



EXHIBIT SPACE APPLICATION & AGREEMENT

Title of CE/CME Activity:	
Location & Date(s):	
Exhibiting Company*	
Address:	
City, State, Zip:	
Telephone and Fax:	
Contact:	
E-mail:	

Company description (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Computer equipment/services | <input type="checkbox"/> Market research |
| <input type="checkbox"/> Diagnostic equipment | <input type="checkbox"/> Pharmaceutical products |
| <input type="checkbox"/> Laboratory equipment/supplies | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Laboratory services | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Non-profit organization | <input type="checkbox"/> Food/Nutritional products |
| <input type="checkbox"/> Association/Medical Society | <input type="checkbox"/> Publishing/books |
| <input type="checkbox"/> Device/Equipment Diagnosis | <input type="checkbox"/> Other: _____ |

Brief Description of Product/Service to Be Exhibited:

Space Requested:

Exhibitor

- 1 – 6’ skirted exhibit table with 2 chairs
 2 – 6’ skirted exhibit table with 2 chairs

Commercial exhibits and advertisements are not continuing education. Therefore, fees paid by commercial interests to providers for exhibits and advertisements are not considered to be “commercial support.” However, providers must meet certain requirements if commercial exhibits or advertisements accompany CE/CME activities (C9).

Will any commercial exhibits or advertisements be associated with this CE/CME activity?

- Yes No

TERMS AND CONDITIONS OF AGREEMENT

1. All exhibits and grants are subject to review and approval by Ascension CE Department
2. Exhibit hours must not overlap with educational sessions, and no activities conducted in the exhibit area may compete with or interfere with educational sessions. No other activities involving attendees, such as focus groups or product demonstrations, may be conducted by exhibiting companies during educational sessions, whether or not these activities occur in the exhibit area.
3. Exhibits must be located in an area that is visually distinct from any area in which educational activities are conducted – a clear distinction between commercial and educational areas and activities are required.
4. All commercial activities must be conducted within the confines of the commercial supporter's exhibit space.
5. Commercial representatives attending educational sessions may not participate in discussion periods.
6. The violation of any part of this agreement, or any part of the regulations adopted by the Lessor, shall at the election of the Ascension CE Department cause this agreement to become null and void. In such event, all sums previously paid for or contracted to be paid under this agreement shall be assigned, or otherwise disposed of, without written approval.
7. **No refunds due to cancellations** will be made if cancellation is received less than two weeks prior to the start of the event.
8. Advertising, canvassing, solicitation of business, conferences in the interest of business, etc. are not permitted except by firms that have engaged with Ascension/STVHS space to exhibit and then **only** in exhibit area assigned.
9. Grants provided in support of this activity are for educational purposes only and will not promote the company's products, directly or indirectly.
10. Neither the rental of exhibit space nor the provision of grant funds shall influence the control of content a selection of presenters and moderators. Ascension/ St. Vincent's Health is ultimately responsible for control of content and selection of presenters and moderators.
11. **Disclosure of Financial Relationships:** Ascension/STVHS will ensure disclosure to the audience of (a) company funding and (b) any significant relationship between Ascension/ St. Vincent's Health and the company (e.g., grant recipient) or between individual speakers or moderators and the company.
12. **Involvement in Content:** There will be no "scripting", emphasis or influence on content by the company or its agents.
13. No other funds from the commercial company will be paid to the program director, faculty, or others involved with the CE/CME activity (additional honoraria, extra social events, etc.)
14. **Liability/Insurance:** Exhibitors shall be full responsible to pay for any and all damages to property owned by Ascension/STVHS, its owners or managers which results from any act or omission of an exhibitor. The exhibitor acknowledges that Ascension/ St. Vincent's Health does not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain liability insurance covering such losses.

Ascension/ St. Vincent's Health may at its sole discretion, withhold/withdraw permission to distribute advertising it considers objectionable.

No product advertisements will be permitted in the program room.

Return to:

Ascension CE Department

AGREED

Authorized Exhibiting Company Rep. (name): _____

Signature Date (name) _____