DON'T MISS IT!

EARLY BIRD REGISTRATION DEADLINE: JANUARY 15, 2019

LAST DATE TO REGISTER WITH FULL GUARANTEE OF BENEFITS: MARCH 1, 2019

HOTEL ROOM BLOCK CLOSES: MARCH 4, 2019

IDAHO ACADEMY OF PHYSICIAN ASSISTANTS

ANNUAL MEETING & CME CONFERENCE

APRIL 4-6, 2019

Conference Sponsor/Exhibitor Prospectus

IDAHO ACADEMY OF PAS

PO Box 1127
Boise, Idaho 83701
(t) 208-344-7888 ext. 102
(f) 208-344-7903

www.idahopa.org
WELCOME!

The 2019 IAPA Annual Meeting and CME Conference is an extraordinary education and networking event for over 160 PA-Cs, NPs, PA students, and physician speakers from throughout Idaho. The conference will be held again at the Sun Valley Resort in beautiful Sun Valley, Idaho, April 4-6, 2019.

The three-day conference includes an exhibit hall and a number of social events providing direct one-on-one access with some of the busiest medical providers in the state. It’s an effective avenue for you to showcase your organization’s products and services to PAs and NPs from across Idaho. If PAs and NPs are your target audience, this event should be on your calendar – you won’t regret the opportunity to get in front of this group!

We appreciate you taking the time to review this prospectus and your consideration of collaborating with IAPA. Please don’t hesitate to contact me at 208-344-7888 ext. 102 or steven@idmed.org if you would like additional information about available opportunities contained within this packet, or have questions regarding your participation at the conference.

We look forward to seeing you at the Sun Valley Resort in April!

Steven Sumter, MPA
Executive Director
Idaho Academy of Physician Assistants

ATTENDEES
Attendees include PAs and NPs from across Idaho, as well as PA students.

Specialties likely to be represented at the conference include (but is not limited to): dermatology, emergency medicine, family medicine, general surgery, internal medicine, mental health, neurology, OB/GYN, orthopedics, and pain management.

We anticipate approximately 100 PA-Cs and NPs to participate at this year’s event. Our conference in 2018 attracted a mix of hospital-based and private practice providers. We expect a similar mix this year.

HOTEL INFO
Location: Sun Valley Resort
Dates: April 4-6, 2019
Rates: $143 per night for a standard room. Call 1-800-786-8259 to make your reservation and mention you’re with Idaho Academy of PAs to receive our group room rates and availability.

LOCATION
Sun Valley Resort
Sun Valley Inn Convention Center
1 Sun Valley Road
Sun Valley, ID 83353

EXHIBIT SPACE
Each sponsor or exhibitor will be provided a 6’ x 4’ exhibit area. One 6’ table with linen and two chairs will be provided. Wireless internet access will be available at no additional charge.

Electrical service may be provided for an additional $20 charge. Please include this request with your registration.
Sponsor/Exhibitor Overview

**PLATINUM SPONSORSHIP ($4,000)**
- Friday Lunch & Learn

**GOLD SPONSORSHIPS ($3,000)**
- Annual Awards Banquet
- IAPA Business Luncheon

**SILVER SPONSORSHIPS ($2,000)**
- Continental Breakfast
- Conference Technology
- Welcome Reception

**BRONZE SPONSORSHIPS ($1,500)**
- Conference Bag
- Conference USB Drives
- Conference Breaks

**EXHIBITOR ONLY**
- $650 by January 15
- $750 by March 15
- $800 after March 15

In addition to their premium benefits, all conference sponsorships include:

- Exhibit space in premium location *(based on sponsorship level and first-paid assigned basis)*
- Acknowledgement on the IAPA website, conference signage, and any printed promotional materials
- Optional skyscraper advertisement to be shown in e-newsletter sent to all IAPA members
- Logo inclusion on attendee bingo cards
- Recognition on special event signs and displays
- Sponsor ribbons for your representatives

**Dates to Remember:**

- January 15th – Early Bird Registration Deadline
- March 4th – Hotel Room Block Closes
- March 28th – Attendee List Available for Platinum and Gold Sponsors

Sponsorship opportunities are available on a first-come, first-serve basis — register early to ensure your preferred opportunity!

