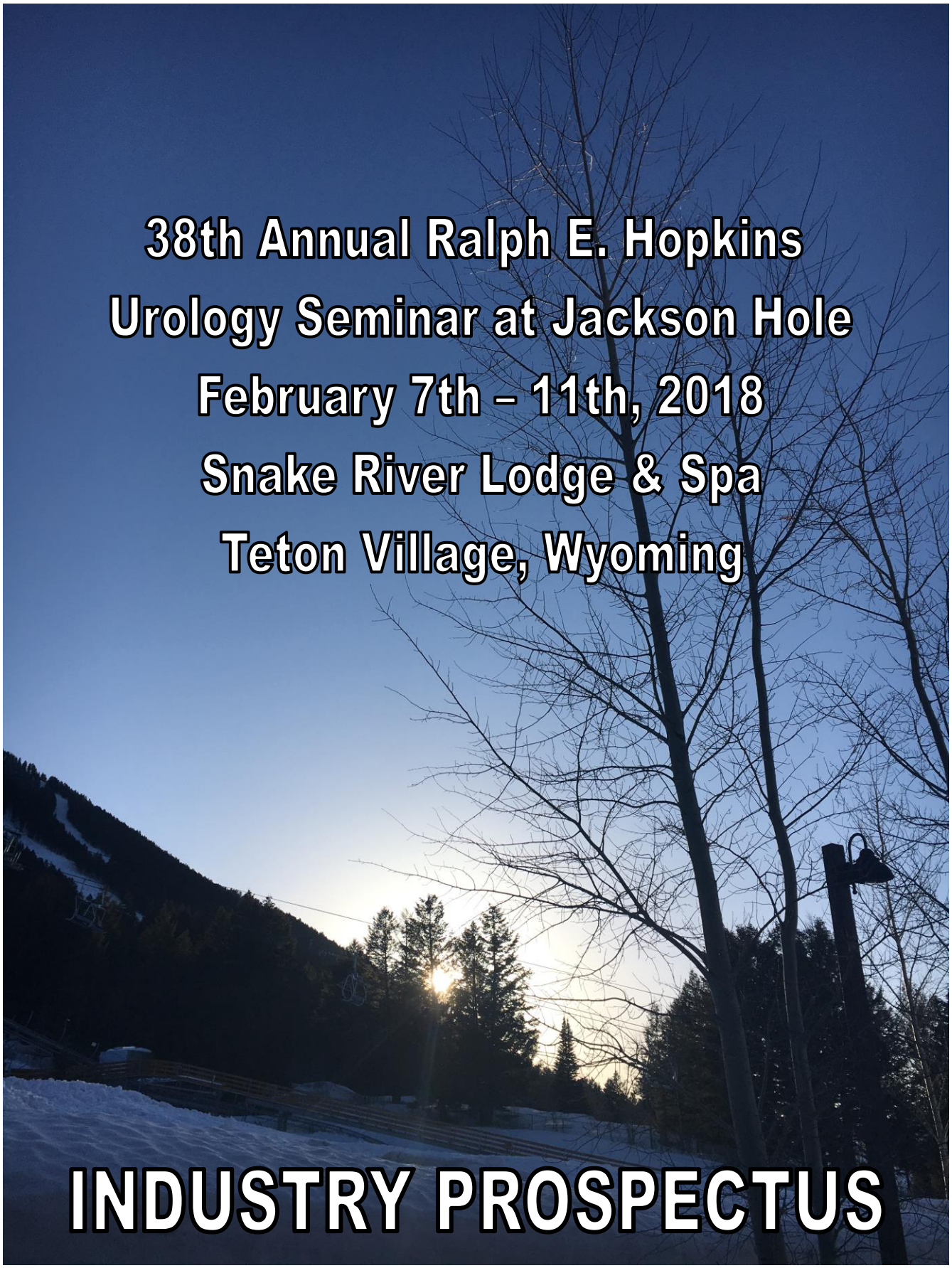

38th Annual Ralph E. Hopkins Urology Seminar at Jackson Hole

February 7th – 11th, 2018

Snake River Lodge & Spa

Teton Village, Wyoming

INDUSTRY PROSPECTUS

JACKSON HOLE SEMINARS

Dear Industry Colleagues,

With the constant changes in urology, it is imperative that the practicing urologist remains on the cutting edge. For this reason, the first Jackson Hole Urological Conference was started thirty-eight years ago. The format of the meeting focuses on balancing the urologist's intellectual stimulation applicable to his/her practice with the input from our board and many previous faculty members.

