

Exhibitors General Information and Agreement

Activity Title: _____

Date: _____ **Location:** _____

Exhibit Options

Tables: ☐ _____ table(s) @ \$ _____ each

Electrical Outlet needed: ☐Yes ☐No

PLEASE TYPE OR PRINT

Contact Name: _____

Company: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Cell/Office Phone: () _____

Fax: _____

If exhibitor name badges are needed, please email CME@integrisok.com with names for each badge and the company name.

Exhibit Description /Exhibit Name _____

Exhibitors are required to provide a description of their exhibit name, not to exceed 50 words. You may list the types of products, product names or services you represent. PLEASE PRINT

INTEGRIS Health Medical Education Exhibit Rules and Regulations

- ❖ All sponsors and exhibitors may be recognized in the participant syllabus and conference materials.
- ❖ Exhibit spaces will consist of a six foot table, skirted with two chairs. Spaces are available on a first come first served basis.
- ❖ Exhibits will be placed in a designated area. Beverage breaks will be held in exhibit area.
- ❖ Exhibitors can set up in the exhibit area (date and time) _____
- ❖ Exhibitors will be responsible for setting up and dismantling their own exhibit materials. The INTEGRIS *Health* Continuing Medical Education Office and (Conference Center if applicable) are not responsible for any items left unattended.
- ❖ The Conference Center is unable to store display material and/or show merchandise. At the conclusion of the last exhibit break (time), all related equipment, crates, etc., must be removed from the premises.
- ❖ The exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the premises, and shall indemnify, defend, and hold harmless INTEGRIS Health and employees from any such losses, damages and claims. The exhibitor agrees to hold harmless INTEGRIS Health from any losses, claims and expenses arising from damage to property or injury to exhibitors by reason of exhibitor's use of exhibition facilities.

Standards for Integrity and Independence in Accredited Continuing Education: These Standards reflect the values of the continuing education community and have been adopted by six accrediting bodies representing multiple health professions. Independence from industry is the cornerstone of accredited continuing education. Ineligible companies are

not allowed to influence or control any aspect of the planning, delivery or evaluation of accredited continuing education, except in limited circumstances.

An ineligible company is one whose primary business is producing, marketing, selling, re-selling or distributing healthcare products used by or on patients. An ineligible company is not eligible for ACCME accreditation.

The Standards include the following stipulations for management of funds from commercial sources:

Standard 4: Manage Commercial Support Appropriately

Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education

A copy of Standard 4 and 5 are attached to this agreement.

Exhibit space cancellations made **three weeks before** the activity will be subject to a 25% service fee.
Exhibit space cancellations made **two weeks before** the activity will not be eligible for a refund.

This application constitutes an understanding and agreement to comply with the INTEGRIS Health Continuing Medical Education exhibit policies as stated in this agreement.

Name: _____ Company _____

Signature: _____ Date: _____

Please keep a copy of this form for your files.

Questions: Contact Karen Davis, CME Specialist at karen.davis@integrityok.com or 405.552.0816

PAYMENT

☐ **Check in the amount of \$** _____

Standard 4: Manage Commercial Support Appropriately

Standard 4 applies only to accredited continuing education that receives financial or in-kind support from ineligible companies.

Accredited providers that choose to accept **commercial support** (defined as financial or in-kind support from ineligible companies) are responsible for ensuring that the education remains independent of the ineligible company and that the support does not result in commercial bias or commercial influence in the education. The support does not establish a financial relationship between the ineligible company and planners, faculty, and others in control of content of the education.

1. **Decision-making and disbursement:** The accredited provider must make all decisions regarding the receipt and disbursement of the commercial support.
 - a. Ineligible companies must not pay directly for any of the expenses related to the education or the learners.
 - b. The accredited provider may use commercial support to fund honoraria or travel expenses of planners, faculty, and others in control of content for those roles only.
 - c. The accredited provider must not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in accredited education.
 - d. The accredited provider may use commercial support to defray or eliminate the cost of the education for *all* learners.
2. **Agreement:** The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. The agreement must be executed prior to the start of the accredited education. An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.
3. **Accountability:** The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.
4. **Disclosure to learners:** The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies' corporate or product logos, trade names, or product group messages.

Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education

Standard 5 applies only when there is marketing by ineligible companies or nonaccredited education associated with the accredited continuing education.

Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.

1. Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
 - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
 - b. Interfere with the presentation of the education.
 - c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
2. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
 - a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
 - b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
 - c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
 - d. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
3. Ineligible companies may not provide access to, or distribute, accredited education to learners.