



Objective/Purpose:

The USA Office of CME requires all exhibitors participating in or near an accredited educational activity to sign an agreement. This agreement clearly defines the roles and responsibilities of each party, outlines the scope and terms of participation, ensures adherence to ACCME requirements, and provides written documentation to promote accountability and transparency.

This Exhibitor Agreement (“Agreement”) is entered into between the USA Office of CME (Accredited Provider), **USA Health OBGYN Department** (Joint Provider) and **[Exhibitor Name]** (“Exhibitor”) for participation in the below-referenced ACCME-accredited activity.

Title of Accredited CE Activity		USA Health OBGYN Conference	
Date(s)		Location	
Exhibitor Move in Date/Time		Exhibitor Fee	

Accredited Provider

USA Office of CME
650 Clinic Drive, Suite 1100
Mobile, Alabama 36688

Telephone: (251) 414-8048
E-mail: cme@southalabama.edu

Exhibitor

Organization name/Branch			
Address			
City, State, ZIP			
Website			
Primary Contact		E-Mail	
Title		Telephone	

Purpose

The purpose of this Agreement is to define the roles and responsibilities of the Exhibitor and USA Office of CME, ensure compliance with ACCME Standards for Integrity and Independence, and provide written documentation to promote transparency and accountability in connection with the Activity.

Terms

By signing this Agreement, the Exhibitor acknowledges understanding and acceptance of the following Terms, Conditions, and Requirements:

Exhibit Area and Breaks

All scheduled breaks and meals will be held in designated break/dining areas. Exhibitor activities must remain within the assigned space and may not infringe on other exhibitors' areas.

Safety and Fire Regulations

Fire laws will be strictly observed. Exhibitor tables, displays, cables, boxes, or other items may not block aisles or fire exits. Exhibitors producing uncontrolled noise or interference may be relocated.

Damage and Liability

- Exhibitors agree to refrain from attaching signs, displays, or materials to walls, doors, floors, or other surfaces in a manner that could cause damage. Any damages will be the financial responsibility of the Exhibitor.
- The USA Office of CME cannot guarantee against loss or damage but will maintain standard security protection.
- Space is leased with the understanding that the USA Office of CME assumes no liability for damages arising from acts of omission or commission in connection with the exhibition of products and services.
- Exhibitor releases and agrees to indemnify USA, the USA Office of CME and any USA partners listed in this agreement from all liabilities for loss to any person or entity related to the rental of tabletop space, except for intentional misconduct by USA, the USA Office of CME or any USA partners listed in this agreement.

Exhibit Conduct and Restrictions

- Exhibits must not project beyond allocated space or obstruct the view of other exhibits.
- Interviews, demonstrations, literature distribution, or other activities must occur at the exhibitor's table to avoid interfering with other exhibitors.
- Direct sales or exchange of funds, other than for approved educational materials, is prohibited in the exhibit area.
- No promotional activities are permitted in the same room as the educational activity before, during, or after the session.
- Exhibitors must adhere to all the USA Office of CME Exhibitor Representative Guidelines while in educational spaces.

Exhibit Materials and Setup

- Exhibitors are responsible for arranging any electrical or audiovisual needs.
- Exhibitors must remove all materials at the end of the activity.
- Special written agreements must be made in advance if two or more companies or groups share a single exhibit space.

Space Assignment

The USA Office of CME or USA partners listed in this agreement will make all space assignments without preconditions and reserves the right to rearrange the floor plan or relocate exhibitors as necessary to ensure safety, accessibility, or compliance with ACCME standards.

Cancellations and Refunds

- To receive a refund, written notice of cancellation must be received **[Insert Number]** days prior to the activity start date without penalty. If a request to cancel is received after such date the fees received to exhibit will not be refunded.
- When an issue with an educational activity arises due to faculty, venue, natural disaster, public health, safety concerns, compliance issues, financial constraints and/or other unforeseen circumstances; the USA Office of CME shall convene the planning committee to review and address key aspects of the activity.
 - The USA Office of CME may postpone an activity with the intent of rescheduling it at a later date or present it in an alternative format. In the event of a postponement, exhibitors will be notified and offered the option to transfer their exhibit space to the new date, time, and/or location. If applicable, return of exhibitor fees will be determined by the USA Office of CME's, based on the recommendations of the planning committee and nature of the postponement.
 - The USA Office of CME may cancel an activity with no intent to offer the program at a later date as deemed by the USA Office of CME. In the event of an activity's cancellation, all exhibitors will be notified.

Exhibitor/Commercial Support Representative Guidelines

- Representatives are required to wear an exhibitor/sponsor ribbon, available at the registration desk.
- Representatives must register in the same manner as all other participants.
- Representatives should remain at the rear of the educational space and if they wish to observe the activity.
- Conversations related to the business line of the exhibiting company being represented is prohibited with presenters or learners within the educational space.
- Discussions between representatives (from the same or different companies) regarding products are not permitted in the educational space.
- If approached by a presenter or learner in the educational space, the representatives should politely explain that they are observing only and that product-specific questions can be addressed at the corporate booth in the exhibit area.
- Representatives may not engage in marketing, detailing, or promotional activity in or around the educational space.
- Representatives may not participate in discussions in a way that could influence clinical recommendations, patient care strategies, or educational content.
- Advertisement or promotional materials, including flyers and business cards, may not be displayed, distributed or accessible in the educational space immediately before, during, or after an accredited activity/session.
- Efforts should be made to minimize wearing or displaying company logos in or around the educational space.
- Representatives may not present accredited education content, distribute self-study materials, or provide electronic access to an accredited educational activity.
- Continuing education credit is not provided to representatives acting in this capacity.
- Violations of these guidelines, including promotional activity immediately before, during, or after an accredited educational activity/session, may result in removal from the activity and possible restriction from future events.

