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WHO WE ARE

OUR MISSION
The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment, and ensuring access to high-quality, specialized care.

WE ARE ADDING TOMORROWS
The CFF is the world’s leader in the search for a cure for CF. We fund more CF research than any other organization, and nearly every CF drug available today was made possible because of CFF support.

We are a nonprofit donor-supported organization dedicated to attacking CF from every angle. Our focus is to support the development of new drugs to fight the disease, improve the quality of life for those with CF, and ultimately to find a cure.

The CFF’s drug development success has been recognized by Harvard Business School and by publications such as Forbes and The Wall Street Journal.

The CFF funds and accredits a national care center network that has been recognized by the National Institutes of Health as a model of care for a chronic disease.

The CFF is one of the most effective organizations of its kind and is an accredited charity of the Better Business Bureau’s Wise Giving Alliance.

WE WILL NOT REST UNTIL WE FIND A CURE
The North American Cystic Fibrosis Conference (NACFC) is a scientific conference designed exclusively for medical professionals in the field of CF research and care. NACFC supports the CFF’s mission to cure CF and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment and ensuring access to high-quality, specialized care.

We are proud of our achievements. But, we still have much to do.
NACFC 2019 will be held October 31 – November 2, 2019 at the Music City Center (MCC) in Nashville, TN. NACFC 2019 is a great opportunity to showcase your company to a large multidisciplinary audience interested in up-to-date information on CF. Your support will ensure the ongoing development of high-quality education that is critical to our shared mission: improving the quality of life for more than 70,000 people worldwide living with CF, while striving toward the ultimate goal of finding a cure and control for the disease.
Who Attends
NACFC serves as a collaborative forum to advance research for the treatment and cure of CF. NACFC is an ideal opportunity to receive state-of-the-art continuing medical education and learn about the latest products and services in CF care. The educational elements of the meeting program are targeted to physicians, nurses, research scientists, respiratory therapists, physical therapists, nutritionists, social workers, pharmacists and other CF-related disciplines to share the latest research and advances in CF care. The main conference is held over three days with more than 60 concurrent sessions.

Learning Goal/Purpose
The learning goal/purpose of this conference is to enable caregivers the opportunity to receive the most current and up-to-date information on the diagnosis and management of CF and to learn strategies for improving the lives of patients.

Program Responsibility
The content and faculty of the scientific program of educational sessions and approval of arrangements for hosted functions are the sole responsibility of the CFF, the NACFC Program Planning Committee, and the accredited provider.

Benefits of Participation
- Support the CFF, CF research, and CF care.
- Considerable visibility at the world’s largest CF-focused educational conference.
- Exposure to more than 4,500 of the most highly regarded, active CF health care providers and researchers.
- Opportunity to showcase your company to a broad and diverse audience of decision makers.
- Listing on the NACFC official website, NACFC Final Program and mobile app.*
- Company name, logo and description included in the NACFC Exhibitor Guide.*
- Complimentary and discounted general registrations and access to NACFC educational sessions.*
- Complimentary supporter & exhibitor registrations (grants access to only the exhibit hall).
- Obtain qualified leads and networking opportunities.
- Three collective hours daily of unopposed open hours in the exhibit hall.
- Opportunity to host presentations at Learning Labs inside the exhibit hall.

*Some restrictions and/or guidelines apply
2018 Attendance by Discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD, MD/PhD (Clinician)</td>
<td>20.92%</td>
</tr>
<tr>
<td>Other</td>
<td>10.24%</td>
</tr>
<tr>
<td>Nurse</td>
<td>8.15%</td>
</tr>
<tr>
<td>Exhibiting/Supporting Company Representative</td>
<td>7.70%</td>
</tr>
<tr>
<td>PhD, MD/PhD (Basic Scientist)</td>
<td>6.99%</td>
</tr>
<tr>
<td>Respiratory Therapist</td>
<td>5.35%</td>
</tr>
<tr>
<td>Nutritionist/Dietitian</td>
<td>5.13%</td>
</tr>
<tr>
<td>Social Worker</td>
<td>4.45%</td>
</tr>
<tr>
<td>Research Coordinator</td>
<td>4.41%</td>
</tr>
<tr>
<td>CFF Staff</td>
<td>3.64%</td>
</tr>
<tr>
<td>Pharmacist</td>
<td>3.51%</td>
</tr>
<tr>
<td>Physical Therapist</td>
<td>2.94%</td>
</tr>
<tr>
<td>Nurse Practitioner</td>
<td>2.70%</td>
</tr>
<tr>
<td>Corporate MD, MD/PhD (Clinician)</td>
<td>2.21%</td>
</tr>
<tr>
<td>Research Assistant/Technician</td>
<td>1.74%</td>
</tr>
<tr>
<td>Spouse/Family/Friends</td>
<td>1.68%</td>
</tr>
<tr>
<td>Corporate PHD, MD/PhD (Basic Scientist)</td>
<td>1.53%</td>
</tr>
<tr>
<td>Psychologist</td>
<td>1.35%</td>
</tr>
<tr>
<td>Center Secretary/Clinic Coordinator</td>
<td>0.84%</td>
</tr>
<tr>
<td>Non-Exhibiting/Supporting Company Representative</td>
<td>0.82%</td>
</tr>
<tr>
<td>Corporate Rep (Non NACFC Exhibiting Companies)</td>
<td>0.71%</td>
</tr>
<tr>
<td>Corporate Nurse</td>
<td>0.65%</td>
</tr>
<tr>
<td>Geneticist/Genetic Counselor</td>
<td>0.55%</td>
</tr>
<tr>
<td>Corporate Pharmacist</td>
<td>0.43%</td>
</tr>
<tr>
<td>Physician Assistant</td>
<td>0.39%</td>
</tr>
<tr>
<td>MPH, MED, EdD</td>
<td>0.24%</td>
</tr>
<tr>
<td>Child Life Specialist</td>
<td>0.20%</td>
</tr>
<tr>
<td>Corporate Nurse Practitioner</td>
<td>0.20%</td>
</tr>
<tr>
<td>Press</td>
<td>0.14%</td>
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<tr>
<td>Retired Center Director</td>
<td>0.14%</td>
</tr>
<tr>
<td>Psychiatrist</td>
<td>0.06%</td>
</tr>
</tbody>
</table>