The Jackson Hole Seminars has the unique format of 5 speakers and 5 critique panelists with international recognition that interact at the end of the day dissecting each presentation involving the audience.

The pinnacle of the meeting includes the presentation of the specially designed Bronzes, awarded to the best presenter.

Exhibitors and sponsors are an important part of our meeting because it allows attendees of the meeting to learn about new products and devices that could benefit their practice. Since the exhibitor location is immediately outside the conference, there is ample opportunity for interaction.

The exhibition space is limited, so reserve your space at the 2018 Ralph E. Hopkins Urology Seminar at Jackson Hole soon. We look forward to working with you and celebrating this 38-year milestone in 2018.

Sincerely,

Fernando J. Kim, MD, MBA, FACS
Program Director
fkim@jacksonholeseminars.com

Beth Schulte, NP
Program Coordinator
JHSUrology@gmail.com

Meeting Details

Dates: February 7th – 11th, 2018

Location: **Snake River Lodge & Spa**
7710 Granite Loop Road
Teton Village, Wyoming 83025

Rooming: Book rooms at discounted rates at the Snake River Lodge & Spa. Rooms start at $239 per night. To book, visit http://jacksonholeseminars.com/snake-river-lodge-reservations-information/

Expected Attendance: 150 Urologists

Exhibition Schedule

	AM	PM
February 7th – 10th, 2018	6:00 to 11:00	3:30 to 8:30

Payment details

Options: 2-day exhibit *or* 4-day exhibit

Due Date: December 7th, 2017

Method: Checks payable to: Jackson Hole Seminars, LLC.

Cancellation: If made prior to December 8th, 2017, refund with a $2,000 administrative fee applies. No refund under any circumstances after December 8th, 2017.

Exhibition Details

- 2-day exhibition includes one table for either **February 7th and 8th** *or* **February 9th and 10th**. One exhibitor registration is included.
- 4-day exhibition includes one table for **February 7th through February 10th**. Multiple level options are available.

PLATINUM LEVEL PARTNER	$10,000

- 4-day exhibition
- Full Page black & white Advertisement in Exhibit Guide
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit in prime location
- 4 Exhibitor Registrations

LEGACY LEVEL PARTNER	$7,500

- 4-day exhibition
- 1/2 Page black & white Advertisement in Exhibit Guide
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit in prime location
- 3 Exhibitor Registrations

TETON LEVEL PARTNER	$5,950

- 4-day exhibition
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit
- 2 Exhibitor Registrations

FRIENDSHIP LEVEL PARTNER	$3,750

- 2-day exhibition
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit
- 1 Exhibitor Registration

Special Function Support Opportunities with Sponsorship Recognition and Meeting Opportunities with JHS Leadership

	Cost
Dinner Symposium to be held at Snake River Lodge Wed, Thurs, Fri (non-CME) ***Cost of food not included**	$3,950
Welcome Reception Faculty Dinner (February 6th, 2018)	$3,950
Daily Coffee/Refreshment Breaks	$3,950
Awards Banquet (Special Company Support Recognition)	$5,950
Breakfast with Exhibitors	$3,950
Après Ski with Exhibitors	$3,950

38TH ANNUAL RALPH E. HOPKINS UROLOGY SEMINAR **February 7th – 11th, 2018**
EXHIBIT AND SUPPORT FORM: Please read and sign

COMPANY INFORMATION

Company name and address (as it should appear in the Official Program)

Contact Name:_____Title:_____

Address: _____ City:_____ State/Province: _____

Zip/Postal Code: _____ Phone: (____)_____Contact E-mail:_____

EXHIBIT OPTIONS: SELECT ONE

☐ Platinum Level Partner, **$10,000**
- 4-day exhibition
- Full Page black & white Advertisement in Exhibit Guide
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit in prime location
- 4 Exhibitor Registrations

☐ Legacy Level Partner, **$7,500**
- 4-day exhibition
- 1/2 Page black & white Advertisement in Exhibit Guide
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit in prime location
- 3 Exhibitor Registrations

☐ Teton level Partner, **$5,950**
- 4-day exhibition
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit
- 2 Exhibitor Registrations

☐ Friendship Level Partner, *February 7th and 8th, **$3,750**
- 2-day exhibition
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit
- 1 Exhibitor Registration

☐ Friendship Level Partner, *February 9th and 10th, **$3,750**
- 2-day exhibition
- Pre-Registration Attendee Listing
- Company logo in Exhibit Guide
- Tabletop exhibit
- 1 Exhibitor Registration

**Space is limited and available on a first-come first-served basis. Two-day exhibits dates are subject to change based on exhibit table availability.*

