MAINE CHAPTER
American College of Emergency Physicians

Exhibitor Prospectus

MEACEP Holiday Meeting

December 3, 2026 | Portland Regency Hotel, Portland, Maine

The Maine Chapter of the American College of Emergency Physicians (MEACEP) invites you to exhibit at the 2026 Holiday Meeting.

Terms, Conditions, Purpose

The meeting is intended for companies related to the work and profession of emergency medicine. The Maine Chapter, of the American College of Emergency Physicians, hereinafter may be referred to as the Maine Chapter or MEACEP, is hereby requested and authorized to reserve exhibit space for our use during the designated meeting or conference. It is understood that all space will be assigned on a first-come, first-served basis unless otherwise noted, and that MEACEP reserves the right to decline any application or disallow any exhibit that 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.

Why Exhibit

- Connect with emergency physicians and advanced practice providers across Maine
- Promote your organization to a targeted clinical audience
- Participate during dedicated exhibit times
- Attend educational sessions and networking events

Exhibitor Benefits

- High-visibility exhibit space
- Recognition as a sponsor/exhibitor
- Two complimentary registrations (includes meals and sessions)
- Promotion through conference materials and communications

MEACEP Program Committee

MEACEP Program Committee is pulling together a number of dynamic and interesting presentations. As soon as the agenda is finalized you will receive an email.

What MEACEP Provides

- Booth space, including table-top exhibit or in lieu of a table, you may utilize the space for floor signage. *No decorations are provided.*
- Listing in program materials and post-conference acknowledgements
- Attendee mailing list (post-event)
- Meals and session access for two representatives
- Electricity (upon request)

The exhibit fee includes two on-site representatives. Any additional representatives will be required to pay **$100.00** per additional person.

Sponsorship Opportunities

☐ **Gold Sponsor – $3,500**
- Full-page ad in program
- Verbal recognition during opening remarks
- Logo signage in exhibit area
- Premier table selection

☐ **Silver Sponsor – $2500**
- Half-page ad in program
- Verbal recognition during opening remarks
- Logo signage in exhibit area
- Preferred table selection

☐ **Bronze Sponsor – $1,250**
- Name listed in program
- Group recognition during opening remarks
- Logo signage
- Standard table placement

In Addition to Gold, Silver, and Bronze Sponsorship You Can Add On a Meal Sponsorship

Please note you must first select a Gold, Silver, or Bronze Sponsorship then you can select to enhance your sponsorship by adding on a meal or snack break sponsorship.

☐ **Meal Sponsorship**

Enhance your visibility with targeted sponsorship opportunities:
- Dinner Sponsor

Sponsors receive additional recognition during the sponsored event and in the conference materials.

Contact **snelson@mainephysicians.org** to customize a sponsorship package.

Exhibitor Requirements

Please submit by **November 30, 2026:**

- High-resolution company logo (.jpeg or .png file type)
- Advertisement ad (gold and silver sponsors)
- Notification of any raffles or drawings you plan to have set up at your table

Send materials to: snelson@mainephysicians.org

Event Details

- Organization: Maine Chapter, American College of Emergency Physicians
- Event: Holiday Meeting
- Location: Portland Regency Hotel
  - Address: 20 Milk Street, Portland, ME 04101
- Date: December 3, 2026
- Tax ID: 23-7147403

Registration & Payment

Payment Deadline: November 30, 2026

Options:

- **Online Registration (credit card)**
- **Check mailed to PO Box:**
  MEACEP
  PO Box 190
  Manchester, ME 04351
- **Check mailed to Physical Location:**
  MEACEP
  30 Association Drive
  Manchester, ME 04351
- **Credit Card Payment (after registration)**
  Visit https://mainephysicians.org
  Scroll to **Quick Links → Make A Payment**
  Enter:
  - **Payment for:** *MEACEP – Holiday Meeting*
  - **Amount: $**

  Forward confirmation to snelson@mainephysicians.org
- *Do you require a receipt for your payment? Email snelson@mainephysicians.org*

Cancellation Policy

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 not occupying 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.

Exhibitor Rules and Regulations

Exhibit Space & Payment
All fees are in U.S. dollars. Full payment must accompany the application; incomplete applications will not be processed. If payment timing extends beyond the event date, arrangements must be made in advance with MEACEP.

Use and Assignment of Space
Exhibit space may not be shared, assigned, or sublet. MEACEP reserves the right to decline or require modification of any exhibit that does not align with the meeting's purpose. Exhibit space is assigned on a first-come, first-served basis, with placement adjustments made as needed.

