

Ancillary Meeting Requests

If your company would like to obtain meeting space during the NANS Annual Meeting, please review the Rules and Regulations below and complete and sign the Ancillary Meeting Request Form on the last page.

Submit form to: **Jennifer Richards** at jrichards@neuromodulation.org

Last day to submit form: **December 17, 2026**

Requests will be reviewed and approved on a first-come, first-served basis. As space is limited, be sure to submit requests early. Please allow up to 5-7 business days for receipt of confirmation.

Rules and Regulations:

NANS refers to the North American Neuromodulation Society; Company(ies) refers to anyone requesting meeting space on behalf of a company, university, non-profit or other entity. Any company found in violation of these rules and regulations risks a loss of priority points and the ability to attend and participate in future meetings.

1. **Companies must be exhibitors at the NANS Annual Meeting** and have submitted their signed exhibit application to request meeting space.
2. **Companies may NOT contract meeting space directly with Caesars Palace.**
3. **Companies may not secure meeting space for posters, educational presentations, or fundraising activities of any kind**, including those that benefit NANS without prior approval. If you are requesting space for a symposium, please complete the Industry Sponsored Lunch Symposia Application.
4. **Form Submission:** Submit a single meeting room request (24 hours or multi-day) on one form. If you're requesting multiple rooms, you may use one form only if the request is the same for each room. If the multiple room request has different hours, room sizes, etc. you must submit a separate form for each request.
5. **Fees are noted below:** Your company will be charged a fee for every request submitted. There will be no charge if meeting space is not available.

Meeting room for 20 people or less: \$1,250 per day/per room

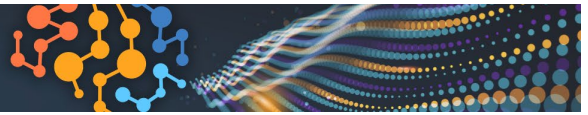
Meeting room for 21 people or more: \$1,500 per day/per room

6. **Payment:** Once the meeting space has been assigned and confirmation sent then an invoice will be issued. Check, wire/ACH transfer, and credit card payment will be accepted. If payment isn't submitted within 15 business days upon receipt of the invoice the meeting space may be cancelled.

NEW - If meeting space is requested and confirmed past the deadline of December 17, 2026 payment must be made by credit card payment only.

NANS 2027 Annual Meeting

January 21 -24 | Caesars Palace | Las Vegas, NV



7. **Diamond Level Sponsors:** One complimentary meeting room will be provided from 8:00am Thursday through 5:00pm Saturday. A request form must be submitted to receive this complimentary meeting room.

Priority access will be given for the assignment of ancillary meeting rooms prior to other exhibitors. Diamond Level Sponsors will have two weeks to return their requested meeting rooms; if not received within that time the sponsor will forfeit their priority access.

The blackout time rule during NANS four plenary sessions of no meetings with attendees won't apply as Diamond Level Sponsors will be able to meet with 10 or fewer attendees during this time.

8. **Restricted Times:** Companies may not hold functions during the times below, unless they are internal meetings with staff or if meeting with attendees, it must be 10 or fewer attendees as functions cannot be interpreted as negatively impacting attendance of the NANS sanctioned events.

Thursday, January 21, 2027: 8:00am – 5:00pm and 7:00pm - 8:30pm

Friday, January 22, 2027: 7:00am – 7:00pm

Saturday, January 23, 2027: 7:00am – 5:30pm

Sunday, January 24, 2027: 8:00am – 11:30am

Blackout Times: During NANS four plenary sessions, noted below, NO meetings may be held with attendees as only internal meetings with staff will be permitted. Diamond Level Sponsors will be the only companies excluded from this rule.

Friday, January 22, 2027: 8:30am – 10:00am

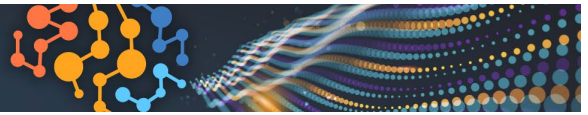
1:30pm – 3:30pm

Saturday, January 23, 2027: 8:30am – 10:00am

1:30pm – 3:30pm

9. **Activities are restricted to the confines of the assigned hotel meeting space** and may not be held in public areas, including but not limited to, hotel lobbies, hallways, and sidewalks adjacent to the hotel. You are allowed to have a six-foot table just outside the meeting room as a check-in table. No signage may be placed in hotel lobbies, hallways, on doors, or in any space that would draw attendees from NANS sanctioned events.

