2020 Spring Current Concepts in Dermatology Seminar
Sponsored by: American Osteopathic College of Dermatology
September 26, 2019

Dear Exhibitor,

The American Osteopathic College of Dermatology invites you to join our team of exhibitors at our Current Concepts in Dermatology, Spring 2020 Meeting. Our meeting will be held at the Hilton West Palm Beach, West Palm Beach, FL from February 20-23, 2020.

This conference will provide instruction to board certified dermatologists, dermatology physician assistants, dermatology nurse practitioners, and will provide an opportunity for residents and program directors in ACGME approved residency training program to attend and receive credit for Scholarly activity.

On Sunday, February 23, we will be offering the Florida Requirements CME course which is open to ANY physician in the West Palm Beach area to attend.

This conference is the perfect opportunity for networking with professionals at every level of the field. Our comparatively smaller size gives you greater access and more face-to-face time with conference attendees. You will have the opportunity to mingle with program directors, department chairs, political advocates, experts and up-and-coming physicians throughout the day. Meal breaks, receptions and other activities provide ample time to mix and mingle.

We also have many sponsorship opportunities at this conference with a wide variety of price points. If you would like to increase your presence or are unable to attend but would like to still make your company known to our members, sponsorship is a great way to amplify your visibility.

We encourage you to review the enclosed material and embrace the opportunity to meet and get to know our organization.

The AOCD was recognized in 1958 as a specialty college of the American Osteopathic Association. We are accredited by the ACCME and the AOA for delivery of CME to any physician in the world!

Sincerely,

[Signature]

Executive Director, AOCD
Executive Director, Foundation for Osteopathic Dermatology
The Venue

February 20-23, 2020

Hilton West Palm Beach
600 Okeechobee Boulevard
West Palm Beach, Florida, 33401
1-561-231-6000

AOCD has made arrangements for a reduced nightly room rate of $325.00. Rooms in the Hilton West Palm Beach Hotel block are limited and available on a first come-first served basis. Guests may call 561-231-6000. The reservation cut-off date is January 23, 2020.
https://book.passkey.com/event/49905958/owner/14106173/home

Directions:
Palm Beach International Airport
DIRECTIONS
Exit airport, make right. Take 95 North for one exit (Exit 70), make right and go approx. 1 mile and hotel is on right side just past convention center. Distance from Hotel: 3 mi. Drive Time: 10 min.

Fort Lauderdale/Hollywood International
DIRECTIONS
Exit airport, take 95 North to exit 70, make right and go approx. 1 mile and hotel is on right side just past convention center. Distance from Hotel: 35 mi. Drive Time: 45 min.

Transportation:
A1A Limousine Services
is the preferred vendor of the Hilton West Palm Beach
Phone: 1-561-622-2222
www.a1alimo.com
EXHIBIT INFORMATION
You are cordially invited to exhibit at this educational meeting of the American Osteopathic College of Dermatology. The scientific program will be varied and have broad appeal for dermatologists. Physicians attending this conference will be eligible for an anticipated 25 1-A continuing medical education credits approved by the AOCD/AOA and AAD. An additional two 1-A credits will be available upon successful completion of the outcomes evaluations survey within 30 days of the end of the meeting.

Why Exhibit?
The overall purpose of the convention is to educate osteopathic dermatology physicians about the latest techniques and trends in dermatology and to provide opportunities for professional networking. Exhibitors and other contributors to this continuing medical education program receive recognition through special mailings to members and are listed in the AOCD Newsletter and Conference Program. It is expected that the available space will fill quickly, so please reserve your space as soon as possible to assure your participation. Space will be on a “first come first served” basis. Approximately 400 dermatologists, dermatology residents, medical students and staff from throughout the United States are expected to attend this conference.

WHEN: Thursday through Sunday, February 20-23, 2020
WHERE: Hilton West Palm Beach, West Palm Beach, FL
EXHIBIT SETUP: Thursday, February 20, 2020 at 7:00 a.m.
DISMANTLE: Sunday, February 23, 2020 until 12:00 p.m.

