

**Exhibitor Agreement**  
**Penn Neuromuscular Symposium 2023**  
Saturday, May 20, 2023

Company Name: \_\_\_\_\_ (“Exhibitor”)

**(As acknowledged in course materials)**

**Exhibit Fee: \$5,000.00 per Table-top Exhibit**

**# of Tables Requested \_\_\_\_\_ @ \$5,000 each = \$ \_\_\_\_\_**

Representative Names (*only 2 representatives will be allowed on-site*):

1) \_\_\_\_\_ 2) \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Exhibit**

Saturday, May 20<sup>th</sup> ~ 7:45-4:30 pm

All exhibitors will be provided with an 8’ table and chairs. Set-up begins on Saturday, May 20, 2023, at 6:30 am. If you require additional set-up time, please contact us, and we will assist in any way we can. Exhibitors should expect participants to begin arriving at 7:30 am. Although the exhibit area is secured, vendors are discouraged to leave any valuable items, such as laptops or phones unattended.

Break-down of exhibits must be completed by 4:30 pm on Saturday, May 20, 2023.

**Display Information**

Exhibitors are responsible for supply, set-up, take-down, delivery, and any additional costs of display needs beyond the 8’ skirted table. Please let us know what your needs are so that we can accommodate your display:

Will you be bringing your own tablecloth?     Yes     No

Will you need electricity for your display?     Yes     No

Will you bring your own extension cord?     Yes     No

What type of equipment is being displayed (lights, machines, etc.)? \_\_\_\_\_

How many pieces of equipment need electricity? \_\_\_\_\_

Do any machines require any special outlets for operation? Name outlet type: \_\_\_\_\_

What additional information regarding your exhibit should we know? \_\_\_\_\_

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### Meeting Location & Display Details

**Penn Neuromuscular Symposium 2023** will be held Saturday, May 20, 2023, in the Arthur Rubenstein Auditorium at Smilow Center for Translational Research Perelman School of Medicine at the University of Pennsylvania, 3400 Civic Center Boulevard, Philadelphia, PA 19104.

Table assignments will be designated on a 1<sup>st</sup> come; 1<sup>st</sup> serve basis. Continental breakfast and breaks will be set-up among the exhibits in the foyer. Each exhibitor can expect to receive one 6' skirting table and 2 chairs. Please be sure your exhibit materials fit within the specs of 8'x8'. If needed, you are welcome to purchase additional booth space.

### Attendee Registration

If you would like to attend all or any of the sessions during the Oncologist in My Pocket 2023, you must complete the registration form either online or by fax or mail and submit payment. Please visit <https://upenn.cloud-cme.com/neuromuscular2023> for registration and additional conference information.

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### Shipping Information

*(Please label all boxes with the following information)*

Smilow Center for Translational Research  
3400 Civic Center Boulevard  
Philadelphia, PA 19104  
Attention: Willie Williams /Ansheai Spence-Jones  
215-573-7694

HOLD FOR SMILOW COMMONS  
Ansheai Spence-Jones  
Neuromuscular 2023  
Saturday, May 20, 2023

[YOUR COMPANY] ♦ [REPRESENTATIVE'S NAME]  
Package # \_\_\_\_\_ of \_\_\_\_\_

**Please do not ship any materials to arrive at the venue  
before Friday, May 19, 2023.**

Penn Neuromuscular Symposium 2023  
Saturday, May 20, 2023

**Payment Methods (check the one that applies):**

Check

Make your check payable to the **Trustees of the University of Pennsylvania/CME** and return it with the completed exhibit agreement to the address below (Our Tax ID number is 23-1352685):

Crystal Mathis  
Office of Continuing Medical & Interprofessional Education  
Penn Medicine  
3400 Civic Center Boulevard  
JMEC, SPE, 6<sup>th</sup> Floor, Bldg. 421  
Philadelphia, PA 19104-5162

Credit Card (**DO NOT INCLUDE CREDIT CARD INFORMATION ON THIS FORM**)

If paying by Credit Card, you may fax or email this completed form.

Fax: 215-898-1888 or Email: [ycry@upenn.edu](mailto:ycry@upenn.edu)

You will then be contacted by Crystal Mathis to complete the transaction.

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Questions: [Elizabeth Butler](#): 215-898-6126 or [Crystal Mathis](#) or 215-746-8133

\*\*\*A wire transfer is also available for payment\*\*\*

Please contact Crystal Mathis at [ycry@upenn.edu](mailto:ycry@upenn.edu) for further instructions

**Terms & Conditions**

Educational activities in the exhibit area which appear to compete with the scientific program and present research results that are being presented concurrently in the scientific program are prohibited. This includes, but is not limited to, displaying posters or other promotional materials summarizing research results, promoting meeting faculty, or distributing meeting materials such as syllabi, handouts, slides, or invitations.

The only activities which may be appropriate in exhibits are for the purpose of informing meeting participants about an organization and its products and services.

The distribution (either for free or for sale) of educational enduring materials on-site that award CME credit, including but not limited to full-text reprints or copies of articles or journal self-study programs, audiotapes, videotapes, or CD ROMs, is prohibited.

Exhibitor assumes entire responsibility for all claims, losses, costs, expenses, and damages to persons or property, as well as governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

In addition, Exhibitor does not hold the meeting venue or the University of Pennsylvania responsible for maintaining insurance to cover Exhibitor's property.

By signing below, you agree to the terms and conditions of this agreement.

\_\_\_\_\_  
Authorized Exhibitor Representative

\_\_\_\_\_  
Date