



Advanced Institute for
**Anesthesia Billing &
Practice Management**

June 5-7, 2020

The Cosmopolitan of Las Vegas



**Advanced Institute for Anesthesia
Billing and Practice Management**

Securing the Future for Anesthesia Practices

**Exhibitor
Prospectus**

Jointly Provided by:



Please Join Us:

On behalf of Medical Meeting Solutions, LLC and Tulane Center for Continuing Education, we invite you to exhibit at the **2020 Advanced Institute for Anesthesia Billing and Practice Management** to be held June 5-7, 2020 at The Cosmopolitan of Las Vegas. Exhibits will be open on Friday, June 5 and Saturday, June 6, 2020.

About the Conference:

The Advanced Institute for Anesthesia Billing and Practice Management will focus on billing and practice management issues. The goal of the conference is to give attendees up-to-date, practical, actionable information about best practices in billing, coding, compliance, human resources, risk management, and clinical protocols. All of our speakers are nationally renowned. Exhibit space is limited and we encourage exhibitors to register early in order to guarantee a spot.

Learning Objectives:

Upon completion of this activity, the participants should be better able to effectively:

1. Identify anesthesia billing compliance issues and errors, including the main compliance risk areas for anesthesia practices.
2. Explain billing and coding for pediatric anesthesia, subspecialty anesthesia, cardiac cases, and acute and chronic pain management services.
3. Recognize the specific CPT codes to enhance practice revenues and maximize reimbursement.
4. Identify practice management areas with emphasis on new technology, hospital relationships, consolidation, negotiation and strategy, and how groups will look like in the future
5. Describe the salient points of educating providers and billing companies to Governmental Quality Programs including PQRS, QCDRs, MACRA and MIPS
6. Describe how to implement an opioid sparing protocol to an anesthesia practice.
7. Identify the new trends in the anesthesia marketplace that will allow anesthesia practices to remain viable.

We are expecting 300+ attendees from over 45 different states for our 2020 meeting. Attendees will include Anesthesiologists, CRNAs, Practice Administrators, Billing Owners, Billing Managers, Consultants and Certified Coders. The seminar offers exhibitors access to decision makers in a small and intimate setting.

We hope you will join us along with our growing number of exhibitors in Las Vegas in May.

Exhibit Guide:

Medical Meeting Solutions, LLC and Tulane Center for Continuing Education, are pleased to provide the following opportunities for organizations to advertise their products and services to attendees of the conference. Whether you are displaying your products in the exhibit space, interacting with participants at one of our social events, sponsoring a meal function or gaining brand recognition for your company through program advertising, your message will reach key decision makers.

General Information:

Expected Attendance: 300+

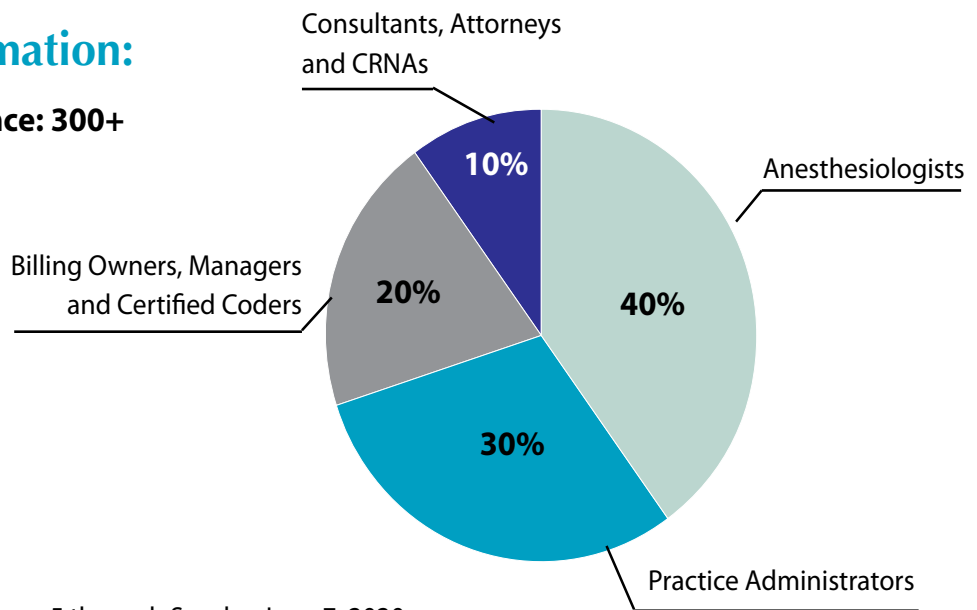


Exhibit Dates:

Meeting Dates: Friday, June 5 through Sunday June 7, 2020

Exhibit Dates: Friday, June 5 and Saturday June 6, 2020

Set-Up Time: Thursday, June 4, 2020 from 12:00pm – 7:00pm

Exhibit Move-Out/Breakdown: Saturday June 6, 2020 after 3:30pm

Shipping services will be provided by Freeman. All registered exhibitors will be provided full shipping information closer to the event.

