

General Information and Exhibit Regulations

Sponsor: *The Family Medicine Foundation of West Virginia*
Co-Sponsor: *Marshall University Joan C. Edwards School of Medicine,
Department of Family & Community Health and Division of Sports Medicine*

EXHIBITOR REGISTRATION PROCESS:

- 1. Complete the Contract:** The exhibitor contract is available on the Family Medicine Foundation of West Virginia's website: www.fmfvw.org. If you are unable to access the exhibitor contract online, please contact us and we will deliver one to you. When completing the exhibitor contract, please indicate your exhibit space preference, complete all contact information, sign and date the contract, and then send it to us at 650 Main Street, Barboursville, WV 25504, or fax it to us at 304-733-6486. Exhibit space is assigned based on the date of the returned exhibitor contract, with preference given to past exhibitors.
- 2. Company Representative(s):** Please list all representatives who will be attending the conference. These names will be printed in the Conference's final program, and nametags will be provided for each representative listed. Representative's names are due by **October 1st** for printing in the Conference's final program.
- 3. Description of Exhibit:** Please send a description of not more than fifty (50) words to be printed in the Conference's final program. The Foundation reserves the right to edit all copy. The exhibit description is due no later than October 1st.

EXHIBIT FEE:

The costs of exhibit space for Friday, Saturday, and Sunday are as follows:

- **\$1,150 Standard Booths** (Located Throughout the Main Exhibit Hall)
- **\$1,525 Prime Booths** (Located in the Main Exhibit Hall near the Entrance and Food & Beverage Stations)
- **\$1,800 Premier Booths** (Located in the Main Foyer near the Registration Desk, Stairs, and Elevators)
- **\$250 Sunday-Only Exhibits** (7:00a.m. to 1:00 p.m. on Sunday, November 11, 2018)
- **\$350 Conference Bag Advertising Insert** (place a preprinted brochure in each conference tote bag)

Payment is due as soon as possible, but no later than October 1, 2018. Checks should be made payable to the Family Medicine Foundation of West Virginia and should be mailed to 650 Main Street, Barboursville, WV 25504. The Foundation's Tax I.D. number is 31-1053219.

EXHIBIT HOURS - INSTALLATION AND REMOVAL:

Exhibitor setup time is from 12:00 noon until 7:00 p.m. on Thursday, November 8, 2018. Installation must be complete and ready for visitation by 7:00 am on Friday, November 9, 2018.

Exhibit hours are as follows:

- 7:00 am - 4:00 pm, Friday, November 9, 2018
- 7:00 am - 4:00 pm, Saturday, November 10, 2018
- 7:00 am - 1:00 pm, Sunday, November 11, 2018

For exhibitors not staying to exhibit on Sunday, please do not break down your exhibit until after the 3:15 p.m. Saturday break. *All exhibitors are encouraged to remain for the Sunday program.* Assistance will be provided after the 3:15 p.m. break to move exhibitors, if necessary.

PARKING INSTRUCTIONS: Parking meters in the immediate vicinity of the hotel are free on Friday, Saturday and Sunday. Exhibitors may also park in city parking lots or parking garages. Please contact our office for exact parking lot locations. All city parking meters and city lots are free on Saturday & Sunday.

ACCME STANDARDS: The 32nd Annual José I. Ricard, MD Family Medicine and Sports Medicine Conference is CME-accredited. ACCME Standards prohibit any other events being held that conflict with the time of the CME lectures, e.g., exhibitors taking physicians out to lunch while lectures are in progress.

EXHIBIT VISITATION: Complimentary breakfast, lunch, and refreshment breaks will be served each day in the exhibit hall for both exhibitors and registrants to ensure booth visitation. The exhibit hall is open 9 hours Friday and Saturday and 6 hours on Sunday, with three hours per day *specifically designated* for exhibit visitation. Please note: Valuable door prizes will be awarded to CME registrants for booth visitation. Registrants will be given a door prize card to be signed by booth representatives. Registrants must be present at the time of the drawing to win door prizes.