Exhibitor and Sponsor Contact:
Steven Sumter | steven@idmed.org | 208-344-7888 ext. 102

WWW.IDAHOPA.ORG
## 2018 Annual Meeting & CME Conference Demographics

### Attendees by Discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Assistants</td>
<td>85%</td>
</tr>
<tr>
<td>Nurse Practitioners</td>
<td>14%</td>
</tr>
<tr>
<td>Other</td>
<td>1%</td>
</tr>
</tbody>
</table>

### Attendees by Organization Type

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital-Based</td>
<td>34%</td>
</tr>
<tr>
<td>Private Practice</td>
<td>24%</td>
</tr>
<tr>
<td>CAH, FQHC, or Rural Health Clinic</td>
<td>17%</td>
</tr>
<tr>
<td>Public Institution</td>
<td>16%</td>
</tr>
<tr>
<td>Federal Facility</td>
<td>9%</td>
</tr>
</tbody>
</table>

### Attendees by Geographic Region

<table>
<thead>
<tr>
<th>Region</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest Idaho</td>
<td>56%</td>
</tr>
<tr>
<td>Southeast Idaho</td>
<td>22%</td>
</tr>
<tr>
<td>Central Idaho</td>
<td>12%</td>
</tr>
<tr>
<td>North Idaho</td>
<td>5%</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>5%</td>
</tr>
</tbody>
</table>

### Attendee Specialties Include

(But are not limited to)

- Dermatology
- Emergency Medicine
- Family Medicine
- General Surgery
- Internal Medicine
- Mental Health
- Neurology
- OB/GYN
- Orthopedics
- Pain Management

## Important Sponsorship Information

Sponsor and exhibitor opportunities are available on a first-come, first-serve basis and must be paid in full at the time of registration. Opportunities will not be guaranteed without payment at the time of registration. Additional representative registration may be purchased separately.

* Following AAPA, ANCC, and ACCME accreditation guidelines for live, face-to-face activities for CME/CNE credit, as well as industry ethics codes (such as the PhRMA Code for Interactions with Healthcare Providers) only the following organization types may be eligible for the conference technology, conference bag, and conference USB drive sponsorship opportunities:

- 501(c)3 Non-profit organizations (note: please contact IAPA to determine eligibility)
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

---

GET MORE INFORMATION Register at: [www.idahopa.org](http://www.idahopa.org) | Call us: 208.344.7888 ext. 102 | Email us: steven@idmed.org
**SPONSORSHIP DEADLINES**

Sponsors must submit their logos by **March 1, 2019**. Logos must be submitted in .jpeg and .eps format (*submit both, if available*). If the artwork is not received by the above deadline, only the sponsor’s name will be placed on the appropriate conference item and signage.

**Last date to purchase sponsorship with guarantee of full benefits as listed – March 1, 2019.**

**Exception: Deadline to submit advertisement for IAPA e-newsletter: February 15, 2019.**

**CANCELLATION**

Anyone desiring to cancel their sponsor or exhibitor registration must notify IAPA either via e-mail at steven@idmed.org, fax at (208) 344-7903, or mail to:

**Attn: IAPA Sponsor/Exhibitor Registration**  
PO Box 1127  
Boise, ID 83701

No refunds or credit will be provided for cancellations made after Friday, March 1, 2019. Cancellations received on or prior to this date will receive a 50 percent refund.

**EXHIBIT SPACE AND REPRESENTATIVE REGISTRATION**

Each sponsor or exhibitor will be provided an approximate 6’ x 4’ exhibit space. One 6’ table with linen and two chairs will be provided. *Wireless internet access will be available at no additional charge.* Electrical service may be requested on the Sponsor and Exhibitor Agreement and provided by the Sun Valley Resort for an additional $20 charge.

All exhibitor representatives must be registered to attend. **A standard exhibit includes registration for two exhibitor representatives.** If additional representatives would like to attend, they must be registered and there will be an associated charge of $100 per representative. Please see the attached Sponsor and Exhibitor Agreement to register additional representatives.