Exhibit Hours:

Friday, June 5th: 7:00am - 6:30pm

Premium face-to-face times Friday:	7:00 - 8:00am:	Breakfast
	10:00 - 10:30am:	Morning Refreshment Break
	3:00 - 3:30pm:	Afternoon Refreshment Break
	4:30 - 6:30pm:	Welcome Reception

Saturday, June 6: 7:00am- 4:45pm

Premium face-to-face times	7:00 - 8:00am:	Breakfast
Saturday:	10:00 - 10:30 am:	Morning Refreshment Break
	11:30 - 12:30 pm:	Luncheon
	2:30 - 3:00pm:	Afternoon Refreshment Break

Booth Fees:

Exhibit fee includes one six-foot skirted table, two chairs, one wastebasket, one copy of the electronic conference syllabus and one complimentary registration for admittance to all general sessions. **Maximum number of exhibit spaces is 50.**

1. Standard Size Exhibit Booth Fee (10' x 10') - \$2,800
2. Double Size Exhibit Booth Fee (20' wide x 10' deep) - \$ 5,500

Benefits of Exhibiting

- One full conference registration pass
- One electronic (flash drive) copy of the conference syllabus
- Complimentary exhibitor name badges
- Company name listed in program material
- Build recognition of your company and awareness of your products
- Multiple opportunities to meet with influential decision makers in a direct sales environment

Additional Exhibitor Exclusive Sponsorship Opportunities:

All sponsored meals and breaks will take place in the exhibit hall.

Platinum Sponsorship	\$20,000
Gold Sponsorship	\$10,000
Friday Breakfast	\$8,000
Friday Morning Refreshment Break	\$5,000
Friday Afternoon Refreshment Break	\$5,000
Friday Evening Cocktail Reception	\$8,000
Saturday Breakfast	\$8,000
Saturday Morning Refreshment Break	\$5,000
Saturday Luncheon	\$8,000
Saturday Afternoon Refreshment Break	\$5,000
Sunday Breakfast	\$8,000
Syllabus Back Cover	\$1,500
Syllabus Front Inside Cover	\$1,000
Syllabus Inside Pages	\$500
Bag Inserts	\$350
Bag Sponsorship	\$4,000

To reserve your Exclusive Sponsorship, please contact Peter Wu, MD at 419-665-3499 or peter_wu@aiabpm.com.

Please also note that any special events (i.e. any organized social events or technical programs and seminars during and around the conference days) must be in consultation with, and formally pre-approved by the conference organizers. Without exception, all exhibitors and attendees to the Conference are required to strictly adhere to this condition.

Exhibitor Registration Form

Exhibitors receive one conference registration per display booth purchased. The complimentary registration pass admits the exhibitor representative to all general educational sessions. All other booth representatives are welcome to attend all meal functions and/or social events. All representative names due: May 1, 2020. Onsite name badges will not be printed until after attendee registration on June 4, 2020 has concluded.

Full Conference Registration (1)

Name	Title
Phone	Email

Additional Representative (1)

Name	Title
Phone	Email

Additional Representative (2)

Name	Title
Phone	Email

Additional Representative (3)

Name	Title
Phone	Email





Is this your first time exhibiting at this meeting? Yes No

How did you hear about this meeting?

Mailing
 Email
 Internet
 Dr. Wu
 Dr. Goodman
 Other, please specify

Method of Payment:

How to Reserve your Exhibit Booth/Space:

-  **Online:** To register online or to download a .pdf of the Exhibitor Registration Form and Exhibitor Application/Contract, please visit <http://www.aiabpm.com>
-  **Email:** Email completed Exhibitor Registration Form and Exhibitor Application/Contract Form. Credit card payments only: cme@tulane.edu
-  **Mail:** Mail completed Exhibitor Registration Form and Exhibitor Application/Contract Form, with payment (check or credit card) to:
 Advanced Institute for Anesthesia Billing and Practice Management
 c/o Tulane Center for Continuing Education
 1430 Tulane Ave #8451, New Orleans, LA 70112
-  **Fax:** Fax completed Exhibitor Registration Form and Exhibitor Application/Contract Form. Credit card payments only: 504-988-1779

Exhibitor Application/Contract

Complete, sign and return the Application/Contract and Registration Form. Enclose a check payable to Tulane University (Tax ID # 72-04-23889) or submit your credit card information. To register online or to download a .pdf of the Exhibitor Registration Form and Application/Contract, please visit: <http://www.aiabpm.com>

Organization or Company Name

Display Name (if different from company name)

Contact Name (to whom all correspondence should be sent)

Title

Exhibitor Address

City, State, and Zip

Phone

Fax

Email

Display Fees

Exhibit Booth Fee (10' x 10') - \$2,800

Double Size Exhibit Booth (20' x 10') - \$5,500

Do you require a 6 foot skirted table at your display?

