

Department of Psychiatry and Behavioral Sciences

Exhibitor Packet

DOWNTOWN CHARLESTON, SC

www.musc.edu/psychevents



Presented by the Department of Psychiatry and Behavioral Sciences Office of Continuing Education

Exhibitor Packages

Exhibitor Space (Non-Profit Only) - \$100

- Reserved Exhibit Space in Exhibit Hall
- Up to 8x10 page to include fliers, business cards, postcards, etc. to be displayed on registration table
- Logo/banner on website and social media
- Vendor not to be present

Exhibitor Table - \$200

- Reserved Exhibit Space in Exhibit Hall
- Display area up to 6ft x 3ft to include floor banner, table banner, poster, etc.
- 6ft table included upon request
- Logo/banner on website and social media
- Vendor may be present
- 1 registration for event included

Questions? Please Contact:

Jessica Carter | cartejas@musc.edu | 843-792-0175
Operations Manager, Office of Continuing Education
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina



Changing What's Possible

Department of Psychiatry and Behavioral Sciences Continuing Education Conference

Dates:

Location: MUSC

Exhibitor Agreement Please complete the following to secure an exhibit table:

Exhibitor Table \$200.00
Exhibitor Space \$100.00

ONLY APPLIES TO CME ACREDITED ACTIVITIES: I AGREE TO ABIDE BY THE ACCME STANDARDS FOR COMMERCIAL SUPPORT – SPECIFIC LANGUAGE REGARDING EXHIBITS AT LIVE ACTIVITIES:

STANDARD 4.2: Product-promotion material or product specific advertisement of any type is prohibited in or during CME activities. Live (staffed exhibits, presentations) promotional activities must be kept separate from CME. For live face-to-face CME advertisements and promotional materials cannot be displayed or distributed in the educational space (conference meeting room or other space of the actual educational session(s)) immediately before, during or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place (conference meeting room or other space of the actual educational sessions) of the CME activity. (Refer to ACCME standards at www.accme.org.)

I AGREE _____ (signature)

Name _____ Email _____ Phone _____

Credentials (e.g., MD, PhD, LMSW) _____ Organization/Agency _____

Address _____ City _____ State _____ Zip _____

Any special needs? (dietary or physical) _____

I am paying by: Check (# _____) ACH Transfer (State Agency) Credit Card (next page)

PLEASE MAIL COMPLETED REGISTRATION FORM AND CHECK (PAYABLE TO

MUSC PSYCHIATRY): ATTN: Jessica Carter, Continuing Education Office,
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina
67 President Street, MSC 861, Charleston, SC 29425



Online registration available at
www.musc.edu/psychevents

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Exhibitor Agreement

You may set up on the day of. Exhibitor space includes one table and space for an easel or upright display. Breakdown must be completed at the commencement of the activity. If you have any questions or need additional information regarding the exhibit area, please contact the Continuing Education Team at psych-events@musc.edu or (843)792-0175

EXHIBIT CONTENT

Unethical conduct or infraction of rules on the part of the exhibitor's employer exhibitor or exhibitor representative(s) will subject the exhibitor, employer exhibitor, or said representative(s) to dismissal from the exhibition area in which event it is agreed that no refund shall be made by the Medical University of South Carolina (MUSC) Department of Psychiatry and Behavioral Sciences Office of Continuing Education (OCE) and further that no demand for redress will be made by the exhibitor's employer, exhibitor, or exhibitor representative(s).

Exhibits must be consistent with the professional nature of the continuing education conference. Exhibit space is not intended for airing either side of a controversial social, political, or professional issue. Exhibit space is not intended for the purpose of campaigning for any governance office.

The MUSC Department of Psychiatry and Behavioral Sciences Office of Continuing Education also reserves the right to decline exhibit requests to conduct non-continuing education surveys inside the exhibit hall, the conference grounds or MUSC campus, or any area where an MUSC continuing educational event or function is being held. OCE reserves the right to require exhibitors and employer exhibitors to edit, amend, or eliminate parts of exhibits that in the OCE's opinion are not in keeping with the OCE's objectives or are otherwise inconsistent with APA or ACCME policies.