**CONFIRMATION / BOOTH ASSIGNMENTS**

If you have not received an exhibitor confirmation within 15 days of submitting your Sponsor and Exhibitor Agreement please contact IAPA. The exhibit hall layout will be available for review when finalized. You will be notified of your booth assignment no later than one week prior to the event. Assignments will be based on a sponsorship level and first-paid basis.

**EXHIBIT HOURS**

Thursday, April 4th: 7:00 AM - 4:00 PM  
Friday, April 5th: 7:00 AM - 2:30 PM

**EXHIBIT MOVE-IN/OUT**

Move In: April 3rd, 8:30 PM – 9:30 PM  
Move Out: April 5th, 2:30 PM – 3:30 PM

**ATTENDEE LISTS**

Only platinum and gold sponsors are eligible to receive an electronic list of attendees prior to the event to promote visits to their booth. This list will be emailed to the primary contact on file at least one week prior to the event.

All exhibitors will receive a hard copy list of attendees at the event. All exhibitors will receive a post-event electronic attendee list in an Excel format, including mailing addresses.

**PRIZE DRAWINGS FOR ATTENDEES**

Sponsors and exhibitors are encouraged to offer prize drawing items as an incentive for attendees to visit their booth. Participate in our bingo card drawing which will be held during our Friday afternoon break by donating a gift, gift basket, or gift card. During the event, attendees will visit with you to sign their bingo cards. Attendees will be required to be present for the drawings which will be held at the end of the conference. **Sponsors and exhibitors are encouraged to attend to announce their prize drawings. Please plan airline arrangements accordingly.**

---

**GET MORE INFORMATION**  
Register at: www.idahopa.org  
Call us: 208.344.7888 ext. 102  
Email us: steven@idmed.org
Note: While this activity is offered as an incentive for attendees to visit exhibits, quality of time spent with registrants is up to your organization representatives and is not guaranteed by IAPA.

CONFERENCE SHIPPING AND RECEIVING

You will be responsible for all shipping charges, as well as adequately packaging goods and properly filling out all paperwork. Please carefully follow the instructions below:

TRADE SHOW/VENDOR FREIGHT

Below addresses are for the resort shipping and receiving dock; they are not the hotel main address and should be used for packages only.

**US Postal Service:**
Sun Valley Resort
100 Sun Valley Road
Unit 10
Sun Valley, ID 83353
ATTN: Vendor Name/Group Name
Box ____ of ____ (# of Boxes)

**FedEx, UPS, Other Freight Services:**
Sun Valley Resort
2 Sun Valley Road
Sun Valley, ID 83353
ATTN: Vendor Name/Group Name
Box ____ of ____ (# of Boxes)

GUEST ROOM DELIVERIES

If the package will be delivered to a guest room, put the guest name that is on the room in place of the vendor name.

DO NOT list the group name, or it will go to the conference site. Still indicate on the package the # of boxes in the shipment being sent.

OUTGOING FREIGHT AND PACKAGES

You will be responsible for picking up and shipping freight from your booth after the show.

Preprinted labels with your account number are preferred by the Sun Valley Resort.

UPS and FedEx labels are available from Shipping & Receiving (208-622-2224) or Bell Service (208-622-2214 or 208-622-2122) at the Sun Valley Resort.

Outgoing shipments must be charged to a personal or corporate FedEx or UPS account or credit card. Freight pickup is available Monday through Friday. Pickup times vary.

Pickup Location:

Sun Valley Resort
2 Sun Valley Road
Sun Valley, Idaho 83353

Freight pickup can be arranged through your own courier. Contact Sun Valley Resort Shipping & Receiving or Bell Service for this service.

Tracking Assistance is available through Sun Valley Shipping & Receiving – call 208-622-2224 or dgurley@sunvalley.com.

