



September 6, 2019

Dear Potential Sponsor / Exhibitor,

The [South Carolina Osteopathic Medical Society](#) will host its [2020 Winter CME Conference](#) on **Friday, February 21 and Saturday, February 22** at the Hilton Columbia Center in Columbia, S.C. This annual conference attracts osteopathic physicians from South Carolina and the surrounding area so that they may learn, engage, and collaborate on the latest scientific findings, research and innovation in osteopathic medicine.

The [2020 Winter CME Conference](#) is an excellent opportunity to showcase your company to approximately 75 to 100 osteopathic physicians, as well as resident, fellows and faculty and medical students from the [Edward Via College of Osteopathic Medicine](#) (VCOM –Carolinas) in Spartanburg, S.C.

The cost for exhibitors is \$695 for one person and \$795 for two people. Sponsorship opportunities (which includes exhibit space) are available for \$1,500, \$2,500 or \$5,000. Your investment with the 2020 SCOMS Winter CME Conference will reap benefits as you network directly with the osteopathic medicine professionals. The conference agenda is strategic in directing traffic flow to the exhibit area during regular breaks, Friday evening reception, and meals on Saturday.

Will you please consider being a sponsor / exhibitor for the 2020 Conference?

I hope that you will join us on **Friday, February 21 and Saturday, February 22** in Columbia. Details are included in this information packet. For more information, please contact me at (864) 327-9995 or tammy@scdos.org.

Best regards,

Tammy E. Whaley

Tammy E. Whaley
Executive Director

**South Carolina Osteopathic Medical Society
2020 Winter CME Conference
Hilton Columbia Center in Columbia, S.C.
February 21-22, 2020**

WHERE

Hilton Columbia Center, 924 Senate Street, Columbia, S.C. 29201

EXHIBIT SETUP/DISMANTLE

Exhibit setup begins at 11 a.m. on Friday, Feb. 21 and dismantling may begin at 4 p.m. on Saturday, Feb. 22.

EXHIBIT HOURS

The exhibit area is open on Friday, Feb. 21 from 12 to 6:30 p.m. and on Saturday, Feb. 22 from 8 a.m. to 4 p.m.

CONFERENCE TOPICS

The conference agenda is being finalized. Possible topics for the conference will include State Mandated Prescribing and Monitoring Controlled Substances, OMM Lecture & Lab, Coding & Billing Updates, ADHD in Primary Care, Infectious Disease, Dermatology, Neurology, OB/GYN Updates, etc.

ATTENDANCE

75-100 physicians from South Carolina are expected to attend, as well as numerous faculty and medical students from the Edward Via College of Osteopathic Medicine (VCOM –Carolinas) in Spartanburg, S.C.

RESERVING EXHIBIT SPACE

Complete the attached application and return by **January 13, 2020** to:

SCOMS, 350 Howard Street, Spartanburg, SC 29303
Phone (864) 327-9995 • Fax: (864) 707-2040 • Email: tammy@scdos.org

WHAT IS PROVIDED

A skirted 6-foot table and 2 chairs along with access to electrical outlets. If more space is needed, it will be necessary to reserve additional exhibit space. *All companies exhibiting will receive a special thanks and recognition in our conference program and a list of pre-registered conference attendees.*

HOTEL ROOM RESERVATIONS- A limited number of hotel rooms are available at the **Hilton Columbia Center** at a discounted conference rate. **Reservations must be made prior to January 21, 2020.**

Hilton Columbia Center • 924 Senate Street, Columbia, SC 29201

\$195 for King Standard Room • Onsite valet parking is \$24 per day and self-parking is \$14 per day

Group Code: C-SCOMS

Call (803) 744-7800 or 1-800-HILTONS or **book online** at

https://www.hilton.com/en/hi/groups/personalized/C/CAECCHF-SCOMS-20200220/index.jhtm?WT.mc_id=POG

Failure to cancel a reservation at least 48 hours before your scheduled arrival will result in a charge of the room for one night plus tax.



