	\$5.00	
1.0 – 10.0 lbs	\$15.00		10.01 – 30.0 lbs	\$10.00	
10.01 – 20.0 lbs	\$20.00		30.01 – 60.0 lbs	\$25.00	
20.01 – 30.0 lbs	\$30.00		Pallets & Crates	\$75.00	
30.01 – 40.0 lbs	\$40.00		Please schedule your shipment to arrive at the hotel (2)-(3) days prior to the event/arrival start date to avoid additional storage fees. Use only the name of the recipient who will be on-site to receive and sign for your package(s). *Due to limited storage space, we will assess the above fees after (5) days of arrival.		
40.01 – 60.0 lbs	\$50.00				
Over 60.0 lbs	\$75.00				
Pallets & Crates	\$150.00 and \$1/lb over 300 lbs				

### SHIPPING INSTRUCTIONS

To ensure proper delivery, please follow the methods listed below to eliminate any package routing delays. Release signatures are captured at the time of any deliveries for our recipients. All packages will be applied an inbound receiving fee upon their arrival. These fees are applied in addition to your standard shipping rates. The inbound fees include the delivery charge to the Meeting/Guest room. Please do not ship any items to the attention of the Meeting & Events Manager unless the item(s) are specifically for their use as this could cause a delay in the package delivery.

#### PACKAGE LABELING STANDARD:

The Westin Copley Place Hotel  
 (Recipient Full Name) (Recipient Cell Number)  
 10 Huntington Avenue  
 Boston, MA 02116

**International Lyme and Associated Disease Society (ILADS) Annual Conference**  
 (Booth Name/ Number)



# SPONSORSHIP OPPORTUNITIES

ILADS has many sponsorship opportunities available to help your organization maximize your exposure to conference attendees. As each sponsorship comes with its own unique benefits, please contact Scott Kersh at [skersh@ilads.org](mailto:skersh@ilads.org) to explore how we can help your organization.

## Plenary Sponsor

**Investment: \$10,000 - All Plenary Sessions**

Display your company logo and booth number at the most prominent sessions of the conference. This is an opportunity to have approximately 600 of your target audience in one room at the same time.

## Pioneer in Lyme Award Dinner Sponsor

**Investment: \$10,000**

Be the organization that has the honor of recognizing a Lyme legend, Dr. Bernard Raxlen. Guests will attend an evening dinner and see your organization's logo on stage.

## Pioneer in Lyme Award Dinner Entertainment Sponsor

**Investment: \$2,000**

Be the one on stage to introduce the evening entertainment.

## Pioneer in Lyme Award Dinner Table Sponsor

**Investment: \$1,500**

Have your organization as the table host for up to 10 guests at the Pioneer in Lyme Award Dinner.

## Pioneer in Lyme Award Dinner Program Sponsor

**Investment: \$1,500**

Put your organization's name on the award program for all of the guests to see.

## Pioneer in Lyme Award Dinner Centerpiece Sponsor

**Investment: \$150 per table**

Let your organization provide a pop of color to brighten the table during the award dinner.

## Registration/Attendee Services Sponsor

**Investment: \$5,000 (Exclusive – 4 days)**

**Daily Sponsorship - \$2,000 per day**

The Registration Desk is the first thing all attendees will see. Take advantage of this unique opportunity to make a memorable first impression on attendees as they arrive at the ILADS Conference.



## Private Breakfast Chats Sponsor (multiple rooms available)

**Investment: \$5,000 (ILADS Provided Speaker) \$3,500 (Organization provides own speaker)**

A breakfast presentation is a great opportunity for your company to gain high visibility and connect directly with annual conference attendees. ILADS has speakers in mind or you can choose your own.

Guests attending your breakfast chat will receive an enhanced breakfast buffet. Any required audio visual is a separate fee. Capacity for each room varies so act quickly to maximize your investment!

## WIFI Sponsor

**Investment: \$5,000**

Keep the attendees connected by allowing your organization to sponsor the hotel WIFI.

# SPONSORSHIP OPPORTUNITIES

## Journal and Pen Sponsor

**Investment: \$4,000**

Conference attendees will take note when your organization is the exclusive sponsor of the Journal Portfolio, which provides your company logo imprint on portfolio.

## Room Key Sponsor

**Investment: \$4,000**

Open the door for conference attendees. Put your organization's logo on each room key card.

## Exclusive AM or PM Network Break Sponsor

**Investment: Fri or Sat: \$3,000; Thurs or Sun: \$2,000**

During a networking break, exhibitors will receive a sign welcoming guests to the break. Beverage napkins with your organization's logo will also be provided.

## Faculty Lunch Sponsor

**Investment: \$3,000**

Host a private lunch for the conference speakers. This intimate lunch on-site will give you the opportunity to show ILADS speakers special appreciation for their contribution to the conference.

## Mobile App Sponsor

**Investment: \$2,500**

Put your organization's name directly onto attendees' mobile devices.

