Exhibitor Prospectus

Rhode Island Dermatology Society

5th Annual Fall Conference

Friday, November 3rd, 2017

Downtown Providence Marriott Hotel

Providence, Rhode Island

GREETINGS!

You are invited to be part of the 5th Annual Fall Conference of the Rhode Island Dermatology Society that is taking place on Friday, November 3rd, 2017 at the Downtown Providence Marriott Hotel in Providence, RI. The RI Derm Fall Conference is a much-anticipated event that will include a full day of clinical education, business and socializing. Exhibitors will receive over three (3) hours of exhibit time.

REASONS TO PARTICIPATE:

- ✓ Showcase your products and services
- ✓ Develop relationships with dermatologists across Rhode Island
- ✓ Raise your company's profile
- ✓ Promote your company through signage and RI Derm communications

EXPECTED ATTENDANCE

The RI Derm Annual Fall Conference attracts attendees from Rhode Island and neighboring communities. The expected attendance is 75 attendees, including dermatologists, dermatology professionals and trainees (fellows, residents and medical students). We are also expecting 20 exhibiting companies to attend from various industries.

EXHIBIT HALL

The Exhibit Hall at the RI Derm Fall Conference is a large event space located adjacent to the General Session meeting room in accordance with Accreditation Council for Continuing Medical Education (ACCME) guidelines. All meals and breaks will take place in the Exhibit Hall. **Exhibit tables are assigned based on exhibitor level and date of agreement/payment received**. Please note that there are a limited number of exhibit tables available.

EXHIBITOR LEVELS & ENTITLEMENTS

There are GOLD and SILVER exhibit levels available for this year's RI Derm Fall Conference. Please see below for pricing and entitlements for each level. Exhibitors will be assigned the closest available space to the main Exhibit Hall entrance upon receipt of application according to GOLD/SILVER table layout. Please refer to the meeting floor plan on Page 6 for additional information.

GOLD Exhibitor - $2,500

- **GOLD table assignment** (see meeting floor plan)
- Complimentary registration for **four** representatives
- **One half-page ad in our exhibitor insert** for the meeting booklet (4" x 5" image in JPG/PNG/PDF format)
- GOLD exhibitors will receive **four attendee registration lists**: one month prior, one week prior, on-site at registration and a final registration list shortly after the event.
- One 6'x30" draped table with two chairs
- Acknowledgment on RI Derm website, newsletters and meeting materials. The moderator will mention the exhibitors during the general sessions and at the business meeting. Exhibitor acknowledgments will also be displayed during all meeting breaks.
- One complimentary registration for a medical liaison from your company (some restrictions apply).

SILVER Exhibitor - $1,500

- SILVER table assignment (see meeting floor plan)
- Complimentary registration for two representatives
- One 6'x30" table, draped in linen along with two chairs
- Acknowledgment on RI Derm website, newsletters and meeting materials. The moderator will mention the exhibitors during the general sessions and at the business meeting. Exhibitor acknowledgments will also be displayed during all meeting breaks.
- An attendee registration list will be provided on-site at exhibitor registration and a final registration list will be distributed shortly after the event.
- One complimentary registration for a medical liaison from your company (some restrictions apply).

EXHIBITOR SCHEDULE

The exhibitors will receive approximately 4 hours of face-to-face interactions with the meeting attendees in the Exhibit Hall. Below is the tentative exhibitor schedule. A sample program schedule is provided on Page 6 and the final schedule will be included in the exhibitor confirmation packet.

Time	Description
6:30-8:30am	Exhibitor Registration and Set-Up
8:30-5:30pm	General Session with food/breaks in Exhibit Hall
5:30pm	Exhibitor Breakdown

THANK YOU!

We appreciate your interest in becoming an exhibitor for the RI Derm 5th Annual Fall Conference. Exhibitor materials can also be found on our website www.ridermsociety.org. If you have any questions, please contact our Executive Director, Shawna Melvin, at ridermsociety@gmail.com.

TERMS & CONDITIONS

Rhode Island Dermatology Society is a 501(c)6 organization, the Tax ID# is 45-4893704.

By applying for exhibit space, the applicant agrees to adhere to all conditions and regulations outlined by the Accreditation Council for Continuing Medical Education (ACCME) and in the Exhibitor Prospectus. RI Derm requests full cooperation of the exhibitor. Please be sure that everyone involved in the arrangements for your exhibit has a copy of these rules and regulations. It is the responsibility of the exhibitor to see that all booth staff are aware of and adhere to these rules and conduct themselves in a professional manner throughout this meeting.

1. **Criteria for Acceptance:** Permission to exhibit may be granted to firms if their proposed exhibit meets the following criteria: a) Relevant to the practice of dermatology; b) Contribute to the educational goal of the Annual Fall Conference; c) Perform in accordance with the claims made by the applicant; and d) Are safe when used in accordance with the instructions or recommendations of the applicant.

2. **Exhibitor Registration**: All representatives of exhibiting companies must register prior to entrance into the Exhibit Hall. A name badge with company name must be visible at all times.

3. **Payment Information:** Payment must be received by September 5th, or RI Derm reserves the right to release booth space to companies on the waiting lists. Checks should be payable to the RI Derm Society, and mailed to PO Box 683, Woonsocket, RI 02895-0783. RI Derm also accepts payment via MasterCard, Visa or American Express. No booth space will be reserved until payment is received by the RI Derm office. No refunds will be made after August 5th.

