50 Years of Excellence
FCEP | Florida College of Emergency Physicians
1971-2021

Sponsor & Exhibitor Prospectus

Symposium by the Sea 2021

The Fine Print & Order Form

AUGUST 5 - 8, 2021 • NAPLES GRANDE BEACH RESORT • NAPLES, FLORIDA

SBS 2021: THE FINE PRINT

It is the responsibility of the exhibitor's contact person to share rules and regulations with on-site booth personnel.

EXHIBITOR INFORMATION

Assignment of Space: Exhibit space will be assigned upon receipt of completed registration form and registration fee. Application and payment must be received at the FCEP/FEMF office by July 1, 2021 to reserve space and to be included in conference materials. For Early Bird booth pricing, registration and payment must be received by June 1, 2021.

Booth preferences will be considered in the following order:

1. Exhibiting companies who are also sponsors
2. Exhibitors requiring 2 booth spaces (16'x10') or more
3. Exhibitors requiring 1 booth

A company's relevance to emergency medicine may also be a factor in positioning. After the Early Bird deadline, space will be assigned on a first-come, first-assigned basis.

Booth Relocation: FCEP/FEMF reserves the right to change booth assignments to accommodate cancellations, consolidation, or for any reason as needed.

Sharing/Subletting: No part of any space assigned to an exhibitor may be reassigned, sublet or shared with another party. Exhibitors may display only those products or services that they manufacturer or regularly distribute. Sharing of exhibit space is permitted only for divisions of the same company or as approved by FCEP/FEMF and will result in the assessment of a $500 sharing/subletting fee.

Exhibitor Badges: Each 8' x 10' booth includes (2) two badges for your exhibit booth personnel. Sponsors receive more badges as part of their sponsorship package. A maximum of (4) four additional badges can be purchased at a rate of $100 each. Anyone requesting CME must register as an attendee.

Exhibit Services Contractor: All registered exhibitors will receive an Exhibitors Kit from Gilbert Exposition Management Services (GEMS) via the email included on your exhibit application. The kit will contain all exhibit services available and order forms.

Cancellation Policy: Exhibit booth cancellations must be made in either email, fax or letter form and received no later than July 1, 2021. Upon confirmation, you will receive a 50% refund of booth fees. NO refunds will be administered after July 1, 2021. Sponsorships are non-refundable.

Exhibitor Liability: Exhibiting organizations assume full responsibility for their professional/personal property and obtaining insurance to protect against lost or stolen items. The exhibitor understands that neither FCEP/FEMF nor the hotel parties maintain insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

RULES & REGULATIONS

1. Exhibitor is responsible for compliance with the **American with Disabilities Act (ADA)** within its booth & assigned space.

2. **Attire** of exhibit personnel should be consistent with the professional atmosphere of the conference.

3. **Demonstrations by exhibitors** may not interfere with normal traffic flow nor infringe on neighboring exhibits. Demonstrations are not permitted outside of the exhibitor's assigned booth space.

4. **Canvassing or distribution of advertising materials** by an exhibitor is not permitted outside of the exhibitor's booth space.

5. **Canvassing or marketing any products or services** in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting company is strictly prohibited.

6. FCEP/FEMF must be notified of an exhibitor's **intent to distribute food or beverage** in the exhibit hall. All such items must be approved by FCEP and ordered directly from the Naples Grande Beach Resort. Exhibitors are not permitted to bring in outside food or beverages.

7. **Subletting** or sharing of booth space is not permitted unless approved by FCEP/FEMF.

8. **ACCME Agreement:** Exhibiting/Sponsoring companies are required to abide by the rules and regulations set forth by the ACCME's Standards of Commercial Support and FCEP/FEMF. Exhibiting/Sponsoring companies agree to have no involvement or influence with or over the content of the CME portion of the sponsored activity. Entities who are defined as commercial interests by the ACCME are required to sign a Letter of Agreement of Commercial Support.