## Sponsor a Speaker

**Investment: \$1,500**

Help offset the travel cost for one speaker. Each year ILADS brings the most innovative minds in the research and treatment of tick-borne diseases to the annual conference. By sponsoring a speaker, ILADS can provide a broader range of speakers from around the world.

## Poster Presentation Sponsor

**Investment: \$1,500**

A great way for your organization's name to appear as our official poster sponsor.

## Benefits of Sponsorship

- \* Opportunity to enhance brand recognition
- \* Opportunity to influence views of 600 medical professional leaders
- \* Increase recognition and drive traffic to your exhibition stand and website
- \* Robust networking opportunities
- \* Increase your pre-show exposure through website coverage, inclusion in the official Conference Program and within event marketing campaigns
- \* Raise your profile above your competitors



## Custom Sponsorships Available

If none of our sponsorship opportunities appeal to you, please reach out to Scott Kersh at [skersh@ilads.org](mailto:skersh@ilads.org) to discuss other options. We are happy to work with you to design a sponsorship that will best fit your organization's needs!

# SPONSORSHIP OPPORTUNITIES

## Job Board Sponsor

**Investment: \$1,000 (exclusive) \$500 daily**

Have your organization's name appear on a banner sign on the ILADS Conference Job Board.

## First Time Attending Physician

**Investment: \$1,000**

A great opportunity to provide a physician the opportunity to experience an ILADS Conference for the first time.

## Charging Station

**Investment: \$1,000 per day**

Help attendees recharge! Your organization's logo will appear on signage welcoming attendees to stop and get a boost!

## Authors' Table Sponsor

**Investment: \$1,000 (exclusive)**

Allow your organization's logo to appear on the authors' table sign. This is a great opportunity to be seen by conference attendees as they come to purchase books.

## Program Ad

**Investment: \$1,000 for the first or last full inside page**

**\$600 for full page advertisement**

**\$300 for half page advertisement**

ILADS is offering a unique opportunity for exhibitors and friends of ILADS to buy a half page or full page advertisement in the printed conference program. Approximately 600 attendees will receive a program. Support our annual meeting and simultaneously reach your target audience of medical professionals treating tick-borne diseases.

## Marketing Sponsor

**Investment: \$600 per email**

Let us add your organization's logo to one of our conference marketing email blasts. Your logo will be sent to over 40,000 people.

## Student Sponsor

**Investment: \$500**

Help advance the future by having your organization sponsor a student to attend the ILADS Conference.

## Conference Bag Inserts

**Investment: \$500 per insert (inserts to be provided by sponsor)**

Gain valuable exposure and recognition for your organization by submitting literature or a giveaway to be included in the ILADS Conference bag given to each attendee.



## Custom Sponsorships Available

If none of our sponsorship opportunities appeal to you, please reach out to Scott Kersh at [skersh@ilads.org](mailto:skersh@ilads.org) to discuss other options. We are happy to work with you to design a sponsorship that will best fit your organization's needs!

# EXHIBITOR RULES AND GUIDELINES

## 1. Agreement

The following rules and regulations and those appearing in the exhibit prospectus become binding upon acceptance of this agreement between the applicant, their employees and agents, and ILADS, and any additions and amendments thereto that may thereafter be established or put into effect by ILADS.

## 2. Application to Exhibit

ILADS reserves the right to determine the eligibility of any exhibit at the Annual Conference.

## 3. Booth Assignment

During online registration, exhibitors will view the booths on a map. Registering early will allow you to obtain the best booth possible. Please note: payment must be paid in full within 30 days of registering or booth assignment will be lost. After July 31, 2019, booth payment must be paid in full upon registration.

## 4. Cancellation of Booth Space

A written notice of request for cancellation must be transmitted to ILADS Conference Manager, 2 Wisconsin Circle, Suite 700, Chevy Chase, MD 20815-7007 or by email to [skersh@ilads.org](mailto:skersh@ilads.org). The following regulations apply:

- a. If written cancellation of space is received by July 31, 2019, a refund less the administration fee will be returned to the company.
- b. No refunds will be made for cancellations after July 31, 2019.

## 5. Assignment of Space by Exhibitor

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted nor exhibit therein any goods other than those manufactured or sold in the regular course of the business by the exhibitor.

## 6. Installation of Exhibits

Set up is on Wednesday, October 30, 2019 after 3:00 p.m. If special set up times are needed, contact [skersh@ilads.org](mailto:skersh@ilads.org)

## 7. Purpose

ILADS, in keeping with its stated purpose, encourages exhibits that are educational, communicative, and provide resourceful information.

## 8. Rules Governing Exhibitors

No combustible materials shall be used at any time for construction or decoration. Exhibitors are required to observe the following regulations for setting up their exhibits:

- a. Nothing will be tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, furniture or other properties of the building. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

- b. It is mutually agreed that it is the duty and responsibility of each exhibitor to install and put his exhibit into place before the show and to dismantle and remove his exhibit immediately after the close of the show. Also, property shipped to or from the hall by the exhibitor for installation or display at the meeting is at the sole risk of the exhibitor.