Exhibit Standards
All exhibits must remain within the contracted space and be arranged so as not to obstruct neighboring exhibits. Demonstrations and materials must be confined to the assigned area. MEACEP may require modifications to any exhibit that interferes with others or does not meet professional standards.

Facility Protection
Exhibitors may not tape, nail, tack, or otherwise affix materials to walls, floors, ceilings, furniture, or other areas outside of their assigned space. Exhibitors are responsible for any damage caused to the facility.

Service Contractor and Equipment
MEACEP will provide one table and two chairs. All additional services—including shipping, handling, cartage, equipment rental, and labor—are the exhibitor's responsibility and must be arranged directly with the facility or a contractor.

Electricity and Special Requests
Electricity will be provided only if requested. All other special requests must be arranged in advance.

Shipping and Handling
All costs associated with shipping, receiving, and handling materials are the responsibility of the exhibitor.

Security and Insurance
Exhibitors are responsible for the security of their exhibit space and belongings. MEACEP, its staff, contractors, and the venue are not liable for loss, theft, damage, or injury. Exhibitors are strongly encouraged to carry appropriate insurance coverage and waive subrogation rights.

Compliance and Regulations
All exhibits must comply with applicable laws and regulations, including FDA requirements. The promotion of investigational or unapproved products, or unapproved uses of approved products, is strictly prohibited.

Sound and Music
Audio, music, or amplification is not permitted unless properly licensed and approved in advance, in compliance with applicable copyright laws.

Hospitality and Events
Exhibitors may not schedule private events, meetings, or entertainment during official conference sessions or exhibit hours without prior written approval from MEACEP.

Official Contact
The contact listed on the application serves as the official representative and is responsible for all coordination and communication. The on-site contact is responsible for exhibit materials and activities during the event.

Liability and Indemnification
Exhibitors assume full responsibility for any loss, damage, or injury related to their participation. Any costs charged by the venue or contractors are the sole responsibility of the exhibitor.

Meeting Changes or Cancellation
MEACEP is not liable for delays, interruptions, or cancellation of the meeting. In the event of cancellation beyond MEACEP's control, payments may be applied to a future event at MEACEP's discretion.

Failure to Occupy Space
Exhibit space not occupied at the start of the event may be reassigned without refund unless prior arrangements have been made.

Amendments and Interpretation
MEACEP reserves the right to interpret, enforce, and amend these rules as necessary. Any matters not expressly covered will be determined by MEACEP, and all decisions are final.

Exhibitor Application

Exhibitor Name:

Company Name:

Mailing Address:

City: State: Zip Code:

Website:

Description of Company/Product/Service (100 words or less):

On-Site Representatives (Included: 2)

Representative 1

Name:

Email:

Cell Phone:

Representative 2

Name:

Email:

Cell Phone:

Logistics Contact (if different)

Name:

Email:

Cell Phone:

Exhibitor Selections

Sponsorship Level:

- ☐ 🥇 Gold Sponsor: $3,500 — VIP Premier table choice, full page ad
- ☐ 🥈 Silver Sponsor: $2,500 — Preferred table choice, half page ad
- ☐ ➕ Bronze Sponsor: $1,250 — Standard table choice.

- Electricity Needed? ☐ Yes ☐ No
- Additional Representatives? ☐ Yes ☐ No
  - Fee: $100 per additional representative
  - How many additional representatives? _____
  - Total for additional representatives $_____

Grand Total **$**

Signature Section

Agreement and Authorization

By signing below, the exhibitor confirms they have read and agree to all terms and conditions outlined in this prospectus and are authorized to enter into this agreement on behalf of their organization.

Company: _____

Print Full Name: _____

Title: _____

Signature: _____

Date: _____

☐ **Company Logo** **I have emailed snelson@mainephysicians.org a high-resolution logo. This logo will be used on signage, materials, and emails.**

Final Required Steps

To Complete Your Registration

1. Submit the completed exhibitor prospectus application form
2. **Register online**
3. Submit logo and any supporting materials by November 30, 2026

✉ Send materials to: **snelson@mainephysicians.org**

Contact:
Sarah Nelson, Executive Director
Maine Chapter – American College of Emergency Physicians
30 Association Drive | PO Box 190 | Manchester, ME 04351
207.431.6735 | snelson@mainephysicans.org