Countries with smaller representation not shown herein include: Austria, Belgium, Brazil, Chile, Colombia, Croatia, Czechia, Denmark, Ecuador, Hungary, India, Ireland, Israel, Japan, New Zealand, Norway, Oman, Pakistan, Palestine, Poland, Portugal, Qatar, Russia, Saudi Arabia, South Africa, Spain, Sweden, Switzerland, and Turkey.
### IMPORTANT DATES AND DEADLINES

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOW – September 13</td>
<td>Apply to be a supporter or exhibitor at NACFC</td>
</tr>
<tr>
<td>May 21</td>
<td>General housing opens</td>
</tr>
<tr>
<td>July 10</td>
<td>General and exhibitor registration opens</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Services Kit available online</td>
</tr>
<tr>
<td>July 31</td>
<td>DEADLINE for supporter and exhibitor applications with 50% payment</td>
</tr>
<tr>
<td></td>
<td>DEADLINE to cancel or downsize exhibit booth space/support packages</td>
</tr>
<tr>
<td></td>
<td>Booth number confirmations sent to confirmed exhibitors</td>
</tr>
<tr>
<td></td>
<td>DUE: Island booth designs submitted for approval</td>
</tr>
<tr>
<td>August 1 – September 13</td>
<td>All supporter/exhibitor applications require 100% payment upon receipt of invoice</td>
</tr>
<tr>
<td>August 16</td>
<td>DUE: Company descriptions and logos (.jpeg or .eps file required)</td>
</tr>
<tr>
<td>August 31</td>
<td>DUE: Exhibit booth product samples/promotional items for approval</td>
</tr>
<tr>
<td></td>
<td>DEADLINE: Learning Lab applications</td>
</tr>
<tr>
<td></td>
<td>DUE: Exhibit booth food and beverage requests for approval</td>
</tr>
<tr>
<td></td>
<td>DUE: Early move-in requests</td>
</tr>
<tr>
<td>September 6</td>
<td>DUE: Corporate applications for function space</td>
</tr>
<tr>
<td></td>
<td>DUE: Industry Supported Seminar (ISS) applications</td>
</tr>
<tr>
<td>September 11</td>
<td>Housing cut-off</td>
</tr>
<tr>
<td></td>
<td>DEADLINE to cancel general and exhibitor registrations*</td>
</tr>
<tr>
<td></td>
<td>Late Registration begins</td>
</tr>
<tr>
<td>September 13</td>
<td>DUE: Final payments for exhibit booths and support opportunities</td>
</tr>
<tr>
<td>TBD</td>
<td>DEADLINE to claim complimentary and discount ‘General Registrations’ and complimentary ‘Exhibit Booth Only’ Registrations (no exceptions – regardless of Support Level)</td>
</tr>
<tr>
<td>TBD</td>
<td>Freeman Expositions, Inc. (Freeman) advanced pricing for booth furnishings and mandatory floor covering</td>
</tr>
<tr>
<td>October 30</td>
<td>Exhibit Hall move-In</td>
</tr>
<tr>
<td>October 31 – November 2</td>
<td>Exhibit Hall open</td>
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* Registration cancellations received on or before September 11 will receive a refund, less $150 administrative fee. No refunds will be issued after September 11.

* Supporters and exhibitors are not confirmed until 50% (if application is submitted prior to September 14) or 100% (if application is submitted on or after September 14) of payment is received.

### CONTACT FOR INFORMATION

Questions regarding company participation at NACFC 2019 should be directed to:

**Rebekah Kim, Senior Coordinator, Meetings**

rkim@cff.org | 240-200-3763

www.nacfconference.org | Exhibit-Support-NACFC@cff.org
## SUPPORTER / EXHIBITOR PACKAGES

### All Supporter Packages Include:
- Recognition in the 2019 Final Program and Exhibitor Guide*
- Recognition on the NACFC website
- Recognition on entrance unit and onsite signage*
- Listing on NACFC mobile app of all supporting and exhibiting companies

*Please note: Applications must be received and approved by August 16 for company name to be included in printed materials or signage.

### Elite Supporter – $250,000
- (9) individual 10’ x 10’ booth spaces
- (7) complimentary general conference registrations*
- (6) general conference registrations at discounted rate ($100 off)*
- (24) supporter & exhibitor registrations (access to only the exhibit hall).
- Lead retrieval services from Convention Data Services (CDS) of up to $850 **
- Option for housing at headquarter hotel (maximum 50 guestrooms if support is confirmed by June 14)
- Elite supporter lapel pin
- Opening booth selection for 2020
- (5) support opportunities (see pages 8-10)

### Gold Supporter – $50,000
- (6) individual 10’ x 10’ booth spaces
- (4) complimentary general conference registrations*
- (3) general conference registrations at discounted rate ($100 off)*
- (12) supporter & exhibitor registrations (access to only the exhibit hall).
- Lead retrieval services from Convention Data Services (CDS) of up to $600**
- Gold supporter lapel pin
- (2) support opportunities (see pages 8-10)

### Silver Supporter – $30,000
- (4) individual 10’ x 10’ booth spaces
- (3) complimentary general conference registrations*
- (2) general conference registrations at discounted rate ($100 off)*
- (8) supporter & exhibitor registrations (access to only the exhibit hall).
- Lead retrieval services from Convention Data Services (CDS) of up to $550**
- Silver supporter lapel pin
- (1) support opportunity (see pages 8-10)

