



**NCS-ACOFP 2022 Annual Meeting and CME Conference  
August 12 – August 14 Pinehurst Resort,  
NC EXHIBITOR PROSPECTUS AND MARKETING OPPORTUNITIES**

You are invited to join us for our Annual Meeting and CME Conference. Physicians and medical students from across NC as well as other states attend this event.

In addition to the CME sessions, attendees will have the opportunity to visit with exhibitors who have products, services, or information to share with them. The exhibit hall will be open on Friday starting at 3:30 pm until 5:00 pm and on Saturday from 7:30 am until 3:30 pm.

Details about sponsorship levels and exhibitor fees are listed on the following pages. Please contact me at 910-658-6501 or by email at [director@nc-acofp.org](mailto:director@nc-acofp.org) if you have questions about any of the information described in the following pages.

We hope you will join us.

Sincerely,

Nancy D. Guy, NCS-ACOFP Director

Attachments (Attachment A: Rates, Attachment B: Agreement, Application)

## **Attachment A: Fees for Exhibitors and Sponsors**

NCS-ACOFP 2022 Annual Meeting and CME Conference Schedule for Exhibitors

- Friday, August 12: Set-Up begins at 2:30 pm - Exhibit Hall opens at 3:30 pm
- Saturday, August 13: Exhibit Hall open from 8:00 am - 3:45 pm

### **Sponsorship Opportunities**

#### **Break Sponsor: \$500 (Five sponsorships available)**

- Listed as sponsor in Conference Program and on NCS-ACOFP website
- Booth space (8' x 10')
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to company site on electronic copy of program

#### **Friday Reception Sponsor: \$1,500 (One sponsorship available)**

- Listed as sponsor in Conference Program and on NCS-ACOFP website
- Booth space (8' x 10')
- Opportunity to attend reception on Friday evening at 6:00 pm
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to company site on electronic copy of program

#### **Friday Lunch Sponsor: \$2,500 (One sponsorship available)**

- Listed as sponsor in Conference Program and on NCS-ACOFP website
- Booth space (8' x 10')
- Opportunity to present information during lunch on Friday, August 12 at 12:30 pm
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to company site on electronic copy of program
- Complimentary associate membership to NCS-ACOFP for one year.

#### **Saturday Breakfast Sponsor: \$2,000 (one sponsorship available)**

- Listed as sponsor in Conference Program and on NCS-ACOFP website
- Booth space (8' x 10')
- Opportunity to present information during breakfast on Saturday, August 13 at 7:30 am
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to company site on electronic copy of program
- Complimentary associate membership to NCS-ACOFP for one year.

#### **Saturday Reception Sponsor (event for students and residents): \$1,000**

- Listed as sponsor in Conference Program and on NCS-ACOFP website
- Booth space (8' x 10')
- Opportunity to attend reception on Saturday, August 13 at 5:30 pm
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to site on electronic copy of program

#### **Exhibitor - \$300 (Fee includes the following.)**

- Booth space available: 8' x 10'. Space includes a table and two chairs.
- Exhibitor's name and description listed in the conference program

## **Attachment B: Agreement for Exhibitors and Sponsors**

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 in the North Room of the Carolina Hotel of the Pinehurst Resort located at 80 Carolina Vista Drive, Pinehurst NC. Nancy Guy, hereafter referred to as the conference coordinator, reserves the right to make modifications as necessary to adjust the floor plan at any time to meet the needs of the exhibit, the exhibitors, or the event.

### **Application**

All interested parties must review and agree to the terms of the agreement which is indicated by one of the following options.

- 1) Complete the electronic application at [www.nc-acofp.org](http://www.nc-acofp.org) and pay by credit card.
- 2) Print and complete the application and mail to Nancy D. Guy, Director, PO Box 662, Lillington NC 27546. An invoice can be provided if needed.

### **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 Pinehurst Resort. 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, between 2:30 pm and 3:30 pm. Exhibits must be dismantled by 4:00 pm on Saturday.

### **Shipping**

Shipping and insurance of displays are the responsibility of the exhibitor. If shipping directly to the conference, please contact Laura Jackson, Event Services Manager at the Pinehurst Resort in advance to determine shipping and storage charges. You can contact her by email at [Laura.Jackson@pinehurst.com](mailto:Laura.Jackson@pinehurst.com) or by phone at 910-235- 8506.

### **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 e-mail to the conference coordinator. If notification is received before August 1, all monies will be returned. Cancellations after that date will result in the deduction of a \$50 processing fee from the fee. Failure to occupy exhibition space in no way releases the exhibitor from the obligation to pay for the full cost of the requested space. Cancellations and requests for refunds must be submitted in writing to Nancy Guy, Conference Coordinator by e-mail at [director@nc-acofp.org](mailto:director@nc-acofp.org). Fees will be assessed as follows: Before August 1, 2022 – Full refund, On or after August 1st: - \$50 processing fee. 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.

**EXHIBITOR APPLICATION for 2022 NCS-ACOFP Annual CME Conference**

PLEASE PRINT OR TYPE

Enter Name of Contact to Receive Exhibit-Related Correspondence:

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

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

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

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

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

**Enter Information for Program Listing (If same as above disregard. If different, complete info below)**

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

Website: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

By submitting this information and payment, I am agreeing to abide by all regulations, terms, and conditions set forth in the Exhibitor Agreement.

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

Date \_\_\_\_\_

**Select Fee Amount**

Exhibitor Space Only: \$300

Break Sponsor: \$500

Reception Sponsor on Friday: \$1,500 (reception for all attendees)

Reception Sponsor on Saturday: \$1,000 (reception for students)

Breakfast Sponsor on Saturday: \$2,000.

Lunch Sponsor on Friday: \$2,500

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

**Method and Payment Information**

- 1) To pay by credit card on-line, follow the instructions on the NCS-ACOFP website.
- 2) To pay by check, make payable to NCS-ACOFP, mail to Nancy Guy, NCS-ACOFP Director at PO Box 662, Lillington NC 27546. Enclose a copy of this completed form.

Questions can be directed to Nancy Guy at [director@nc-acofp.org](mailto:director@nc-acofp.org)