



WOMA PRESENTS 106th NORTHWEST ANNUAL OSTEOPATHIC CONVENTION

June 6-8, 2019 Semiahmoo Resort Blaine, WA

SPONSOR AND EXHIBITOR OPPORTUNITIES

We invite you to attend the 106th Annual Northwest Osteopathic Medical Association Convention, as an exhibitor/sponsor on June 6-8, 2019 at the beautiful Semiahmoo Resort in Blaine, Washington.

What's new this year for the convention?

We have the best of both worlds. The convention is located at a beautiful retreat setting, designed to attract a new generation of physicians. With one in four medical students now attending osteopathic medical schools, and three schools providing training programs right here in Washington, the number of new physicians is growing. Our convention allows exhibitors/sponsors to reach this growing audience of physicians.

Educational

The WOMA program objective is to provide a quality CME program. Participants will be able to identify, describe and recognize advanced ideas, techniques and treatments resulting from the informational exchange between the disciplines involved in the effective management of patients with problems normally presenting in a primary care setting. We anticipate attendance of 80 to 100 physicians. Most are in primary care in Washington State. While the physicians in attendance certainly have a priority interest in the twenty three hours of accredited Continuing Medical Education to be offered in our program, they will also be attracted by the networking opportunities and social functions.

Schedule

On Thursday, June 6th, exhibitors will set up their booths between 1:00 and 3:00 in the afternoon while physicians attend class. Exhibiting begins Thursday afternoon at 3:00 p.m. and continues during a reception with food and beverage following the seminar recess. Segments are specifically set aside in the program on Friday morning and afternoon and Saturday morning for visiting exhibitors. On Friday, the Annual Membership Meeting of WOMA will open with a luncheon. Sponsors will be recognized and Exhibitors will be acknowledged for their support. The Exhibit Hall will close on Saturday at 10:30 a.m. A list of attendees will be provided to each booth on Saturday before the exhibitors close down.

We know this convention provides your firm an excellent opportunity to present its products and/or services in one place, at one time, to a significant audience of osteopathic physicians. We promise you that every effort and incentive possible will be offered to promote exhibit visitation with strict adherence to industry guidelines. Registrants visiting every exhibit are eligible for a drawing for valuable prizes. When the hall opens on Friday and Saturday morning before the lectures begin, a breakfast buffet for physicians and exhibitors will be provided in the exhibit area. Our exhibit program adds an extra dimension of educational opportunity to the Convention. We will make every effort to show you the appreciation and respect you deserve.

If you have any questions call Roseanne Andersen at the WOMA office at (425) 677-3930. We look forward with pleasure to your participation.

Cordially,

2019 CME Convention Planning Committee

Exhibitor Information, Fees & Schedule

Exhibitor Information

EXHIBIT BOOTHS: Exhibit space rental fee will include booth back and side drape dividers, a wastebasket, a draped table and two chairs. Standard electricity is included but must be pre-ordered on the form provided by WOMA . (An order sheet will be sent upon receipt of contract and deposit).

BADGES: Exhibitors will be provided with badges identifying them as exhibitors of the convention. The badges will be easily distinguished from convention professional registrants.

INSTALLATION OF EXHIBITS: Exhibit area will be available for installation on Thursday, June 6th between 1:00 and 3:00 p.m. Exhibits are to be ready for showing by 3:00 p.m., Thursday June 6th.

DRAYAGE: Any materials to be shipped ahead of time can be sent directly to Semiahmoo, in care of Kristina Siebol. Be sure to include your company name.

EXHIBIT PRACTICES and REGULATIONS: Please read carefully the exhibit rules and regulations on the back of the application contract form for exhibit space. They are part of the exhibitor's contract.

EXHIBITOR PARTICIPATION: Our exhibitors and their personnel are important participants in the Convention. You are welcome to attend seminar sessions. Every effort will be made to stimulate visitation of exhibits by physician registrants.

MEALS: Breakfasts are provided in the exhibit hall for exhibitors and physicians on Friday and Saturday. Up to two Friday lunch tickets are provided for each booth, **on a pre-ordered basis**. Additional lunch tickets and/or tickets for other meals may be purchased **prior** to the convention on your exhibitor extra meals order form.

Exhibitor Fees

EXHIBIT FEE: \$1,500.00. (Colleges of Osteopathic Medicine receive a 50% discount.0

Booths will be assigned on a first come first serve basis. (Must have contract & payment received)

Exhibits Schedule

RECEPTION: An Icebreaker Reception for physicians and exhibitors will be held Thursday in the Exhibit Hall from 6:30 p.m. to 7:30 p.m.