☐ For additional exhibitor registrations or information, please contact us at JHSUrology@gmail.com

SPECIAL FUNCTION SUPPORT OPPORTUNITIES

☐ Dinner Symposium to be held at Snake River Lodge (non-CME), 3 Dates Available **-$3,950 each**

*cost of food not included

☐ Welcome Reception Faculty Dinner (February 2, 2016) - **$3,950**

☐ Daily Coffee/Refreshment Breaks - **$3,950 each**

☐ Awards Banquet with Special Company Support Recognition - **$5,950**

☐ Breakfast with Exhibitors - **$3,950**

☐ Après Ski with Exhibitors - **$3,950**

PAYMENT INFORMATION

We agree to pay the TOTAL sum of (USD): $ _____

All payments must be made in US dollars.
Make checks payable to "**Jackson Hole Seminars, LLC.**"
Mail checks to **346 South Glencoe Street, Denver, CO 80246.**
Tax ID Number: 46 2176470. (for W9, email JHSUrology@gmail.com)
Please submit payments by **12/7/2017**.

CANCELLATION POLICY

Notification of cancellation of exhibit space must be submitted in writing to Beth Schulte (e-mail acceptable: JHSUrology@gmail.com) prior to December 8, 2017. Cancellations received in writing on or before December 8, 2017 are subject to a $2,000 administrative fee. Cancellations received after December 8, 2017 will NOT receive a refund. Paid space unclaimed by 10:00am on first day of the established exhibition date may be repossessed without indemnity and reassigned by the Jackson Hole Seminars organizers.

AGREEMENT & AUTHORIZATION

I am an authorized representative for this company with full power and authority to sign this application for exhibit/sponsorship. The company agrees to comply with all of the rules and regulations stated in the Exhibitor Prospectus, as well as all policies added after the publication of the prospectus, which we accept as part of the agreement.

Authorized Signature: _____ Date:_____

Registration Desk Hours

Location: Sundance Lobby

	AM	PM
Tuesday, Feb 6th, 2018	-	12:00 to 7:00
Wednesday, Saturday, Feb 7th – 11th, 2018	6:00 to 11:00	3:00 to 7:00
Sunday, Feb 12th, 2018	6:00 to 9:00	-

Exhibit Hours

Location: Sundance Lobby

	AM	PM
Wednesday, Feb 7th, 2018	6:00 to 11:00	3:00 to 8:30
Thursday, Feb 8th, 2018	6:00 to 11:00	3:00 to 8:30
Friday, Feb 9th, 2018	6:00 to 11:00	3:00 to 8:30
Saturday, Feb 10th, 2018	6:00 to 11:00	3:00 to 8:00

Rules & Regulations for Exhibiting at Jackson Hole Seminars

Disclaimer
By signing the Registration Form for exhibit space, the exhibiting company agrees to abide by all rules and regulations stated in this compendium. The signer of this contract also agrees to share the rules and regulations with all representative(s) who will be staffing their exhibit space. **All rules and regulations will be enforced without exception.** Each company exhibiting has only a terminable license to exhibit. If an exhibitor fails to comply with any rule herein or any directive issued by Jackson Hole Seminars, LLC this license to exhibit can be terminated and the exhibit closed without notice. All interpretations of the rules and regulations and all matters and questions not specifically covered in this compendium are subject to the decision of Jackson Hole Seminars, LLC.

Personnel
Only employees of the exhibiting company or individuals from temporary personnel companies (models/temps) working the exhibit for the exhibiting company will be issued badges. **Exhibit booths must be manned at all times while the exhibit hall is open.**

Admission to Hall
Jackson Hole Seminars, LLC will permit exhibitors with badges to enter the exhibit hall during scheduled exhibit set up hours, during all scheduled hours of exhibition, and during the scheduled exhibit tear down hours. If further access is required, special permission must be secured from Jackson Hole Seminars, LLC.

Badges
Exhibitors will be allowed badges based on their exhibit level. There will be an additional charge for each additional badge over and above those included in their exhibit level. No trading of badges with other representatives or attendees is allowed. Each representative must wear the official Jackson Hole Seminars Exhibitor Badge at all times while attending the functions.