### Corporate Supporter – $15,000
- (2) individual 10’ x 10’ booth spaces
- (2) complimentary general conference registrations*
- (1) general conference registration at discounted rate ($100 off)*
- (4) supporter & exhibitor registrations (access to only the exhibit hall).
- Lead retrieval services from Convention Data Services (CDS) of up to $500**
- (1) support opportunity (see pages 8-10)

### Associate Supporter – $7,000
- (1) 10’ x 10’ booth space
- (1) complimentary general conference registration*
- (1) general conference registration at discounted rate ($100 off)*
- (2) exhibit booth only registrations
- Lead retrieval services from Convention Data Services (CDS) of up to $450**

### Exhibitor – $5,500
- (1) 10’ x 10’ booth space
- (1) exhibit booth only registration

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*Eligibility for complimentary and discounted ($100 off) registrations applicable ONLY if registration is secured on or before September 27, 2019 (no exceptions, regardless of support level).

**A unique promo code for lead retrieval services will be sent to the supporting company upon approval of application and payment confirmation.
Thank you for your interest in participating at NACFC 2019. The following support opportunities are available. Choose the appropriate number based on the allocation of your support package.

Opportunities Before, During, and After NACFC

**Live Streaming**
Show your support to individuals with CF, families, and health care professionals who are virtually attending NACFC by sponsoring the livestreaming of plenary sessions and other select conference sessions covering a range of topics. Recognition: the livestream webplayer will feature the company name and logo; NACFC website and Final Program listings; acknowledgment on the livestream registration web pages and emails. Additional exposure will come with On-Demand Playback and post-conference viewings. *This is a non-CME opportunity.*

**NACFC Content Library – Maximum of (3) supporters**
The NACFC Content Library (NCL) contains NACFC scientific presentations with audio sync-to-slide technology. Fully registered NACFC attendees receive complimentary access to workshops, symposia and plenary sessions through the NCL. Access to short courses is also available for a fee. Recognition: company logo displayed on the NCL website; NACFC website and Final Program listings. Each year’s content is accessible on the NCL for a minimum of three years for abundant exposure.

**NACFC Mobile App – Maximum of (3) supporters**
Bring your company to the attendees through the NACFC mobile app. Available to all attendees with an Apple or Android device to download. There is also a web-based version for all attendees. Recognition: NACFC website and Final Program listings. In addition to your listing alongside the supporting and exhibiting companies, you can enhance visibility with a rotating banner on the app. Make your banner interactive – one click can send attendees directly to your company website. Attendees will use the app before, during and after the conference.

Opportunities Available in the Exhibit Hall

**Bag Insert**
Drive traffic to your booth, share product information, promote on-site specials and much more using an NACFC bag insert. Your company would provide 4,000 copies of a flyer (up to 8.5” x 11”) to be included as an NACFC Exhibit Hall bag insert. All flyers must be submitted for approval by the CF Foundation by August 16. On Thursday, October 31, the NACFC bag inserts will also double as a “trick-or-treat” bag to celebrate Halloween and the opening of the exhibit hall. Exhibitors are encouraged to provide candy at their booths for this special occasion.

**e-Poster Kiosks**
The e-Posters in the exhibit hall will take the poster session virtual and provide attendees with a one-stop shop to view posters electronically. e-Posters are accessible during all open hours of the exhibit hall. Recognition: splash page on e-Poster monitors; signage at each e-Poster kiosk; NACFC website and Final Program listings.

**Supporter Wall**
Located at the main entrance/exit to the exhibit hall, the Supporter Wall provides premium visibility for exhibitors to display individual ad inserts, and serves as the perfect informational “grab and go” opportunity for NACFC attendees. Supporters will receive a designated display bin along the wall, which will also feature a map of the exhibit hall to include booth numbers. It will be the responsibility of the individual supporter to restock any materials in the company’s designated display bin. Recognition: Designated and customized display bins, NACFC website and Final Program listings. A minimum of 4 slots must be reserved for the Supporter Wall to be available.

Support opportunities are non-exclusive and available on a first-come, first-served basis. Some opportunities have limited availability. Unless otherwise noted above, opportunities do not have a maximum # of supporters.
SUPPORT OPPORTUNITIES

**Learning Labs (Product Theater)**
Located in the exhibit hall, 20-minute Learning Lab presentations, formerly known as Product Theaters, give attendees an opportunity to learn about the most recent developments regarding your company. In an effort to increase attendee draw for your presentation, NACFC Show Management will provide meal vouchers at the conclusion of each learning lab for attendees who enjoy the entire presentation. Meal vouchers are redeemable at the Conference Cafe for a complimentary meal (up to $10) from any of the outlets in the exhibit hall. Presentations are non-CME and must remain within product labeling. Applications are due by **August 31**. Contact us at Exhibit-Support-NACFC@cif.org for availability. Recognition: the final Learning Lab schedule will be published in the Exhibitor Guide; signage at entrance to the exhibit hall; NACFC website and Final Program listings. A minimum of 4 slots must be reserved for the Learning Labs to be available. Additional charges may apply for companies wishing to host a Learning Lab in addition to other support opportunities.

**Happy Hour**
We think NACFC attendees deserve a nice, refreshing beverage after their long days at the convention center. Supporters of the Happy Hour will receive 200 drink tickets, which can be distributed in their booth(s). Each drink ticket can be redeemed for (1) complimentary beverage during an official NACFC Happy Hour in the exhibit hall.

Happy Hour will be available in the exhibit hall during limited hours:

- **Thursday, October 31**
  2:00 p.m. – 4:15 p.m.
- **Friday, November 1**
  2:00 p.m. – 4:45 p.m.

