

Exhibitor Agreement
Penn Medicine ECMO/MCS Symposium 2023
Friday-Saturday, February 3 – 4, 2023

Company Name: _____ (“Exhibitor”)

(As acknowledged in course materials)

Exhibit Fee: \$2,500.00 per Table-top Exhibit

of Tables Requested _____ @ \$2,500 each = \$ _____

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

1) _____ 2) _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

Exhibit

Friday, February 3rd ~ 7:30-6:00 pm
Saturday, February 4th ~ 7:30-1:00 pm

All exhibitors will be provided with an 8’ table and chairs. Set-up begins on Friday, February 3rd 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 1:00 pm on Saturday, February 4, 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 Medicine ECMO/MCS Symposium 2023 will be held Friday-Sunday, February 3 – 4, 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 1st come; 1st serve basis. Continental breakfast and breaks will be set-up among the exhibits in the foyer. Each exhibitor can expect to receive one 6' skirted 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 Penn Medicine ECMO/MCS Symposium 2023, you must complete the registration form either online or by fax or mail and submit payment. Please visit <https://upenn.cloud-cme.com/ecmo2023> for registration and additional conference information.

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
PENN ECMO/MCS SYMPOSIUM 2023
Friday, February 3, 2023

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

**Please do not ship any materials to arrive at the venue
before Thursday, February 2, 2023.**

Penn Medicine ECMO/MCS Symposium 2023
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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, 6th 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

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 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