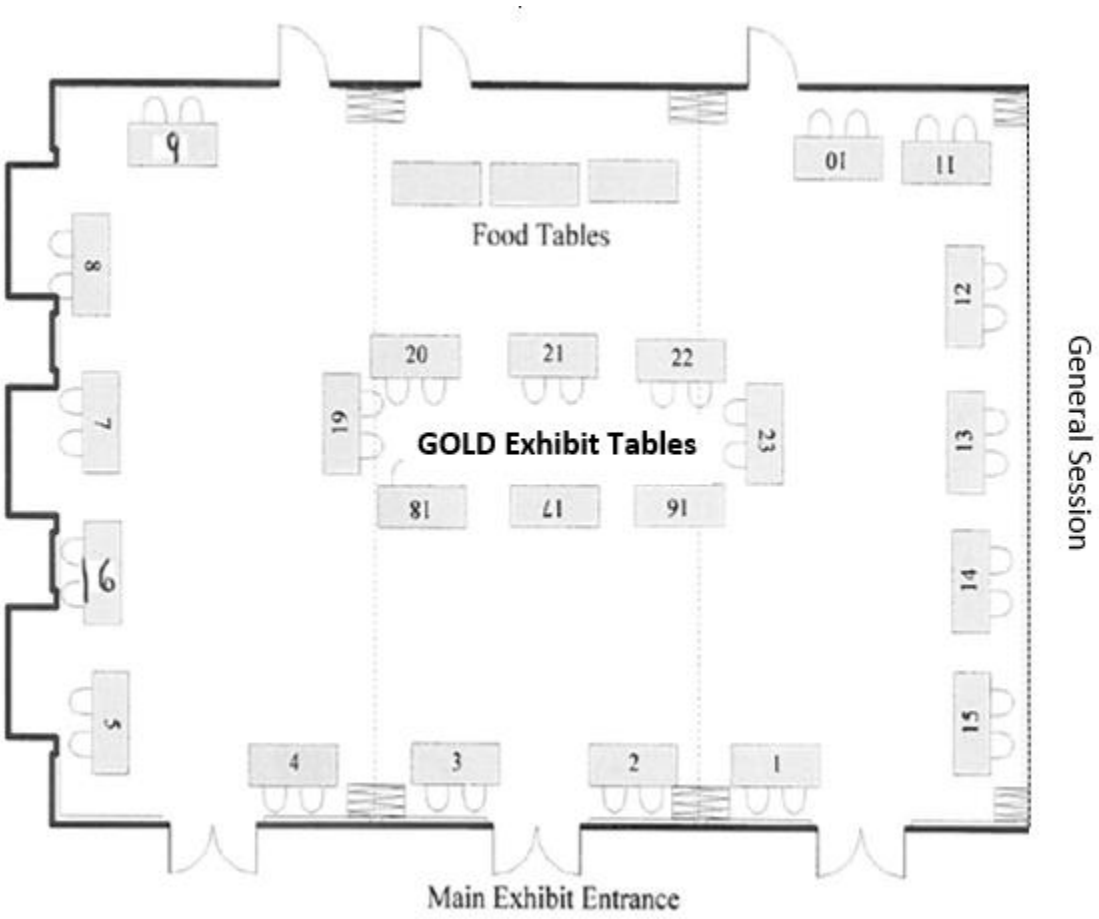
4. **Shipping:** Vendors are responsible for all arrangements in the shipping of exhibits. Please bring your company's own shipping forms and account number in order to make your own shipping arrangements. Additional shipping information will be provided in the exhibitor confirmation packet.

5. **Electrical Needs:** To receive electrical access, advance notice must be given to the RI Derm Office for arrangements to be made through the hotel event coordinator.

6. **Liability/Insurance:** Neither the Rhode Island Dermatology Society nor its meeting site assume responsibility for any loss, injury or damage occurring to an exhibitor or any exhibitor's property. It is the exhibitor's responsibility to have their person/materials insured against theft, damage, loss or injury.

MEETING FLOOR PLAN – EXHIBIT HALL & GENERAL SESSION

The Grand Ballroom is a collection of five meeting rooms. The General Session will take place in the College/Sessions rooms (on the right). The Exhibit Hall will take place in the Angell/Benevolent/Canal Rooms. A solid partition will separate the two meeting spaces.



SAMPLE MEETING SCHEDULE

This sample schedule is based on the 4th Annual Fall Conference schedule. Since we are still confirming speaking schedules, some items may change but the meeting will still include 5-6 CME hours as well as a lengthy breakfast, extended lunch, a midday break and a cocktail hour. Exhibitors are welcome to join the cocktail hour as well.

8:30-9:15am	Registration & Continental Breakfast
9:15-9:30am	Welcome & Opening Remarks
9:30-10:30am	1st Presentation
10:30-11:45am	2nd Presentation
11:45-12:30pm	Lunch
12:30-1:15pm	Resident Presentation
12:30-1:15pm	Annual Business Meeting
1:15-2:30pm	3rd Presentation
2:30-3:00pm	Afternoon Break
3:00-4:30pm	4th Presentation
4:30-5:30pm	5th Presentation
5:30pm	Final Comments & Adjournment
5:30-7:00pm	RI Derm Happy Hour – Cocktails and Hors D'oeuvres