SPONSORSHIP / EXHIBITOR APPLICATION

**South Carolina Osteopathic Medical Society
2020 Winter CME Conference
Hilton Columbia Center, 924 Senate Street, Columbia, S.C. 29201
February 21-22, 2020**

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Cell: _____

Fax: _____ Email: _____

Authorizing Signature: _____

Representative(s) Attending: _____

EXHIBITOR: _____ \$695.00 for one representative or _____ \$795.00 for two representatives

SPONSOR LEVEL: _____

BRONZE - \$1,500- ¼ page advertisement with name recognition in program and exhibit booth.

SILVER - \$2,500 - ½ page name advertisement with name recognition in program, special recognition on SCOMS website, and exhibit booth

GOLD - \$5,000 - FULL page advertisement with name recognition in program, special recognition on SCOMS website and social media, and exhibit booth.

Payments accepted [online](#) or mail a check to SCOMS, 350 Howard Street, Spartanburg, SC • 29303

SCOMS Tax ID Number: 57-0827826

Company Representative _____

Signature: _____ **Date:** _____

Please complete and send to:
SCOMS • 350 Howard Street • Spartanburg, SC • 29303
Email: tammy@scdos.org • Fax: (864) 707-2040 • Phone: (864) 327-9995

Exhibitor Rules and Regulations

1. *Exhibit Purpose* - Exhibits are intended for educational and informational purposes to improve osteopathic education, practice and research. All materials/equipment should not contain any inaccurate or misleading information. SCOMS reserves the right to determine if an exhibit meets the objectives and standards of SCOMS. Exhibits should complement the meetings and sessions by enabling registrants to see, hear, examine, question and evaluate the latest developments in equipment, supplies and services relevant to osteopathic physicians.
2. *Eligibility to Exhibit* - Exhibitors must agree to meet the objectives stated above. Exhibitors may sell merchandise or services in the exhibit area. No product, apparatus, instrument, device or drug that is subject of litigation pending before the Food and Drug Administration may be exhibited. In cases of pending compliance or noncompliance with the FDA items can only be exhibited if a disclaimer is posted stating: FDA LISTING PENDING. All products or services exhibited must comply with all state and local regulations and with all FDA regulations for such products and services, except as provided above.
3. *Assignment of Booth Exhibits* - Contracts and payments in full for booth exhibits are accepted on a first-come, first served basis. To ensure that booth space has been reserved, your application and payment in full should be submitted as soon as possible. Reservations are not assured until application and payment are both received.
4. *Insurance* - Each exhibiting company is required to insure itself against property loss or damage and against liability for personal injury.
5. The cost for a booth exhibit will be \$695 for one representative and \$795 for two representatives. SCOMS must be notified of booth cancellations, in writing on company letterhead, by **February 1, 2020**. Prior to this date, refunds will include the exhibit fee minus a 20% handling fee. No refund will be made for cancellations after that date.
6. *Registration and Badges* - All exhibitors should register their personnel in advance and name badges are encouraged for identification purposes.
7. *Installation and Removal of Exhibits* - The exhibit area will be available on Friday at 11 a.m. for exhibit preparation. Exhibits will open at 12 noon. Dismantling may occur beginning at 4 p.m. on Saturday. Exhibit times are subject to change.
8. *Failure to Occupy Space* - Unless previously arranged, space must be occupied by the exhibiting company by noon on Friday, February 21, 2020 or will be forfeited without refund to the exhibitor and the space may be resold or used by SCOMS.
9. *Exhibitor Activities* - SCOMS reserves the right to restrict exhibits that, in their judgment, detract from the overall professional demeanor of the exhibit area. This reservation includes persons, objects, conduct, printed materials or anything of a character that may be objectionable to the exhibit area as a whole. Expulsion of or restrictions placed on an exhibitor may not give rise to a claim for any refund of rentals or other exposition expenses. Smoking in the exhibit hall is strictly prohibited. Exhibitors will be responsible for any damage done to the hotel building by themselves or their employees.
10. *Subletting of Space* - Exhibitors may not assign, sublet or appropriate the whole or any part of the space allocated without the express written consent of SCOMS.
11. *Security* - SCOMS shall not be held responsible for the loss or damage to any material for any cause at any time during the conference or after hours and encourages the exhibitor to exercise normal precautions to prevent loss or damage.
12. *Liability* - The exhibitor indemnifies and agrees to hold harmless SCOMS and their owners, officers, directors, employees and agents from and against any actions, losses, costs, damages, claims and expenses (including attorney's fees arising from any damages to property or bodily injury to exhibitors, his agents, representatives, employees by reason of the exhibitor's occupancy or use of the exhibitor facilities). Upon signing the contract, the exhibitor expressly releases the

