



NCS-ACOFP 2018 Annual Meeting and CME Conference

**August 9 – August 12, 2018
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 all across NC and SC are invited to 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. We are offering spaces to 15 vendors. The exhibit hall will be open on Friday starting at 1:00 pm until 3:30 pm and on Saturday from 7:30 am until 3:00 pm.

Details about sponsorship levels and exhibitor fees are listed on the following pages. I am also enclosing a conference schedule so you can see what is planned for the conference. Please call me at 910- 893-7960 if you have questions about any of the information described in the following pages.

We hope you will join us.

Sincerely,

Nancy D. Guy

Nancy D. Guy, Conference Coordinator

Enclosures

NCS-ACOF 2018 Annual Meeting and CME Conference

Exhibit Area Schedule

Friday, August 10	12:00 pm – 5:00 pm	Set-Up
	3:00 pm – 5:00 pm	Exhibit Hall Open
Saturday, August 11	7:30 am - 3:00 pm	Exhibit Hall Open

Sponsorship Opportunities: Register by July 1, 2018

Lunch or Breakfast Sponsor: \$3,250

- Includes all the benefits listed below for Break Sponsor and opportunity to address group during meal

Game Night Sponsor: \$2,000

- Includes all the benefits listed below for Break Sponsor and opportunity to address group during event

Break Sponsor: \$1,000 (5 sponsorships available)

- Listed as sponsor of activity
- Special recognition on website
- Recognition in conference program packet and on event marketing materials
- Preferred choice of booth space
- 10' x 10' booth space (Includes a table and two chairs and access to electricity)
- Signage recognition as a Break Sponsor during the conference

Poster Session Sponsor: \$700 (1 sponsorship open)

- Sponsoring company will be listed as sponsor for poster competition. Signage will be posted in the event area with company name and logo. Recognition will be provided during awards portion of the poster event.
- Recognition in conference program packet and on event marketing materials
- Special recognition on website
- Preferred choice of 10' x 10' booth space (Includes a table and two chairs and access to electricity)

Badge Sponsor: \$500 (1 sponsorship open)

- Company logo will be included on conference attendees name badge
- Recognition in conference program packet and on event marketing materials
- Logo on Conference announcements
- Allowed preferred choice of 10' x 10' booth space (Includes a table and two chairs and access to electricity.)

Vendor/Exhibitor: Register by July 31, 2018

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

- Booth space available: 8' x 10'
- Exhibitor's name and description listed in the conference program
- 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 table and two chairs and access to electricity (if requested in advance)

Exhibitor Rules for 2018

NCS-ACOFP Annual Meeting and CME Conference

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 Exhibit Hall of the Pinehurst Resort. 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:

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 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, August 10 between 12:00 pm and 2:30 pm. Exhibits must be dismantled by 3:30 pm on Saturday, August 12th.

Shipping

Shipping and insurance of displays are the responsibility of the exhibitor. If shipping directly to the conference, please contact Lucy Morley of the Pinehurst Resort at Lucy.Morley@pinehurst.com to request a shipping form. Charges do apply for receiving and outbound shipping.

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 by an exhibitor is received on or before August 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, Conference Coordinator at the address below. Fees will be assessed as follows:

Before or on August 1, 2018 - \$50.00

After August 1, 2018 - 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 and sponsorships to Nancy Guy at:

PO Box 4280

Buies Creek, NC 27506

Direct phone: 910-893-7960

Fax: 910-893-7251

guy@campbell.edu

EXHIBITOR APPLICATION & AGREEMENT for 2018 NCS-ACOFP Conference
August 9 – August 12, 2018, Pinehurst Resort

PLEASE PRINT OR TYPE (An electronic version of this form can be found at www.nc-acofp.org)

Enter Name of Contact to Receive Exhibit-Related Correspondence:

Company Name: _____
Website: _____
Contact Person: _____
Title: _____
Mailing Address: _____
Work Phone: _____ Cell Phone: _____
E-mail address: _____

Enter Information for Program Listing

Same as above (if no, complete info below)

Company Name: _____ Website: _____

Enter Name(s) of Booth Representatives

Name: _____

Email address: _____

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 _____

Enter Fee Amount: _____

Payment Information - Registration and payments can be accepted by:

- 1) On-line registration and payment is available on the website at: <http://www.nc-acofp.org/sponsor-exhibitor/>
- 2) Print and complete the form. Mail along with a check made payable to NCS ACOFP. Mail to: Nancy Guy, PO Box 4280, Buies Creek, NC 27506. Form can be returned to Nancy Guy by e-mail at guy@campbell.edu.