



## Exhibitor and Meeting Support Contract

### Company Information

Please list your company name as you would like it to appear in printed promotional materials.

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

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

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

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

Company Description (30 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AV/Booth Needs: \_\_\_\_\_

Are you able to provide proof of liability insurance of not less than \$1 million upon request? (Exhibitors only)  Yes  No

### Company Contact

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

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

### Onsite Contact:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Exhibit and Support Opportunities

Please select the events and programs your company would like to support.

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Platinum \$25,000</b>                            | <input type="checkbox"/> Professional Headshot Station \$7,000                       |
| <input type="checkbox"/> <b>Gold \$15,000</b>                                | <input type="checkbox"/> Digital Photo Booth \$6,500                                 |
| <input type="checkbox"/> <b>Silver \$10,000</b>                              | <input type="checkbox"/> Lanyards \$5,000  |
| <input type="checkbox"/> <b>Bronze \$5,000</b>                               | <input type="checkbox"/> Registration Bag \$5,000                                    |
| <input type="checkbox"/> Signage Opportunities<br>(price based on selection) | <input type="checkbox"/> Hotel Key Cards \$5,000                                     |
| <input type="checkbox"/> Closing Night Celebration \$10,000                  | <input type="checkbox"/> New Member /1 <sup>st</sup> Time Attendee Reception \$3,500 |
| <input type="checkbox"/> Welcome Reception \$10,000                          | <input type="checkbox"/> Gobo \$3,500  |
| <input type="checkbox"/> Attendee Wireless Internet \$10,000                 | <input type="checkbox"/> Morning Yoga \$2,500  |
| <input type="checkbox"/> Gift at Registration \$7,500                        | <input type="checkbox"/> Afternoon Chair Massage \$2,500                             |
| <input type="checkbox"/> Lunch Symposium \$7,500                             | <input type="checkbox"/> Registration Bag Insert \$500                               |
| <input type="checkbox"/> Morning or Afternoon Coffee Break \$7,500           | <input type="checkbox"/> Exhibit Table \$3,500*                                      |
|  | <input type="checkbox"/> Additional Exhibit Table \$2,000                            |

\*Platinum and Gold level supporters receive their first exhibit table at no additional charge.

All meeting details, including the meeting program and schedule of events, will be available on the ACPA website at <https://acpacares.org/annual-meeting/>

## Eligibility

ACPA provides continuing medical, dental, speech and nursing education through ACCME, ADA, ASHA and ANCC. The ACCME acts as the steward of the Standards for Integrity and Independence in Accredited Continuing Education. ACPA follows these standards and requirements for commercial support, which include a clear separation of educational activities from commercial interests.

Accredited continuing education must provide healthcare professionals, as individuals and teams, with a protected space to learn, teach, and engage in scientific discourse free from influence from organizations that may have an incentive to insert commercial bias into education. Exhibitors and commercial supports are not allowed to promote within educational sessions.

As a result of the Standards released by ACCME in December of 2020, rules have changed regarding logo placement and recognition for ineligible companies. As a result, ACPA will no longer place exhibitor, sponsor, or commercial support logos in the Annual Meeting program, but will instead supply attendees with an Exhibitor and Supporter Supplement that showcases all supporters, their logos, company descriptions, etc.

### Ineligible Company

An ineligible company, as defined by the Standards for Integrity and Independence in Accredited Continuing Education, are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Commercial support is financial or in-kind contributions given by an ineligible company that are used to pay for all or part of the costs of an accredited continuing education activity.

### Eligible Organization

An eligible organization, as defined by the Standards for Integrity and Independence in Accredited Continuing Education, are those whose mission and function are: (1) providing clinical services directly to patients; or (2) the education of healthcare professionals; or (3) serving as fiduciary to patients, the public, or population health; and other organizations that are not otherwise ineligible. Sponsorship is financial or in-kind contributions given by an eligible organization that are used to pay for all or part of the costs of an accredited continuing education activity.

ACPA is required to disclose the names of ineligible companies providing commercial support. Please indicate your company's category, based on the definitions provided above as defined by the Standards for Integrity and Independence in Accredited Continuing Education. For specific examples of ineligible companies, visit [www.acme.org/standards](http://www.acme.org/standards).

