

EXHIBITOR LETTER OF AGREEMENT



Company Name:
Company Contact:
Title:

And

Association:
Contact:

TERMS, CONDITIONS PURPOSES:

The meeting is intended for those companies that are related to the work and profession of emergency medicine. The Maine Chapter, American College of Emergency Physicians, hereinafter referred to as Maine Chapter, is hereby requested and authorized to reserve exhibit space for our use during the designated meeting or conference. It is understood and agreed that all space will be assigned on a first-come, first-served basis and that Maine Chapter reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the meeting and to make reasonable shifts in location for the benefit of the exhibitor or deadlines and details. Exhibitors are bound by the exhibitor specifications and conditions on the Exhibitor Agreement.

Today's Date:

Exhibitor Name (#1): **Title:**
Email:
Cell Phone:
Website:

Exhibitor Name (#2): **Title:**
Email:
Cell Phone:

Mailing Address:
City:
State:
Zip Code:

Description of company/product/service (100 words or less)

Click or tap here to enter text.

EVENT / MEETING SELECTION:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Maine Emergency Medicine Leadership Summit
Exhibit Fee: \$1,500.00 | April 4, 2024
7:30 am – 3:00 pm
Electricity?: Choose an item. | Hilton Garden Inn
Freeport, Maine |
| <input type="checkbox"/> Winter Holiday Meeting
Exhibit Fee: \$1,250.00 | December 5, 2024
4:30 pm – 6:00 pm
Electricity?: Choose an item. | Portland Regency Hotel
Portland, Maine |

Maine Chapter ACEP will provide:

- Booth space including draped table and 2 chairs
- Two exhibitor badges (additional badges available for \$50)
- One set of attendee mailing labels mailed at the conclusion of the event
- Listing in conference exhibitor/sponsor program
- Listing on conference web page with link to web page of your choice
- Acknowledgement in the post-conference materials
- Admission to meals and receptions
- Electricity (only if requested above)

Exhibitors will provide:

- Company logo: Please submit a high-resolutions company logo. This logo will be used on the website, on signage, materials and emails.
- Proof of vaccination: MEACEP is requiring all attendees and exhibitors to provide proof of COVID vaccination.
- Raffles information (if applicable) must be disclosed the MEACEP prior to the event

Interested in sponsoring? Feel free to contact us and we will be happy to discuss sponsorship and exhibiting plans that would provide your organization 12 months of contact.

MEACEP EXHIBITOR AGREEMENT

Upon receipt of Exhibit Application Form by the Maine Chapter American College of Emergency Physicians (MEACEP) office assumes that you have read the terms as outlined below and agree to abide by these terms. Application is subject to acceptance by the MEACEP. Written confirmation will be sent upon receipt of Application and full payment.

Who May Exhibit – The meeting is intended for those companies that are related to the profession. The MEACEP reserves the right to determine the eligibility of any applicant as an exhibitor according to its Principles of Governing Corporate Support. With a limited number of exhibitors permitted, the MEACEP reserves the right to deny exhibitors after the limit is reached.

Cancellation – An exhibitor may cancel or withdraw from the meeting subject to the following conditions: 1) the exhibitor shall immediately file a written notice of intention to cancel or withdraw; 2) if written notice is received 30 days or more prior, the MEACEP shall retain a sum of equal to fifty percent (50%) of the total cost of the reserved exhibit space; and 3) no refunds shall be made on cancellations received less than 30 days in advance of the meeting. Any exhibitor failing to occupy said space by the initial opening of the exhibit area shall forfeit that space and the MEACEP shall have the right to use said space as desired.

Representatives – Each exhibit may have two (2) representatives at no additional charge. The MEACEP will accommodate two (2) representatives with food during the meal functions of the meeting while the exhibit is open at no additional charge. Exhibiting companies shall limit the number of representatives working concurrently to three (3) per booth. Representatives beyond two (2) will be charged an additional fee.

Exhibit Hours – It is our expectation that exhibitors will keep displays set up for the entire conference, if you need to leave prior to exhibition closing, please let MEACEP know upfront.

Hospitality Functions – Scheduling of private function must be coordinated directly with the MEACEP. There shall not be any exhibitor entertainment, meetings, and/or any other activities aimed at attendees scheduled during exhibit hours or during scheduled meeting events without prior written approval from the MEACEP.

Exhibit Standards – Exhibits must conform to the table contracted and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All demonstrations and exhibits must be confined to the contracted space. Questionable exhibits shall be modified at the request of MEACEP staff. The fastening of materials to table drapery, building walls, ceilings, floors, carpeting, or columns is expressly prohibited. Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations and requirements. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs and devices and forbids the promotion of approved drugs or devices for unapproved uses.

Use of Space – No sharing, subletting, or assignment of space is permitted. The MEACEP shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to or in keeping with the character or purpose of the meeting. Exhibitors are encouraged to verify helium balloon usage with the facility and will be held accountable for any charges resulting from their use.

Security – Exhibitors will be responsible for the security of their own exhibit areas and property.

Service Contractor – All costs of shipping, cartage, and handling are to be borne by the exhibitor. The MEACEP will supply one table and two chairs; all other services required must be ordered directly from the facility or outside contractor. Liability, Insurance and Waiver of Subrogation – The MEACEP, its staff, directors, volunteers, service contractors, nor the facility shall be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause prior to, during, or subsequent to the period covered by the Application. Exhibitors shall obtain, at their own expense, adequate insurance against such injury, loss, or damage. The exhibitor waives the right of subrogation by its insurance carrier (s) to recover losses sustained under the exhibitor's insurance for real and personal property. Any and all exhibitor charges for services levied by the facility or subcontractors are the responsibility of the exhibitor. The MEACEP is not responsible for payment for any services connected with exhibitor requests and has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Music and Amplification – Due to U.S. Copyright Laws, ASCAP, and BMI licensing requirements no copyrighted music, live or recorded, will be permitted in the exhibit area unless the exhibitor using the material has purchased the appropriate license.

Matters Not Covered – The MEACEP reserves the right to rule on all matters pertaining to the meeting, whether expressly mentioned or not, and the exhibitor, by executing Application, agrees that all rulings shall be binding upon both the exhibitor and the Maine Chapter ACEP.

AGREED

PAYMENT TERMS: Chapter exhibitor fees must be prepaid. Payment is due upon receipt of invoice. Payment from a non-us organization must be in US currency.

SPONSOR & EXHIBITOR TOTAL: \$ [Click or tap here to enter text.](#)

<input type="checkbox"/> Pay by check. Payment should be addressed and sent to: Maine Chapter – ACEP Attn: Cathy Stratton PO Box 190, Manchester, ME 04351	<input type="checkbox"/> Pay by credit card An electronic invoice will be emailed separately. Preferred email: Click or tap here to enter text.
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Company Representative: [Click or tap here to enter text.](#)
(print)

Signature: _____ **Date:** [Click or tap to enter a date.](#)

Maine Chapter – ACEP Representative (print) [Click or tap here to enter text.](#)

Signature: _____ **Date:** [Click or tap to enter a date.](#)