If you have any questions about the Sun Valley Resort’s shipping policies and procedures, contact David Gurley, Sun Valley Resort Shipping & Receiving Manager:

David Gurley
dgurley@sunvalley.com
Office: 208-622-2224
Cell: 208-308-2677
M-F 9:00am – 4:00pm, Sat 10:00am – 1:00pm

GET MORE INFORMATION Register at: www.idahopa.org | Call us: 208.344.7888 ext. 102 | Email us: steven@idmed.org
SPONSORSHIP DESCRIPTIONS

General benefits for all levels of sponsorship include:

- Premium exhibit location *(based on sponsorship level and first-paid basis)*
- Your organization logo and website link displayed on the IAPA website
- Optional skyscraper advertisement shown in e-newsletter sent to all IAPA members
- Prominent inclusion of logo on the attendee bingo card to ensure traffic to your booth *(quality of time spent with registrants is up to your representatives and is not guaranteed by IAPA)*
- Your logo featured on any printed conference marketing materials
- Verbal sponsorship announcements during the conference
- Sponsor name badge ribbons

PLATINUM SPONSORSHIP - $4,000

FRIDAY LUNCH & LEARN

An opportunity for your company to help us offer attendees a great luncheon on the second day of the conference. In addition to the general benefits all sponsors receive, you will also receive...

- Four representative registrations *(to be used for company representatives only)*
- An opportunity to provide an educational or informational presentation for attendees during lunch *(preferably with a fun or interactive element to engage attendees)*
- Your logo displayed on event signage near food and drink stations
- An opportunity to introduce your organization and products/services
- Distribution of your handouts to attendees during the event

Plus,

- Receive an electronic mailing list of attendees prior to the conference to promote visits at your booth – Platinum and Gold conference sponsor exclusives!

GET MORE INFORMATION Register at: [www.idahopa.org](http://www.idahopa.org) | Call us: 208.344.7888 ext. 102 | Email us: steven@idmed.org
GOLD SPONSORSHIP - $3,000

IN ADDITION TO GENERAL SPONSOR BENEFITS (SEE PAGE 7), ALL GOLD SPONSORS RECEIVE:

- Three representative registrations *(to be used for company representatives only)*

Plus,

- Receive an electronic mailing list of attendees prior to the conference to promote visits at your booth – Platinum and Gold conference sponsor exclusives!

GOLD SPONSOR OPPORTUNITIES:

Annual Awards Banquet
An opportunity for you to address attendees at our Annual Awards Banquet, which features dinner and networking at the Limelight Hotel in downtown Ketchum as we present annual awards for PA of the Year, Supervising Physician of the Year, Humanitarian of the Year, and Newcomer of the Year. In addition to the general benefits all sponsors receive, you will also receive...

- Your logo displayed on event signage near food and drink stations
- An opportunity to introduce your organization and products/services
- Distribution of your organization's handouts to attendees during the Annual Awards Banquet

IAPA Business Luncheon
An opportunity for a representative to address attendees during IAPA's Annual Business Luncheon/Meeting. This is one of the more interactive opportunities in a group setting that the conference will offer. In addition to the general benefits all sponsors receive, you will also receive...

- Your logo displayed on event signage near food and drink stations
- An opportunity to introduce your organization and products/services
- Distribution of your handouts to attendees during the event
SILVER SPONSORSHIP - $2,000

IN ADDITION TO GENERAL SPONSOR BENEFITS (SEE PAGE 7), ALL SILVER SPONSORS RECEIVE:

- Two representative registrations (to be used for company representatives only)

SILVER SPONSOR OPPORTUNITIES:

Conference Continental Breakfast (3 Available – Thursday, Friday, Saturday)
An opportunity to help us offer attendees a hearty meal to start a day of the conference. In addition to the general benefits all sponsors receive, you will also receive...

- Your logo featured on signage near food and drink stations each day until the morning break

Conference Technology
In addition to the general benefits all sponsors receive, an opportunity for your organization to be acknowledged as the premier sponsor of all A/V equipment during the conference, including internet access, projectors, and screens.

* Following AAPA, ANCC, and ACCME accreditation guidelines for live, face-to-face activities for CME/CNE credit, as well as industry ethics codes (such as the PhRMA Code for Interactions with Healthcare Providers) only the following organization types may be eligible for the conference technology, conference bag, and conference USB drive sponsorship opportunities:

- 501(c)3 Non-profit organizations (note: please contact IAPA to determine eligibility)
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

Conference Welcome Reception
An opportunity for your representatives to interact on a personal level during the conference's welcome reception! This is one of the most interactive opportunities in a group setting the conference will offer this year, featuring fun, interactive trivia games provided by Game Night Live at Whiskey Jacques in downtown Ketchum, a venue famed for its live music, wood-fired pizza, and drinks in a lively space with eclectic decor.