**Poster Session – Maximum of (10) supporters**
Located in the exhibit hall, this is one of the most anticipated sessions during NACFC. The poster session attracts thousands of attendees and will provide high traffic for your company’s name/logo. Recognition: signage in the poster session area; NACFC website and Final Program listings.

**Power Bar – Maximum of (8) supporters**
Attendees can recharge at the very popular Power Bar. Located in the exhibit hall, power stations are available to charge a variety of hand-held electronics such as multi-media devices, tablets, cell phones, and laptops. These stations will be equipped with numerous charging connectors designed to fit most small electronic devices. Surge protectors for charging laptops will also be available. Recognition: signage in the Power Bar area; NACFC website and Final Program listings, as well as rotating splash page on monitor.

**Relaxation Station**
Located in the exhibit hall, this is guaranteed to be one of the most popular booths at the conference. Attendees can enjoy a brief, refreshing massage by a licensed professional massage therapist. Recognition: signage in the Relaxation Station area; NACFC website and Final Program listings.

**Wi-Fi Lounge – Maximum of (8) supporters**
Attendees will enjoy a comfortable and convenient setting to wirelessly connect to their laptops or wireless devices. Located in the exhibit hall, this lounge-style setting is an extremely popular gathering and networking spot for attendees. Recognition: signage in the lounge area; NACFC website and Final Program listings. Please note: In the exhibit hall, the wi-fi network will only be available within the Wi-Fi Lounge area.

Support opportunities are non-exclusive and available on a first-come, first-served basis. Some opportunities have limited availability. Unless otherwise noted above, opportunities do not have a maximum # of supporters.
SUPPORT OPPORTUNITIES

Stay Relevant Throughout NACFC

Hospitality Breaks
Morning and afternoon continental breakfasts and coffee breaks are provided to NACFC attendees before and between sessions at the convention center. Recognition: signage on and around food and beverage stations; NACFC website and Final Program listings.

<table>
<thead>
<tr>
<th>Thursday, October 31</th>
<th>Friday, November 1</th>
<th>Saturday, November 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15 a.m. – 9:45 a.m.</td>
<td>7:30 a.m. – 8:45 a.m.</td>
<td>7:30 a.m. – 8:45 a.m.</td>
</tr>
<tr>
<td>3:45 p.m. – 4:15 p.m.</td>
<td>10:00 a.m. – 10:30 a.m.</td>
<td>10:00 a.m. – 10:30 a.m.</td>
</tr>
</tbody>
</table>

Hydration Stations
Hydration Stations will be placed in a variety of highly visible locations throughout the convention center. These stations will feature water infused with exciting flavors for a refreshing treat. Make a green statement by promoting the use of refillable water bottles at the Hydration Stations. Recognition: signage at the Hydration Station areas; NACFC website and Final Program listings.

Junior Investigators Presentations
These non-CME sessions highlight the abstracts of junior investigators in the areas of basic science and clinical research. The top five abstracts in each category will be chosen for a 5-10 minute oral presentation. Recognition: signage outside session rooms; NACFC website and Final Program listings.

Speaker Ready Room and Speaker Lounge
Treat more than 500 NACFC faculty members to light refreshments while gaining exposure for your company by supporting the Speaker Ready Room and Speaker Lounge. Recognition: company name/logo displayed as splash page on more than twenty computer terminals; signage in the rooms; NACFC website and Final Program listings.

Wi-Fi at Convention Center – Maximum of (3) supporters
Attendees will enjoy complimentary wi-fi throughout the NACFC session space at the convention center by connecting to a custom NACFC network with a unique username and/or password. Recognition: attendees will be directed to a custom NACFC landing page that will include your company name and logo; NACFC website and Final Program listings.

Wi-Fi at Headquarter Hotel – Maximum of (3) supporters
Attendees will enjoy complimentary wi-fi throughout the headquarter hotel public space by connecting to a custom NACFC network with a unique username and/or password. Recognition: attendees will be directed to a custom NACFC landing page that will include your company name and logo; NACFC website and Final Program listings. Please note: The wi-fi network may not be available in meeting spaces and/or guestrooms.

Support opportunities are non-exclusive and available on a first-come, first-served basis. Some opportunities have limited availability. Unless otherwise noted above, opportunities do not have a maximum # of supporters.
Thank you for your interest in becoming a Supporter/Exhibitor at NACFC 2019. Please review the following guidelines prior to submitting your application.

Application Guidelines

- Those who participate in supporter packages are considered Supporters.
- Those who purchase exhibit booth(s) a la carte are considered Exhibitors.
- Support opportunities and booth selection will be on a first-come, first-served basis (with the exception of opening booth selection as determined by 2018 support level).
- There is no price distinction between corner, in-line, or island booths.

Supporter Packages and Opportunities

New CFF policies regarding pharmaceutical company interactions at NACFC have created new opportunities to support NACFC.

- Supporter packages include booth spaces, registration options, lead retrieval services, and much more.
- Support opportunities are no longer exclusive to one (1) participant.
- Support opportunities are available on a first-come, first-served basis. Some items may have limited availability.
- All support opportunities will have signage and Final Program recognition with company name and/or logo (where permissible).

Payment Policies

- 50% deposit of total fee is DUE if application is received on or before July 31.
- 100% of total fee is DUE if application is received on or after August 1.
- Final booth payments are DUE September 13. While every effort will be made to accommodate applications submitted after September 13, space is not guaranteed.
- Applications accepted on or after September 13 will incur an additional $300 processing fee.
- If an application is not accepted, submitter will be notified, and payment will be returned within 14 business days of notification.
- All costs are the responsibility of the participating company.

