



**Carolinas Chapter**

# Exhibitor Prospectus

Carolinas Chapter - American  
Association of Clinical  
Endocrinologists  
2018 Annual Meeting

September 7-9, 2018  
Kiawah Island Golf Resort  
Kiawah Island, South Carolina



Carolinas Chapter, American Association of Clinical Endocrinologists (CC-AACE)  
2018 Annual Meeting

The 2016 Annual Meeting is a much anticipated gathering of endocrinologists, fellow and physician extenders from across North and South Carolina. The next CC-AACE Annual Meeting will be held at Kiawah Island Golf Resort in Kiawah Island, SC September 7-9, 2018.

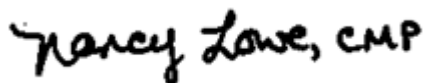
Healthcare organizations, pharmaceutical companies, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the three-day meeting. The CC-AACE extends opportunities for displays, sponsorship of specific aspects of the meeting such as fellow participation (for example, the fellowship poster competition), and CME speaker underwriting during the meeting. Sponsorship opportunities are available at different monetary levels to fit all types of needs and budget constraints. Networking and recognition opportunities are abundant for health-related and consumer businesses that participate.

Supporters receive:

- Six-plus hours of dedicated display time and/or access to attendees
- Friday cocktail reception, two refreshment breaks, and Saturday and Sunday breakfast with attendees
- Optional Saturday dinner with attendees
- Discounted group hotel rate
- Attendee contact lists (prior to meeting upon request, hard copy at meeting, post meeting)
- Recognition of organization in print in on-site program

Please review the enclosed exhibitor information and make plans soon to participate at this important meeting of the North and South Carolina endocrinology community. If you have any questions or would like further information on the meeting or sponsorship opportunities, contact me at [nlowe@ncmedsoc.org](mailto:nlowe@ncmedsoc.org) or (919) 833-3836.

Sincerely,



Nancy Lowe, CMP  
Director

- **Standard Exhibit space is \$2,000 per 8' x 8' booth (6' table and 2 chairs); includes attendance for up to four representatives and up to two tickets to the Saturday dinner.**
- **Gold Sponsorship is \$3,500; includes attendance for up to four representatives, up to four tickets to the Saturday dinner, priority booth placement, and additional recognition as Gold Sponsor in printed materials.**
- **Platinum Sponsorship is \$5,000; includes attendance for up to six representatives, up to six tickets to the Saturday dinner, a double booth (two 6' tables) in premium location, and additional recognition as Platinum Sponsor in printed materials.**
- **Standard booths are assigned on a first-come, first-served basis as signed applications and monies are received. Assignments of booth location are made by the CC-AACE.**
- **Note: Applications received after August 1, 2018, will incur a \$500 late fee.**

Carolinas Chapter, American Association of Clinical Endocrinologists

APPLICATION FOR EXHIBIT SPACE

TAX ID #56-2052603

ANNUAL MEETING, SEPTEMBER 7-9, 2018

Proper completion and submission of this application for exhibit space at the CC-AACE 2018 Annual Meeting shall mean the applicant accepts and agrees to abide by the provisions of this application and Appendix A, Exhibitor Terms and Conditions, which is hereby incorporated and made part of this contract as well as such additional rules and regulations that the CC-AACE deems necessary provided such additional rules and regulations do not materially alter the exhibitor's contractual rights. A contract for exhibit space shall be completed only after a properly completed application along with a payment in full is received by the CC-AACE office.

Payment in full must accompany the "Application for Exhibit Space" via check (payable to CC-AACE) or credit card. Please fill in the information requested on this form. Retain a copy for your files, and sign and return this application with payment to:

CC-AACE \* PO Box 27167 \* Raleigh, NC 27611 \* Fax 919-833-2023

Attn: Nancy Lowe [nlowe@ncmedsoc.org](mailto:nlowe@ncmedsoc.org)

**Cancellations by August 1, 2018. receive a 50% refund: no refunds provided for cancellations after that date.**

CC-AACE is hereby authorized to reserve space for our use in the exhibit area of the 2018 CC-AACE Annual Meeting. Payment must be received prior to August 1, 2018, to ensure acknowledgement in printed materials. Applications received after August 1, 2018, will incur a \$500 late fee.