Conduct in the Exhibit Hall
1. All demonstrations, interviews, or instructional activities must be confined to the limits of the exhibit booth. Space requested must be large enough to accommodate any activity conducted in conjunction with the actual product demonstration as well as the participants in or spectators of the activity.
2. Exhibits must be arranged so as to not obstruct the view or otherwise interfere with the displays of other exhibitors. Jackson Hole Seminars, LLC values the participation of each exhibiting company and wants to ensure fair exposure in the exhibit hall.
3. Jackson Hole Seminars, LLC reserves the right to direct revisions at the exhibitor's expense of any company that does not abide by the rules and regulations.
4. No exhibitor may sublet, assign, or share any part of its allocated space without the written consent of Jackson Hole Seminars, LLC.
5. No promotional signs or decorations will be permitted in aisles, passageways, overhead spaces, public meeting rooms, and other meeting facilities.
6. Exhibitors shall comply with all applicable statutes or finances, regulations, rules, and requirements relating to health, fire, safety, and use of the premises.
7. Exhibitors shall assume all responsibility for its exhibit personnel, employees, contractors, and agents.
8. Booths must be kept clean. Debris will not be allowed to collect on the floor or display area of the booth.
9. Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibitor's space.
10. The primary rule of booth conduct and product display is to show consideration and courtesy to attendees and other exhibitors.
11. Smoking is not permitted.

Safety Precautions
All construction material must be flame retardant and conform to standard safety practices. Displays are subject to inspection and approval for safety. Volatile, explosive, or other dangerous material or any substance prohibited by law or insurance carriers is not permitted on the premises.

FDA Regulations
Any medical device, pharmaceutical product, or other type of medical product exhibited must comply with all applicable FDA regulations for presentation to U.S. attendees. Any medical device, pharmaceutical product, or other type of medical product still under clinical investigation that is graphically depicted on a commercial exhibit must:
- Be prominently labeled as still being under clinical investigation
- Contain only objective statements about the product
- Contain no claims on safety, effectiveness, or reliability
- Contain no comparative claims to other marketed products
- Exist solely for the purpose of obtaining investigators
- Be accompanied by directions for becoming an investigator & list investigator responsibilities
- Contain the statement: "Caution – Investigational Product – limited to investigators' investigational use" or a similar statement of prominent size and placement. Furthermore, if the product is not licensed or approved by the FDA for use in urological procedures, that fact must be properly disclosed following FDA guidelines.

Additional information regarding FDA regulations may be obtained directly from the FDA (www.fda.gov). Additional constraints may apply. It is important that exhibitors comply with and remain updated on FDA guidelines for exhibit and promotions to U.S. physicians and healthcare professionals.

Cash Product (Retail) Sales
Prior written approval from Jackson Hole Seminars, LLC must be obtained before any cash sales transactions are permitted. Exhibitors accepting cash for wares are responsible for all appropriate local licenses and permits and the submission of sales report and sales taxes.

Distribution of Pharmaceutical Products
Any and all sales, dispensing, and/or delivery of pharmaceutical products of any kind are strictly prohibited.

Promotional Items
All gifts, giveaways, and contest items are subject to approval by Jackson Hole Seminars, LLC. Jackson Hole Seminars, LLC follows the Council of Medical Specialty Societies "Code for Interactions with companies" regarding exhibitor giveaways. The Code states that Societies will only permit exhibitor giveaways that are educational and modest in values. The full text and document can be viewed at www.cmss.org under "Revised Code for Interaction with Companies". Contest drawings must be open to all attendees and be conducted in a professional manner. Distribution of approved items or the conduct of the contest must not create a nuisance or cause interference with adjoining exhibits.

Exhibitors must obtain advance written approval from Jackson Hole Seminars, LLC to serve food and beverages from their booth.

Irregular Activities
1. No person, firm, or organization that has not contracted with management for the occupancy of space in the exhibit will be permitted to display or demonstrate any products, processes, or services to solicit orders. In addition, that organization may not wear any identification other than that of the contracting exhibitor or distribute advertising materials at the exhibit. Any infringement from this regulation will result in prompt removal of the offending person from the hall. Exhibitors may not enter the booths of other exhibitors without invitation. Exhibitors must remain within their own space while distributing literature, product samples, or other materials; the aisles may not be used for these purposes.
2. Use of noisemakers and presentations that may not be judged in good taste, lacking in dignity or not in keeping with the purpose of the exposition, are prohibited.
3. Jackson Hole Seminars, LLC reserves the right to prohibit and require immediate cessation of any activity or distribution of materials it deems inappropriate.
4. Complaints of any violation of rules and regulations are to be made promptly to Jackson Hole Seminars, LLC. Exhibitors and their personnel must agree to abide by the decision and ruling of Jackson Hole Seminars, LLC.

Building Protection
Nothing shall be tacked, nailed, screwed, taped, stapled, or otherwise attached to columns, walls, floors, doors, or other parts of the building or furniture. Any damage incurred will be charged to the exhibiting company. Also, exhibitors may not tamper with anything necessary or proper for the protection of the building, equipment, or furniture.

