Central Stage Presentations

Learning never takes a lunch break, so we will provide our exhibitors the special opportunity to host a “Lunch & Learn” style session on the Central Stage in the Clinical Nutrition Week 2017 Exhibit Hall. These industry workshops offer you the chance to connect with your ideal target customers in the focal point of the Expo – allowing you to be one of the most prominent points in the room in your time slot.

**SCHEDULE**

**SUNDAY, FEBRUARY 19**
- Presentation #1 9:30 am – 10:15 am
- Presentation #2 10:45 am – 11:30 am
- Presentation #3 12:30 pm – 1:15 pm

**MONDAY, FEBRUARY 20**
- Presentation #4 10:15 am – 11:00 am
- Presentation #5 11:30 am – 12:15 am
- Presentation #6 12:45 pm – 1:30 pm

Only one (1) Central Stage Presentation will be conducted per time slot – this allows for the exclusive opportunity to present to CNW attendees. All space and time slots will be scheduled by ASPEN.

**RATES**

<table>
<thead>
<tr>
<th>Presentation #</th>
<th>Rate</th>
<th>Notes (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>$21,000</td>
<td>(45 minutes and in a non-compete timeslot)</td>
</tr>
<tr>
<td>#2</td>
<td>$10,500</td>
<td>(45 minutes and in a compete timeslot with 10:30am–12:30pm CNW sessions)</td>
</tr>
<tr>
<td>#3</td>
<td>$18,000</td>
<td>(45 minutes and in a non-compete timeslot)</td>
</tr>
<tr>
<td>#4</td>
<td>$10,500</td>
<td>(45 minutes and in a compete timeslot with 10:30am–12:30pm CNW sessions)</td>
</tr>
<tr>
<td>#5</td>
<td>$10,500</td>
<td>(45 minutes and in a compete timeslot with 10:30am–12:30pm CNW sessions)</td>
</tr>
<tr>
<td>#6</td>
<td>$18,000</td>
<td>(45 minutes and in a non-compete timeslot)</td>
</tr>
</tbody>
</table>

*Please note that the fees quoted above do NOT include catering at the Presentations in Central Stage. Any food and beverage that your company would like to offer in conjunction with your Presentation must be ordered directly through the in-house catering company at the Orlando World Center Marriott, with all related costs assumed by your organization.

**ELIGIBILITY**

Participating organizations are required to be exhibitors at the CNWExpo in order to conduct a Presentation on Central Stage. There are a total of six (6) Presentation timeslots in the Central Stage area during the CNWExpo. Applications will be processed on a first-come, first-served basis, with preference given first to companies who conducted a Central Stage Presentation at CNW16, then to returning exhibitors and finally to first-time exhibitors. The Central Stage area will be a designated area located on the CNWExpo floor, and will consist of a pipe and draped section with a riser and banquet rounds of 10 seats each for approximately 200 people total.

**REQUIREMENTS**

Central Stage Presentations are considered promotional activities and must be conducted in accordance with all applicable FDA regulations and other established standards and codes. The material presented in a Presentation may be promotional and may concentrate on a specific product, if you choose. Therefore, these sessions may not offer continuing education credit (CE). The Company hosting the presentation and/or the Company’s designated third-party meeting planning organization is responsible for all aspects associated with the planning, promotion, and management of the presentation and for payment of all costs related to presentation, including but not limited to additional audiovisual equipment, electrical services, and labor.
APPLICATION PROCESS
Presentations may only be conducted upon approval by ASPEN. Applications are processed on a first-come, first-served basis. Space is limited for this activity. Applications will be accepted from meeting planning or other third-party companies only if accompanied by a letter on the Hosting Company's letterhead confirming sponsorship of the presentation and authorizing the company to act on the sponsor's behalf. A deposit of 50% of the full payment is due with the contract and must be received before time slot will be assigned. The balance of the payment is due 30 days from date of invoice or January 1, 2017, whichever is earlier. Full payment is due with any application submitted after December 16, 2016. Upon receipt of the completed application, ASPEN will notify the sponsor of acceptance of the application and will provide the assigned date, time, and location for the presentation. Space is officially confirmed when you receive email notification from ASPEN.

