

August 18-19, 2020
Battle House Renaissance
Mobile, Al

Attendee Information

INSTITUTION, COMPANY, ORGANIZATION NAME _____

DIVISION _____

REPRESENTATIVE _____

MAILING ADDRESS _____

CITY/STATE/ZIP CODE _____

OFFICE PHONE _____ REP CELL PHONE _____

BUSINESS EMAIL _____

REPRESENTATIVE EMAIL _____

Service or Product Description

Registration Fees

Category	Fee	Total
Platinum Level (Lunch Sponsorship - 1 available)	\$5,000	
Gold Level A (Breakfast Sponsorship - 2 available)	\$2,500	
Gold Level B (Break Sponsorship)(4 available)	\$2,500	
Gold Level C (Table Choice) (1 available)	\$2500	
Silver Level (Prime Exhibit location) (2 available)	\$1,500	
Bronze Level (General Exhibitor)	\$1,300	

Package Breakdown

Sponsorship Benefits	Platinum Level	Gold Level A	Gold Level B	Gold Level C	Silver Level	Bronze Level
Signage on table "Sponsor By" (Breakfast/Break/Lunch)	yes	yes	yes	no	no	no
Premium exhibit booth (See attached diagram.)	yes	yes	yes	yes	yes	no
8x6 exhibit table, draped table cloth, two chairs, waste basket	yes	yes	yes	yes	yes	yes
Full page ad in conference brochure	yes	no	no	no	no	no
1/2 page ad in conference brochure	n/a	yes	yes	yes	no	no
Announcement during conference	yes	no	no	no	no	no
Listing of conference attendee	yes	yes	yes	yes	yes	yes
WiFi Access	yes	yes	yes	yes	no	no

Payment Information

Completed application and vendor agreement **must** be returned with payment to:
South Alabama Medical Science Foundation (SAMSF)
c/o Rebecca Scarbrough
2451 University Drive, Suite 10-I
Mobile, Alabama 36617

or email to: rscarbrough@health.southalabama.edu

Additional information

WiFi access can be purchased directly from the hotel.

If representative would like to receive CME credit, they will need to register. They will also need to remove their company identification in order to enter the lectures.

Cancellation Policy

Requests for refunds must be made in writing and received on or before August 1, 2020. Cancellation request can be faxed to 251-471-7334 or emailed to rscarbrough@health.southalabama.edu. Cancellation and registration postmarked after the deadline date will not be eligible for refunds.

Registration Questions

Please contact Rebecca Scarbrough at rscarbrough@health.southalabama.edu or 251-471-7971.

General Rules & Regulations

1. Space will be leased for the duration of this activity.
2. Fire laws will be strictly observed. Aisles and fire exits cannot be blocked by tables, cables, boxes or other items.
3. The University of South Alabama (USA) cannot guarantee exhibitors against loss or damage of any kind but will endeavour to protect the exhibitor area according to standard security protection.
4. Exhibitors agree to refrain from pasting, nailing, or otherwise attaching signs or other displayed materials to walls, doors, backdrops, floors, and carpets or other in any way that mars or defaces them. Any damages to the surfaces will be paid for by the exhibitor.
5. Exhibits should not project beyond the space allocation nor obstruct the view of or interfere with other exhibits
6. To avoid infringing on others, all interviews, demonstrations, distribution of literature, sales promotions, and other similar activities should be conducted at the exhibitor's table.
7. Exhibitors producing noise or interference, which is not controlled, will be relocated to reduce such interference.
8. Exhibitors are responsible for removing exhibit materials at the end of the activity.
9. Exhibitors wishing to have materials shipped to the hotel should follow the following process.
 - Packages Shipping instructions:
 - All packages must have his/her name and the name of the company. This will be very vital to assist our team in delivering the correct package.
 - ATTN: Miranda Keuler and Gulf Coast Trauma Symposium
 - Address: 26 North Royal Street
Mobile, AL 36602
 - If you need anything shipped back after the trade show, you will need the appropriate labels.
10. Special written agreement must be made in advance if two or more companies/groups to exhibit in a single space.
11. Other than education materials, direct sales invoking the exchange of funds in the exhibit area by any exhibitor or their agent is prohibited.
12. USA makes all space assignments without preconditions and reserves the right to rearrange the floor plan and to relocate any exhibitor's space.
13. Infractions of these Terms, Conditions and Requirements on the part of the exhibitors or representative may result in dismissal from the exhibit area.
14. Space is leased with the understanding that the activity coordinators and USA's OCME assumes no liability whatsoever for damages resulting from any act of omission or commission in connection with the exhibition of products and services.
15. The exhibitor and its representative hereby release and agree to indemnify the University of South Alabama (USA) and USA's Office of CME from all liabilities for loss to any person or entity relative to this rental of tabletop space, ensuing from any cause whatsoever, except the intentional misconduct of the University of South Alabama or USA's OCME.
16. No promotional activities before, during, or after shall be permitted in the same room as the educational activity.
17. Vendors are to refrain from entering the activity area; however, if you chose to participate in the activity, you need to remove name badges or articles that identify you with a commercial/non-commercial interest/organization.
18. In order to receive a refund, written notice of cancellation must be received fourteen (14) days prior to the beginning of the Educational Activity.
19. Full Payment must be received in order to activate the contract. Checks are made payable to the South Alabama Medical Science Foundation. All payment must be paid by April 1, and mailed to:
 - South Alabama Medical Science Foundation (SAMSF)
 - 2451 University Hospital Drive, Suite 10-I
 - Mobile, Alabama 36617
 - South Alabama Medical Science Foundation Tax ID #63-0819233
20. Communication pertaining to this contract/exhibit can be directed to:
 - Rebecca Scarbrough
 - 251-471-7971 or rscarbrough@health.southalabama.edu

My signature below attests that I have read the above and will abide by all Terms, Conditions, and Requirements in this agreement.

Vendor Representative Signature

Date

USA Representative Signature

Date

FOR OFFICE USE ONLY