In addition to the general benefits all sponsors receive, you will also receive...

- Your logo featured on signage near any food and drink stations
- An opportunity to introduce your organization and products/services
- Distribution of your handouts to attendees during the event
BRONZE SPONSORSHIP - $1,500

IN ADDITION TO GENERAL SPONSOR BENEFITS (SEE PAGE 7), ALL BRONZE SPONSORS RECEIVE:
  • Two representative registrations (to be used for company representatives only)

BRONZE SPONSOR OPPORTUNITIES:

Conference Bag
Your organization logo exclusively featured on conference bags handed out to all attendees containing the conference schedule, USB drive, and other pertinent materials. Plus, your sponsorship will include the general benefits all sponsors receive.

Conference USB Drives
Your organization logo featured exclusively on USB drives containing the conference schedule, handouts, and other must-have information attendees will refer to during the conference. Plus, the general benefits all sponsors receive.

* Following AAPA, ANCC, and ACCME accreditation guidelines for live, face-to-face activities for CME/CNE credit, as well as industry ethics codes (such as the PhRMA Code for Interactions with Healthcare Providers) only the following organization types may be eligible for the conference technology, conference bag, and conference USB drive sponsorship opportunities:
  • 501(c)3 Non-profit organizations (note: please contact IAPA to determine eligibility)
  • Government organizations
  • Non-health care related companies
  • Liability insurance providers
  • Health insurance providers
  • Group medical practices
  • For-profit hospitals
  • For-profit rehabilitation centers
  • For-profit nursing homes
  • Blood banks
  • Diagnostic laboratories

Conference Break Sponsorships (3 Available – Thursday, Friday, Saturday)
An opportunity to help us offer attendees healthy snacks in between education sessions on a day of the conference. In addition to the general benefits all sponsors receive, you will also receive your company logo featured on signage near food and drink stations during conference breaks on this day.
EXHIBIT ONLY -

*Early Bird Registration:* $650 *(by January 15, 2019)*  
*Regular Registration:* $750 *(by March 15, 2019)*  
*Late Registration:* $800 *(after March 15, 2019)*

EXHIBIT ONLY REGISTRATION INCLUDES: Registration for two representatives, listing in the conference promotional materials and signage, breakfast, lunch (excluding lunch on Thursday), and admission to Thursday Welcome Reception for representatives.

Representative registrations are non-transferable, and name badges must be worn at all times in the exhibit hall.
Exhibit Hall Map
**THURSDAY, April 4, 2019**

6:45 am  Registration Desk Open—Continental Promenade

7:00 am  Breakfast with Exhibitors—Limelight Ballroom AB

*All CME Lectures are held in the Continental Room*

8:00 am  Hypertension, New Treatments, and Goals of Therapy

Mike Mallea, MD

9:00 am  Outpatient Nephrology

Mike Mallea, MD

10:00 am  Break with Exhibitors—Limelight Ballroom AB

*Sponsored by TBD*

10:30 am  Pancreatic/Colon Cancer Screening Updates

Lindsay Shedd, PA-C and Misty Neisen, PA-C

11:30 am  Telemedicine in Primary Care

Kedron Burnett, PA-C

12:30 pm  IAPA Business Luncheon—Limelight Ballroom C

*Sponsored by Saint Alphonsus Health System*

1:30 pm  Pharmacologic Update: Focus on the Management of Diabetes and Lipid Disorders