Exhibit Booth Assignment

- Booth assignments will be made in the order applications are received and/or by the company/organization's previous year support level.
- Booth assignments will be made in ascending order of the choices indicated on the application. If preferred booth space is not available, space will be assigned as appropriate. Exhibitors will receive e-mail confirmation of booth assignment by July 31 if completed application and payment have been received and accepted prior to this date.
- If deposits or full payments and completed applications are not received by September 13, booth selection may be reassigned or denied without notification.

Exhibit Booth Details

Standard In-line and Corner Booths

- Includes a booth identification sign with company name, approximately 7” high x 44” long, located at the top of the backwall drape.
- Standard booths are 10’ wide x 10’ deep, with black 8’ high draped back wall and black 3’ high side rails. Corner booths do not have side rails.
- Maximum height of in-line and corner exhibits is 8’ tall and may extend 5’ from the back wall.
- Pop-up or other modular booths used by exhibiting companies in standard in-line and corner booths cannot exceed the back wall and side wall dimensions.
- 24-hour exhibit hall security provided - (individual booth security is the responsibility of the exhibiting company).

Island Booths

- Must be a minimum of 20’ x 20’.
- Must have access and see-through visibility from all four sides and cannot be larger than 30’ x 30’.
- Booth height will not exceed 24’ from the floor to its highest point. Plans for all island booths must be submitted for approval by July 31.
- Island booth plans submitted after July 31 are subject to an additional $50 processing fee.
- 24-hour exhibit hall security provided - (individual booth security is the responsibility of the exhibiting company).

First-Time and Non-Profit Exhibitors

- Discounted rates are available for first-time and non-profit exhibitors. Please contact NACFC Show Management, Exhibit-Support-NACFC@cff.org, for information and pricing.
SUPPORTER / EXHIBITOR GUIDELINES

Cancellations and Downsizing
Exhibiting companies wishing to cancel or reduce support packages or booth space must submit a written request to NACFC Show Management, Exhibit-Support-NACFC@cff.org, by July 31. Official cancellation will be in effect on the date written notification is received.

Cancellation
• Deposits and 50% of the total fee will be retained for cancellations received on or before July 31.
• 100% of the total fee will be retained for cancellations received on or after August 1.

Downsizing
• Once an application is received, until July 31, booth downsizing will be charged 50% of total booth fee per 10 square feet reduced.
• 100% of the total fee will be retained for downsizing requests received on or after August 1.

Installation and Dismantle of Exhibits
Any exhibit not dismantled by 12:00 p.m. on Sunday, November 3 by the responsible company will be removed by the official NACFC general services contractor, Freeman Expositions, Inc. In such cases, full labor and storage charges (if applicable) will be assessed and billed to the exhibiting company. NACFC, Freeman, and the MCC will not be responsible, and will not accept liability for loss, damage, or deterioration to any and all property belonging to the exhibiting company. Installation and dismantling times are subject to change.

Installation
Exhibitors with more than 300 square feet of booth space who require early move-in on Tuesday, October 29 must submit a written request to NACFC Show Management by August 31.

Wednesday, October 30 8:00 a.m. – 8:00 p.m.
• All empty crates must be labeled by 5:00 p.m. on Wednesday, October 30 in order for Freeman to clear them to lay the aisle carpet.

Thursday, October 31 8:00 a.m. – 10:00 a.m.
• On Thursday, October 31, exhibitors may continue setting up only within the confines of their booth space(s).
• Any booth not set up by 10:00 a.m. on Thursday, October 31 will be removed from the floor, including materials and equipment belonging to the exhibiting company. Exhibitors not set up or installed on time may be required to forfeit their space and fees paid and/or jeopardize future booth space opportunities.

Dismantle
Saturday, November 2 2:21 p.m. – 8:00 p.m.
• Equipment/literature packing and/or dismantling of exhibits is not permitted until 2:21 p.m. on Saturday, November 2. Exhibitors that begin dismantling early will jeopardize future booth space opportunities.
• Empty packaging/crate return will commence Saturday afternoon after the exhibit hall closes.

Sunday, November 3 8:00 a.m. – 12:00 p.m.
• All exhibit material must be packed and ready for removal from the exhibit hall by 12:00 p.m. on Sunday, November 3.

Exhibit Hall Schedule of Events (Subject to Change)

| Thursday, October 31 | 11:15 a.m. – 4:15 p.m. | Exhibit Hall Open |
| 11:15 a.m. – 1:45 p.m. | Visit Exhibits | Poster Viewing |
| 3:45 p.m. – 4:15 p.m. | Coffee Break |
| Friday, November 1 | 7:00 a.m. – 4:45 p.m. | Exhibit Hall Open |
| 7:00 a.m. – 8:45 a.m. | Continental Breakfast | Visit Exhibits | Poster Viewing |
| 12:30 p.m. – 1:50 p.m. | Visit Exhibits | Poster Viewing |
| 3:35 p.m. – 4:45 p.m. | Coffee Break |
| Saturday, November 2 | 7:30 a.m. – 2:20 p.m. | Exhibit Hall Open |
| 7:30 a.m. – 8:45 a.m. | Continental Breakfast | Visit Exhibits | Poster Viewing |
| 12:15 p.m. – 2:20 p.m. | Visit Exhibits | Poster Viewing |

Service Contractor: Freeman
Freeman service details, pricing, and order forms will be in the Exhibitor Services Kit via the NACFC Freeman Online link (both available Summer 2019).
Information may also be obtained by contacting the Freeman Nashville Service Department: Phone: (615) 884-5785 Email: FreemanNashvilleES@freeman.com.
Service center hours of operation are 8:30 a.m. – 5:00 p.m. MST.

International Help #: If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1 (512) 982-4187 or +1 (817) 607-5183 - Local and International.