ASPEN PROVIDES THE FOLLOWING:
• One mailing list of pre-registered meeting attendees for one-time use
• Session signage directly in front of the entrance to the Central Stage
• Overhanging banner designating the Central Stage Presentation area
• Listing of your Presentation session in the CNW17 On-site Guide
• Listing of your Presentation schedule on the CNW17 website
• Door Drop and advertising options available at an additional cost
• Pipe and drape area with stage located in the CNWExpo
• Banquet Rounds seating for 200 attendees
• One standing lectern on stage
• AV including LCD projector, screen, and sound system
• Inclusion of Presentation description in select promotional e-mails to registered and prospective attendees

*All promotional listings of Central Stage Presentations in official CNW17 publications MUST be approved by ASPEN no later than November 4, 2016.

PRESENTING COMPANY’S RESPONSIBILITIES:
• Assuming the cost and coordination for all audio visual services that are above those included in the fee.
• Assuming the cost and coordination for all electrical services associated with your presentation.
• Assuming the cost and coordination for all computer/internet services associated with your presentation.
• Assuming the cost of any food & beverage held in conjunction with your company’s presentation.
• Designing, printing, and distributing presentation invitations.
• Providing onsite set-up, management, and removal of materials for your company’s presentation in the CNW17 Central Stage Presentation area.
• Creation, management, and delivery of the program in compliance with the requirements outlined above.

PROMOTION OF PRESENTATIONS
All materials intended to promote Presentations, including websites, broadcast e-mail messages, promotional brochures, invitations, signage, and other materials, must be approved by ASPEN prior to release and distribution. Because changes may be required, it is strongly recommended that review and approval by ASPEN occur before printing or production of the materials. All approved promotional, marketing, and other materials used in conjunction with the presentation must contain the following statement in a prominent type size and location on the materials:

“This event is not part of the official educational program portion of CNW17. This promotional activity is provided by (SPONSOR NAME) and is not certified for continuing education credit. The content of this Central Stage Presentation, and opinions expressed by presenters are those of the sponsor or presenters only and not of the American Society for Parenteral and Enteral Nutrition (ASCPEN). No endorsement by ASPEN of the Participant, its products or services, expressed or implied, is permitted or intended.”

No other phrase or reference to ASPEN or CNW is permitted on Presentation materials. The ASPEN logo or CNW conference graphics may not be used on Presentation materials. Display advertisements in the Journal of
Parenteral and Enteral Nutrition (JPEN), Nutrition in Clinical Practice (NCP), or the CNW17 Onsite Guide and totebag bag inserts and door drops may be used to promote Presentations in the CNWExpo Central Stage.

AUDIO VISUAL
Any audio visual requirements other than what is provided by ASPEN are at the sponsoring organization's expense and must be arranged through the exclusive provider of audiovisual equipment for CNW17, Gold Coast Production Management.

SHIPPING
ASPEN has contracted with Shepard Expositions as its shipping company for CNW17. The fees you are quoted and charged are the sole responsibility of the company hosting the Presentation. Shipping fees are not included in the fee that is paid to ASPEN. If you have any questions regarding shipping, please contact Shepard Expositions directly. ASPEN is not responsible for any shipping delays, damage, or loss of materials.

Paula Herz | Shepard Expositions
Email: pherz@shepardes.com

SIGNAGE
One (1) professionally produced sign, not to exceed 28”x44” may be displayed outside the Central Stage area. The company hosting the Presentation is responsible for the creation of this sign, not ASPEN.

PRESENTERS/SPEAKERS
All speakers and presenters for Presentations in the Central Stage must be registered for CNW17 and must be wearing their CNW17 conference badges in order to be admitted to the exhibit hall. The organization coordinating the presentation is responsible for ensuring all presenters are registered in advance of the session. Speakers that are not already registered for the full conference will be provided an “Expo-only” badge to access the exhibit hall and Central Stage area.

