

2024 EXHIBITOR PROSPECTUS



*Grand Hyatt San Antonio Riverwalk
San Antonio, TX*



25TH ANNUAL **2024 ILADS SCIENTIFIC CONFERENCE**

**Redefining Lyme Disease:
The Fusion of Science and Practice**



November 7-10, 2024

Invitation to Exhibit at the ILADS 25th Annual Scientific Conference

Redefining Lyme Disease: The Fusion of Science and Practice

The International Lyme and Associated Diseases Society (ILADS) invites you to participate in our 25th Annual Scientific Conference at the Grand Hyatt San Antonio Riverwalk, on November 7-10, 2024.

This four-day meeting is the premier educational event for physicians, researchers and medical professionals who have an interest in diagnosing and treating Lyme and associated vector-borne illnesses. The ILADS Annual Scientific 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 vector-borne illnesses in their everyday clinical practices.

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

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

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

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

We are excited to invite you to San Antonio for our 25th Annual Scientific Conference!

It's our anniversary and we want you to be a Texas-sized part of the experience.

ILADS hosts the most comprehensive conference focused on tick-borne illness and represents the full spectrum of medical professionals and decision-makers, including general practice and subspecialties, young physicians, residents, other allied health professionals and researchers.

Building off our renewed momentum, our Expo Hall is a key component of the conference. Attendees seek our exhibitors as an "education destination" that feature displays of the latest products from exhibiting companies, as well as interactive hands-on demonstrations, cutting-edge product theater presentations, and engaging, interactive activities.

We hope you will join us this year as our valued partners as we redefine Lyme disease!

Sarah Quillen, CFRE
 Executive Director, ILADS
squillen@ilads.org



About ILADS 25th Annual Scientific 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 vector-borne illness. ILADS members lead the medical community with their extensive knowledge and cutting-edge approach to diagnosing and treating Lyme and Vector-borne illness.

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 vector-borne illness.

No other vector-borne illness conference in the world attracts the number and variety of medical professionals as does this conference.

With its multidisciplinary focus, the programs offered at the ILADS Annual Scientific 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 vector-borne illnesses 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 2024 ILADS Annual Scientific 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 vector-borne illnesses.

By exhibiting at the 25th 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.

Support the Next Generation with ILADEF

Enjoy a fun-filled evening and encourage the next generation of clinicians through philanthropic support of the ILADEF Reception.

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 2024
— SO DON'T DELAY —**

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EXHIBITOR BOOTH FEES: \$6,200

Included with your space:

- Space: 8' x 10' space – height restriction of 10 feet for all booths
 - 6' X 30" draped table, 2 chairs
 - Registration for two booth staff*
 - Group meals and coffee breaks
 - Participation in the Friday Pioneer Award Reception
 - Fees for additional booth staff - \$700 each
 - Company logo and description on the ILADS Conference Website
- * Max of four staff total per booth. Subject to change based on final conference agenda
 * Fees for additional booth staff - \$700 each

Exhibit Installation/Move-In Hours*

Wednesday, November 6.....5:00 p.m. - 9:00 p.m.

Exhibition Dates and Hours*

Thursday, November 7.....9:00 a.m. - 7:30 p.m.
 Friday, November 8.....9:00 a.m. - 7:00 p.m.
 Saturday, November 9.....9:00 a.m. - 6:00 p.m.
 *Attendee breakfast is from 7:00 a.m. - 8:00 a.m. (Thursday - Sunday).
 At their discretion, exhibitors may have booths open during this time.

Exhibit Dismantle/Move-Out Hours*

Saturday, November 9.....6:00 p.m. - 8:00 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 to make arrangements.) An invoice for the balance due will be sent to you by email. Payment in full is due within 14 days of registering or booth assignment will be lost. If registering for booth space after May 31, 2024, 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 May 31, 2024. No refunds will be given if cancellation occurs after this date.

If written notice of cancellation of booth space is received on or before May 31, 2024, 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 after May 31, 2024, 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.