FREEMAN
1701 Lebanon Pike Circle, Nashville, TN 37210
(615) 884-5785 fax: (469) 621-5615
FreemanNashvilleES@freeman.com

What Freeman Will Do For You:
Freeman will furnish exhibitors with suitable booth space equipment. All rental furnishings, sign and banner orders, exhibit services, booth cleaning, material handling, and labor will be contracted through Freeman.
Freeman will send an email notification when Freeman Online and the Exhibitor Services Kit are available.
SUPPORTER / EXHIBITOR
RULES AND REGULATIONS

Booth Perimeter Restrictions
Exhibitors are prohibited from placing any structures or materials beyond the perimeters of their assigned booth space. NACFC Show Management reserves the right to make modifications to perimeter restrictions at any time and at its sole discretion.

Canvassing/Distribution of Materials and Advertising
Interviews, demonstrations, event or function advertisements, and distribution of literature or give-away items must be done within the confines of the booth area assigned to the exhibitor. Canvassing or distributing advertising materials outside exhibitor’s own booth is not permitted. Use of the CFF name, logo, and/or conference name is not permitted without the written consent of the CFF, including, but not limited to, North American Cystic Fibrosis Conference, NACFC, CFF, Cystic Fibrosis Foundation, CF Foundation, 33rd Annual NACF Conference and NACFC 2019 or 2019 NACFC.

Compliance With Laws and Regulations
Exhibitors must comply with all laws, by-laws, regulations, policies, ordinances, resolutions, and agreements of or with the MCC, the city of Nashville, the state of Tennessee, and federal regulations. In addition, exhibitors will comply with the regulations of the local unions having jurisdiction at the MCC. Materials used in all parts of exhibit construction, together with all curtains, draperies, and other decorative material must be flameproof as prescribed by the fire ordinances currently in effect in TENNESSEE. All national and local fire laws and ordinances with respect to materials, electrical wiring, and other substances must be strictly observed. Exhibits are subject to inspection by appropriate officials before opening and at any time during the event to ensure compliance. Combustible material such as crepe paper, tissue paper, pine boughs, or leafy adornments will not be allowed at any time. All packaging containers, excelsior, and wrapping paper must be removed from the floor and may not be stored under tables or behind displays. Open flames, gasoline, kerosene, and other flammable or explosive substances are not permitted in the exhibit area. Confetti, glitter, or helium balloons are not permitted in the exhibit hall. Individuals under the age of 16 years old are not permitted in the exhibit hall during installation and dismantling hours.

Floor Covering
Floor covering is mandatory for all exhibit booths and must cover the entire net square footage of contracted exhibit space. Exhibitors may use their own floor covering (carpet or hardwood) or order it from Freeman. Order forms will be included in the Exhibitor Services Kit. If floor covering is not installed by 4:00 p.m. on Wednesday, October 30, Freeman will install carpet at the exhibitor’s expense.

Food and Beverage
Food and beverages to be served, distributed, or consumed on the premises of the MCC must be contracted through Centerplate, the exclusive catering company at the MCC. Exhibitors wishing to distribute food or beverages of any kind must submit a written request to NACFC Show Management by August 31 for approval. Exhibitors must contact Jenny Brewer, Senior Catering Sales Manager, at Jenny.Brewer@NashvilleMCC.com for information. Food and Beverage services are permitted only within assigned booth spaces. Popcorn, cotton candy, alcohol and shelled peanuts are not permitted.

Force Majeure
NACFC will not be responsible in any event for any loss, damage, delay, or limitation related to acts of God, transportation stoppages, labor disputes, government restrictions, civil unrest, warfare, pandemic disease, acts of terrorism, unavoidable casualty, or any other similar or dissimilar causes beyond the control of NACFC Show Management. Exhibitor hereby releases and discharges NACFC Show Management and its officers, directors, employees, and agents from liability for any such loss, damage, delay, or limitation. Should any contingency prevent the holding of the exhibition, NACFC Show Management may retain such part of the fee specified in the exhibitor application.

Fundraising
Collecting donations for the CFF or any other fundraising activity is prohibited.

Furnishings and Decorations
Exhibitors may rent furnishings and decorations from Freeman or provide their own. Material handling rates will apply if exhibitors bring their own furnishings or use an outside vendor.

Guidelines for Display
NACFC and the CFF refer to the IAEE Guidelines for Display Rules and Regulations. Additional booth specification details will be included in the Exhibitor Services Kit.

Hanging Signs
Hanging signs are permitted for island booths only and must comply with the 24’ maximum island booth height allowance. The distance is measured from the floor to the top of the sign. Signs must be hung directly over contracted space.

Lead Retrieval
Lead retrieval services are ordered through the Exhibitor Services Kit, available Summer 2019. For support packages that include lead retrieval services, a unique promo code will be sent to the supporting company upon approval of application and payment confirmation. Lead retrieval promo codes are non-transferable. Each supporter may only use their promo code once and are not permitted to use a code other than the one assigned to them.
Liability and Indemnification
Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the CFF, NACFC, the MCC, Freeman, and their directors, officers, employees, agents, parents, and subsidiaries against all actions, claims, losses, and damages to persons or property. In addition, the CFF, its directors, officers, agents, and employees, separately or collectively, Freeman or the MCC, its directors, officers, agents, and employees separately or collectively, will not accept responsibility for any damage to, or the loss or destruction of, an exhibit or the property of an exhibitor, its agents or employees, or the death or injury of any person employed by exhibitor or for whom exhibitor is responsible or over whom exhibitor has control from fire, theft, accidents or other causes of any kind. All claims for any such loss, damage, destruction, death, or injury are expressly waived by exhibitor.

Product Samples/Promotional Items
Distribution of samples within exhibit booths is not specifically prohibited, but may not be appropriate. Promotional items that will be distributed within exhibit booths must be pre-approved. Exhibitors wishing to distribute items other than product samples or educational materials (pens, candy, etc.) must submit a written request and product description (if applicable) to NACFC Show Management by August 31. Companies that do not submit for approval by the deadline are not guaranteed approval. Approvals granted after August 31 are subject to an additional $100 charge. Approvals granted after September 16 are subject to an additional $500 charge.

