

**Virginia Osteopathic Medical Association
2020 Spring CME Conference
The Great Wolf Lodge, Williamsburg, Virginia
April 2-5, 2020**

EXHIBITOR/SPONSOR PROSPECTUS, APPLICATION AND CONTRACT

WHERE

The Great Wolf Lodge is located at 549 East Rochambeau Ave., Williamsburg, Virginia 23188. The phone number is (757) 229-9700.

EXHIBIT SETUP/DISMANTLE

Exhibit setup is 7:00 AM, Friday, April 3th. We can arrange for you to set up on Thursday afternoon if you let us know in advance. Dismantling will be permitted on Saturday after 3:30 PM or after all specified exhibit hours end. We appreciate your support and understand if you need to dismantle early.

EXHIBIT HOURS

The exhibit area will be open on Friday: 7:30am – 3:30 pm, and Saturday: 7:30am -3:30pm. Specific exhibit-only times are allotted in the agenda and are subject to change.

CONFERENCE TOPICS

“Primary Care Update” including broad-reaching, state-of-the-art medical updates and OMT review.

ATTENDANCE

An estimated 100-125 physicians from Virginia and surrounding areas are expected to attend.

RESERVING EXHIBIT SPACE

Complete the attached application and Letter of Agreement and return by March 15, 2020 to:

VOMA

1403 Pemberton Rd., Suite 305

Richmond, VA 23238

Email: voma@voma-net.org

For further questions contact **Maria Harris at (804) 269-0136**. Due to the limited exhibit space, it is expected that the available space will fill quickly. Please reserve your space as soon as possible. **YOU MAY EMAIL THE FORM AND SEND THE CHECK AT A LATER DATE.**

WHAT IS PROVIDED

A standard, skirted “tabletop” exhibit space is provided at the Lodge. If more space is needed, please contact VOMA. Electrical needs must be indicated in advance and will be charged accordingly. *All companies exhibiting will receive a special thanks and recognition in our conference program.*

HOTEL ROOM RESERVATIONS

Representatives attending the conference may reserve hotel rooms at The Great Wolf Lodge at the conference rate of \$119 plus taxes (water park passes included). The hotel has waived our resort fees which will be deducted as per our contract. This rate is guaranteed through 3/02/2020 and is on a FIRST-COME basis. To reserve your room, call **(866) 972-9653** and ask for the **Virginia Osteopathic Medical Association** or **VOMA** room rates and **Group Reservation #0420VOMA**.

Exhibitor Rules and Regulations

I. Exhibit Purpose

Exhibits are intended for educational and informational purposes to improve osteopathic education, practice and research. All materials/equipment should not contain any inaccurate or misleading information. VOMA reserves the right to determine if an exhibit meets the objectives and standards of VOMA. Exhibits should complement the meetings and sessions by enabling registrants to see, hear, examine, question and evaluate the latest developments in equipment, supplies and services relevant to osteopathic physicians.

II. Eligibility to Exhibit

Exhibitors must agree to meet the objectives stated above. Exhibitors may sell merchandise or services in the exhibit area. No product, apparatus, instrument, device or drug that is subject of litigation pending before the Food and Drug Administration may be exhibited. In cases of pending compliance or noncompliance with the FDA items can only be exhibited if a disclaimer is posted stating: FDA LISTING PENDING. All products or services exhibited must comply with all state and local regulations and with all FDA regulations for such products and services, except as provided above.

III. Assignment of Booth Exhibits

Contracts and payments in full for booth exhibits are accepted on a first-come, first served basis. To ensure that booth space has been reserved, your application and payment in full should be submitted as soon as possible. Reservations are not assured until application and payment are both received.

IV. Insurance

Each exhibiting company is required to insure itself against property loss or damage and against liability for personal injury.

V. Booth Cancellations and Refunds

The cost for a booth exhibit will be \$895/\$995. VOMA must be notified of booth cancellations, in writing on company letterhead by March 25, 2020 for a full refund. No refund will be made for cancellations after March 25, 2020.

