EXHIBIT CONFIRMATION NOTICE
2015 Advanced Practice Symposium
Omni Hotel

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the 2015 Advanced Practice Symposium to be held February 26-28, 2015 in Nashville, TN at the Omni Hotel. We are delighted to confirm your participation. Exhibits will be held on Thursday, February 26, and Friday, February 27.

ENCLOSURES

Please note the following information relating to your exhibit:

**Confirmation Memo and Invoice** - This includes your booth number(s) cost of space, and balance due. *Any unpaid balances are due immediately.* The invoice was attached to the original email – if you did not receive the invoice please contact Heidi Perret at heidi.perret@ajj.com

**Exhibitor Housing** - The official hotel is the Omni Hotel. All meetings and exhibits will take place in this hotel. You are responsible for making your own hotel reservations. The special room rate is $199 single/double (plus tax), plus a $2.00 per night, per room privilege tax.

To receive this special conference rate, you can make your reservations by calling reservations at (800)-843-6664 and referring to the Society of Urologic Nurses & Associates Advanced Practice Symposium, or making your reservation directly through the SUNA website www.suna.org

Rooms are available in the hotel until SUNA’s room block is filled or until the cut-off date January 30, 2015, whichever comes first. Reservations made after this date will be subject to space and rate availability.

**Exhibit Personnel Pre-Registration** – As part of your exhibit fee, complimentary exhibitor registration for three (3) personnel per booth (10’x10’) is included. Additional company representatives may register for $80 each *all additional badges must be prepaid*. Advance registration information must be received by February 6, 2015 if your representatives are to have pre-registered badges. Kindly fill out the Exhibitor Personnel form found below, and to sunabadge@ajj.com.

Corporate nurses with exhibitor badges may attend most educational sessions on a space availability basis, excluding the food and beverage functions and pre-conference seminars. Corporate nurses will receive an exhibitor’s badge unless they register separately for the Symposium and pay the Symposium fees. Corporate nurses who do not register for the Symposium at full registration rates are not entitled to certain registration items that are provided to fully paid Symposium registrants (due to limited supplies).

*Companies may not register nurse customers for the $80 exhibitor personnel fee.*

**Program Book - Exhibitor Listing.** SUNA will produce a program book that will highlight Exhibitor’s Listings you will be listed by Company name, address, booth number and website address. This will be distributed to all SUNA Symposium attendees.
Exhibit Floor Plan. As changes are made to the floor plan, you may view and download the most recent plan by visiting www.suna.org. The exhibit prospectus and most up-to-date floor plan can be found under the “Corporate” tab.

Order Form to Rent Annual Symposium List of Registrants – Upon onsite registration, each exhibiting company will receive one complete master list of all pre-registered attendees. Companies may use this list for capturing leads without having to write out numerous names and addresses. Pre-registration lists sent electronically, for one-time usage are available for purchase for $200, no email addresses are included on this list. The list may be purchased prior to or following the Symposium. See included order form.

Advertising in Urologic Nursing, SUNA’s Official Journal – The January/February 2015 issue offers bonus circulation to attendees of the Advanced Practice Symposium in Nashville, TN giving your advertisement “at-show” impact. In addition, all advertisers will receive a mounted copy of their advertisement on an “As Advertised in Urologic Nursing” standing board. Closing date for space reservations is December 26, 2014. Click here to download the 2015 rate card.

Advertising in the Annual Symposium’s Syllabus/Program – Advertising rates are $1000 for a full page, black and white. Additional information is listed below. The closing date is January 12, 2015; materials are due January 19, 2015.

Reservation for function space - If you would like to reserve a function space, requests for this space must be made through our office by completing the enclosed form. All requests must be made in writing.

SECURITY

Security service will be provided at the entrance to the exhibit hall to control admission and to serve as a deterrent to theft. However, the Symposium is not responsible for any losses incurred by exhibitors. Exhibitors must make arrangements to safeguard valuable property.