Roger Hefflinger, PharmD

2:30 pm  Outpatient Antibiotic Primer: Focus on Recent Trends

Roger Hefflinger, PharmD

3:30 pm  Break with Exhibitors—Limelight Ballroom AB

*Sponsored by TBD*

4:00 pm  Approach to Abdominal Pain in Adults

Caroline Arthur, MD

5:00 pm  Diagnosis and Management of Abdominal Wall Hernias

Caroline Arthur, MD

6:45 pm  Welcome Reception—Whiskey Jacques

*Sponsored by TBD*

---

**FRIDAY, April 5, 2019 (continued)**

9:00 am  Evaluation and Treatment of

Common Musculoskeletal Conditions

Scot Scheffel, MD

10:00 am  Break with Exhibitors—Limelight Ballroom AB

*Sponsored by TBD*

10:30 am  Update in Ambulatory Medicine

Neil Argyle, MD

11:30 am  Common Pitfalls in Musculoskeletal Medicine

Scot Scheffel, MD

12:30 pm  Lunch with Learn—Limelight Ballroom AB

*Sponsored by Dairy West*

1:30 pm  Break with Exhibitors & Prize Drawings—Limelight Ballroom AB

*Sponsored by TBD*

2:30 pm  Burnout: It’s Not Just Physicians

Talia Sierra, PA-C, and Heidi Brown, PA-C

3:30 pm  Pulmonary Medicine 2019

Paula Carvalho, MD

4:30 pm  Chest Radiology: A Clinical Review

Paula Carvalho, MD

6:30 pm  IAPA Annual Awards Banquet—Limelight Hotel

*Sponsored by TBD*

---

**SATURDAY, April 6, 2019**

7:00 am  Registration Desk Open—Continental Promenade

7:00 am  Continental Breakfast—Limelight A

7:30 am  Guide to Dermatology in Primary Care

Ben Perry, DO

8:30 am  Skin Cancer Review & Updates

Ben Perry, DO

9:30 am  Break—Limelight A

10:00 am  Opioid Panel

Nicki Chopski, PharmD

Alexis Shanahan, MD

Chuck Wahl, DEA Investigator

12:00 pm  Closing Remarks
SPONSOR/EXHIBITOR AGREEMENT  
2019 ANNUAL MEETING

Exhibit Space  April 4-6, 2019  Sun Valley Resort

IAPA is hereby authorized to reserve space for our use in the exhibit area of the 2019 Annual Meeting. Enclosed with check or completion of credit card information below is payment for the following checked box(es):

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Fee</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Sponsorship</td>
<td>$4,000 (includes booth)</td>
<td></td>
</tr>
<tr>
<td>Gold Sponsorship</td>
<td>$3,000 (includes booth)</td>
<td></td>
</tr>
<tr>
<td>Silver Sponsorship</td>
<td>$2,000 (includes booth)</td>
<td></td>
</tr>
<tr>
<td>Bronze Sponsorship</td>
<td>$1,500 (includes booth)</td>
<td></td>
</tr>
<tr>
<td>6-Ft. Table-Top Exhibit Table</td>
<td>$650 by 1/15/19; $750 from 1/15/19 to 3/15/19; $800 after 3/15/19</td>
<td></td>
</tr>
<tr>
<td>Electrical Service @ Exhibit</td>
<td>$20 (e.g. power cord and surge protector setup at exhibit)</td>
<td></td>
</tr>
</tbody>
</table>

Company Information:

Company Name: ___________________________  Telephone: ___________________________
Address: ___________________________  City, State, Zip: ___________________________

Representative responsible for exhibit: ___________________________  Title: ___________________________
Address: ___________________________  City, State, Zip: ___________________________
Telephone: ___________________________  Email: ___________________________

(Continued on Back)
Check this box if you would like IAPA to order or provide a 32” x 4” Booth Sign. It is offered FREE with your conference support.

If so, please indicate the name you would like listed on the Booth Sign: ________________________________

**Representative(s) Information:**

Standard exhibit fee includes registration for two representatives. The cost for additional representatives is $100 each.

| Rep Name #1: ________________________________ | Rep Name #2: ________________________________ |
| Telephone: ________________________________ | Telephone: ________________________________ |
| Email: ________________________________ | Email: ________________________________ |

| Rep Name #3: ________________________________ | Rep Name #4: ________________________________ |
| Telephone: ________________________________ | Telephone: ________________________________ |
| Email: ________________________________ | Email: ________________________________ |

**Payment Information:**

| Credit Card Number: ________________________________ | CVV Code: ______ | Expiration Date: ______ |
| Name on Card: ________________________________ | Amount to be charged: $__________ |
| Signature of CC Holder: ________________________________ | Date: ______ |

X ____________________________  ____________________________
Signature of person authorized to approve contract  Printed name of authorized signer & date
Appendix A: EXHIBITOR TERMS and CONDITIONS

1. LODGING RESERVATIONS – IAPA has secured a block of rooms at the Sun Valley Resort at a group rate starting at $143.00/night. Reservations must be made by March 4, 2019 to guarantee the base room rate listed above.