10. **Your company can provide signage on-site based on the following restrictions:** You are allowed one pull-up banner or meterboard sized (or smaller) sign placed directly outside your meeting room during the days/times the room has been assigned. The sign must be related to the event occurring in the room and not be promotional in nature. It is the company's responsibility to comply with NANS's policy as well as the hotel's policy concerning placement of signage. Any promotional signage, including hand-held, within the NANS meeting area including hallways, stairwells, and escalators is prohibited. If you wish to have promotional signage near your meeting room, please contact 360 Live Media at NANSPartners@360LiveMedia.com for available opportunities.

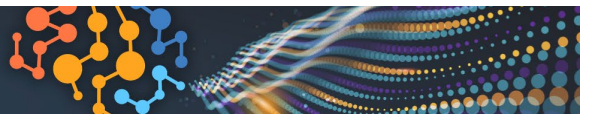


11. **All charges for services levied by the hotel are solely the responsibility of the company.** NANS has no responsibility or authority over any charges, including, but not limited to, room rental, food and beverage, audio visual, internet, electricity, clean up fees, etc. Please note that Caesars Palace does not allow outside food and beverage brought into the hotel without expressed written permission. Should they grant permission, corkage fees will apply.
12. **Hotel contacts:** NANS will provide hotel contact information in the confirmation letter. From that point forward, the company will work directly with the hotel to plan the event. The hotel may require your company to sign a separate contract and require any orders to be submitted at least 30 days prior to the event.
13. **If a company is interested in securing a private dining room in one of the hotel's restaurants,** they may contact the hotel directly. Any functions however may not be scheduled during the NANS restricted/black-out times.

Contact: email hospitalitysales@caesars.com or [submit an inquiry online](#) or call (702) 731-7238
14. **If a company is interested in securing space for a function at another venue** (off-site) they may contact the venue directly. Any off-site functions however may not be scheduled during the NANS restricted/black-out times, unless permission is given by NANS.
15. **Anyone involved in planning an ancillary meeting must observe the NANS Rules and Regulations.** Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined herein. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with the NANS Annual Meeting. Functions found to be in violation of these rules and regulations shall be immediately terminated. Your company waives any right to claims of damages arising out of the enforcement of these rules and regulations.
16. **Refund Policy:** Once meeting space has been approved by the company and a confirmation letter sent out the fee NANS charges is non-refundable. Cancelling an event with the hotel does not automatically cancel your event with NANS or entitle your company to a refund of fees paid. If an error in billing is suspected, an inquiry must be made within one month of the event date. Inquiries made after this time will not be processed.
17. **All matters and questions not covered by the above rules and regulations are subject to the discretion of NANS.** These rules and regulations may be amended at any time by NANS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition, written notice will be given by NANS to such parties. Your company shall protect, indemnify, hold harmless, and defend NANS, its officers, directors, agents, volunteers, subcontractors, employees, and/or representatives against all such claims, liabilities, losses, damages, judgments, or settlements, including reasonable attorneys' fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of NANS, its officers, director, agents, or employees.

NANS 2027 Annual Meeting

January 21 -24 | Caesars Palace | Las Vegas, NV



Ancillary Meeting Request Form

The form must be completed in its entirety and signed, or your request may be delayed. One request form per event. Send to **Jennifer Richards** at jrichards@neuromodulation.org.

COMPANY INFORMATION:

Company Name: _____ Exhibit Booth #: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Main Contact Name: _____ Title: _____

Phone: _____ Email: _____

EVENT INFORMATION:

Name of your event: _____

Description of your event: _____

Attendee Information: ☐ Event is for internal/staff only

☐ Event is open to all attendees

☐ Event is invite only to certain attendees

Number of expected people using the room: _____

Meeting Space Start Date: _____ Start Time: _____ (include set up time in this time frame)

Meeting Space End Date: _____ End Time: _____ (include tear down time in this time frame)

MEETING SPACE:

Room Set-up:

☐ Conference

☐ Classroom

☐ Theater

☐ U-Shape

☐ Hollow Square

☐ Rounds

☐ Reception

☐ Other _____

Audio Visual:

☐ No

☐ Yes

Food & Beverage:

☐ No

☐ Yes

Minimum Square Footage: _____

Additional Notes: _____

Signature: _____ Date: _____

By completing and submitting this signed form, I confirm that I have read and understand the Rules and Regulations and agree to abide by them. I serve as an authorized agent of the requested company.