Admission to the exhibit area is by badge only. Exhibits will be permitted into the exhibit hall 45 minutes prior to opening and must be out of the hall within 30 minutes of closing each day. There will be no exceptions to this policy. Sales meetings and client meetings will not be permitted within the exhibit hall beyond the times outlined above.

NO SMOKING POLICY

There will be no smoking within the exhibit hall at any time inclusive of move-in and move-out.

OTHER EXHIBITOR POLICIES / MISCELLANEOUS

As outlined within the exhibitor prospectus, the Symposium has numerous policies regarding its exhibit hall. It is impractical to reiterate all rules and regulations here, but exhibitors are reminded to review these policies once again. All exhibitors are expected to adhere to all rules, regulations, and policies governing the Symposium.
**EXHIBIT SCHEDULE**

The exhibit schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, February 26</td>
<td>8:00 am - 4:00 pm</td>
<td>Exhibitor Set-up</td>
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<tr>
<td></td>
<td>5:00 pm - 7:00 pm</td>
<td>All Exhibitors Set-Up</td>
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<td></td>
<td>7:00 pm - 9:00 pm</td>
<td>Reception in Exhibit Hall</td>
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<tr>
<td>Friday, February 27</td>
<td>9:00 am - 10:30 am</td>
<td>Exhibits Open</td>
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<td>2:15 pm - 3:45 pm</td>
<td>Exhibits Open</td>
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<td>3:45 pm - 8:00 pm</td>
<td>Exhibit Dismantling</td>
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**BOOTH CONSTRUCTION**

All booths are 10’x10’. Exhibit spaces do not include any furnishings, electricity, etc. Arrangements for these items must be made through Brede/Allied Convention Services (Telephone 407-851-0261 or via email info@bredeallied.com). All booths will be provided with an identification sign. Booth drapery will be blue, white and gold. The exhibit hall is carpeted.

**EXHIBITOR SERVICE CONTRACTOR**

Brede/Allied Convention Services has been selected to serve as the official service/drayage contractor. Brede has made ordering of show services easy, convenient, and instantaneous. By using Brede’s online service, you can quickly place orders, confirm orders, arrange advance payment or make special requests.

A decorator kit link will be emailed out shortly, by Brede, to the contact person listed on the SUNA Symposium booth application. We ask that all shipments arrive to the advanced warehouse no later than February 11, 2015 to avoid additional handling charges.

**Address Advanced Shipping to:**

SUNA Advanced Practice Symposium / Exhibit company booth #
YRC
7300 Centennial Blvd.
Nashville, TN 37209

We look forward to working with you in making the Advanced Practice Symposium a successful event for all concerned! Please contact us if we may provide additional information.

Sincerely,

Tom Greene
Director of Marketing
SUNA National Office
856-256-2367 / Fax 856-589-7463
tom.greene@suna.org
Exhibit Badges:
As part of your exhibit fee, you are entitled to three (3) complimentary exhibitor badges per booth (10’x10’). Additional company representatives may register for $80 each. Advance exhibitor registration information must be received by February 6, 2015 in order to be pre-registered, after this date you will need to register onsite. All additional badges must be prepaid.

Please complete, and e-mail this form to: sunabadge@ajj.com

Exhibiting Company Name: ___________________________________________ Booth # ___________

Three Representatives: ________________________________ Email addresses*:
_________________________________   _____________________________________
_________________________________   _____________________________________
_________________________________   _____________________________________

* email addresses will only be used for our post-con exhibitor survey

Additional booth personnel ($80 each) all additional badges must be prepaid.