VI. Registration and Badges

All exhibitors should register their personnel in advance and name badges are encouraged for identification purposes.

VII. Installation and Removal of Exhibits

We value our exhibitors and want to make every effort to make this a great experience for you. Exhibits are on Friday and Saturday only. The exhibit area will be available for set up on Friday, April 3rd at 7:00 AM. If necessary, you may set up on Thursday afternoon. Please contact Maria Harris at (804) 269-0136 so she can make those arrangements with the hotel. Each booth exhibit should be ready before 9:00 AM on Friday. Exhibits will open from 7:30 AM – 3:30 PM on Friday and from 7:30 AM -- 3:30 PM on Saturday. Dismantling may occur after 3:30 PM on Saturday. Exhibit hours are subject to change.

VIII. Failure to Occupy Space

Unless previously arranged, space must be occupied by the exhibiting company by 9:00 AM on Friday, April 3, 2020, or will be forfeited without refund to the exhibitor and the space may be resold or used by VOMA.

IX. Exhibitor Activities

VOMA reserves the right to restrict exhibits that, in VOMA's sole judgment, detract from the overall professional demeanor of the exhibit area. This reservation includes persons, objects, conduct, printed materials or anything of a character that may be objectionable to the exhibit area as a whole. Expulsion of or restrictions placed on an exhibitor may not give rise to a claim for any refund of rentals or other exposition expenses. Smoking in the exhibit hall is strictly prohibited. Exhibitors will be responsible for any damage done to the hotel building by themselves or their employees.

X. Subletting of Space

Exhibitors may not assign, sublet or appropriate the whole or any part of the space allocated without the express written consent of VOMA.

XI. Security

In consideration of the fact that exhibit space will include refreshments and be adjacent (but separate) to lecture space, the exhibit space will not be locked at any time. VOMA shall not be held responsible for the lost or damage to any material for any cause at any time during the conference and encourages the exhibitor to exercise normal precautions to prevent loss or damage.

XII. Liability

The exhibitor/sponsor indemnifies and agrees to hold harmless VOMA, The Great Wolf Lodge, and their owners, officers, directors, employees and agents from and against any actions, losses, costs, damages, claims and expenses (including attorney's fees arising from any damages to property or bodily injury to exhibitors, his agents, representatives, employees by reason of the exhibitor's occupancy or use of the exhibitor facilities). Upon signing the contract, the exhibitor/sponsor expressly releases the foregoing institutions, individuals and committees from any and all claims for loss, damage or injury. This also includes the period of storage prior to and following the meeting.

XIII. Cancellation

Should any situation beyond the control of VOMA arise to prevent the 2020 Spring Conference from occurring, VOMA will not be held liable for any expenses incurred by the exhibitor/sponsor except the rental cost of the booth, which will be refunded in full.

APPLICATION for EXHIBIT ONLY

**Virginia Osteopathic Medical Association
2020 Spring CME Conference
The Great Wolf Lodge, Williamsburg, Virginia
April 2-5, 2020**

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Cell: _____

Fax: _____ Email: _____

Authorizing Signature: _____

Representative(s) Attending: _____

We will need electricity: Yes: _____ No: _____

_____ Enclosed (or will mail separately) is the \$895.00 exhibit fee. (ONE representative*)

_____ Enclosed (or will mail separately) is the \$995.00 exhibit fee. (TWO representatives*)

*Please note that this is due to increased costs that the hotel is charging us for exhibitors.

VOMA Tax ID # is 54-1067816.

This application, properly executed, constitutes a valid and binding contract. Please read the *Exhibitor Rules and Regulations* provided with this application prior to signing. Your signature on this form verifies your agreement and compliance with the terms and conditions outlined in the *Exhibitor Rules and Regulations*.

Please complete this application and mail, with check payable to the Virginia Osteopathic Medical Association (VOMA), 1403 Pemberton Rd., Suite 305, Richmond, VA 23238. Thank you in advance for your support of VOMA.

Questions?? Please do not hesitate to contact: Maria Harris at (804) 269-0136.