Exhibitors and employer exhibitors may not conduct contests, lotteries, raffles, and/or games of chance without prior approval from the OCE.

FDA APPROVAL RETIREMENT

The following product types must conform to all federal regulations and policies of the Food and Drug Administration (FDA) in order to be displayed and or sold in the exhibit hall and the relevant FDA certificate must be provided at the time this Exhibitor Agreement is submitted. Additionally, during all official exhibit hall hours a copy of the FDA certificate must be displayed in the exhibitor's booth and visible to attendees.

1. Medical Devices of any type, including those designed for the treatment of pain.
2. Pharmaceuticals. It should be noted that the regulations of the Food and Drug Administration provide exacting legal controls over the



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claims that drug manufacturers may make for their products and require them to state contraindications, hazards, etc., unless "reminder advertising" makes no product claims. Adherence to legal requirements concerning the content of drug advertising is the manufacturer's responsibility. The disorder or symptom for which a drug or other product is being recommended must be prominently stated in materials to be displayed in the exhibit space, except in reminder advertisements, as provided by the FDA regulations. Materials to be displayed may not suggest in any way the use of a medication or other substance for the relief of the tensions or problems of everyday life rather than for the relief of symptoms of illness or disorders. In pharmaceutical advertising copy, the full generic name of each active ingredient shall appear. Pharmaceutical products for which approval of a New Drug Application by the Food and Drug Administration is a prerequisite for marketing are not be eligible for display in the exhibit hall until such approval has been granted.

ACCEPTANCE OF EXHIBIT

MUSC is not responsible for any claims made by an exhibitor or employer exhibitor. In addition, an exhibitor may not, without prior consent, incorporate in subsequent promotions the fact that a product or service has been exhibited at an MUSC continuing education conference.

EQUAL EMPLOYMENT OPPORTUNITY

The Medical University of South Carolina endorses equal employment opportunity practices and accepts applications for exhibit space only from organizations that are not discriminatory on the basis of race, color, sex, religion, age, national origin, veteran status, or physical disability. In addition, OCE encourages exhibitors and employer exhibitors not to discriminate on the basis of marital status, the numbers and ages of dependent children, mental disability, or sexual orientation.

SOLICITING / DEMONSTRATING

Canvassing, exhibiting, or distributing advertising matter outside the exhibit hall is prohibited. soliciting or demonstrating by exhibitors and employer exhibitors is restricted to the exhibitor's or employer exhibitor's booth. Exhibitors and employer exhibitors should be considerate of neighboring exhibitors when soliciting attendees to visit their booths. Distribution of the exhibitors' or employer exhibitors' printed materials must be done within the exhibitor's or employer exhibitor's booth. Persons who are not exhibitors and employer exhibitors are prohibited from any detailing, exhibiting or soliciting within the Auditorium and MUSC Campus. No exhibits, displays, or advertising material of any kind will be allowed in the Auditorium or other parts of the building unless approved by the OCE Director. Failure to comply with this regulation may result in the exhibitor's or employer exhibitor's dismissal from the exhibit hall. Aisles in front of the exhibit booths must be kept clear.

Enough space must be allocated within each exhibit booth for attendees to browse or watch product demonstrations. Any activity that causes attendees to congregate in the aisle or in adjacent exhibit booths will be curtailed or eliminated.



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LOGOS AND IMAGES

Exhibitors and employer exhibitors are not permitted to use the MUSC or APA logo in any public or private promotional materials.

COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, dramatist fees, copyright license fees, patent fees or any other fee or royalty attached to copyrighted or proprietary material are the responsibility of the Exhibitors and employer exhibitors. Neither MUSC nor the OCE is responsible for any violation for infringement rights of any owner or presented material.