_________________________________   _____________________________________
_________________________________   _____________________________________
_________________________________   _____________________________________

Payment by Check (SUNA Tax ID No. 93-0696206)
Mail check payable in U.S. Funds to:
SUNA Advanced Practice Symposium
Postal - Box 56, Pitman, NJ 08071-0056
UPS/Overnight Service – 200 East Holly Avenue,
Sewell, NJ 08080
856-256-2375 / Fax 856-589-7463

Full Payment by Credit Card
(SUNA Tax ID No. 93-0696206)

[] Visa   [ ] Mastercard   [ ] AMEX

Name on Credit Card ________________________________

Credit Card Number _________________________________

Charge Amount _________________________________

Expiration Date _______ Security Code __________________

Credit Billing address street # _____ zip code __________

Signature ________________________________
As a service available exclusively for exhibitors at this year's Advanced Practice Symposium, SUNA will make its list of attendees available. The rental cost for the list is $200. NOTE: Each exhibiting company will receive one listing of attendees when they pick up their registration materials onsite as part of your booth fee.

Send us a list of registrants for SUNA's 2015 Advanced Practice Symposium. Enclosed is a copy of our mailing piece.

All lists are provided via e-mail as an Excel formatted electronic file. Please note: Email addresses and phone numbers are not included in this list.

E-mail list to: __________________________________________
Date Requested: _______________________________________

Following are payment and shipping instructions:

<table>
<thead>
<tr>
<th>Method of Payment:</th>
<th>[ ] Check Enclosed</th>
<th>____ AMEX</th>
<th>_____ Visa</th>
<th>_____ Master Card</th>
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<td>$200 Per Use</td>
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<td>Credit Card Number</td>
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<td>Billing Address on card, street #</td>
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<td>zip code</td>
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<td>Security Code</td>
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<tr>
<td>SUNA Tax ID No. 93-0696206</td>
<td>Signature</td>
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We understand that the list is for one-time use only. All orders must be prepaid. Exhibitor agrees to use the list one-time only per the sample piece submitted. Exhibitor agrees not to merge the list of attendees into any database. Further, exhibitor agrees to erase all data and destroy the electronic information upon completion of this approved mailer.

Company __________________________________________
Address __________________________________________
City __________________________________________ State ____________ Zip ____________
Telephone __________________ Fax ____________ E-mail __________________
Signature __________________________________________ Date __________________

Any questions about the list and all correspondence should be directed to:

Heidi Perret, Marketing Coordinator
SUNA Advanced Practice Symposium
East Holly Avenue / Box 56
Pitman, NJ 08071-0056
856-256-2375 / Fax 856-589-7463
heidi.perret@ajj.com
PROGRAM BOOK RESERVATION FORM
2015 Advanced Practice Symposium

We encourage you to reserve space for your advertisement in the official Symposium Program. The program contains all speaker handouts, faculty education materials, information about exhibitors, exhibit floorplan, general information, hotel layout, education program, schedule, and special events. It will be distributed to all participants at the Advanced Practice Symposium.

Rates:

<table>
<thead>
<tr>
<th>Type</th>
<th>Exhibitors</th>
<th>Non-Exhibitor</th>
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</thead>
<tbody>
<tr>
<td>One Page</td>
<td>$ 1,000</td>
<td>$ 1,500</td>
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<tr>
<td>Half Page</td>
<td>$ 700</td>
<td>$ 1,200</td>
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<tr>
<td>Four Color *</td>
<td>$ 1,000</td>
<td>$ 1,500</td>
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*Additional Fee

NO AGENCY COMMISSION ALLOWED

Materials Accepted:
PDF file is the accepted format. PDF files should be sent via email. All PDF files should be of high resolution (a minimum of 300 dpi) and print ready. All fonts and graphics must be embedded. An accurate color print/proof of how your ad should print must be supplied.

Closing Dates:
Space Reservations: January 12, 2015
Ad Materials: January 19, 2015

Address:
Send all space reservations and advertising materials to:
Heidi Perret
SUNA Advanced Practice Symposium
Marketing Coordinator
heidi.perret@ajj.com
856-256-2375 / Fax 856-589-7463

Keep live matter ½” from both trim and gutter.

[ ] Please reserve our advertising space in the Annual Symposium Program Book.

Full Page _________ Half Page (H) _________ Color _________

Please complete and return with payment in the full amount.

