EXHIBIT SPACE OR SPONSORSHIP APPLICATION PACKET
2020 Utah Osteopathic Medical Association Annual CME Conference
Thursday, August 20, 2020 through Saturday, August 22, 2020
Thanksgiving Point, Garden Room, 3900 N Garden Drive, Lehi, UT

About UOMA
The mission of the Utah Osteopathic Medical Association is to serve osteopathic physicians and students in Utah through coordinated efforts of promoting and advancing osteopathic medicine, supporting and delivering medical education, and fostering the highest quality of osteopathic medical care to the people in Utah.

UOMA Contact Information

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Exhibition Dates and Times

Thursday, August 20, 2020 through Saturday, August 22, 2020
UOMA expects approximately 50 physicians to attend this conference.
Conference Schedule: (subject to change)

	Thursday, August 20	Friday, August 21	Saturday, August 22
Vendor set-up	6:00 a.m.	6:30 a.m.	6:30 a.m.
Registration/Breakfast/Exhibits	7:00- 7:25 a.m.	7:00- 7:25 a.m.	7:00- 7:25 a.m.
Welcome	7:25- 7:30 a.m.	7:25- 7:30 a.m.	7:25- 7:30 a.m.
Lectures	7:30- 9:30 a.m.	7:30- 9:30 a.m.	7:30- 9:30 a.m.
Break/Exhibits/Posters	9:30- 9:45 a.m.	9:30- 9:45 a.m.	9:30- 10:10 a.m.
Lectures	9:45- 11:45 a.m.	9:45- 11:45 a.m.	10:10- 12:10 p.m.
Lunch	12:00- 1:00 p.m.	11:45-12:45 p.m.	Adjourn
Lectures	12:45- 2:45 p.m.	12:45- 2:45 p.m.	
Break/Exhibits	2:45- 3:00 p.m.	2:45- 3:00 p.m.	
Lectures	3:00- 5:00 p.m.	3:00- 5:00 p.m.	
Social / Hor d'oeurves	5:00- 6:00 p.m.	*Only sponsor is invited.*	

EXHIBIT SPACE OR SPONSORSHIP INFORMATION RULES, AND REGULATIONS

Rules
These rules and regulations governing the exhibits under the auspices of the Utah Osteopathic Medical Association (UOMA) and Thanksgiving Point are part of the agreement for space.

Exhibit equipment
All tabletops are 6'. Additional needs are to be provided by the exhibitor or requested through UOMA on the application form. Electrical outlets may be limited, so special requests should be specified on the application. Wireless internet is available. (Caution: Best not to rely on wireless internet for your exhibit.)

Exhibit space location
Preference for location will be based upon receipt of application with payment and choices. Deadline for submission of application is August 1, 2020. UOMA cannot guarantee that space will still be available after that date.

Cancellation/failure to occupy
In the event an exhibitor cancels its participation, refunds will be made as follows: 50% refund for cancellations on or prior to August 1, 2020; no refund after August 1, 2020. Any space not occupied will be forfeited by exhibitor without refund.

Use of space
Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear. Safety and fire exits and equipment must be left accessible and in full view at all times.

Liability
It is mutually agreed that the UOMA shall not be liable to an exhibitor for any damage to or loss or destruction of an exhibit or the property of an exhibitor or injuries to his/her person resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor.

Security
UOMA shall exercise reasonable care for the protection of exhibitors' materials and displays. Beyond this, UOMA, or any office, director or staff member thereof will not be responsible for the safety of the property or the exhibitor from any cause.

Restrictions
UOMA reserves the right to prohibit any display or exhibit or any part of a proposed exhibit which it judges not suitable or in accordance with acceptable professional ethics.

Hotel Accommodations
Venue is not a hotel, and exhibitor is responsible for their own hotel accommodations, if applicable.

Attendee List
Attendee lists will not be provided, but exhibitor may collect information from the attendee upon their consent.

Noise
Public address, sound-producing, and amplifying devices that project sound (i.e., music, singing) beyond the exhibitor's space are prohibited.

Food and beverage
Exhibitors may dispense bite-size snacks/candy from their exhibit. Break food will be set in or near the exhibit area. (See floor plan map.)

Floor prizes
Floor prizes may be given from private drawings at any of the exhibits. Exhibitor is responsible for type of prizes and their delivery. UOMA cannot guarantee that prize winners are qualified potential buyers of exhibit goods and services.

Shipping/storage
Shipping and storage of exhibit items should be avoided. If necessary, specific questions regarding shipping and storage should be directed to the hotel/event location. The exhibitor agrees to ship all articles at his/her own risk and expense.

Setup of exhibits
Exhibits may be set up starting at 6:00 a.m. on Thursday, August 20, 2020. Because attendees begin arriving about 7 a.m., exhibitor is encouraged to have exhibits ready for review by that time. UOMA Executive Director will be available on-site to help with any last-minute needs.

Exhibit hours
See attached schedule.

Removal of exhibits
Booths must be dismantled no later than noon on Saturday, August 22, 2020.

Rights of trade show management
Should any emergency arise, of any nature, prior to the opening show date which would prevent its scheduled opening (destruction or damage to the exhibit area by fire, wind storm, strikes, acts of God, etc., or a declaration of any emergency by the Government), it is expressly agreed that UOMA may retain as much of the payment for exhibit space as is necessary to cover the expenses incurred by UOMA up to the time of such emergency. All points not covered by these rules are subject to the judgement of UOMA.

APPLICATION FOR EXHIBIT SPACE OR SPONSORSHIP

2020 Utah Osteopathic Medical Association Annual CME Conference

Thursday, August 20, 2020 through Saturday, August 22, 2020

Application form (fill in)

Company Name:		Services/Products:	
Contact Person:		Email:	
Address:	City:	State:	Zip:
Phone:	Fax:	Company Website:	

Booth and Sponsorships *Please check √ applicable responses.*
First come, first served. Continental breakfast and lunch provided for two representatives.

☐	We are interested in a Booth. – $700 Includes 6' table; electricity (may be limited); wireless internet.
☐	We would like to request electricity.
	We are interested in being a Sponsor in the following ways: ☐TH Lunch – $1500, Includes a booth and company will be given 20 minutes to present the company and services/products during lunch. ☐FRI Lunch – $1500, Includes a booth and company will be given 20 minutes to present the company and services/products during lunch. ☐Breaks – $250/break TH am☐, TH pm☐, FRI am☐, FRI pm☐, SAT am☐ ☐Medical Student – $150/student x Quantity:____ Supports Student Research Poster Contest.

Application Fee

☐	Make **check** payable to and send to: Utah Osteopathic Medical Association c/o Marcelle Smith 310 E 4500 S, Suite 500 Salt Lake City, UT 84107 Fax: 801-747-3501
☐	Pay by electronic invoicing. *An e-invoice will be sent to the email address above at which time you may make payment on a secure PayPal site. You are not required to have a PayPal account to use this option.*

Name of Company Representatives Administering Booth

Agreement

In accordance with the exhibit and sponsorship information, rules, and regulations, I hereby accept the terms and conditions for exhibiting at the 2020 UOMA Annual CME Conference. This completed form represents a binding agreement between the exhibitor and UOMA.

_____ _____ _____

Signature Title Date