



EXHIBIT SPACE, SPONSORSHIP &  
SUPPORT CONTRACT  
ASTMH 67<sup>TH</sup> Annual Meeting  
October 28 – November 1, 2018  
Sheraton New Orleans & New Orleans Marriott  
New Orleans, LA USA

**Exhibit, Sponsorship & Support Correspondence**

Space confirmation and other information should be mailed to:  
**Please print or type**

CONTACT NAME

TITLE

INSTITUTION/ORGANIZATION

STREET ADDRESS

CITY, STATE/PROVINCE

ZIP/POSTAL CODE, COUNTRY

PHONE

EMAIL

WEBSITE

The undersigned hereby authorizes ASTMH to reserve exhibit space and/or support packages for use by the above institution or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Rules and Regulations printed on the third page of this contract, and to all conditions under which exhibit space is leased to ASTMH and support packages are permitted. The undersigned acknowledges that space assignments shall be acceptable unless ASTMH is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be displayed. All organizations will be required to sign the second page of this document, acknowledging ACCME Conditions.

SIGNATURE

DATE

NAME (PRINT OR TYPE)

**Email a copy of this contract to: [mcarson@astmh.org](mailto:mcarson@astmh.org)**

**ATTN: Madhuri Carson, Manager, Partnership Opportunities**  
Opportunities are available on a first-come, first-served basis, by receipt date of contract.

If paying by check, please email the completed form first and then mail payment with a copy of the contract to: ASTMH • PO Box 88623 • Chicago, IL 60680-1623 • Tel:+1-847-686-2362

**Please indicate your organization type below:**  
(Response required)

- |   |  |
|---|--|
| <input type="checkbox"/> Nonprofit/NGO/Professional Society | <input type="checkbox"/> Academic              |
| <input type="checkbox"/> Equipment & Supplies               | <input type="checkbox"/> Pharmaceutical        |
| <input type="checkbox"/> Government                         | <input type="checkbox"/> Military              |
| <input type="checkbox"/> Publisher                          | <input type="checkbox"/> Philanthropy          |
| <input type="checkbox"/> Professional & Business Services   | <input type="checkbox"/> Technology & Software |
| <input type="checkbox"/> Other _____                        | <input type="checkbox"/> Biotechnology         |

**Selections**

**EXHIBIT SPACE**

- Number of 8' x 10' booths \_\_\_\_\_  
X \$2,700 per booth (\$1,700 per booth for non-profit organizations)
- Number of corner booth upgrades \_\_\_\_\_  
X \$200 per booth

**Exhibit total: \$** \_\_\_\_\_

Choice of exhibit space locations (indicate 3 choices)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Do not assign booth next to the following companies:

**SPONSORSHIP/SUPPORT/ADVERTISING**

**LEVEL (if applicable):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Premier \$20,000    | <input type="checkbox"/> Leader \$15,000         | <input type="checkbox"/> Partner \$10,000 |
| <input type="checkbox"/> Contributor \$5,000 | <input type="checkbox"/> Friend amount: \$ _____ |   |

**Sponsorship total: \$** \_\_\_\_\_

**Preferred sponsorship opportunity:**

(see list of options associated with each level)

(Example: Lanyards, Pens, Opening Session, President's Reception)

**Support/Advertising opportunity (if applicable):**

(Example: Pre-Meeting Course, Pocket Schedule Advertisement, Registration Bag Insert, etc.)

**Support/Advertising total: \$** \_\_\_\_\_

**Grand total: \$** \_\_\_\_\_

**Payment details**

**ASTMH's Taxpayer/ID number is 57-0408245.**

CHECK NUMBER \_\_\_\_\_ (PAYABLE TO AMERICAN SOCIETY OF TROPICAL MEDICINE AND HYGIENE IN U.S. FUNDS)

- VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

NAME ON CREDIT CARD

SIGNATURE

CREDIT CARD NUMBER

EXP. DATE



## **Accreditation Council for Continuing Medical Education (ACCME) Terms, Conditions, and Purposes**

The ACCME defines a Commercial Interest as any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interest.

### **Independence**

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. ASTMH is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of education methods, and the evaluation of the activity.

### **Appropriate Use of Commercial Support**

3. ASTMH will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Interest/Sponsor/Supporter will not require ASTMH to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving funds.
5. All commercial support associated with this activity will be given with the full knowledge and approval of ASTMH. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. ASTMH will upon request, furnish the Commercial Interest/Sponsor/Supporter documentation detailing the receipt and expenditure of the commercial support.

### **Commercial Promotion**

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after an accredited activity. Commercial Interests may not engage in sales or promotional activities while in the space or place of the activity.
8. The Commercial Interest/Sponsor/Supporter may not be the agent providing the activity to the learners.
9. ASTMH will ensure that the source of support from the Commercial Interest, either direct or "in-kind," is disclosed to the participants, in program brochures, syllabi, and other program materials, and at the time of the activity. This disclosure will not include the use of a trade name or a product-group message.

