Exhibitor Prospectus

North Carolina Dermatology Association
2017 Summer Meeting

July 7-9, 2017
The Omni Homestead
Hot Springs, VA

North Carolina Dermatology Association (NCDA)
2017 Summer Meeting

The 2017 Summer Meeting is a much anticipated gathering of dermatologists, residents, medical students and physician extenders from across North Carolina. The next NCDA Summer Meeting will be held in Hot Springs, Virginia at the Omni Homestead July 7-9, 2017. Dermatologists from neighboring states will be invited to participate, as well.

Healthcare organizations, pharmaceutical and device manufacturers, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the three-day meeting. The NCDA extends opportunities for displays, sponsorship of specific aspects of the meeting such as resident participation, 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:

- Five-plus hours of dedicated display time and/or access to attendees
- Three refreshment breaks, Friday cocktail reception, Saturday and Sunday breakfast with attendees
- Option to attend the Saturday dinner for an additional fee (waived for Gold and Platinum vendors)
- 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 Carolina dermatology community. **Product theater events require a separate contract;** contact the NCDA.

If you have any questions or would like further information on the meeting or sponsorship opportunities, contact me at nlowe@ncmedsoc.org or (919) 833-3836.

Sincerely,

Nancy Lowe, CMP

Nancy Lowe, CMP
Associate Director

- **Standard Exhibit space is $2,000 per 8’ x 8’ booth (6’ table and 2 chairs), includes attendance at Friday reception, breakfasts and breaks for up to four reps.**
- **Gold Sponsorship is $3,500, includes priority booth placement, attendance for up to four reps including the optional Saturday dinner, and additional recognition as Gold Sponsor in printed materials.**
- **Platinum Sponsorship is $5,000, includes a double booth (16’ x 8’ with two 6’ tables) in premium location, attendance for up to six reps including the optional Saturday dinner, 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 NCDA.**

TAX ID #56-1449545

NC DERMATOLOGY ASSOCIATION
APPLICATION FOR EXHIBIT SPACE
SUMMER MEETING, JULY 7-9 2017

Proper completion and submission of this application for exhibit space at the NCDA 2017 Summer 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 NCDA 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 NCDA office.

Payment in full must accompany the "Application for Exhibit Space" via check (payable to NCDA), Visa, MasterCard, or American Express). Please fill in the information requested on this form. Retain a copy for your files, and sign and return this application with payment to:

NCDA * PO Box 27167 * Raleigh, NC 27611 * Fax 919-833-2023
Attn: Nancy Lowe
Cancellations by June 1, 2017, receive a 50% refund; no refunds provided for cancellations after that date.

NCDA is hereby authorized to reserve space for our use in the exhibit area of the 2017 NC Dermatology Association Summer Meeting. Payment must be received prior to June 15, 2017 to ensure acknowledgement in printed materials. ***Forms received after June 15, 2017 will incur a $500 late fee.***

☐ **8' X 8' Booth (includes 6' Table) – $2,000** is enclosed with check or credit card information below

☐ **Gold Sponsor Package (8' X 8' Booth, priority location) – $3,500** is enclosed with check or credit card information below

☐ **Platinum Sponsor Package (Double Booth [16' x 8' Booth, 2 6' Tables], premium location) – $5,000** is enclosed with check or credit card information below

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 Booth Sign and Printed Materials: _____
(Booths 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

Authorized Company Contact Person: _____

Title: _____

Billing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Company Representative(s) Attending Meeting (individual representative information for name badges and NCDA records): Use additional sheet if necessary. Exhibit registration includes up to four (4) representatives (six for Platinum). Representatives will be sent a link to register online prior to the meeting; reps must be registered online in order to have a badge.

Name: _____ Email: _____

Name: _____ 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 NCDA. Sponsors receive prime display locations and exhibitor space is assigned by the NCDA on a first-come, first-served basis as signed applications and monies are received by the NCDA 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 NCDA.

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 NCDA 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 NCDA, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The NCDA 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 NCDA 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 6/1/17 receive a 50% refund. No refunds are provided for cancellations after that date.

8. ELECTRICITY - The NCDA 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 booth.

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, Associate Director
North Carolina Dermatology Association
PO Box 27167 (222 North Person Street), Raleigh, NC 27611
Phone: (919) 833-3836 / Fax: (919) 833-2023
Email: nlowe@ncmedsoc.org

Thank you for your interest in supporting the NCDA and our physician members!

PRELIMINARY EXHIBITOR SCHEDULE
Exact times are subject to change.

FRIDAY, JULY 7, 2017	
Between 10:00am and 3:00pm	Exhibitor Move In/Set Up
3:00pm-3:30pm	Afternoon Break and Exhibit Visitation
5:30pm-7:00pm	Reception for Attendees and Exhibitors in Exhibit Hall
SATURDAY, JULY 8, 2017	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
10:00am-10:30am	Morning Break and Exhibit Visitation
6:00pm-8:00pm	Optional Dinner for Attendees and Gold and Platinum exhibitors
SUNDAY, JULY 9, 2017	
7:00am-8:00am	Continental Breakfast and Exhibit Visitation
10:00am-10:30am	Morning Break and Exhibit Visitation
10:30am	Door Prize Drawing
After 10:30am	Exhibitor Tear Down / Move Out