Yes No

To reserve your Premium Sponsorship, please contact Peter Wu, MD, at 419-665-3499 or peter_wu@anesthesiabillingconference.com

Payment Options (Tax ID # 72-04-23889)

Check # Enclosed _____ payable to:

Tulane University CCE

Charge to: Visa MC AMEX DISCOVER

Card #:

Exp Date:

Security Code:

Name on card:

Signature:

Important Deadline: Payment is due May 1, 2020.

We agree to abide by all of the contract provisions governing this exhibit and which are part of this application. Acceptance of the application by Medical Meeting Solutions, LLC and Tulane Center for Continuing Education and constitutes a contract.

Authorized Signature

Date

Cancellation Policy

The booth fee is due on or before May 1, 2020. No company may exhibit unless payment for booth space has been received in full. Applications received after May 1st will be considered based on availability.

All cancellations must be sent in writing. If written cancellation is received by: May 1, 2020, exhibitors will receive a 50% refund. No refunds will be issued after May 1, 2020.

Contract Provisions

Exhibits and exhibitors are subject to the following regulations. The term "Joint Providers" herein refers to the Center for Continuing Education, Tulane University Health Sciences Center, and Medical Meeting Solutions, LLC collectively.

The Advanced Institute for Anesthesia Billing and Practice Management 2019 has produced this continuing medical education meeting for Anesthesiologists, CRNAs, Practice Administrators, Billing Managers, Professional Coders and other Allied Health Professionals. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of conference attendees. The Joint Providers reserve the right to refuse space that, in their sole opinion, is unlikely to contribute to the overall objectives of this educational activity. No commercial promotional materials shall be displayed or distributed in the same room as the educational activity immediately before, during, or immediately after the educational activity or outside of the officially designated space.

Exhibitor Representative Responsibilities: Exhibitor must name at least one person to be the official onsite representative and responsible party. The official representative will receive all relevant materials relating to the educational activity. That representative shall be authorized to enter into such agreements as may be necessary for fulfillment of obligations to the Joint Providers and to other contractors and subcontractors. At least one representative must be at the display during exhibit times. Badges are not transferable.

Payments and Cancellations: Payment in full for exhibit space is due no later than April 15, 2019. Exhibitors who cancel before April 15, 2019, will receive a refund less a 50% cancellation fee. Exhibitors who cancel on or after April 15, 2019, will receive no refund. No cancellations shall be acknowledged unless received by the Joint Providers in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.

Space Agreement: This application for exhibit space, the notice of assignment by the Joint Providers and the full payment of rental charges, together constitute an agreement for a right to use the space. The Joint Providers reserve the right to make the final space assignment or change the space assignment should it be necessary in the best interest of the exhibit show.

Arrangements of Exhibits: Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided to the exhibitor by the conference will consist of one six-foot skirted table, two chairs, wastebasket, one program syllabus and one complimentary conference registration. Exhibit fixtures, components and identification signs will be permitted to a maximum of eight feet. All display fixtures over eight feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to the back half of the area.

Fire Regulations: All material used in the exhibitor area must be made of flame-proof materials and conform to all fire department regulations. Decorations may not include balloons, crepe paper, cellophane or confetti.

Care of Buildings: Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the booths and/or equipment or furnishings in the space provided. The Exhibitor will be held liable for any such damage caused by the responsible representative or his agent.

Use of Exhibit Space: No Exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the Joint Providers and approval of the terms thereof. No Exhibitor is permitted to show goods other than those manufactured or handled in their regular course of business. No firm or organization not assigned space will be permitted to solicit business in any manner within the exhibit area.

Sound Devices and Noise Level: The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so nearby exhibitors are not disturbed.

Entertainment: The Exhibitor agrees not to sponsor any group function such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with member attendance at regular conference education sessions or meetings or induce visitors away from the conference or Exhibitor Hall. The Exhibitor must receive approval from the Joint Providers in advance for any intended group functions.

Direct Selling: In the event that Exhibitor engages in on-location transactions, Exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

General Restrictions: (A) Exhibitors can distribute only those food and drink samples that are manufactured or handled by them in the regular course of business. No outside food and beverage products may be distributed by exhibitors except upon written authorization of the Cosmopolitan Hotel. (B) The Joint Providers reserve the right to restrict exhibits that, because of noise, methods of operation or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the Joint Providers may detract from the general character of the conference. (C) No display material exposing an unfinished surface to neighboring exhibitors or an aisle will be permitted. (D) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies.

Liability and Insurance: Exhibitors will take reasonable precautions to safeguard exhibits. The Joint Providers will not be liable for loss or damage to property of the Exhibitor or exhibitor representatives or employees from theft, fire, accident or any other cause beyond their control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The Joint Provider's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by their negligence. Exhibitors will indemnify the Joint Providers against, and hold harmless from, negligence of the Exhibitor in connection with its use of display space.

Americans With Disabilities Act: Each Exhibitor shall be responsible for compliance with the Americans with Disabilities Act within their assigned exhibit space.