



## 2017 EXHIBITOR PROSPECTUS for Winter Conference

Dear Exhibitors and Sponsors,

Please join us for the 2017 Winter CME Conference hosted jointly by Campbell University School of Osteopathic Medicine (CUSOM), North Carolina Osteopathic Medical Association (NCOMA) and North Carolina Society of the American College of Osteopathic Family Physicians (NCS-ACOFP). The conference will be held on February 18, 2017. Physicians from all across NC will be in attendance at this event.

In addition to the workshop sessions offered to physicians, we would like to offer an opportunity for attendees to visit with exhibitors during the event who have products, services or information to share with them. We are offering spaces to 25 vendors. The exhibit hall will be in the 1<sup>st</sup> and 2<sup>nd</sup> floor lobby areas of the Levine Hall. Attendees will have opportunities to visit with exhibitors before and during the event.

We hope you will join us for this valuable opportunity for engagement with attendees. Please call me if you have questions about any of the information described in the following pages.

*Nancy D. Guy*

Nancy D. Guy, Conference Coordinator  
CUSOM  
PO Box 4280  
Buies Creek, NC 27506  
910-893-7960

## Exhibit Area Schedule

Friday, February 17	3:00 pm - 6:00 pm	Set-Up
Saturday, February 18	7:00 am - 8:00 am	Set-Up
	8:00 am – 5:00 pm	Exhibit Hall Open
	5:00 pm – 5:30 pm	Tear-Down

## Sponsorship Opportunities : Register by January 15, 2017

**Presenting Sponsor: \$600** (Fee includes the following.)

- Recognition in conference program
- Logo on Association websites for one year, included in all event advertising and recognized during plenary sessions
- 10' x 10' booth space (Includes a 7' table (24" wide) table and two chairs and access to electricity.)
- Signage recognition

**Coffee Break Sponsor (The 2 spots have been taken as of 1/5/17): \$400** (Fee includes the following.)

- Recognition in conference program
- Logo on website for conference promotions and during plenary sessions
- 10' x 10' booth space with (Includes a 7' table (24" wide) table and two chairs and access to electricity.)
- Signage recognition

**Lunch Break Sponsor (1 spot remaining) \$400** (Fee includes information listed above.)

## Vendor/Exhibitor: Register by February 1, 2017

**Exhibitor - \$150** (Fee includes the following.)

- Booth space available: 8' x 10'
- Exhibitor's name and description listed in the conference program
- Exhibitor's name and description listed on the conference website with a direct link to the organization's website (if provided)
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization)

You must provide your own tabletop display or standing display, but standing displays should not exceed 8' in width.

Booth includes:

- One 7' table (24" wide) and two chairs
- Identification sign
- Electrical service, if needed

## Door Prize Donations: Provide by February 10, 2017

Door prize donations are another way to promote your business. If you wish to donate an item, contact me by e-mail at [Nancy Guy](mailto:Nancy.Guy@...) or by phone at 910-893-7960.

## **Exhibitor Rules for 2017 Winter Conference Hosted by Campbell University School of Osteopathic Medicine, NCOMA and NCS-ACOFP**

These regulations have been formulated in the best interest of all concerned, and any matters not covered here are subject to the decision of the conference coordinator for the event. The conference reserves the right to accept or reject any application.

### **Location of Exhibits**

The exhibitor space will be located in the Campbell University Jerry M. Wallace School of Osteopathic Medicine (CUSOM). Nancy Guy, hereafter referred to as the conference coordinator, reserves the right to make modifications as may be necessary to adjust the floor plan at any time to meet the needs of the exhibit, the exhibitors, or the event.

### **Application**

Complete and return the Exhibitor Application and applicable fees by mail or email to:  
Campbell University Jerry M. Wallace School of Osteopathic Medicine  
Attn: Nancy D. Guy, Director  
PO Box 4280  
Buies Creek, NC 27506

### **Care of Building and Equipment**

Exhibitors or their agents must not injure or deface the walls or floors of the building, the exhibit space, or the equipment of the exhibit space. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Distribution of promotional gummed stickers or labels is strictly prohibited.

When damage appears, the exhibitor is liable to Campbell University. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

### **Installation and Dismantling**

It is the responsibility of each exhibitor to install their exhibit Friday, February 17 between 3:00 pm and 6:00 pm or Saturday, February 18 between 7:00 am and 8:00 am and to dismantle by Saturday evening between 5:30 pm and 6:00 pm.

### **Badges**

Each organization will be issued badges for their representatives. On the Exhibitor Application form, please print the complete name(s) of those who will be representing your organization at the conference.

### **Shipping**

Shipping and insurance of displays are the responsibility of the exhibitor. If shipping directly to the conference, please use the address below.