EXHIBIT HOURS: Thursday, June 6th, 3:00 to 3:30 p.m., 6:30 pm-7:30 pm, Friday, June 7th, 7:00 am to 2:00 pm; Saturday June 8th, 7:00 am to 10:30 am. **Early dismantling is strongly discouraged.**

EXHIBIT BREAKDOWN: 10:30 a.m., Saturday, June 8, 2019. **All** exhibit material must be removed by 12:00 pm. Semiahmoo is a "Green hotel". **All the boxes and materials you packed in must be packed out by you.** Please leave your booth the way you found it.

Exhibit Hours

Set-up:	Thursday, June 6, 1:00 to 3:00 p.m.
Reception:	Thursday, June 6, 6:30 to 7:30 p.m.
Exhibits Open:	Thursday, June 6, 3:00 to 3:30 p.m., 6:30 to 7:30 p.m. Friday, June 7, 7:00 a.m. to 4:00 p.m. Saturday, June 8, 7:00 a.m. to 10:30 a.m.
Dismantle:	Saturday, June 8, 10:30 a.m. to Noon

RULES AND REGULATIONS

- 1. CONTRACT FOR SPACE AND EXHIBIT POLICY:** All applicants for exhibit space are required to execute the formal application contract provided by the Washington Osteopathic Medical Association (WOMA). Applications will be accepted beginning immediately.
- 2. CHARACTER OF EXHIBIT:** WOMA reserves the right to decline or prohibit any exhibit or part of an exhibit or proposed exhibit which is not suitable or in accordance with the ethics of the osteopathic profession, or the Association's exhibit standards. The Association reserves the right to bar any exhibitor. This reservation concerns persons conduct, printed matter, souvenirs, and publications. Interference with the light or space of other exhibitors will not be allowed. The placement of all signs, banners and advertising matter shall be subject to the approval of the Association. Sound equipment may not interfere with the presentations of other exhibitors. The Convention Committee reserves the right to request additional evidence of any exhibitor as a basis for judging the appropriateness of the products or theories to be presented.
- 3. GENERAL RESTRICTIONS:** Nothing shall be constructed, built, installed or used as a part of or in connection with an exhibit which does not conform with the requirements of Federal, State, and Municipal laws, ordinances and regulations. Rules of the facility management must be observed and obeyed. Distribution of circulars, samples, or advertising matter of any description from any place other than the space for which the exhibitor has contracted is strictly prohibited. Exhibitor must confine his activities to his allotted space. Aisle space shall not be used for extension of exhibit space.
- 4. OPERATION OF EXHIBIT:** The method and manner of operating each exhibit shall be proper and any exhibitor shall be subject to eviction without refund, if procedures or practices are objectionable. Distribution of lawful samples and educational materials is permissible provided it is conducted on a dignified basis and there is no interference with adjoining exhibits. To afford the physicians sufficient time to meet with as many firms as possible, all exhibits must remain open and have representatives present during all assigned visits, including the breakfasts on Friday and Saturday. **Early dismantling is strongly discouraged.**
- 5. CERTIFICATION OF REPRESENTATIVES:** All purchasers of space must forward the names of their representatives working the exhibit and certify that they are officials or employees of the company to the Washington Osteopathic Medical Association on or before May 27th. Distinctive nontransferable exhibitor identification badges will be made out in these names only. Parties asking admission without these credentials will be refused. Exhibitors desiring to change representatives shall notify the Association in writing. Any person transferring his badge to a non-registrant will have his badge confiscated, with the person making the transfer being denied admission to the exhibit hall.
- 6. NON-ENDORSEMENT:** The exhibiting of products or services at an annual meeting of the WOMA does not constitute an endorsement by the Association of any products, service, modality or any other aspect of an exhibit.
- 7. RULES A PART OF CONTRACT:** These rules and regulations are part of all space contracts. The Association reserves the right to interpret them as well as to make final decisions on all points the rules and regulations do not cover.
- 8. CANCELLATION OF CONFERENCE/EXHIBIT:** Should a contingency, strike, flood, etc.) prevent the program from taking place, exhibitor shall be entitled to a refund of fees paid for such program, less reasonable exhibiting-related costs incurred by WOMA.
- 9. CORRESPONDENCE:** Direct all correspondence to: Executive Director, Washington Osteopathic Medical Association, PO Box 1187 Gig Harbor, WA 98335
- 10. HOTEL ACCOMMODATIONS:** If you choose to stay at Semiahmoo, please identify yourself with the Osteopathic Convention group (Code: **WOMA2019**) to obtain the special convention rates. Hotel reservations **855-917-3767 (Reservations Room Block cut-off date May 6, 2019.)**
- 11. RESPONSIBILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the Hotel premises and shall indemnify, defend and hold harmless WOMA, the Hotel premises, its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims. Exhibitors are strongly urged to insure against damage or loss from the time materials are shipped, through move-in, show dates, move-out and until returned to point of origin.
- 12. SECURITY:** The Exhibit Hall will be locked during hours in which the Exhibits are closed. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Exhibit set-up time is firm to ensure security.
- 13. COPYRIGHTED MUSIC:** The exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in the exhibit space.
- 14. LIMIT:** Each exhibit space is limited to one company division. Due to the limited space, it is recommended that no more than two representatives work a booth at any time.
- 15. GREEN POLICY:** Semiahmoo is a "GREEN" hotel and strongly discourages the use of excessive packaging. Exhibitors should only bring sufficient materials for the anticipated number of registrants. All materials brought into the exhibit hall, including packaging, **must be removed from the premises by the exhibitor.**
- 16. SALES AND ORDER TAKING:** The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. No signage or advertising of products pricing will be allowed without prior approval of WOMA. Products for sale must be the exhibitors' own unaltered, marketed products, and the products or services must be pertinent to the attendee's professional interest. The Washington Osteopathic Medical Association reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors conducting sales and order taking are required to obtain city and/or county occupational licenses, and shall be responsible for collecting and remitting all city, county and state sales tax.
- 17. LOGO USAGE:** Exhibitor shall retain all rights in its name, logo and trademark provided to WOMA and its agents, which may use Exhibitor's logo on its materials related to this agreement. No other use is permitted without Exhibitor's written permission. WOMA and its agents shall not obtain any rights to Exhibitor's name, logo or trademark.
- 18. LIABILITY:** Exhibitor agrees to indemnify, defend and hold harmless WOMA and their respective officers, agents and employees, from and against any and all injury, loss, claims or damage to any person or any property occurring at the program, except where such injury, loss, claims or damage is a result of the negligent or willful action or omission of WOMA. WOMA agrees to indemnify, defend and hold harmless Exhibitor and their respective owners, officers, agents and employees, from and against any and all injury, loss, claims or damage to any person or any property occurring at the program, except where such injury, loss, claims or damage is a result of the negligent or willful action or omission of the Exhibitor.



