

Exhibitor Prospectus

Alaska Chapter ACP and AKOMA

CME Meeting 2020

May 7-9

Sheraton Hotel and Spa

401 E 6th Ave Anchorage, AK 99501

Anchorage, AK 99517



AN INVITATION TO EXHIBIT

As the premier annual meeting for physicians in the State of Alaska, the AK Chapter ACP and AKOMA CME Meeting 2019 offers another excellent opportunity to market once again to **two** associations of Alaskan physicians in a unique informal, yet personal setting. Last year we had 95 attendees representing health care professionals from hospitals, private practice, research, and academic fields from around the state.

We really appreciate the opportunity to interact with your company and learn “what’s new”! We will also acknowledge your company in print, signage and with verbal introductions, and we encourage our attendees to visit every display. Ample break time is scheduled to allow this.

Since this is such a unique opportunity we encourage you to commit early, as we have limited space available and the exhibit hall will sell out.

The purpose of our conference:

- provide high quality CME at a reasonable cost to Alaska physicians, while engaging them in both lecture and interactive learning sessions
- provide American Board of Internal Medicine Maintenance of Certification credits for board certified internal medicine physicians

ACP and AKOMA members, staff and conference attendees appreciate the support that companies exhibiting and sponsoring provide to the annual conference.

If you have any questions about the meeting or this sponsorship opportunity, or would like to support the conference in other ways (meal sponsorship) please contact:

Julie Lake, Executive Director
AK Chapter ACP Executive Director
Lake@mtaonline.net, 907-350-2351 office/cell

Alaska Chapter ACP tax ID 92-0136701

Recognition and Interaction:

All exhibitors and sponsors will be listed in the conference program as well as listed in welcoming signage at conference entrance. All exhibitors and sponsors (2 per table) are welcome to join us for our buffet lunch each day in the executive atrium, and during our Thursday evening reception scheduled from 5:30-7 also in the executive atrium.

All conference attendees will also receive a card listing exhibitors with a space for the exhibitor to sign. Each attendee is encouraged to have meaningful interaction during breaks and social events with each exhibitor to complete their exhibitor card and qualify for the exhibitor card drawing. Previous prizes for the drawing have been a Kindle Fire, Ipad Mini, Fit Bit, and a blue tooth speaker. This card has been very successful in maximizing your physician interaction.

Exhibit Hall Hours:

Thursday 5/7:

11:00-Noon Exhibits Set Up (attendee registration begins at noon)
3:00-3:30 Refreshment Break with Exhibitors in the Executive Atrium
5:30-7:00 Wine and Appetizer Social with Exhibitors in the Executive Atrium

Friday 5/8:

10:00-10:30 Refreshment Break with Exhibitors in the Executive Atrium
12:30-1:30 Luncheon Break with Exhibitors, buffet set up in the Executive Atrium
3:30-4:00 Refreshment Break with Exhibitors in the Executive Atrium

Saturday 5/9:

10:00-10:30 Refreshment Break with Exhibitors in the Executive Atrium
12:30-1:00 Box Lunch Break with Exhibitors set up in the Executive Atrium

Exhibit Space and Fees:

Per table in exhibit hall/atrium: **\$1,500** Non Profit Rate: **\$1,000**

The exhibit hall is in the Executive Atrium separate from the CME education sessions which will be held in the Howard Rock Ballroom with breakout CME sessions in the Yukon and Kuskokwim rooms.

Table description: One draped 6 foot table with 2 chairs. Each exhibitor is allowed two representatives per paid table onsite during any time period during the conference and associated events. Table location is on a first come first served basis.

Cancellations:

If space must be canceled, a full refund minus a \$100 administrative fee will be made if written cancellation notice is received by ACP or AKOMA prior to **March 31, 2020**.

Conflicting Event During Conference Hours:

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

PACKAGE SHIPPING AND RECEIVING – Customer is responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified in advance @ nicolemendez@remingtonhotels.com and any consignments shipped to the Hotel should be addressed: Sheraton Anchorage Hotel & Spa, attn. Nicole Mendez ACP/AKOMA 401 East 6th Avenue, Anchorage, AK 99501, Storage rental fees may be imposed if the items are delivered prior to 48 hours before the Event, or the volume or bulk is considered excessive as determined in the Hotel's sole discretion. The Hotel is not responsible for damage or loss of any items delivered to the Hotel prior to the Event, or of any items or packages left on the property after group departs. Upon request, items left on the premises after departure will be returned to Customer at Customer's expense

2020 EXHIBITOR CONTRACT
AK Chapter ACP and AKOMA CME Meeting
May 7-9, 2020 @ the Sheraton Hotel and Spa

Reserve by March 31, 2020

Company Name on Badge		Product			
Primary Contact		Email		phone	
Name badge #1		Email		phone	
Name badge #2		Email		phone	

Exhibit Fees

☐ \$1,500 exhibit hall table ☐ \$500 meal sponsor ☐ \$1,000 non profit ☐ We would like to provide a raffle prize for additional recognition _____

Send Completed Forms & Payments (made to AK ACP) to :

Julie Lake, Executive Director
AK Chapter ACP
PO Box 672149
Chugiak, AK 99567

907-350-2351 office/cell
312-202-8380 fax

I have received, read and agree to all information contained in the Exhibitor Prospectus:

X _____ print _____

☐ Check enclosed \$ _____

☐ Visa ☐ Mastercard ☐ Other _____

Name on card _____

Billing address for card _____

Section below dotted line will be destroyed after processing. PLEASE FAX 312-202-8380 if paying by credit card

Card # _____ - _____ - _____ expiration date _____