- Our company is an ineligible company
- Our company is an eligible organization

## Name Badges

Name badges are required for access to all events. Exhibitors and supporters will receive name badges at the registration desk. Those with exhibitor or supporter name badges may attend the Welcome Reception, with no ticket required.

Supporters receive the quantity of name badges corresponding to their support level. Supporter name badges allow access to all educational programming and the social events associated with their support level. Additional social event tickets will be available for purchase onsite. Supporters are not eligible to receive accredited continuing education credits with a supporter name badge.

Representative Badge Names: \_\_\_\_\_  
\_\_\_\_\_

Exhibitors receive three name badges per exhibit table. Exhibitor name badges allow access to social functions only. Exhibitors are not eligible to receive accredited continuing education credits with an exhibitor name badge.

Representative Badge Names: \_\_\_\_\_  
\_\_\_\_\_

## Exhibitor and Supporter Agreement

1. A copy of the Exhibitor & Supporter Prospectus has been provided. If the undersigned will be renting exhibitor space, it is understood that the space rented will be as described in the prospectus. No other statement or understanding has been made with respect to this rental.
2. The American Cleft Palate-Craniofacial Association ("The Association"), its agents and representatives, have no liability for damage or injury to any visitor, invitee, guest, or third party or to the undersigned, or the agent or relative of the undersigned, from whatever cause; nor to any property of any such person; and the undersigned will hold The Association, its agents, and representatives harmless for the actions and omissions of such person.
3. Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this agreement and will provide evidence of such insurance upon request.
4. The Association does not guarantee against theft, loss, or any form of damage to the display or properties of the exhibitors, nor against personal injury to the exhibitors, their employees, or agents.
5. Upon acceptance by the undersigned of the exhibit space designated by The Association, by moving any material whatsoever into said space or by occupying it in any manner whatsoever for any length of time, such space, and all structures therein, and all occurrences in said space are the responsibility of the undersigned.
6. Shipping information will be provided after a signed contract and payment are received by ACPA. Exhibitors are responsible for shipping items back once ACPA's Annual Meeting ends. ACPA is not responsible for any materials left behind at the exhibit table.
7. Written requests for exhibitor cancellations received before April 15, 2023, will be reimbursed 50% of the rental fee. Requests received thereafter will result in forfeiture of the entire rental fee. Sponsorship and commercial support are not eligible for refund.

## Terms and Conditions

The undersigned further agrees with all the following terms and conditions:

1. Organizations providing commercial support may not provide or jointly provide an educational activity.
2. All organizations must comply with the Standards for Integrity and Independence in Accredited Continuing Education. <https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>.
3. This activity is for educational purposes only and will not promote any proprietary interest of an Ineligible Company providing financial or in-kind support.
  - a. The Ineligible Company will not recruit learners from the educational activity for any purpose.
4. The Accredited Provider is responsible for all decisions related to the educational activity. The Ineligible Company providing financial or in-kind support may not participate in any component of the planning process or implementation of an educational activity, including:
  - a. Assessment of learning needs and professional practice gap
  - b. Learning outcomes
  - c. Selection or development of content
  - d. Selection of planners, presenters, faculty, authors and/or content reviewers
  - e. Selection of teaching/learning strategies
  - f. Evaluation methods
5. The Accredited Provider will make all decisions regarding the disposition and disbursement of commercial support in accordance with the Standards for Integrity and Independence in Accredited Continuing Education.
6. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider.
7. Commercial support will be disclosed to the participants of the educational activity.
8. Ineligible Companies may not exhibit, promote, or sell products or services during the introduction of an educational activity, while the educational activity takes place or at the conclusion of an educational activity, regardless of the format of the educational activity.

Print Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Information

Payment must be received in full by March 1, 2024.

Total Amount Due: \_\_\_\_\_

Pay via Credit Card:

Name/Organization on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp/ Date (MM/YY): \_\_\_\_\_

Three-Digit SVC/CVC Code: \_\_\_\_\_ Credit Card Billing Zip Code: \_\_\_\_\_

Pay via Check by Mail

American Cleft Palate Craniofacial Association

P.O. Box 63193

Charlotte NC 28263-3193

*Please only email payment information to [CBell@ACPACares.org](mailto:CBell@ACPACares.org) if you can send encrypted. Call 919-933-9044 if you prefer to pay by phone.*