NAMETAG COLOR DESIGNATION: Nametags will be provided for all registrants. The color of the nametag will designate their profession. Physician (MD & DO) nametags are white; APRN, PA, ATC, PT, RN, and Medical Student nametags are green; Exhibitor nametags are blue; and Guest nametags are yellow. **(Please See Reverse Side)**

PAST ATTENDANCE:

This conference is currently the largest medical meeting in West Virginia. In 2017, we had over 500 medical professionals from across the state, region, and the nation registered!

WHO WILL BE INVITED:

Thousands of physicians, physician assistants, nurse practitioners, registered nurses, residents, medical students, physical therapists, chiropractors, pharmacists and certified athletic trainers in West Virginia, as well as in the bordering states of Ohio, Virginia and Kentucky will receive an invitation to attend.

BOOTH PROVISIONS AND EQUIPMENT:

Exhibits should be tabletop to fit on a six-foot table. Booth equipment provided is as follows: a six-foot table, table cloths draped to the floor, two chairs, access to an electrical outlet, extension cords and wireless internet. Due to limited space, exhibits are not separated by pipe and drape. Extra large exhibits are discouraged. No backdrop is provided for center aisle booths.

HOTEL ROOM RESERVATIONS:

A block of rooms is reserved for our conference. Please make your room reservations early, as rooms tend to sell out early. Contact the Double Tree by Hilton/Pullman Plaza Hotel front desk at 304-525-1001. *Make sure to mention you are with the Family Medicine Foundation Conference.*

SHIPPING INSTRUCTIONS:

Arrangements for shipping should be made by the representatives of your company or its agent. The hotel can receive a limited number of shipments. If storage is needed, please call the hotel at 304-525-1001.

Please mark all shipments as follows: "Attention: Catering Director, Double Tree by Hilton/Pullman Plaza Hotel, 1001 Third Avenue, Huntington, WV 25701." All shipments must include your company's name and a note stating: "*Please hold for November 8, 2018, Family Medicine Foundation of West Virginia Conference.*" Attaching this note is extremely important. If you know your booth number, please put that on the shipment as well.

INSURANCE:

Neither the hotel nor the Foundation carries insurance to cover exhibitors. All reasonable precautions will be observed to protect exhibits from events occasioning loss, but the Foundation will not be responsible for loss from whatever occurrence. Please take valuable items with you at the end of each day, or make sure that they are secure.

PLEASE DIRECT COMMENTS AND QUESTIONS TO:

Family Medicine Foundation of West Virginia, Attn: Johnna Gaunch
650 Main Street, Barboursville, WV 25504

Phone: 304.733.6485

Fax : 304.733.6486

Email: fam.med.foundation@citynet.net

Web: www.fmfww.org

Dear Prospective Exhibitor:

The 32nd Annual José I. Ricard Family Medicine & Sports Medicine Conference of the Family Medicine Foundation of West Virginia will be held on November 9-11, 2018, at the Double Tree by Hilton/Pullman Plaza Hotel (renovations underway) in Huntington, West Virginia. This Conference is co-sponsored by Marshall University's Joan C. Edwards School of Medicine's Department of Family Medicine and the Division of Sports Medicine. The Program Chairmen, Dr. Robert B. Walker and Joe Leaman, MS, ATC, are working diligently to provide both CME registrants and exhibitors with an outstanding program for 2018.

Your exhibit will be allotted ample time for visitations and once again, booth visitation prizes will be awarded to those registrants having signed cards showing that they have visited the exhibits. In addition, an exhibitor's door prize will be awarded on Saturday afternoon to show our appreciation for your support. In past years, this door prize has been a flat-screen HD television. To ensure booth visitation, all breakfasts, lunches, and refreshment breaks are served in the exhibit hall for all CME registrants and exhibitors. We hope you will be able to join us for the 2018 conference and we look forward to another successful year!

Sincerely,

Paul Brooks, MD – President
Family Medicine Foundation of West Virginia