Agreement / Signatures

☐ I, the undersigned, acknowledge that the exhibiting company and representative will have no influence over educational content, faculty, or learners of this accredited educational activity.

☐ I, the undersigned, acknowledge that all activities arranged by the exhibiting company and representatives must comply with ACCME Standards for Integrity and Independence.

☐ I, the undersigned, acknowledge that the USA Office of CME maintains full oversight of this accredited activity, and all aspects of this activity are subject to the USA Office of CME approval.

Exhibitor:

Signature:

Date:

Name:

Title:

USA Office of CME (Accredited Provider)

Signature: *Jim Creg*

Date: 1/20/2026

Name: Jim Creg

Title: CME Director



To assist you in guiding your representatives, we ask that you distribute the following document to any representative attending the activity to ensure adherence to USA Office of CME rules and standards.

The USA Office of CME is the accredited provider for the **USA Health OBGYN Conference** that you will be attending as a representative of **[Exhibitor Name]**. The USA Office of CME provides the following guidelines to ensure a high-quality, unbiased learning environment for participants while allowing commercial support representatives to observe the activity. All interactions must comply with ACCME Standards for Integrity and Independence.

Identification & Registration

- Wear the exhibitor/sponsor ribbon provided at registration.

Observation & Conduct

- Remain at the rear of the educational space if observing the activity.
- Do **not** engage in conversations about company products with presenters or learners in the educational space.
- Discussions about products between representatives (same or different companies) are prohibited in the educational space.
- If approached, politely explain that you are observing only; product questions should be addressed at your exhibit booth.
- Do **not** participate in discussions that could influence clinical recommendations, patient care strategies, or educational content.

Materials & Promotion

- Do **not** display, distribute, or make accessible any promotional materials, including flyers or business cards, in the educational space.
- Efforts should be made to minimize wearing or displaying company logos in or around the educational space.
- Marketing, detailing, or promotional activity is prohibited in or around the educational space.

Educational Activity Limitations

- Representatives may **not** present accredited content, distribute self-study materials, or provide electronic access to CME activities.
- Continuing education credit is **not provided** to representatives acting in this capacity.

Compliance

- Violations of these guidelines, including promotional activity immediately before, during, or after an accredited session, may result in removal from the activity and possible restriction from future events.



DEPARTMENT OF OBSTETRICS AND GYNECOLOGY

Thank you for considering sponsoring the 32ND annual University of South Alabama OBGYN Conference to be held November 12-13, 2026, at the Golden Nugget Casino in the heart of Biloxi, Mississippi. Sponsoring the event allows you to interact with physicians, ARNPs, Pas, CNMs, nursing professionals, social workers, and other healthcare members interested in the care of women and newborns.

The conference includes an opportunity for sponsors to network during a reception on Thursday evening, immediately following the last session of the day.

Bronze Sponsor \$1,800

- 5-ft. skirted table, two chairs, waste basket
- Two tickets to the Thursday networking reception
- Vendor breakfast and lunch each day
- Recognition as a Sponsor at event

Silver Sponsor \$2,000

- All of Bronze Sponsor benefits plus:
- One additional ticket to the Thursday networking reception

Gold Sponsor \$2,700

- All the Silver Sponsor benefits plus:
- Prominent location in Exhibit Hall

Platinum Sponsor \$5,500

- All of Gold Sponsor benefits plus:
- Choice of location of exhibit booth (chosen prior to conference)

Vendor Tables are located near the lecture meeting room. Attendees visit vendors/exhibitors during breakfast, lunch and meeting breaks. A second table is available for an additional fee of \$500.

Additional Information: If your rep(s) would like to receive CME credit, they will need to register for the conference. **NOTE:** All company identification must be removed before entering the lectures.



VENDOR REGISTRATION

Company Name: _____

Company Website: _____

☐ **Platinum Sponsor \$5,500**

☐ **Silver Sponsor \$2,000**

☐ **Gold Sponsor \$2,700**

☐ **Bronze Sponsor \$1,800**

☐ **Extra table set-up \$500**

Company contact: _____

Cell phone: _____ Office phone: _____

E-mail address: _____

Mailing address: _____

City/State/Zip: _____

On-Site Reps:

1. Name: _____ Email: _____

2. Name: _____ Email: _____

This conference is supported by the University of Alabama Office of CME and has been approved for *AMA PRA Category 1 Credit(s)*. To secure your space, please return your completed Vendor Application to renee@eventsno.com. All confirmed vendors will receive an Exhibitor Agreement in mid-August. This document will outline the terms and conditions of your sponsorship and provide instructions for payment.

Cancellation Policy: Completed application/vendor agreement must be returned on or before October 22, 2026. Requests for refunds must be received in writing and received on or before 30 days prior to the educational activity. Cancellations postmarked after the deadline will not be eligible for refunds and the vendor is responsible for paying the full amount owed. It is the vendor's responsibility to ensure the cancellation has been received.

Questions: Pertaining to registration contact: Renee Ganuchau, 504-525-1115 or email renee@eventsno.com.

The USA Health OBGYN Department appreciates your support of our conference!!!