Company _________________________________________________

Address ___________________________________________________

City  State  ZIP _____________________________________________

Telephone_____________  E-mail______________________________

Contact ________________________________

Payment by Check (SUNA Tax ID No. 93-0696206)
Mail Check payable in U.S. Funds to:
SUNA Advanced Practice Symposium
Postal – Box 56, Pitman, NJ 08071-0056
UPS/Overnight Service – 200 East Holly Avenue
Sewell, NJ 08080
856-256-2375 / Fax: 856-589-7463

Full Payment by Credit Card
(SUNA Tax ID No. 93-0696206)
☐ VISA  ☐ Mastercard  ☐ AMEX

Name on Credit Card ______________________________
Credit Card Number _______________________________
Charge Amount _______________________________________
Expiration Date _________  Security code ____________
Credit Billing Address: street # _______ zip code _______
Signature: ___________________________________________
Application for Attendee Registration
Program

ADVANCED PRACTICE SYMPOSIUM –
OMNI HOTEL, NASHVILLE, TN

FEBRUARY 26-28, 2015

___Yes, I want to take advantage of this Special Offer!

Cost is $750 exhibitors / $900 non-exhibitors which includes both programs
AND MUST BE PREPAID / 400 promo pieces are required.
**Your materials will not be returned. We are not responsible for no-shows.

Name: ____________________________________________

Company: _________________________________________

Address: __________________________________________

Phone: _____________________________________________

Email: _____________________________________________

Signature: _________________________________________

Method of Payment: [ ] Check Enclosed [ ] Credit Card ___ Visa ___ Master Card ___ AMEX

   Name on Credit Card _______________________________
   Credit Card Number _______________________________
   Charge Amount $ _________________________________
   Expiration Date ____________________ Security code ____________________________
   Billing address on CC: street # _________ Zip Code ______________________________

SUNA Tax ID #93-0696206  Signature ______________________________

February 9, 2015 is the deadline to participate in the Registration Stuffer/Literature Display Program.

All promotional materials must be no larger than 8 1/2” x 11” and must arrive no later than February 12, 2015.
Send a sample of the flyer and shipping/tracking information to heidi.perret@ajj.com by February 12, 2015.

Ship materials to:
TO:   SUNA ADVANCED PRACTICE SYMPOSIUM
       YRC
       7300 Centennial Blvd.
       Nashville, TN 37209

FOR:   SUNA Registration Delivery – Tom Greene

Complete the above and mail with payment in U.S. dollars to:

SUNA 2015 Advanced Practice Symposium
Attn: Heidi Perret
East Holly Ave., Box 56, Pitman, NJ 08071 / 856-256-2375, fax: 856-589-7463; heidi.perret@ajj.com
Space Request Form
2015 ADVANCED PRACTICE SYMPOSIUM
NASHVILLE, TN

SUNA will make meeting space available to qualified representatives on a first-come, first-served basis.

In order to reserve meeting space, you must complete this form. We will qualify your request and once your application is approved, we will notify you and the hotel. At that time, you are responsible for coordinating all arrangements, instructions, etc., directly with the hotel. SUNA will not make these arrangements on your behalf, but simply ensures that you qualify to reserve meeting space in conjunction with the conference.

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<tr>
<th>Firm Requesting Space</th>
<th>Contact Person</th>
<th>Title</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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<tr>
<th>Function or Event Name</th>
<th>Function Date(s) and Times(s)</th>
<th>Expected Attendance</th>
<th>Meeting Space Set-up</th>
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Please return form to:
Society of Urologic Nurses and Associates
East Holly Avenue, Box 56
Pitman, NJ  08071-0056
Attention: Michelle Watson, Conference Coordinator
Phone 856-256-2318 / Fax 856-589-7463 / Email michelle.watson@ajj.com

*** FOR OFFICE USE ONLY***

<table>
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<tr>
<th>Meeting Approved By</th>
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<th>Location</th>
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<table>
<thead>
<tr>
<th>Facility Contact Person</th>
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