Exhibitor Contract and Insurance

All exhibitors must agree to and sign the 2024 Exhibitor Agreement prior to attendance. A current Certificate of Liability Insurance must be returned to skersh@ilads.org prior to attendance. Please see page 12 for specific requirements. If your organization needs assistance with obtaining insurance coverage please contact Scott Kersh at skersh@ilads.org to discuss.

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

Important Dates to Mark on Your Calendar

May 3, 2024

Exhibitor Registration Opens

Upon Registration

Company Logo and Company Description Due

October 11, 2024

Sponsorship Advertising Materials Due

October 14, 2024 at 5 p.m.

Final Day to Book Hotel Room at Discounted Rate

October 25, 2024

Final Names of Booth Staff Due

EXHIBITOR AUDIO VISUAL OR ELECTRIC

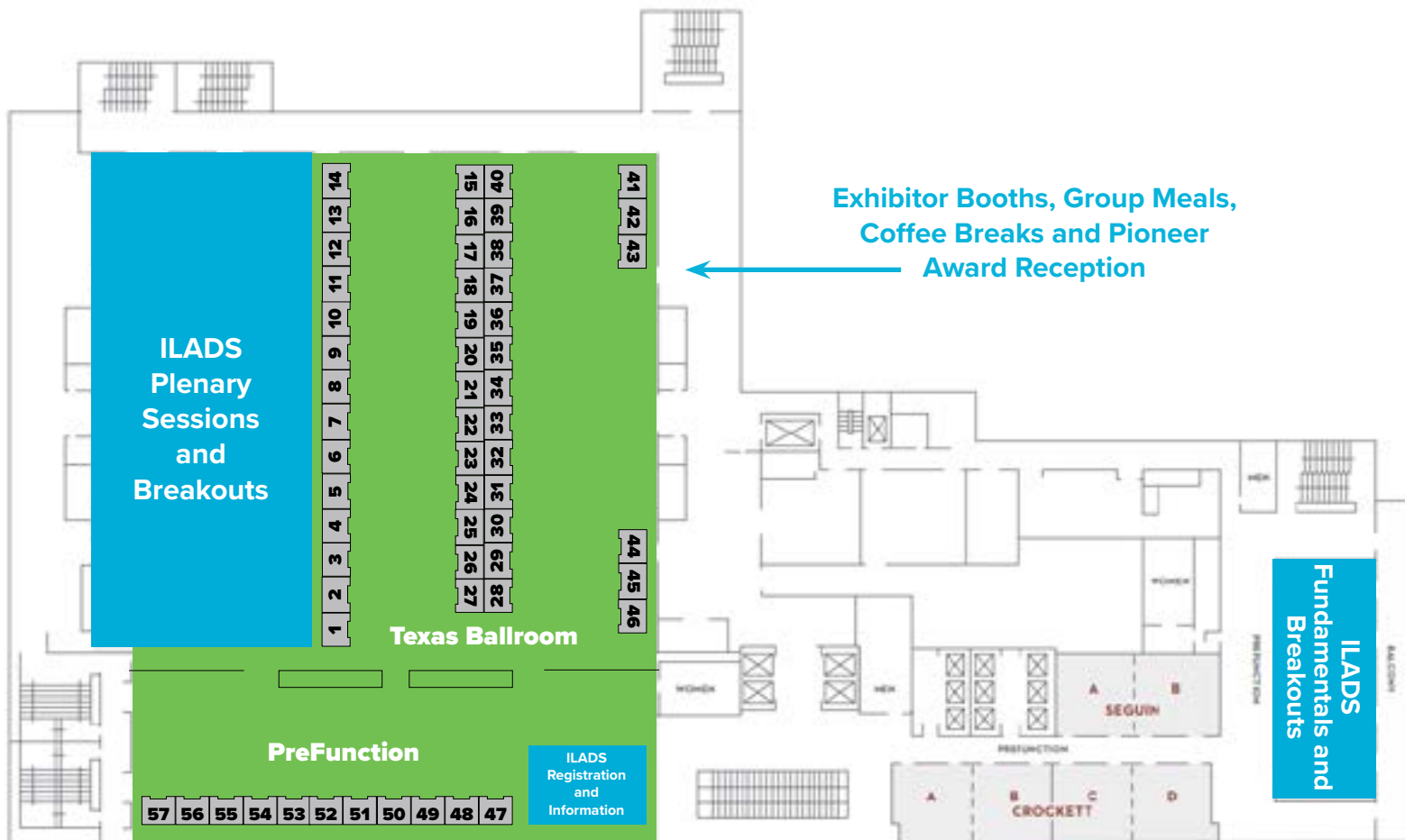
All requests must be submitted online no later than October 25, 2024.