9. **Giveaways:** Exhibiting companies are permitted to distribute giveaways. All giveaways must be approved by FCEP/FEMF. Removal of items not pre-approved will be strictly enforced.

10. **Sales:** The purpose of commercial exhibits is to further the education of attendees through product and service displays and demonstrations. Direct selling is acceptable as long as the product is pre-approved by FCEP/FEMF. Products must not be in direct competition with FCEP/FEMF products. A sales list should be provided to FCEP/FEMF for approval prior to the event.

11. **Management:** FCEP/FEMF reserves the right to interpret, amend and enforce these regulations as it deems appropriate to ensure the success of the exhibition.

12. **Promotion:** Product-promotion material is prohibited during CME activities and must be kept separate from CME.

13. FCEP/FEMF reserves the right to reject any exhibit application for any reason; to reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and to evict or bar any exhibitor whose conduct or materials are objectionable to FCEP/FEMF for any reason.

Symposium by the Sea 2021
Exhibit & Sponsorship Registration Form

ADMIN ONLY	
	DATE RECEIVED:
	TIME:
	PAID IN FULL DATE:
	ASSIGNED:

1. CONTACT INFORMATION:

Organization Name: _____
(as it will appear on conference materials)

Mailing Address: _____

Website: _____ Phone: _____ Fax: _____

Exhibit Contact Name: _____ Title: _____

Exhibit Contact Email: _____ Phone: _____

Service/Product to be Exhibited: _____

Vendors/Companies You Do Not Wish to be Located Near: _____

2. ORDER FORM:

Find Details Here

EXHIBIT SPACE	EARLY BIRD/REGULAR	QTY
☐ 8'x10' Booth	$1,050 / $1,250	

BOOTH PREFERENCES

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

SYMPOSIUM OPPORTUNITIES	PRICING	QTY
☐ Gold Package	$4,500	
☐ Silver Package	$2,500	
☐ Wi-Fi Package	$6,500	
☐ Food/Beverage Break	_____	
☐ Exhibit Hall Reception: Cheese Board	$1,000	
☐ Exhibit Hall Reception: Wine Station	$400	
☐ EMpulse Full-page Ad	$750	
☐ EMpulse Half-page Ad	$500	
☐ Social Media Post	$450	
☐ Email Promotion	$300	
☐ Registration Packet Insert	$250	
☐ Exhibit Hall Game	$150	
☐ Mobile App Notification	$200	
☐ Additional Badges (2 included w/each booth)	$100 ea	

50TH ANNIVERSARY RECEPTION

☐ Century Sponsor	$10,000	
☐ Anniversary Sponsor	$5,000	
☐ Generation Sponsor	$2,500	
☐ Decade Sponsor	$1,000	
☐ Table (8 seats)	$1,050	
☐ Adult ticket	$150	
☐ Child's ticket	$50	

3. PAYMENT INFORMATION:

TOTAL AMOUNT: _____

☐ Mailed a check to 3717 S. Conway Rd., Orlando, FL 32812
Make checks payable to EMLRC

☐ Visa ☐ Mastercard ☐ AMEX ☐ Discover

Card # _____

Expiration Date _____ Security Code _____

Billing Zip Code _____

Cardholder Name _____

Cardholder Signature _____

EMLRC/FEMF's Federal Tax ID #59-3001777

4. ACCME AGREEMENT:

I/We agree to abide by all rules and regulations listed and which are part of the agreement between my/our company and the Florida Emergency Medicine Foundation. I/We also agree to comply with ACCME Standards for Commercial Support. I/We also agree to have no involvement or influence with the content of the CME portion of the conference. You are hereby authorized to reserve space for my/our company for Symposium by the Sea 2021.

_____
Signature

5. SEND THIS FORM TO:

Melissa Keahey, Director of Development & Operations
3717 S. Conway Rd., Orlando, FL 32812
Email: mkeahey@emlrc.org | Fax: 407-281-4407

FCEP FEMF