- 8' X 8' Booth (includes 6' Table) – \$2,000 is enclosed
 Gold Sponsor Package (8' X 8' Booth, priority location) – \$3,500 is enclosed
 Platinum Sponsor Package (up to six reps, Double Booth [2 6' Tables], premium location) – \$5,000 is enclosed

Visa, MasterCard or American Express:

Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount to be charged: \$ \_\_\_\_\_

Signature of CC Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Lettering for Table Sign and Printed Materials: \_\_\_\_\_
(Tables will be supplied with an identification sign. Please print.)

Market Competitors you would prefer not to be placed near: \_\_\_\_\_

If electricity is required for display, please note: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Company Representative(s) Attending Meeting (individual representative information for name badges and CC-AACE records): Use additional sheet if necessary. Exhibit registration includes up to four (4) representatives (six for Platinum Sponsors). Please update the CC-AACE office as soon as possible as representative names are assigned or changed prior to the meeting.

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

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

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

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

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

Signature of person authorized to approve contract

Printed name of authorized signer

Date

## Appendix A: Exhibitor Terms and Conditions

1. **SPACE** - The space contracted is to be used solely for the Exhibitor whose name appears on the Contract. The Exhibitor shall not sublet or assign any portion of same without the written consent of the CC-AACE. Sponsors receive prime display locations and exhibitor space is assigned by the CC-AACE on a first-come, first-served basis as signed applications and monies are received by the CC-AACE office. Two chairs per table are included.
2. **ALL PROMOTIONAL MATERIALS, COLLATERAL OR ACTIVITIES** must be confined within the limits of the Exhibitor's purchased space. Per CME regulations such materials are not permitted in the meeting room or at the meeting registration desk, and may not be delivered to attendees' hotel rooms. **Product theater events require a separate contract;** contact the CC-AACE.
3. **ALL BOOTHS** and decorations **MUST** concur with the facility regulations, city ordinances, and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire resistant material.
4. **IN EVENT EXHIBITION IS NOT HELD** - The CC-AACE shall not be liable for any damages or expense incurred by Exhibitors in the event the show is delayed, interrupted, or not held as scheduled.
5. **SECURITY** - Security will not be provided in the exhibit area. Exhibitors are urged to remove all valuables during non-exhibit hours. Exhibitor agrees that neither the CC-AACE, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The CC-AACE recommends all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown; however, certain facility employees will have access to the space for cleaning, etc.
6. **LIABILITY** - Exhibitor agrees that neither the CC-AACE, nor its representatives, will be responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees, family, or associates, or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.
7. **CANCELLATIONS** - Cancellations by 8/1/18 receive a 50% refund. No refunds are provided for cancellations after that date.
8. **ELECTRICITY** - The CC-AACE will provide standard 110-volt electricity at no charge upon request. Please indicate on the application if electricity is required. For additional power needs, exhibitors should contact the facility.
9. **SIGNAGE** - An identification sign will be provided for each table.
10. **SHIPPING** - Vendors are responsible for ALL arrangements in the shipping of exhibits. Please bring your company's own shipping forms and account number in order to make your own shipping arrangements. Shipping information will be sent with a confirmation to the "Company Contact" listed on the application.
11. **HOTEL RESERVATIONS** – Exhibitors may use the group's discounted hotel rates. Hotel information with group code will be sent with a confirmation to the "Company Contact" listed on the application.

### ASSOCIATION CONTACT

For additional information, please contact:

Nancy Lowe, CMP, Director

Carolinas Chapter - American Association of Clinical Endocrinologists

PO Box 27167 (222 North Person Street), Raleigh, NC 27611

Phone: (919) 833-3836 / Fax: (919) 833-2023

Email: [nlowe@ncmedsoc.org](mailto:nlowe@ncmedsoc.org)

**Thank you for your interest in supporting the CC-AACE and our physician members!**

**PRELIMINARY EXHIBITOR SCHEDULE**  
Exact times are subject to change.

<b>FRIDAY, SEPTEMBER 7, 2018</b>	
Between 3:00pm and 6:00pm	Exhibitor Move In / Set Up
6:30pm-8:00pm	Reception for Attendees and Exhibitors
<b>SATURDAY, SEPTEMBER 8, 2018</b>	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
9:50am-10:30am	Morning Break and Exhibit Visitation
6:30pm-9:30pm	Optional Dinner for Attendees and Exhibitors
<b>SUNDAY, SEPTEMBER 9, 2018</b>	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
9:50am-10:20am	Morning Break and Exhibit Visitation
10:30am	Door Prize Drawing
After 10:30am	Exhibitor Tear Down / Move Out