AGREED

Commercial Company Representative _____

Signature: _____ **Date:** _____

VOMA Representative _____

Signature: _____ **Date:** _____

Sponsorship Letter of Agreement

Virginia Osteopathic Medical Association 2020 Spring CME Conference

Title of CME Activity: VOMA 2020 Spring CME Conference
Location: The Great Wolf Lodge, Williamsburg, VA
Dates: April 2-5, 2020

Commercial Supporter (company name / branch) _____

Contact Person from Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

The above company wishes to provide support for the named continuing medical education activity by means of monies to support: (circle which options below):

A. Speaker(s)

To include all expenses _____ Travel only _____ Honorarium only _____

B. Support for catering function(s) (specify): _____
in the amount of \$ _____ (see 10 d. below)

C: Other (e.g. support for brochure publication, distribution, AV equipment, etc.) _____

D: Exhibit only: **\$895.00 or \$995.00**

E. Additional sponsorship: _____ Break \$650 _____ Breakfast \$1,000 _____ Reception \$2,000

F. Other Sponsorship Level- _____ \$ _____

BRONZE - \$ 2,500- ¼ page name recognition in program.

SILVER - \$ 5,000 - ½ page name recognition in program and special recognition on VOMA Website

GOLD - \$ 10,000 - FULL page name recognition in program and special recognition on VOMA Website.

VOMA's tax ID number is 54-1067816.

Please read the Terms and Conditions and sign the agreement in the space provided below. Thank you in advance.

Terms and Conditions

1. *Statement of Purpose:* Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.

2. *Control of Content and Selection of Presenters and Moderators:* Sponsor is ultimately responsible for control of content and selection of presenters and moderators. Company, or its agents, will respond only to sponsor initiated requests for suggestions of presenters or sources of possible presenters. Company will suggest more than one name (if possible), will provide speaker's qualifications, will disclose financial or other relationships between company and speaker, and will provide this information in writing. Sponsor will record role of company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. *Disclosure of Relationship:* Company, or its agents, will disclose any significant relationship between the Sponsor and the company (e.g. grant recipient) or between individual speakers or moderators and the company.
4. *Involvement in Content:* There will be no "scripting", emphasis, or influence on the content by the company or its agents.
5. *Ancillary Promotional Activities:* No promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisements will be permitted in the program room.
6. *Objectivity and Balance:* Sponsor will make every effort to ensure that the data regarding the company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. *Limitations of Data:* Sponsor will ensure, to the extent possible, disclosure of limitations of data, e.g. research, interim analyses, preliminary data, or unsupported opinion.
8. *Discussion of Unproved Uses:* Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.
9. *Opportunities for Debate:* Sponsor will ensure opportunities for questioning or scientific debate.
10. *Independence of Sponsor in the use of Contributed Funds:*
 - a. Funds should be in the form of unrestricted monies made payable to the Virginia Osteopathic Medical Association.
 - b. All other support associated with this CME activity (e.g. distributing brochures, preparing slides) must be given with the full knowledge and approval of the Virginia Osteopathic Medical Association.
 - c. No other funds from the commercial company will be paid to the program director, faculty, or other involved with the CME activity (e.g. additional honoraria, extra social events, etc.)
 - d. Funds may be used to cover the cost of one or more modest social activities held in conjunction with the educational program which furthers the CME educational experience and/or allows an educational discussion or exchange of ideas.

The Commercial Supporter agrees to abide by all requirements of the AOA Guidelines for Relationships between Accredited Sponsors and Commercial Supporters of CME.

The Accredited Sponsor agrees to: 1) abide by the AOA Guidelines for Relationships between Accredited Sponsors and Commercial Supporters of CME; 2) acknowledge educational support from the commercial company in program brochures, syllabi, and other program materials; and 3) upon request, furnish the commercial supporter a report concerning the expenditure of the funds provided.

AGREED

Commercial Company Representative _____

Signature: _____ **Date:** _____

VOMA Representative _____

Signature: _____ **Date:** _____