Failure to Occupy Space
Exhibitors must inform Jackson Hole Seminars, LLC in writing of booth cancellations. In the event a company has not arrived when the posted exhibit hours begin, Jackson Hole Seminars, LLC reserves the right to use that space as it sees fit with no obligation of a refund. If exhibit material has been delivered to the booth but the booth has not been assembled, Jackson Hole Seminars, LLC reserves the right to remove the material and place it in storage or direct the general service contractor to install the exhibit at the exhibiting company's expense. Exhibitors will not be allowed to assemble or install any exhibit material once the hall has opened. Any remaining installation or assembly must be delayed until after the hall has closed for the day.

Exhibitor Insurance
1. All exhibitors and their contractors must have insurance to protect themselves against bodily injury and property damage claims arising from the Exhibitor's participation in this meeting. Exhibitors and their agents agree to protect, indemnify, defend, and hold harmless the exposition venue and Jackson Hole Seminars, LLC, their employees, and agents against all claims, liability, injuries, and damages to persons or property, governmental charges or fines and attorney's fees arising out of fines and attorney's fees arising out of or caused by negligence or wrongful acts of the exhibitor or his agents, servants, or employees. Exhibitor acknowledges responsibility for obtaining adequate insurance coverage against property loss or damage and against liability for personal injury.
2. Should the premises in which the exposition is to be held, in the sole judgment of Jackson Hole Seminars, LLC, become unfit for occupancy, or should the exposition be materially interfered with by any reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency or any other circumstances beyond the control of Jackson Hole Seminars, LLC, the Agreement for Exhibit Space may be terminated by Jackson Hole Seminars, LLC. Jackson Hole Seminars, LLC will not incur any liability for damages sustained by exhibitor as a result of such a termination, and the exhibitor hereby expressly waives such liability for damages sustained by exhibitor and releases Jackson Hole Seminars, LLC of and from all claims and damages. Exhibitor agrees that Jackson Hole Seminars, LLC shall have no obligation in the event of termination hereunder except to refund the exhibitors prorated share of the aggregate amount received by Jackson Hole Seminars, LLC (as rental for exhibit space for said exhibit) after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by exhibitor.

Music, photographs and other copyrighted material
Each exhibiting company is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in exhibitor's booth or display. All presentations at the 37th Annual Ralph E. Hopkins Urology Seminars are the property of the organizer. Any unauthorized reprint, electronic replication, or other dissemination of the content of the 37th Annual Jackson Hole Seminar is a copyright infringement. These ownership rights apply to the content of plenary sessions, concurrent sessions, workshops, abstracts, satellite symposia, and all other scientific presentations.

Security
Security Guards may not be on duty at this meeting so exhibitors are ultimately responsible for safeguarding their material and equipment against theft. Any items or equipment left overnight in the exhibit hall is done so at your own risk. Jackson Hole Seminars, LLC is not responsible for any loss or damage to exhibitor property. Exhibitors may not provide separate security guards for their own purposes within the exhibit area unless permission is requested and approved in writing by Jackson Hole Seminars, LLC.

Cancellation and Refund Statement
Cancellation/Refunds: If made prior to December 8th, 2017, refund with a $2,000 administrative fee applies. No refund after December 8th, 2017. PLEASE NOTE: There are NO full refunds available for any reason. Inclement weather, illness, unforeseen circumstances, natural disasters or any other life events, expected or unexpected, do not entitle a registered attendee to a refund of any portion of their registration dues/fee. If a registered attendee cancels in writing prior to December 8th, 2017, a refund of any portion of that attendee's dues/fees will be returned minus a $2,000 administrative fee that is non-refundable. NO REFUNDS WILL BE ISSUED FOR ANY CANCELLATIONS THAT OCCUR ON OR AFTER DECEMBER 8TH, 2017.

Exhibitor-Sponsored Functions
Exhibitors must notify Jackson Hole Seminars, LLC of all exhibitor-sponsored functions. Exhibitor functions may not be held concurrent with official Jackson Hole Seminars, LLC scientific or social functions. Please e-mail Jackson Hole Seminars to discuss scheduling your event.

Americans with Disabilities Act (ADA) Compliance
Each exhibiting company is responsible for compliance with the ADA in their exhibit. The International Association of Exhibitions and Events (IAEE) publish a guide with instructions for ADA compliant booths. Contact the IAEE for more information at 972-458-8002 or www.iaee.com/pdf/ada.pdf. Failure to comply with the ADA is a serious matter and can involve litigation and/or fines.