

4500 San Pablo Road  
Jacksonville, Florida  
32224  
904-953-8058  
Tax ID: 59-3337028

August 23, 2023

Dear Exhibitor,

On behalf of course directors Alfredo Quinones-Hinojosa M.D., Wendy J. Sherman, M.D., and co course director Joao Paulo Cavalcante de Almeida, M.D., Ph.D., we hope you will consider a display and/or virtual exhibit opportunity at Mayo Clinic's **NP PA Surgical Updates 2024** held May 2-4, 2024 at The Conrad Orlando in Orlando, Florida. We expect around 75 physicians, physician assistants, nurse practitioners, nurses, pharmacists, residents, fellows, and allied health professionals. This three-day symposium is designed to update participants of the NP PA Surgical Updates 2024 about the employment of nurse practitioners (NPs) and physician assistants (PAs) projection to increase within surgical practices to offset growing workforce demands. With goals to improve outcomes, surgical professionals must be apprised of the latest advances in treatment and management and understand and implement best practice models to optimize team-based care. This course is specifically geared toward the educational needs of surgery NPs, PAs, and other healthcare professionals in both private practice and academic settings.

### **Choose Your Sponsorship Level**

Exhibit fees begin at \$4,500 for the full three-day course. Additional advertisement opportunities are offered to expand reach and provide further interaction with attendees. Exhibit space at the live course is limited with table assignments made based on the date the signed exhibit letter of agreement (LOA) is received in our office.

**If you are interested in participating in this course, please click [here](#).**

Please review Sponsorship Opportunities and Additional Advertisement Opportunities on page 3 of this prospectus for full pricing and details.

### **Live Exhibit Benefits:**

- Promotion available at the live two-day course
- Exhibitors are provided the same meals and beverages provided to registered attendees
- Attendees are encouraged daily by the course moderator to visit and connect with the exhibitors
- Includes a 6ft table, two chairs and linen at the course
- An attendee list including registered attendee's name, degree, specialty, city, state, and demographics distributed post course
- Vendor recognition in online course syllabus for all registered attendees to access
- An acknowledgement on the break slide announcements during the course
- Exhibitors may sit in the general session to listen to talks of interest if space is available (all company logos must be removed and not visible when entering the education space)

### **Virtual Exhibit Benefits:**

- Promotion available from the time a company signs the LOA and exhibit booth website is built until 5/4/25



- Listing in the online exhibitor directory linked to your company website and landing page (listing will be in the order company content is received)
- Exhibit booth customization, options include PowerPoint slide, PDF handout or video
- Post course report providing analytics on page traffic
- An attendee list including registered attendee's name, degree, specialty, city, state, and demographics distributed post course
- Vendor Recognition in the online course syllabus for all registered attendees to access
- An acknowledgement on the break slide announcements during the course
- Two complimentary conference web links provided – no credit can be claimed and no access to course materials included
- To maintain a clear separation of promotion from education, the virtual exhibit opportunity will be available on a separate webpage tab than where course materials are accessible

Mayo Clinic, an integrated, not-for-profit group practice, is committed to meeting its responsibility as a national medical education resource. In support of improving patient care, Mayo Clinic College of Medicine and Science is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team. Our programs provide valuable information on unmet needs to the medical community. We sincerely appreciate your consideration and hope you will take the opportunity to join us for a truly unique educational program. **If you are interested in participating in this course, please click [here](#).**

Sincerely,

*Ashley Cotto*

Ashley Cotto  
Education Administration Coordinator

**Make checks payable to:**

Mayo Clinic CPD  
Attn: Ashley Cotto-23J01599  
4500 San Pablo Road  
Stabile 790N- Education  
Jacksonville, FL 32224  
Tax ID: 59-3337028

## Sponsorship Opportunities:

<b>Premier Sponsorship Opportunities</b>	<b>Platinum \$25,000 (Exclusive)</b>	<b>Gold \$15,000 (Limited)</b>	<b>Silver \$7,500</b>	<b>Exhibit \$4,500</b>
Welcome Reception Sponsor	x			
Internet			x	
Breakfast or Lunch Sponsor	x	x		
Coffee Break Sponsor			x	
Complimentary full registration- No CME credit	4	2	1	
Conference Bag Inserts	x	x	x	
Virtual Exhibit Booth	x	x	x	x
Exhibit Table	2- 6 ft. table	2- 6 ft. table	1- 6 ft. table	1- 6 ft. table
Verbal recognition at the opening session	x	x	x	x
Attendee List	x	x	x	x

## Additional Advertisement Opportunities:

### **Non-CME Promotional Symposia - \$15,000**

Highlight your product and your commitment to robotics with a dedicated 45 min for your product specialist or guest speaker to present to attendees during breakfast or lunch. Promotional symposia may not conflict with Mayo Clinic NP PA Surgical Updates 2024.

### **Premier Exhibit Space – Additional \$5,000** *(will be added to the fee listed above for standard 6' exhibit space)*

Upgrade your exhibit space to a 10x10 or similar footprint to showcase your equipment. Get maximum exposure for your business. Limited opportunities.

### **Internet - \$5,000 (Exclusive)**

Help attendees stay connected with their office and home while away at the Mayo Clinic NP PA Surgical Updates, sponsor the wireless internet access in the meeting space. The supporter will be recognized throughout the meeting in signage and electronic communications.

### **Upgrade Coffee Break - \$4,000**

Provide attendees with an AM/PM jolt by sponsoring the breaks during the meeting. Display your company logo for all attendees to see and announce your presence at the conference.

### **Conference Bags - \$4,000 (Exclusive)**

Display your company logo for all Attendees to see and announce your presence at the conference. Your company will provide a high-resolution logo to be printed on conference bags ordered by the managing committee. All bags will contain flyers and advertisements from other participants. (Artwork to be provided by the sponsoring company and is subject to MCSCPD approval)

### **Lanyards - \$4,000 (Exclusive)**

All attendee badges will be distributed with a lanyard to display the badge throughout the conference. The Lanyard will prominently display your company name and/or logo, whichever you choose. (Artwork to be provided by the sponsoring company and is subject to MCSCPD approval)

### **Conference Bag Inserts - \$1,000 (Multiple Opportunities Available)**

Conference bag inserts are a great opportunity to invite attendees to your booth, and announce your booth participation or conference-related event. Your company will provide 200 copies of the flyer or advertisement (no larger than 8 ½ x 11, no more than one page) and MCSCPD will stuff them into the official conference bags.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Mayo Clinic Jacksonville	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501(c)(3) Tax-exempt Nonprofit Corporation</b>	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
	Exempt payee code (if any) <u>1</u> Exemption from FATCA reporting code (if any) <u>A</u> <small>(Applies to accounts maintained outside the U.S.)</small>	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. 4500 San Pablo Road		
<b>6</b> City, state, and ZIP code Jacksonville, FL 32224		
<b>7</b> List account number(s) here (optional)		
		Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
5	9	-	3	3	3	7	0	2	8

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 01/03/2022
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*