Any Electrical or A/V needs required by exhibitor must be arranged by the exhibitor with the hotel and will be billed directly to the exhibitor by the hotel. Please access the following link to place your order with Encore for any audio visual that you may need in your booth: <https://eventnow.encoreglobal.com/landingpage/newexhibit/index/>

ILADS 25th Annual Scientific Conference

4th Floor Event Layout

Texas Ballroom Corridor A, B, C and PreFunction



EXHIBITOR SHIPPING DETAILS



Grand Hyatt San Antonio Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Grand Hyatt San Antonio.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **210.212.7133**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
 c/o FedEx Office at Grand Hyatt San Antonio
 600 East Market St
 San Antonio, TX, 78205
 (Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
 Grand Hyatt San Antonio
 600 East Market St
 San Antonio, TX 78205
 Phone: 210.212.7133
 Fax: 210.212.7103
 Email: usa5046@fedex.com

Operating Hours
 Mon – Fri: 7:00am - 7:00pm
 Saturday: 10:00am - 5:00pm
 Sunday: 10:00am - 5:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Grand Hyatt San Antonio with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Grand Hyatt San Antonio, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Grand Hyatt San Antonio, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.

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 to explore how we can help your organization.

Benefits of Sponsorship



- * Opportunity to enhance brand recognition
- * Opportunity to influence views of up to 600 medical professional leaders
- * Increase recognition and drive traffic to your exhibition booth and website
- * Robust networking opportunities
- * Increase your pre-show exposure through website coverage



Don't Miss This Opportunity to Raise your Profile Above Your Competitors! Sign Up Today!

Please review the chart below to see the unique sponsorship benefits we have for you.

DELIVERABLES	\$15,000	\$10,000	\$7,500	\$5,000	\$2,500	\$1,000
45 Minute Lunch Speaking Spot on Friday or Saturday	✓					
Co-branded Conference Bags (ILADS and Sponsor)	✓		✓			
Inclusion in (3) ILADS Marketing Communications	✓					
(2) ILADS Webinar Sponsorships	✓					
Table for (8) At ILADEF Dinner on Friday	✓					
(2) Conference Bag Inserts	✓	✓	✓			
(2) Extra Booth Staff	✓					
First Time Attending Physicians Sponsor	✓					
Full Page Program Ad in Conference Program	✓					
(15) Welcome Reception Drink Coupons	✓					
Branded Hotel Sleeping Room Key Distributed to all Attendees		✓				
45 Minute Breakfast Chat Speaking Spot on Friday or Saturday		✓				
Co-branded Name Badge Lanyards (ILADS and Sponsor)			✓	✓		
Inclusion in (2) ILADS Marketing Communications		✓		✓		
(2) Student Sponsorships for Conference Attendance					✓	
Inclusion in (1) ILADS Marketing Communication				✓		
(1) Conference Bag Insert				✓	✓	✓
(2) ILADEF Dinner Tickets on Friday		✓	✓	✓	✓	
Half Page Program Ad in Conference Program		✓	✓	✓	✓	
(1) ILADEF Dinner Ticket on Friday						✓
(10) Welcome Reception Drink Coupons		✓	✓	✓	✓	✓

EXHIBITOR RULES AND GUIDELINES

BY APPLYING TO EXHIBIT, YOUR ORGANIZATION AGREES TO FOLLOW THESE RULES AND GUIDELINES

* All exhibitors must complete the electronic agreement within 24 hours of booth registration.

1. Agreement

The following rules and regulations and those appearing in the exhibit prospectus become binding upon acceptance of this agreement between the applicant, associated employees and agents, and ILADS. Additionally, it includes 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 Scientific Conference. Payment will be returned if an exhibit is turned down.