Exhibit Space Contract

106th Annual Northwest Osteopathic Convention
June 6-8, 2019, Semiahmoo Resort, Blaine, WA

Tax ID #91-6037851

Please Print or Type:

Company Name _____

Contact Name _____

Mailing Address _____

City, State, Zip _____

Phone _____ Fax _____ Email _____

The undersigned hereby authorizes the WOMA to reserve exhibit space for use by the above company. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations and to all conditions under which exhibit space is leased to the WOMA. Unless other arrangements are made, a minimum of 50% of the fee must be remitted with the contract. Full payment must be made by May 27, 2019. The undersigned acknowledges that table cancellations made after May 1, 2019, will not be eligible for a refund.

Authorized Signature

Date

Print Name/Title

Choice of booth location(s): 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Exhibits: \$1500 per booth (50 % discount for COMs.. Booths are assigned on a first come, first served basis.

Local/On Site Contact Name _____

Phone _____ Fax _____ Email _____

One company division is allowed per booth.

Number of Spaces: _____

Cost per Space: _____

Total Due: _____

If paying with a Visa or MasterCard, this form may be scanned and emailed to hgriffin@woma.org

Visa _____ MasterCard _____

Account # _____

3 digit CID# _____ Exp Date _____

Name on Account _____

Signature _____

Date _____

Product lines and/or services to be exhibited:

Company(ies) you do not wish to be located next to:

Make a copy for your files and mail/email original to:

Exhibits Manager WOMA

PO Box 1187 Gig Harbor, WA 98335

425-677-3930

executivedirector@woma.org

Sponsorship Form

106th Annual Northwest Osteopathic Convention

June 6-8, 2019, Semiahmoo Resort Blaine, WA

Please complete ALL appropriate sections of this form if you plan to be a SPONSOR. Sponsor assignments are processed in order received. Exhibitors should also fill out the Exhibit contract if they plan to have a booth.

Organization Information:

Note: Please complete this section with information exactly as it is to be printed in acknowledgements.

Full Organization Name: _____

Contact Name: _____

Contact Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Website: _____

PREMIUM SPONSORSHIP PACKAGES

Select your level of sponsorship:

- Platinum Sponsor (\$10,000+)
- Gold Sponsor (\$7,700-\$9,999)
- Silver Sponsor (\$5,000-\$7,499)
- Bronze Sponsor (\$2,500-\$4,999)

Payment Options:

Check enclosed for \$ _____ We are sending a check for arrival by _____

Please Invoice us for \$ _____ Pay by Credit Card ___ Visa ___ MasterCard

Name on Card _____ Card Number _____

Exp Date _____ 3 Digit CID _____ Zip Code _____

Signature _____

Please make sponsor checks payable to: WOMA (Washington Osteopathic Medical Association). Mail check and pledge form to WOMA PO Box 1187 Gig Harbor, WA 98335.

Questions?

Call Roseanne Andersen, Executive Director, 425-677-3930 or email at executivedirector@woma.org.