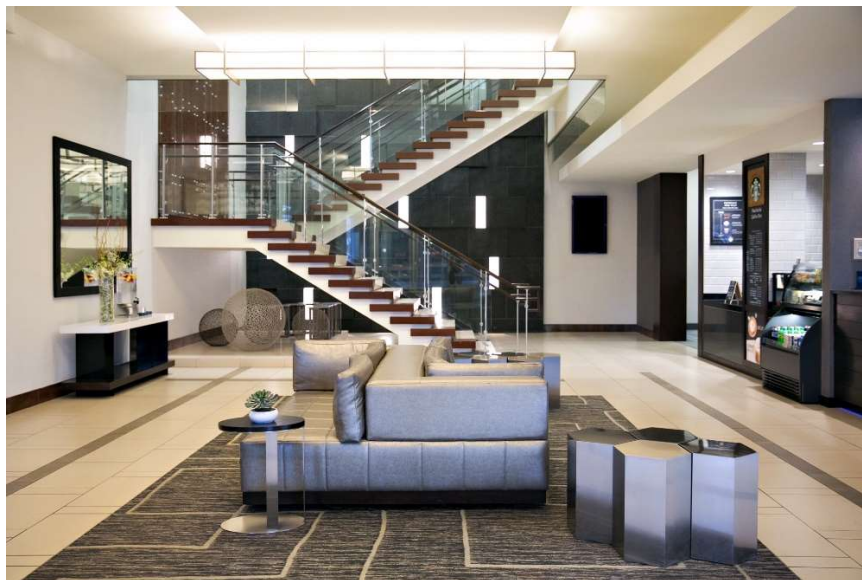




MINNESOTA
OSTEOPATHIC
MEDICAL
SOCIETY

2023 Spring CME Conference
April 21-23, 2023
Hilton Minneapolis/Bloomington
Bloomington, MN



Vendor Prospectus

INVITATION

The Minnesota Osteopathic Medical Society (MOMS) invites vendors to register as an exhibitor or sponsor at the 2023 Spring CME Conference, which takes place April 21-23, 2023. This Continuing Medical Education (CME) conference will offer up to 20 Category 1-A credits over 2.5 days.

This event is the annual event of the MOMS calendar and the premier educational event for osteopathic physicians (DOs) practicing in Minnesota. DOs from across the state gather to gain insights into new treatment modalities and practice management strategies and to connect with colleagues.

Audience: This education program is designed to provide CME for physicians. Physician assistants, nurses, other allied health providers, and medical students may also register and attend. Estimated attendance based on 2019 and prior years: 75-100.

ABOUT THE MINNESOTA OSTEOPATHIC MEDICAL SOCIETY

The Minnesota Osteopathic Medical Society (MOMS) is the premier membership organization for osteopathic physicians working in Minnesota. Our members represent various medical practice specialties working in a variety of health settings across the state.

EXHIBIT & SPONSORSHIP INFORMATION

EXHIBITOR PACKAGE

The MOMS provides an all-inclusive exhibit package. Each exhibit space includes a 6' table, draped & skirted, two chairs, and two (2) badges for exhibit personnel. Additional services (e.g., electrical outlets, Internet access and receipt of shipped boxes) are available at additional charge directly from the hotel.

SPONSORSHIPS

Sponsorship opportunities are available. The MOMS will cover costs of food, beverage, and A/V for *Sponsors*.

HOTEL

All conference events will take place at Hilton Minneapolis/Bloomington, 3900 American Blvd West, Bloomington, MN 55437.

SET-UP & DETAILS

Exhibitor space will be available for set-up in the American Salon Foyer at 6:30 am on Friday. Exhibits can be shipped to the hotel and can arrive NO EARLIER THAN Thursday, April 20. Please ship items in no more than two (2) boxes. Additional boxes may incur additional fees. Label your packages as follows:

Hilton Minneapolis/Bloomington

Your Company Name – Number of Boxes (example: Box 1 of 1, Box 1 of 2)

Hold for MOMS

3900 American Blvd W

Bloomington, MN 55437

The loading dock is located on the north side of the building. Please note Mon-Fri between 8am-5pm, unloading is limited to only 15 minutes as this is an extremely busy time for the hotel. If more time is needed to unload, after-hours usage can be pre-arranged with the hotel. Reservations for all use are required and can be made with the Catering Director. Packages will be delivered to the exhibit area prior to 6:00am Friday. Please carry a copy of your shipping invoice or tracking number with you to the meeting.

Attendee registration and continental breakfast will begin at 7:00 am on Friday and the meeting will begin at 8:00 am in the American Salon B/C. Exhibits will remain open all day with the attendees typically visiting during registration, lunch, and break times. If you are staying overnight at the hotel, please use our [discount room block code](#) which can be found on our website or reply to the email to request details.