If you are looking for alternative accommodations within the Sun Valley Resort or for any other reservation queries, please call 1-800-786-8259 or e-mail the Sun Valley Resort at reservations@sunvalley.com. Office hours are from 8:00 am to 9:00 pm, 7 days a week.

All reservations require a one-night advance deposit to confirm the reservation. Cancellations must be made 30 days in advance of arrival. Please note deposits to the Sun Valley Resort will be forfeited if cancelling within 30 days of the arrival date. All cancellations will be charged a $25.00 cancellation fee. Changes to the reservation can be made with no penalty before arrival depending on availability.

Sun Valley Resort provides courtesy transportation to and from Friedman Memorial Airport (SUN). In order to guarantee a seat upon arrival, please have your flight information available and make a reservation with Bell Service at (208) 622-2122 or svshuttle@sunvalley.com. Support IAPA by booking your stay within the IAPA hotel block at the Sun Valley Resort, and help us avoid fees that result from unfilled rooms. We value your support!

2. LIABILITY - The Exhibitor is responsible for the space leased by him and shall not injure, mar or deface the premises. The Exhibitor shall not affix to the walls or windows of the building any advertisement, signs, etc. or use Scotch tape, masking tape, or any other adhesive-type materials on painted surfaces. The Exhibitor agrees to reimburse the facility, and/or decorator, for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor. The Exhibitor will assume entire responsibility and hereby agree to protect, indemnify, and defend and hold IAPA and Sun Valley Resort and their employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof. In addition, Exhibitor acknowledges that the IAPA and Sun Valley Resort does not maintain insurance coverage for Exhibitor's property or injury to Exhibitor or its representatives, agents, employees, licensees or invitees. It is recommended that Exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

IAPA and its sponsors shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other causes beyond its control. Exhibitor agrees that neither IAPA, nor its representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor’s employees, family, associates, or property, except where IAPA has acted willfully or negligently. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage or injury.

3. AISLES - The aisles, passageways, and overhead spaces remain strictly under the control of IAPA, and no signs, decorations, banners, advertising matter, or special exhibits will be permitted in them except by special written permission of IAPA.

4. SPACE - The space contracted for is to be used solely for the Exhibitor whose name appears on the Contract. Distribution of literature, samples, etc. in the exhibit area by firms not participating as a registered exhibitor is prohibited. The Exhibitor shall not sublet, assign, or share any portion of their exhibit space without written prior consent of IAPA. Exhibitor representatives must be employees or designated agents of the exhibiting organization. Exhibitor representatives may not represent other companies other than the organization contracting for the exhibit space.

Standard exhibit space includes one six-foot draped table, two chairs, and registration for two representatives. Unless otherwise noted, additional representatives beyond the allotted two are required to pay an additional fee to attend the Conference with access to the exhibit hall.

5. DEMONSTRATIONS – All demonstrations, solicitations, or promotional activities must be confined within the limits of the Exhibitor's purchased exhibit space. All exhibits and their personnel must remain within the confines of their own spaces and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of other Exhibitors. No interference with the light or space of another Exhibitor will be permitted. Noise must not unreasonably interfere with other Exhibitors.

Exhibitors may hold informal meetings with attendees after Conference hours as long as the meeting does not occur during a scheduled conference continuing education activity or event. Social activities sponsored by an Exhibitor that might conflict with the Conference must be cleared with IAPA. Display signs and displays are also prohibited in any of the public space or elsewhere on the premises of the Conference venue and lodging facilities.
6. RESTRICTIONS – IAPA reserves the right to remove exhibits, without refund, that have been falsely entered, and to terminate an agreement if payment is not received within 5 days of receipt of agreement. Payment is expected at the time of registration; sponsorship commitments will not be guaranteed without payment within the specified time.

IAPA also reserves the right to remove exhibits, without refund, that may be deemed by IAPA unsuitable or objectionable. This restriction applies to noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything of a character that might be objectionable to the event or IAPA.

