



**NCS-ACOFP 2024 Winter CME Conference**  
**March 2, 2024 Raleigh NC**  
**NC EXHIBITOR PROSPECTUS AND MARKETING OPPORTUNITIES**

You are invited to join us for our Winter CME Conference. Physicians, PA, pharmacists, and medical students are expected to attend this event. The half day conference will be held in the Campbell University Law School building in downtown Raleigh. Registration and breakfast begin at 7:30 am. The conference will end by 1:30 pm.

Exhibitors will be placed in the lobby where the food is served.

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**

### **Sponsorship Opportunities**

#### **Saturday Breakfast Sponsor: \$1,200 (Spot has been taken.)**

- 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)

#### **Break Sponsor: \$500 (One sponsorship available)**

- Listed as sponsor in Conference Program and on NCS-ACOFP website
- Booth space (8' x 10')

#### **Exhibitor - \$150 (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 lobby of the Campbell University Norman Wiggins School of Law Building in Raleigh 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 on Saturday morning and dismantle on Saturday afternoon. Exhibits must be dismantled by 1:30 pm on Saturday.

**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 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 February 26<sup>th</sup>, 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 February 26, 2024— Full refund, On or after February 27th: - \$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.