CHANGES/WITHDRAWALS
Changes to assigned time slots must be requested in writing to ASPEN and will be accommodated only if the requested time slot is available. Any company canceling or withdrawing from time of application to December 1, 2016 will receive a 50% refund of the total. If cancellation occurs after December 1, 2016, ASPEN shall retain the full fee as liquidated damages for any company who withdraws or cancels. Cancellation of participation does not release company from its obligation to pay 100% of the total fee and/or all other fees and expenses incurred by companies as a result of said cancellation.

Questions regarding Central Stage Presentations or additional opportunities at CNW17?
See ASPEN’s CNW17 Sponsorship Brochure and Exhibitor Prospectus, both available at www.nutritioncare.org/cnw or contact Valerie Mickiewicz – ASPEN Corporate Relations and Conferences Manager at 301-920-9155 or valeriem@nutritioncare.org.
**COMPANY AND CONTACT INFORMATION** *(Please type or print clearly)*

Company name as you want it to appear in CNW17 program materials__________________________________________________________

Name of contact person__________________________________________________________________________________________

Company Address_______________________________________________________________________________________________

Direct telephone_______________________________________________________________________________________________

Contact person’s e-mail address *(required)*_____________________________________________________________________

If company exhibits at CNW17 under a different name, what is it?________________________________________________________

**PREFERRED TIMESLOT** *(Please rank your preferred date and time. – e.g. 1st choice, 2nd choice, 3rd choice)*

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Please note that only one (1) Presentation will be conducted per time slot. All space and time slots will be scheduled by ASPEN Companies are limited to holding one (1) Presentation at CNW17.

**METHOD OF PAYMENT** Full payment is due with all applications received after DECEMBER 16, 2016.

Check made payable to ASPEN or Wire Transfer *(in U.S. funds drawn on a U.S. bank)*

OR Visa I MasterCard I American Express

Card number _________________________________________________________________________________________________

Card number expiration date (month/year) ______________________________________________________________________

Cardholder printed name *(as it appears on your card)* ______________________________________________________________________

CSV number *(3 or 4-digit security on back of card)* ______________________________________________________________________

I, the undersigned, authorize ASPEN to charge my credit card for the amount indicated above.

________________________________________________________________________________________

*(cardholder signature required)*

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CNW17 | Orlando, FL | February 18-21, 2017

ASPEN | 8630 Fenton Street, Suite 412, Silver Spring, MD 20910 | 301.587.6315
PAYMENT METHOD – CHECK OR WIRE TRANSFER: 50% of Central Stage Presentation fee is due with application. Upon assignment of a time slot, ASPEN will invoice the Participant for the remaining balance; due 30 days from date of invoice or January 2, 2017, whichever date is earlier.

PAYMENT METHOD – CREDIT CARD: ASPEN will charge the credit card provided 50% of the total amount due with your submitted application, and the balance will be charged 30 days from date of invoice or January 2 2017, whichever date is earlier.

TERMS & CONDITIONS:
1. Only participating companies in good standing with ASPEN are permitted to submit an application for a time slot. Participating companies must settle any outstanding balances in order for their applications to be considered.
2. This application will not become a binding Contract until a time slot is assigned and this application is approved and signed by ASPEN

AGREEMENT:
I, the undersigned, hereby make application for a time slot in the Central Stage for a Central Stage Presentation at CNW17. I am an authorized representative of the company with the full power and authority to sign and deliver this Contract and Application. My signature below verifies that I have read and understand the conditions of this Contract as well as the terms and conditions contained in the “Central Stage Presentation Guidelines”. By signing below, the company listed on this Contract and Application agrees to comply with the policies, rules and regulations contained in the CNW17 Expo Prospectus, the Exhibitor Service Kit, the Orlando World Center Marriott Convention Center, and all policies, rules and regulations adopted by ASPEN hereinafter. By signing below, I also indicate my company’s agreement to be bound by support fees and all such terms and conditions. I further understand the ASPEN CNW17 Central Stage Presentation payment and cancellation policy.

Authorized officer’s name ________________________________________________________________
Title ________________________________________________________________________________

Authorized officer’s signature (required) __________________________________________________

Date ________________________________________________________________________________

Fax or scan/e-mail completed contract to
ASPEN
ATTN: Valerie Mickiewicz
Phone 301-920-9155 • Fax 301-587-2365 • E-mail: valeriem@nutritioncare.org