**Mailing Lists**

Exhibitors may compile a mailing list by direct solicitation of persons visiting their booth; however, compiling a mailing list of conference attendees from any other source is strictly prohibited.

**Liability**

Neither the conference nor its officers, directors, agents, or employees, are liable for any damages or losses that may occur to an exhibitor, or to an exhibitor's employees or property, from any cause whatsoever. The exhibitor, on signing the application, agrees to hold forever harmless the aforementioned from any and all liability, claims, losses, and expenses for personal injury, accident, property damage, or loss arising out of, in, at, or in connection with the exhibitor's display, including losses arising from cancellation of the conference.

**Restrictions**

The conference coordinator reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that, in the opinion of the conference coordinator, may detract from the general character of the conference as a whole. In the event of such a restriction or eviction, the conference will not be liable for any refunds or other exhibit expenses.

**Sales**

Exhibitors are permitted to make sales in the exhibit area only. Obtaining the appropriate licenses and/or permits as required by law, collecting and remitting sales tax, and complying with any other legal business requirements are solely the responsibility of the exhibitors.

**Security**

The conference is not providing security. Therefore, exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire, or other causes.

**Use of Space**

All demonstrations or other promotional activities must be confined within the limits of the exhibit space. There must be sufficient space remaining to contain conference attendees visiting the booth to participate in such activities. Exhibitors may not move any furniture without the prior consent of the conference coordinator.

Exhibitors shall not assign, sublease, or share the allotted space without the knowledge and consent of the conference coordinator. Exhibited items are limited to goods manufactured or distributed by the exhibitor in its regular course of business.

An organization not purchasing exhibit space will not be permitted to solicit business during the conference. Interference with the light and/or space of other exhibitors is prohibited. The conference coordinator reserves the right to require an exhibitor to alter an exhibit on site. Necessary changes shall be made at the exhibitor's expense and are subject to the approval of the conference coordinator.

**Cancellation Policy**

All cancellations must be made in writing by mail or e-mail to the conference coordinator. If notification is received on or before February 1st, all monies, less the non-refundable deposit of \$50, will be returned; however, no refunds will be

made after this date. Failure to occupy exhibition space in no way releases the exhibitor from the obligation to pay for the full cost of the requested space. If said space is not occupied within one hour before the official opening session of the conference, the conference coordinator will have the right to use such space as it sees fit to eliminate a gap in the exhibition area.

Cancellations and requests for refunds must be submitted in writing to Nancy Guy, Campbell University Jerry M. Wallace School of Osteopathic Medicine at the address below. Fees will be assessed as follows:

Before or on February 1, 2017 - \$50.00

After February 1, 2017 - No refund

In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use, all monies paid for exhibition space will be refunded.

### **Questions**

Direct all questions and correspondence regarding exhibits to Nancy Guy at:

Campbell University Jerry M. Wallace School of Osteopathic Medicine

PO Box 4280

Buies Creek, NC 27506

Direct phone: 910-893-7960

Fax: 910-893-7251

[guy@campbell.edu](mailto:guy@campbell.edu)

EXHIBITOR APPLICATION & AGREEMENT for 2017 Winter CME Conference

February 18, 2017

Campbell University School of Osteopathic Medicine, Levine Hall, Buies Creek, North Carolina

**PLEASE PRINT OR TYPE**

**Enter Name of Contact to Receive Exhibit-Related Correspondence:**

Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Enter Information for Program Listing**

Same as above (if no, complete info below)

Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

**Enter Name(s) of Booth Representatives**

Name: \_\_\_\_\_ City: State: \_\_\_\_\_

Attending conference sessions? Yes No (If yes, add registration fee below)

Name: \_\_\_\_\_ City, State: \_\_\_\_\_

Attending conference sessions? Yes \_\_\_ No \_\_\_ (If yes, add registration fee below)

**Access to Electricity Needed?** Yes \_\_\_ No \_\_\_

The exhibitor agrees to abide by all regulations, terms, and conditions set forth in the Exhibitor Rules.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Select Fee Amount**

Presenting Sponsor: \$600.00 \$ \_\_\_\_\_

Lunch Break Sponsor: \$400.00 \$ \_\_\_\_\_

Exhibitor Space Only: \$150 per space - Quantity \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**Method and Payment Information**

**To pay by credit card on-line**, visit the site on the [University website](#) (select the [Exhibitors for 2017 Winter Conference](#) link). Fax (910-893-7251) or e-mail the completed Exhibitor Agreement form.

**To pay by check**, make payable to Campbell University (enter CME Winter Conference in memo line) and mail to:

Campbell University Jerry M. Wallace School of Osteopathic Medicine

Attn: Nancy Guy, P. O. Box 4280, Buies Creek, NC 27506