NOISE

Objectionable sound devices may not be operated. Engines or any other kind of equipment may be operated only with the consent of the OCE Director. Exhibitors and employer exhibitors should be considerate of neighboring exhibitors when operating any sound system.

ANIMALS

Animals are not permitted within MUSC campus buildings or any area where an MUSC continuing educational event or function is being held except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a pen or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

EXITS

Exit doors may not be obstructed, locked or held open. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed by booths, decorations or any other objects or hanging materials.

SMOKING

MUSC campus is a non-smoking campus. This includes the use of electronic or e-cigarettes. The OCE reserves the right to remove violators.

FIRE REGULATIONS

All decorations, drapes, signs, banners, acoustical materials, plastic cloth or similar decorative materials used in exhibit construction must be flame retardant and must meet current fire regulations. All table coverings, fabric walls, paper or any decorative material must be flame-retardant / non-combustible to the satisfaction of the San Francisco fire marshal.



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DESTRUCTION OF PROPERTY

All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense. Nothing may be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorative walls.

LIABILITY AND INSURANCE

The exhibitor and employer Exhibitor, upon contracting to exhibit, expressly releases MUSC or any of its officers, directors, employees, or committee members, or the owners, employees, or representatives of the property-building at which the event is held from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor, to the employer Exhibitor, or to exhibitor representatives or property prior to, during, or subsequent to the period covered by the exhibitor agreement for exhibitors and employer exhibitors, including, but not limited to: any responsibility or liability for negligently caused injury, loss, or damage, and further, the exhibitor or employer Exhibitor agrees to hold harmless and indemnify the OCE and MUSC against any and all claims made against the OCE and/or MUSC by any person and arising out of the acts or omissions of the exhibitor or employer Exhibitor.

PAYMENT

Payment is expected in full prior to event date by check or card. All checks are to be made payable to: MUSC Psychiatry. See page 10 for credit card details.

CONTRACT AGREEMENT

It is understood that the following information is accepted as part of the contract between the Medical University of South Carolina Department of Psychiatry and Behavioral Sciences Office of Continuing Education and those who secure exhibit space in the exhibit hall. It is agreed that the exhibitor will abide by all MUSC Rules, Regulations, and Policies before, during, and after the continuing education conference, and by other reasonable rules considered necessary by MUSC or OCE, provided these rules do not materially alter the exhibitor's contractual rights. All matters and questions not covered by these regulations are at the decision of OCE management. These regulations may be amended at any time by OCE management, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations. This Agreement also serves as the application for exhibit space for the 2nd Annual Update on Medical Cannabis and any agreement incorporated in it shall be governed by the laws of the city of Charleston, South Carolina.

I HEREBY UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS STATED ABOVE AND THE AGREEMENT ENTIRETY. ADDITIONALLY, I AGREE TO ABIDE BY MUSC'S RULES, REGULATIONS, AND POLICIES

Lead Exhibitor: _____

Signature of Lead Exhibitor: _____ Date: _____

Name of Company: _____

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Exhibitor Credit Card Payment and Attendee Information

Name _____ Email _____ Phone _____
Address _____ City _____ State _____ Zip _____

I am paying by: Check (# _____) ACH Transfer (State Agency) Credit Card (below)
PLEASE MAIL COMPLETED REGISTRATION FORM AND CHECK (PAYABLE TO MUSC PSYCHIATRY):
ATTN: Jessica Carter, Continuing Education Office,
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina
67 President Street, MSC 861, Charleston, SC 29425

Credit Card: Visa MasterCard American Express Discover

Name on card _____ CVV Code _____
Number _____ Exp. Date _____
Address _____ City _____ State _____ Zip _____

Contact Person _____ Company Name: _____
Email: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____

Additional Representative(s) attending conference:

Name _____ Company Name: _____
Email: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____

Name _____ Company Name: _____
Email: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____

Name _____ Company Name: _____
Email: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____

Name _____ Company Name: _____
Email: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____