Restriction of Exhibits and Support
NACFC Show Management reserves the right to: (a) reject for any reason, without explanation, any exhibit application, company, product or service(s) for NACFC; (b) reject, prohibit, restrict, or otherwise require modification of any exhibit for any reason including literature, displays, advertising, promotional items, conduct of persons, etc.; and (c) evict or bar any exhibitor whose exhibit, materials, or conduct is objectionable to NACFC Show Management for any reason. The volume of conversation, audio or audiovisual equipment, or any other activity shall be kept at levels that do not disturb or intrude upon nearby exhibitors or other conference activities.

Violation of any regulations on the part of exhibitor, its employees or agents shall void the right to occupy space, and such exhibitor will forfeit to the CFF all monies that may have been paid. Supporter/exhibitor shall pay all expenses and damages that NACFC Show Management may incur for purposes of eviction.

Security
NACFC will provide 24-hour security services during the entire exhibit period, including installation and dismantle periods. The CFF will not be responsible for the loss of any material for any cause and urges exhibitors to exercise normal precautions to discourage loss due to theft or any other cause. Neither NACFC nor the MCC is liable for exhibitor property.

Individual booth security arrangements and costs are the responsibility of the exhibiting company. Exhibitors wishing to have individual booth security must use the pre-approved NACFC security company. Please contact NACFC Show Management for more information.

Smoking
NACFC has a no smoking policy for all NACFC meetings. Smoking is not permitted in the convention center.

Restriction of Exhibits and Support
NACFC Show Management reserves the right to: (a) reject for any reason, without explanation, any exhibit application, company, product or service(s) for NACFC; (b) reject, prohibit, restrict, or otherwise require modification of any exhibit for any reason including literature, displays, advertising, promotional items, conduct of persons, etc.; and (c) evict or bar any exhibitor whose exhibit, materials, or conduct is objectionable to NACFC Show Management for any reason. The volume of conversation, audio or audiovisual equipment, or any other activity shall be kept at levels that do not disturb or intrude upon nearby exhibitors or other conference activities.

Violation of any regulations on the part of exhibitor, its employees or agents shall void the right to occupy space, and such exhibitor will forfeit to the CFF all monies that may have been paid. Supporter/exhibitor shall pay all expenses and damages that NACFC Show Management may incur for purposes of eviction.

Sales
The direct sale of merchandise, including food and beverages, for cash or credit in the exhibit hall is prohibited; however, orders may be taken for exhibitor products and services.
Principles and Standards for Pharmaceutical Industry Interactions – NEW

The mission of the CFF is to cure CF and to provide all people with the disease the opportunity to lead long, healthy lives. Engaging with biotechnology and pharmaceutical companies that are advancing CF-related research, therapies, and devices (referred to here as “Industry”) is essential to reaching our goal of a cure for all people with CF, as they develop and manufacture FDA-approved CF therapies and lead efforts to advance the next generation of treatments for CF.

We are committed to ensuring that the CFF is free from undue Industry influence, and avoiding potential conflicts of interest. We regularly evaluate our potential and ongoing interactions with Industry to ensure they comply with regulatory guidelines as well as our own internal standards for integrity and ethical behavior. In 2017, we implemented an enhanced set of principles and standards for Industry interactions to further safeguard our independence, objectivity, and ability to make decisions that are in the best interest of people with CF — and to ensure that these interactions are transparent to the CF community and the public.

Please review the Principles and Standards for Pharmaceutical Industry Interactions to learn more.

Restriction of Support

NACFC Show Management reserves the right to: (a) reject for any reason, without explanation, any supporter application, company, product or service(s) for NACFC; (b) reject, prohibit, restrict, or otherwise require modification of any support opportunity for any reason including literature, displays, advertising, promotional items, conduct of persons, etc.; and (c) evict or bar any supporter whose materials or conduct is objectionable to NACFC Show Management for any reason. Violation of any regulations on the part of a supporter, its employees or agents shall void the right to support opportunities at NACFC 2019, and such supporter will forfeit to the CFF all monies that may have been paid. Supporter shall pay all expenses and damages that NACFC Show Management may incur for purposes of eviction.

Regulatory Requirements and Professional Codes

NACFC adheres to Accreditation Council for Continuing Medical Education (ACCME) regulations to provide continuing education units for most sessions. ACCME regulations require specific measures to maintain accreditation, some of which pertain to industry support. PhRMA and AdvaMed have developed voluntary guideline principals to industry’s marketing relationships with health care professionals. Please check with your company’s regulatory or compliance department before applying for support opportunities. NACFC adheres to all state and federal regulations surrounding regulatory requirements and professional codes.

Sunshine Act (Open Payments)

The CFF supports partnership and transparency between industry and health care professionals. The CFF and NACFC adhere to Sunshine Act compliance.

NACFC Outboarding Policy

The CFF understands the commitment and investment that its supporters and exhibitors put toward NACFC. To protect the interests of all supporters and exhibitors, the CFF strongly prohibits outboarding at NACFC. Outboarding is defined as any non-permanent exhibit, demonstration, event, or branded activity that occurs outside of contracted space with NACFC. This includes investor events at nearby hotels and/or restaurants without the prior knowledge and approval of NACFC Show Management.

Outboarding violates NACFC policy and the International Association of Exhibitions and Events (IAEE) guidelines. Violation of the NACFC outboarding policy on the part of an exhibitor and/or supporter, its employees or agents may result in immediate eviction at the exhibitor and/or supporters expense, and such exhibitor or supporter will forfeit to the CFF all monies that may have been paid.
Session Support

NACFC is designed to educate physicians and allied health professionals on recent advances in basic and clinical research related to CF, and to discuss issues, problems, and new approaches to the diagnosis and clinical management of people with CF.