3. Booth Assignment

During online registration, exhibitors will view the booths on a map. Please note: payment must be paid in full within 14 days of registering or booth assignment will be lost. After May 31, 2024, booth payment must be paid in full upon registration.

4. Cancellation of Booth Space

A written notice of request for cancellation must be submitted to ILADS Conference Manager, by email to skersh@ilads.org. The following regulations apply:

- a. If written cancellation of space is received on or before May 31, 2024, a refund less the administration fee of \$1,000 will be returned to the company.
- b. No refunds will be made for cancellations after May 31, 2024.

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 business by the exhibitor.

6. Installation of Exhibits

Set up is on Wednesday, November 6, 2024 from 5:00 p.m. - 9:00 p.m. If special set up times are needed, contact 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/her 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 the company's 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 11, 2024.

f. Prizes, awards, lotteries, drawings, or contests by exhibitors must be authorized by ILADS before October 11, 2024.

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 ILADS events 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 Saturday, November 9, 2024, after 6:00 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 and Insurance

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

Insurance must be returned to skersh@ilads.org prior to October 1, 2024, or the company's registration may be canceled without notice or refund. If registering after October 1, 2024, exhibitor must provide certificate at time of registration. The Certificate of Liability Insurance should specifically name the 2024 International Lyme and Associated Diseases Society (ILADS) Scientific Conference - November 7 - 10, 2024 at the The Grand Hyatt San Antonio Riverwalk. The Certificate of Insurance should provide at least \$1M in Liability insurance and name ILADS, ILADEF and Grand Hyatt San Antonio Riverwalk as insured.

14. Cleaning

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

15. Shipping Instructions

See pages 5 for detailed instructions. All exhibitors will be responsible for their own shipping fees.

16. Conduct

ILADS will not tolerate harassment, discrimination, or any other unprofessional behavior. Any exhibitor or exhibitors representative violating this rule may be expelled, without refund, from the conference.

17. CONFERENCE ATTENDEE LIABILITY WAIVER AND ASSUMPTION OF RISK

Attendee assumes all risks and accepts sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendee may experience or incur in connection with attending the conference. Attendee hereby releases, covenants not to sue, discharges, and holds harmless ILADS and/or ILADEF, its employees, agents, and representatives, of and from any such claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

Specifically relating to the global COVID-19 pandemic, attendee acknowledges the highly contagious nature of COVID-19 and voluntarily assumes the risk of exposure or infection by attending the conference, and that such exposure or infection may result in personal injury, illness, disability, and/or death to attendee. Attendee understands that the risk of becoming exposed to or infected by COVID-19 at the event may result from the actions, omissions, or negligence of others who may attend the event or their families, colleagues, or others with whom they may have contact. Accordingly, attendee understands and agrees that this release includes any claims based on the actions, omissions, or negligence of ILADS and/or ILADEF, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the conference.

In addition to all other rules and regulations relating to the attendee's attendance at the conference, attendee agrees to comply with all COVID-related procedures that may be implemented by ILADS and/or ILADEF and conference venue, including, but not limited to, mask-wearing and social distancing requirements and restrictions on certain activities that carry higher COVID-related risk, in order to protect as much as possible the health and safety of all conference attendees.



LOCATION AND ACCOMMODATIONS

Grand Hyatt San Antonio Riverwalk

Grand Hyatt San Antonio River Walk celebrates the history and charm of the Alamo City with a welcoming spirit and elegant sophistication. Our upscale accommodations include family-friendly hotel rooms and suites right on the River Walk in the heart of downtown San Antonio. Unwind at our rooftop pool or explore nearby attractions like the Alamodome, Frost Bank Center and The Alamo.

Guest room types are available based on availability, at a negotiated ILADS Conference rate at \$249+tax. Book your room early to ensure a great room! Please visit the ILADS reservation link now to secure your room(s).

<https://www.hyatt.com/en-US/group-booking/SATGH/G-ILAD>

TAX POLICY

Room rates are subject to state and local taxes, currently 18% plus any hotel specific fees. 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.

**WE LOOK FORWARD
TO SEEING
YOU IN SAN ANTONIO!**