The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution and may not include corporate logos and slogans.

The Commercial Sponsor/Supporter and ASTMH agree to abide by all requirements of the ACCME Standards for Commercial Support.

### **ASTMH**

Signed OBO by:

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

### **Commercial Interest/Sponsor/Supporter**

Signed OBO by:

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

# ASTMH Exhibit Rules and Regulations

**ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of ASTMH and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Society. In the event of such restriction or eviction, ASTMH is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

**ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. ASTMH will attempt to honor all requests for exhibit space. Notwithstanding the above, ASTMH reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

**\$2,700.00 (\$1,700 Nonprofit) U.S. PER 8' x 10' BOOTH FEE INCLUDES:**

- Company/organization identification sign
- Back wall and side rail fabric drapes
- Carpet
- One 6-foot draped table and two chairs
- General security guard service (excludes individual booths)
- Two complimentary Annual Meeting registrations

**PAYMENT:** Full payment is required with the contract.

**CANCELLATION:** ASTMH must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth occurs prior to Thursday, September 27, 2018, the exhibitor will be refunded 50% of the booth fee. After Thursday, September 27, 2018, no refunds will be made.

**CANCELLATION OF MEETING AND EXHIBITION:** If ASTMH should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ASTMH has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

**OFFICIAL CONTRACTOR:** All decorating and exhibit furniture will be handled by the official contractor, Freeman Decorating Co. The exhibitor services kit outlines prices and instructions for securing additional items for your exhibit, shipping and material handling, etc. The exhibitor services kit will be mailed a few months prior to the conference.

**INSTALLING EXHIBITS:** The exhibit area will be available for set up on Sunday, October 28 from 1 to 5 p.m. All exhibits must be set by 5 p.m. on Sunday, October 28. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

**DISMANTLING EXHIBITS:** All exhibits must remain intact until the official closing time of Wednesday, October 31, at 2:30 p.m. and may not be dismantled or removed, in whole or in part, before that time. Any company that dismantles or packs up their display prior to 2:30 p.m. Wednesday, October 31, will not receive the final registration list. After the close of exhibits, all material must be removed no later than 5:00 p.m. Wednesday, October 31.

**FLOOR PLAN:** All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by Exhibit Management. If the exhibit is on hand, Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

**CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

**CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No side wall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Nothing shall be displayed higher than the back wall of the booth (8 feet high). No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition, and must receive written approval from Exhibit Management.

**RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of ASTMH. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the

guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.

**FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flame retardant. Each exhibitor must have a certificate showing that display material has been treated by a flame proofing compound approved by the appropriate city agency. All packing and decorating material must be flame retardant. Merchandise must not be packed in paper, straw or excelsior. Any merchandise packed in inflammable material cannot be brought into the show. Booths must be cleaned of combustible rubbish daily. All electrical equipment must be U.L. approved and must meet the requirements established by the local City Code. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

**SECURITY:** Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display — even temporarily.

**INSURANCE:** All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance (no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate) and worker's compensation insurance as required by Louisiana state statute. A certificate of insurance evidencing the required insurance must be received by the conference services/catering manager before load-in for any event and must name the following as additional insured as respects to liability as per written contract: Kellen, ASTMH, the Sheraton New Orleans and its employees and agents, and all of the mentioned entities' successors and assigns. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend Kellen, ASTMH, the Sheraton New Orleans and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of ASTMH and the Sheraton New Orleans and its employees and agents. In addition, exhibitor acknowledges that ASTMH and the Sheraton New Orleans do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

**COMPLIANCE:** The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

**RESPONSIBILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the Sheraton New Orleans premises, and shall indemnify, defend, and hold harmless Kellen, ASTMH, the Sheraton New Orleans, its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims. The exhibitor agrees to hold harmless the Sheraton New Orleans and its employees and agents, from any losses, claims and expenses (including attorney's fees) arising from damage to property or injury to exhibitors, by reason of exhibitor's use of the exhibition facilities.

**UNIONS AND CONTRACTORS:** In order to conform to union contract rules and regulations all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show. Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the Exposition facility or with authorized service contractors employed by Exhibit Management. Only the Official contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Management.

**ALCOHOLIC BEVERAGES:** Serving of alcoholic beverages during the Exhibition is strictly prohibited.

**CONFLICTING EVENTS:** Exhibitors attending the ASTMH 67<sup>th</sup> Annual Meeting will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events include educational or social meetings of interest and relevance to attendees that are scheduled during the same time frame encompassed by the ASTMH Annual Meeting. Exhibitors should review the meeting program for potential conflicts before scheduling their events.

**COPYRIGHTED MUSIC:** The exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in the exhibitor's booth space during the show.

**PHOTOGRAPHY:** The exhibitor authorizes that photos may be taken of all exhibit personnel and exhibit booth to be used for Society purposes.