foregoing institutions, individuals and committees from any and all claims for loss, damage or injury. This also includes the period of storage prior to and following the meeting.

13. *Cancellation* - Should any situation beyond the control of SCOMS arise to prevent the 2020 Winter CME Conference from occurring, SCOMS will not be held liable for any expenses incurred by the exhibitor except the rental cost of the booth, which will be refunded in full.

Sponsorship Terms and Conditions

1. *Statement of Purpose*: Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.
2. *Control of Content and Selection of Presenters and Moderators*: Sponsor is ultimately responsible for control of content and selection of presenters and moderators. Company, or its agents, will respond only to sponsor initiated requests for suggestions of presenters or sources of possible presenters. Company will suggest more than one name (if possible), will provide speaker's qualifications, will disclose financial or other relationships between company and speaker, and will provide this information in writing. Sponsor will record role of company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. *Disclosure of Relationship*: Company, or its agents, will disclose any significant relationship between the Sponsor and the company (e.g. grant recipient) or between individual speakers or moderators and the company.
4. *Involvement in Content*: There will be no "scripting", emphasis, or influence on the content by the company or its agents.
5. *Ancillary Promotional Activities*: No promotional activities will be permitted in the same room or oblique path as the educational activity. No product advertisements will be permitted in the program room.
6. *Objectivity and Balance*: Sponsor will make every effort to ensure that the data regarding the company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. *Limitations of Data*: Sponsor will ensure, to the extent possible, disclosure of limitations of data, e.g. research, interim analyses, preliminary data, or unsupported opinion.
8. *Discussion of Unproved Uses*: Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.
9. *Opportunities for Debate*: Sponsor will ensure opportunities for questioning or scientific debate.
10. *Independence of Sponsor in the use of Contributed Funds*:
 - a. Funds should be in the form of unrestricted monies made payable to the South Carolina Osteopathic Medical Society.
 - b. All other support associated with this CME activity (e.g. distributing brochures, preparing slides) must be given with the full knowledge and approval of the South Carolina Osteopathic Medical Society.
 - c. No other funds from the commercial company will be paid to the program director, faculty, or other involved with the CME activity (e.g. additional honoraria, extra social events, etc.)
 - d. Funds may be used to cover the cost of one or more modest social activities held in conjunction with the educational program which furthers the CME educational experience and/or allows an educational discussion or exchange of ideas.

The Commercial Supporter agrees to abide by all requirements of the AOA Guidelines for Relationships between Accredited Sponsors and Commercial Supporters of CME.

The Accredited Sponsor agrees to: 1) abide by the AOA Guidelines for Relationships between Accredited Sponsors and Commercial Supporters of CME; 2) acknowledge educational support from the commercial company in program brochures, syllabi, and other program materials; and 3) upon request, furnish the commercial supporter a report concerning the expenditure of the funds provided.

PLEASE COMPLETE AND SIGN THE SPONSORSHIP/EXHIBITOR APPLICATION