2023 Spring CME Conference April 21-23, 2023

Vendor Registration Form

SPONSORSHIP LEVELS

- ☐ **DIAMOND** - \$1,500
(*top prime table location, full page ad & logo on signage*)
- ☐ **EXHIBITOR** - \$800
(*Fri and Sat, April 21-22, includes list of attendee names*)
- ☐ **BREAK** - \$500 (logo/name)

BRANDED SPONSORSHIP

- ☐ **WiFi CARDS** - \$1,000 logo/name
- ☐ **HOTEL KEY CARDS** - \$2,000 logo/name
- ☐ **REGISTRATION BAGS** - \$2,000
- ☐ **PRODUCT THEATER - \$7,000** (*Avail to Diamond Sponsor. Includes full page ad, logo, and 45-minute Product Theater during lunch break*)

- ADVERTISE IN PROGRAM**
- ☐ **Full Page Ad** - \$600
 - ☐ **Half Page Ad** - \$400
 - ☐ **1/4 Page Ad** - \$300

TOTAL \$ _____

PLEASE PRINT

Registration Deadline: April 3rd

Company _____

Name _____ Phone _____

Billing Address _____ City: _____ Zip _____

Email _____

Exhibit Space: ☐ One booth ☐ Two booths Electrical ☐ Yes ☐ No

Companies NOT to be placed next to our booth _____

☐ Mailing Check (preferred). Make payable to: *Minnesota Osteopathic Medical Society*

☐ Charge to: ☐ Visa ☐ Mastercard

Number: _____ Exp Date: _____ CVV: _____

Signature: _____ Date: _____

AGREEMENT: Registrant agrees to attached Exhibit Regulations, including Payment and Refunds.

SCAN & EMAIL FORM TO: info@mndo.org

MOMS Fed Tax ID: 41-0640936

MAIL TO: Minnesota Osteopathic Medical Society
1747 Beam Avenue, Suite 100
Saint Paul, MN 55109-1128

PHONE: 872-216-0244

EMAIL: info@mndo.org

ARTWORK: Camera-ready art and copy due three (3) weeks prior to the CME event (April 7th).

2023 Minnesota Osteopathic Medical Society (MOMS) Spring CME Conference

Exhibit Regulations

EXHIBITING INFORMATION

Exhibit fee includes: Tabletop exhibit space in the Exhibit Hall on April 21 and 22, 2023, including one draped table, two chairs, and badges for two personnel. Your company's name and a company description will be published in the final onsite program. Table location will be assigned by MOMS. Diamond sponsors will be given choice of location, as applicable.

PAYMENT AND REFUNDS

Full payment is required by April 10 2023. Cancellations of exhibit fees, less a \$90 administrative fee, will be made if written cancellation notice is received by MOMS by April 7, 2022. No refunds will be made after April 7, 2022.

EXHIBITOR PERSONNEL

Only persons with official badges will be admitted to the exhibit area and conference sessions. No more than 2 persons may be designated to represent a single exhibitor at any time.

USE OF SPACE

Exhibitors must only display products/services dealt with by them in the regular course of business. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents. Exhibit space may not be shared between two companies.

CHARACTER OF EXHIBITS

- **Selling.** Orders may be taken but not fulfilled in the exhibit hall.
- **Business Outside Exhibit Space.** Booth personnel are required to confine their activities within the exhibitor's booth space. Canvassing or distributing advertising material beyond the exhibitor's own booth is not permitted. Persons from non-exhibiting firms are prohibited from canvassing or selling within the conference areas or the exhibit hall.
- **Soliciting.** No exhibitor may invite a visitor out of one exhibit space into his or her own exhibit space.
- **Attire.** Representatives should be conservatively attired to maintain the professional and businesslike climate of the exhibits.
- **Noise and Odors.** If the operation of any equipment or apparatus produces noises or vibration of sufficient volume, or odors found to be annoying to neighboring exhibitors or guests, it will be necessary to discontinue such operation.
- **Hazardous Materials.** X-ray equipment may be exhibited but not operated. Volatile or flammable oils, gases, unprotected movie film and other explosive or hazardous materials are not permitted on the premises.
- **Food & Beverages.** Food and beverages may not be served in the exhibit hall without the written permission of MOMS.
- **Contents & Drawings.** All contents/drawings must be approved by MOMS in advance.

NOT INCLUDED WITH EXHIBIT SPACE

- Exhibit rental **does not** include
 - Security guard services
 - Drayage and placement of display equipment
 - Decoration and related expenses
 - Labor (i.e. carpentry, electricians)

- Receipt of shipped materials
- Storage of any exhibit related material
- Lighting, electrical power, or Internet to the booths
- Gas, water, or phone line

SECURITY

Neither the MOMS nor the Hilton Bloomington is responsible for any materials stored in the exhibit area. Requests for any of the above must be made, in advance, to the hotel. Any expenses incurred shall be the responsibility of the individual making the request.

HOLD HARMLESS CLAUSE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to an exhibitor's display, equipment and other property brought upon the premises of the hotel and shall indemnify, defend, and hold harmless the hotel, its owners, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, claims.

CONFLICTING EVENT DURING CONFERENCE

The exhibitor shall not extend invitations, call meetings, hold hospitality events or otherwise encourage absence of visitors/attendees from the Exhibit Hall/Area and meeting rooms during the educational hours of the conference.

RULES & REGULATIONS

MOMS reserves the right to make such amendments and additions to these rules and regulations as shall be considered necessary for the proper conduct of the convention. All such rules are made in the best interest of all exhibitors. It is unlikely that any modification of the space allotted or diagram will be necessary. MOMS reserves the right to make adjustments and add or delete exhibit space, if necessary.

FAILURE TO HOLD EXHIBIT

In the event the show is canceled because of reasons beyond the control of MOMS, space rental fees already made will be returned to exhibitors on a pro-rata basis, after all related show expenses incurred by MOMS through the date of cancellation have been met plus an administrative fee and overhead charges.

FORCE MAJEURE

In the event that Hilton Bloomington or any part of the exhibit area thereof is unavailable, whether for the entire event, or a portion of the event, as a result of fire, flood, tempest or any such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, pandemic, riot or any other cause or agency over which MOMS or its representatives have no control, or should MOMS decide that because of any such cause it is necessary to cancel, postpone, or re-site the Exhibit or reduce the installation time, exhibit time, or move-out time, MOMS or its representatives shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result.