- c. Distribution by exhibitors of any printed matter or other articles shall be restricted to the space occupied by their exhibit. Booth representatives must remain within the space assigned to the exhibitor.

- d. Exhibits must be staffed at all times during exhibit hours.

- e. Distribution of 'giveaways' must have written approval by ILADS no later than October 7, 2019.

- f. Prizes, awards, lotteries, drawings or contests by exhibitors must be authorized by ILADS before October 7, 2019.

- g. Displays-General: No goods may be displayed in any part of the hotel except within the limits of the exhibit space contracted with ILADS and assigned to the exhibitor.

- h. Hospitality Rooms and Exhibitor Events: It is requested that exhibitors confine these activities to times when no educational sessions are in progress. Private rooms for entertainment will be available only to companies that have contracted for exhibit space. All activities must be approved by ILADS.

- i. Distribution of Literature and Promotional Items: Exhibitors may not distribute any promotional literature or other items of this type in hotel corridors, under guest room doors, or guest mailboxes, without written permission from ILADS.

- j. Exhibitor Attendance/Registration:

The exhibit area is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for booth space, and whose products are in keeping with the educational interests of ILADS. Representatives of non-exhibiting firms will not be allowed in the exhibit area, nor will they be permitted to display their products or services.

- k. Exhibitors must clearly mark the FDA status of each device exhibited.

## 9. Sound Devices

The use of devices for reproduction of sound or music shall not be permitted in the exhibition areas at any time. No objectionable lights or noises will be permitted in exhibitors' booths. ILADS reserves the right to exclude or to remove any objectionable equipment or exhibitor.

## 10. Removal of Exhibits

Exhibits may be removed only at the designated time listed. Exhibitors expressly agree not to begin packing or dismantling displays until after official closing on Sunday, November 3, 2019, after 1:00 p.m.

## 11. Selling by Exhibitors

Order taking on the exhibit floor is allowed.

## 12. Security

Exhibitors must make provisions for the safeguarding of goods, material, equipment and displays at all times. ILADS, the hotel, and the service contractors do not guarantee or protect exhibitors against loss or damage of any kind incurred by exhibitors. All exhibitors must have proper identification to enter the exhibit area.

## 13. Liability

Exhibitors must surrender space occupied in the same condition as it was at the time of the occupation.

## 14. Cleaning

Each exhibitor is responsible for maintaining the space assigned to them in an attractive manner.

## 15. Shipping Instructions

See pages 4 and 9 for detailed instructions. All exhibitors will be responsible for their own shipping fees.

## PIONEER IN LYME AWARD

The International Lyme and Associated Diseases Education Foundation (ILADEF), the education and research foundation of ILADS, will honor Dr. Bernard Raxlen at a dinner Friday evening November 1, 2019. Tickets will be available for purchase at a later date.

Dr. Bernard Raxlen, one of the original founding members of ILADS, has been treating tick-borne disease patients for the past 30 years.

He is a native of Canada who graduated from Stanford University before attending the University of Toronto Medical School. Currently based in NYC, Dr. Raxlen maintains a multi-disciplinary approach to care, combining psychiatry and integrative medicine to treat all aspects of Tick-Borne Diseases.

ILADEF invites you to join us for this prestigious event at which you will have an opportunity to engage with some of the world's leading Lyme disease researchers and clinicians as we join together to honor Dr. Raxlen and address the number one vector-borne epidemic worldwide.



**Dr. Bernard Raxlen**



## LOCATION AND ACCOMMODATIONS

### Embrace iconic Back Bay, Boston from the Westin Copley Place Hotel

Nestled in one of Boston's most celebrated neighborhoods, Back Bay, The Westin Copley Place, Boston welcomes guests with updated accommodations, signature touches and anticipatory service. Discover the best of Boston from our AAA Four-Diamond hotel, which is steps from the dining and shopping opportunities of Copley Place, near Copley Square and moments from Boston Symphony Hall, Fenway Park and many downtown must-sees. After an eventful day of exploring, retreat to your beautifully appointed guest rooms or suite, featuring tranquil Westin Heavenly® Bath and sumptuous Westin Heavenly® Bed. Enjoy Back Bay with a nourishing breakfast at The Huntington or unwind in the evenings at Bar 10, the cozy lobby bar. Elevate your workout in the 24-hour WestinWORKOUT® Fitness Studio, or unwind with a massage or a facial in Gretta Cole Spa, located in the hotel.

Superior and Deluxe Guest Rooms are available, based on availability, at a negotiated ILADS Conference rate of \$249. A variety of views and bed types are available based on a first come, first served basis. Book your room early to ensure a great room!

### TAX POLICY

Room rates are subject to state and local taxes, currently 14.45%. Tax rates are subject to change.

### CANCELLATION POLICY

There is a 72 hour cancellation policy in place for all reservations. Failure to cancel a reservation 72 hours prior to arrival will result in a one night non-refundable guest room charge plus applicable taxes posted to the attendee's credit card on file.

*Please note that if you are solicited by an external agency offering assistance in booking your rooms you should decline the offer, ILADS does not work with outside companies to secure hotel rooms for our Conference.*