7. OFFENDERS – Offenders will be asked to leave the area if any of the above are violated. As an offender, no refund will be given.

8. CHILDREN - Children of representatives for an Exhibitor are not to be allowed in exhibit area except under the direct supervision of a parent. Please restrict your children to your exhibit space.

9. EXHIBITOR CREDENTIALS – Exhibitors must wear their credentials at all times in the exhibit hall and credentials are non-transferable. Additional fees would apply for representative credentials above and beyond those offered for each sponsorship level with registration, or for representatives planning to attend or replace another representative during the Conference. This fee is $100 per additional representative.

10. BLACKOUT BINGO – All Exhibitors will be listed on a bingo card given to all attendees. Logos of sponsors will be included on the bingo card; standard exhibitors will be listed by text. Attendees must get a signature from each vendor in the exhibit hall to submit their card for all prize drawings. Please let us know if you plan to bring a prize for our drawings.

11. CONFIRMATION & BOOTH ASSIGNMENTS – Exhibit hall layout will be available for review when finalized. Contact IAPA if you have not received a confirmation of receipt of the registration form within 10 days of submitting your Exhibitor agreement. You will be notified of your booth assignment no later than one week prior to the Conference. Assignments will be made first based on sponsorship priority and second on a first-paid basis. Exhibit space will be assigned based upon receipt of signed application by Exhibitor and payment in full. Booth locations are not guaranteed. IAPA reserves the right to reject any application.

RULES FOR EXHIBITS:

1. ALL BOOThS and decorations MUST concur with the facility regulations, city ordinances and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire-resistant material. Contact IAPA if at all in doubt.

   • Electronic and other apparatus must be operated so that the noise will not interfere with other Exhibitors. No musical presentations are allowed, live or mechanical, without the written authorization of IAPA.
   • All display materials and decorations must comply with requirements of the local fire authorities. Display fabrics must be nonflammable.
   • Care must be taken by the Exhibitor not to deface or destroy any part of the exhibit area. In the event of property damage caused by him/her, the Exhibitor will be held responsible.
   • Use of the name “Idaho Academy of Physician Assistants” or that of any officer of IAPA, in recommendation or endorsement of a product or service, is expressly prohibited.
   • Animals or pets, with the exception of ADA Service Animals, are not permitted on the exhibit floor for this event.
   • Helium, or lighter than air-filled balloons are not permitted on the exhibit floor.
   • If tape is to be used on the exhibit floor, it must be Shur Tape or Bron Tape BT-100 or BT-105.

2. IF CONFERENCE/EXHIBITION IS NOT HELD - In the event the Conference is postponed due to any occurrence not occasioned by the conduct of IAPA and Sun Valley Resort, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Conference, each party hereby releases the other from all obligations under this contract. IAPA shall not be liable for any damages or expense incurred by Exhibitor in the event the show is delayed, interrupted or not held as scheduled.

3. FAILURE TO OCCUPY SPACE - The Exhibitor will forfeit space not occupied by April 4, 2019 at 7:00 AM, unless prior arrangements are made. Exhibitor’s space may be resold, reassigned, or used by IAPA. If you are having difficulty meeting this deadline, please call IAPA at 208-344-7888 ext. 102 to discuss possible arrangements.
4. **AMENDMENTS** - Exhibitor agrees to abide by decisions of IAPA concerning all matters pertaining to the administration and success of the Conference, which are not specifically stated.

5. **SECURITY** - IAPA agrees to provide reasonable security for the exhibit area. However, Exhibitor agrees that neither IAPA, the facility management, nor IAPA’s insurance company are financially liable for theft, damage, loss, or “mysterious disappearance” of any kind. We recommend all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown.

6. **CANCELLATION** - Anyone desiring to cancel their registration for the Conference shall notify IAPA either via e-mail at steven@idmed.org, fax at (208) 344-7903, or mail to:

   Attn: IAPA Conference Sponsor/Exhibitor Registration  
   PO Box 1127  
   Boise, ID 83701

   No refunds or credit will be provided for cancellations made after Friday, March 1, 2019. Cancellations received on or prior to this date will receive a 50% refund.