Education Support Guidelines

CME credit will be provided for most sessions. Educational grant support is accepted after the conference sessions are programmed. Educational grants are used to help offset session costs, such as speaker honoraria and expenses, session catering, audio/visual equipment, syllabus/handout production, as well as to contribute to the overall financial viability of the conference. In accordance with its adherence to the accreditation requirements and policies of the ACCME, control of the development and operation of all NACFC educational sessions are through the joint providership of Medical Education Resources (MER) and the CFF. MER is accredited by the ACCME to provide continuing medical education for physicians. MER and the CFF will ensure that all CME activities are fair-balanced, scientifically rigorous, and appropriate for CME.

No corporate or product-specific advertisements, invitations to events or promotional literature are permitted in NACFC educational sessions. Additionally, companies may not engage in any activity to drive attendance to specific sessions.

A letter of agreement is required by MER for support of the educational sessions that will offer CME credit.

Support for these CME sessions will not create any payments or transfers of value that will be reportable to the CMS Open Payments program.

Educational session signage language will be as follows:

This session (course) is supported by an educational grant from (company name). Medical Education Resources (MER) and the Cystic Fibrosis Foundation (CFF) take responsibility for the content and scientific integrity of this CME activity. All conference sessions are controlled by MER and the CFF and are free of the control of commercial interests.

Session Support Opportunities

Plenary Sessions

Thursday, October 31 – Saturday, November 2

Your company name will be visible at one or each of the keynote topics. Plenary sessions are a highlight of NACFC and can draw more than 5,000 attendees.

Short Courses

Wednesday, October 30

Choose one or more 4-hour mini-courses ranging in size from 40-120 people each. Short courses are intended to instruct and provide focused education about a specific topic matter. Two refreshment breaks are provided.

Special Classes

Wednesday, October 30

Special classes are 8-hour courses geared toward training that includes targeted instruction on a specific area of interest. The audience size ranges from 40-120 people. Select one or more of the courses. Two coffee breaks, breakfast, and lunch are provided.

Symposia and Workshop Sessions

Thursday, October 31 – Saturday, November 2

These sessions offer the latest information on basic scientific research, clinical research, clinical trials and practices, behavioral aspects of CF, and other areas of current interest. There are 24 symposia and 31 workshop sessions from which to choose. Average attendance ranges from 150-1,000 people, depending on the subject matter.

Contact us at Exhibit-Support-NACFC@cff.org for more information.
FUNCTION SPACE AND INDUSTRY SUPPORTED SEMINARS

Function Space Requests
The CFF permits supporters and exhibitors to reserve space for private functions at NACFC. Companies wishing to hold functions in conjunction with NACFC must first obtain Show Management approval by submitting a Supporter & Exhibitor Request for Function Space.

Upon receipt of the request form, CFF will assign space at official conference hotels based on the information in the forms and hotel availability. Groups are strictly prohibited from holding functions at hotels other than where authorized and assigned by NACFC Show Management.

Organizations that have been granted approval for function space will receive a contract from the hotel detailing food, beverage, audio visual and/or other services the hotel is providing. Payment for private functions is the responsibility of the booking company. Booking function space constitutes an agreement that your company will be responsible for any damages incurred by your guests, invitees, employees, independent contracts, or other agents under your control.

Promotional items that will be distributed to NACFC attendees must be pre-approved by NACFC Show Management prior to production.

Arrangements for distribution of such materials are at the expense and responsibility of the supporter or exhibitor. No signs, pamphlets, flyers, etc., promoting such activities will be allowed in the public areas of the MCC or any official conference hotel.

Available Function Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday, October 29</td>
<td>3:00 p.m. – 11:59 p.m.</td>
</tr>
<tr>
<td>Wednesday, October 30</td>
<td>7:00 a.m. – 11:59 p.m.</td>
</tr>
<tr>
<td>Thursday, October 31</td>
<td>7:00 p.m. – 11:59 p.m.</td>
</tr>
<tr>
<td>Friday, November 1</td>
<td>8:00 p.m. – 11:59 p.m.</td>
</tr>
</tbody>
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- Organizations must adhere to NACFC regulations and may not hold functions that compete or conflict with NACFC programming and interests.
- Companies hosting corporate functions are responsible for all costs associated with all services ordered.
- Function space is available on a first-come, first-served basis during the above dates and times ONLY.
- All function space request forms must be submitted by September 6. Companies that do not submit function space requests by September 6 are not guaranteed approval.
- Any requests accepted after September 6 are subject to an additional $100 processing fee.
- Additional timeframes will be considered for investor meetings. Please contact NACFC Show Management for approval.

Industry Supported Seminars
The CFF is pleased to provide a venue for Industry Supported Seminars (ISS) in conjunction with NACFC. An ISS is any autonomous, CME or CEU-accredited educational activity that is independently organized and offered by another organization. An ISS is not part of the official NACFC 2019 conference program, will not compete or conflict with NACFC programming and interests, and is not sponsored or endorsed by the CFF.

Organizations interested in hosting an ISS must submit a written application to NACFC Show Management by September 6. For more information about hosting an ISS, contact Exhibit-Support-NACFC@cff.org or 240-200-3763.
ANNOUNCING FUTURE
NORTH AMERICAN CYSTIC FIBROSIS CONFERENCES

Hosted by

The Cystic Fibrosis Foundation

Phoenix, Arizona  |  October 22–24, 2020
San Antonio, Texas  |  September 30–October 2, 2021

CONTACT FOR INFORMATION

Questions regarding company participation at NACFC 2019 should be directed to:

Rebekah Kim, Senior Coordinator, Meetings
rkim@cff.org  |  240-200-3763

www.nacfconference.org  Exhibit-Support-NACFC@cff.org