EXHIBIT HOURS:
Thursday, February 20, 2020
7:00 a.m. – 11:00 a.m. Exhibitors Set up
12:00 p.m. - 1:00 p.m. Product Theater
12:00 p.m. – 1:00 p.m. EXPO Opens
3:00 p.m. - 3:30 p.m. Break with Exhibitors SPONSORSHIP AVAILABLE

Friday, February 21, 2020
6:00 a.m. - 7:00 a.m. Breakfast with Exhibitors SPONSORSHIP AVAILABLE
11:00 a.m. - 11:30 a.m. Break with Exhibitors SPONSORSHIP AVAILABLE
11:30 a.m. – 1:00 p.m. General Business Meeting
1:00 pm – 1:30 pm Break with Exhibitors SPONSORSHIP AVAILABLE
3:00 p.m. - 3:30 p.m. Break with Exhibitors SPONSORSHIP AVAILABLE
6:00 p.m. - 9:00 p.m. Reception SPONSORSHIP AVAILABLE

Saturday, February 22, 2020
6:00 a.m. - 7:00 a.m. Breakfast with Exhibitors SPONSORSHIP AVAILABLE
11:00 a.m. - 11:30 a.m. Break with Exhibitors SPONSORSHIP AVAILABLE
11:30 a.m. - 12:30 p.m. Product Theater SPONSORSHIP AVAILABLE
12:30 p.m. - 1:00 p.m. Break with Exhibitors SPONSORSHIP AVAILABLE
3:00 p.m. - 3:30 p.m. Break with Exhibitors SPONSORSHIP AVAILABLE

Sunday, February 23, 2020
6:30 a.m. - 8:00 a.m. Breakfast with Exhibitors SPONSORSHIP AVAILABLE
9:00 a.m. - 9:30 a.m. Break with Exhibitors SPONSORSHIP AVAILABLE
Attendee Lists:
Attendee lists will be available the day of the conference and will not be mailed or distributed prior to the conference. AOCD sincerely appreciates the partnership of our exhibitors, and each year we take their feedback into account and develop new ways to drive traffic to every table.

Grantor Attendance Policy:
Representatives of commercial supporters may attend an educational activity but may not engage in promotional activities while in the room where the CME activity takes place. No commercial promotional materials shall be displayed or distributed in the same room as the CME activity. Exhibits are permitted at AOCD meetings; however, they shall not influence nor interfere with the presentation of the CME activity.

Giveaways and Promotional Items:
The AOCD requests compliance with all applicable industry, state and federal regulatory and governmental agency guidelines (AMA, PhRMA, OIG, FDA, FCC, FTC, AdvaMed, etc.). Acceptable giveaways should primarily entail a benefit to patients, be related to the physician’s work and should not be of substantial value. Giveaways may only be distributed from the exhibitor’s booth and may not be mailed to attendees after the meeting or delivered to outside locations during the meeting.

Prize contests, awards, drawings, raffles or lotteries of any kind held at any time or place within the auspices of the meeting are not permitted. Attendees may not be registered for drawings, raffles or lotteries which might be conducted after the AOCD Spring Meeting. Gaming devices of any description are not permitted in the exhibit hall. The AOCD, in its sole discretion, shall have the right to prohibit the distribution of any samples it deems objectionable or otherwise inappropriate.

Cancellation and Refund Policy:
Full refunds (less $100 processing fee) are available if requested in writing at least one month prior to the date of the program. The AOCD is not responsible for “acts of god” such as inclement weather, delays in airline travel or governmental restrictions on travel due to national emergencies. Refunds will not be made if participants are delayed or unable to attend because of these issues.

Business Center:
The hotel’s state-of-the-art business center offers a wide range of 24-hour secretarial and support services, including faxing, photocopying, printing and courier service.

Check-in and Check-out:
Guests staying at Hilton West Palm Beach Hotel may check-in after 3:00 p.m. Check-out is before 11:00 a.m.

On Site Security:
The AOCD is not responsible for any loss or damage to exhibitor property.

Is your organization a 501c3 Not For Profit?
Contact the AOCD to learn how your organization can exhibit gratis at any of our events.
Exhibitor Information Table Top Exhibit Fees

| Entire Conference: | $3,000.00 | Daily Fee: | $600.00/day |

Included in the exhibiting fees is one six foot table, draped and skirted, two chairs, two conference registrations, as well as the use of the AOCD conference rate when booking hotel rooms at the Hilton West Palm Beach Hotel. Access to electricity will be provided by request at an additional fee. Each company should provide the necessary information to the shipping department at the hotel for shipment of packages both to and from the conferences. The AOCD will not be responsible for these charges.

Exhibiting Schedule:
Each day will feature didactic sessions beginning at 7:00 a.m. Beverage breaks will be provided throughout the conference and will provide our physicians with the opportunity to explore the exhibit floor. On Friday, February 21, 2020 we will have our Welcome Reception from 6:00 p.m. - 9:00 p.m. This event is open to members and their families, as well as exhibitors and is the perfect opportunity for exhibitors to mingle with attendees and establish relationships at the outset of the conference.

Badges:
Badges for pre-registered exhibit personnel will not be mailed prior to the conference. Exhibitor badges will be available for pickup during registration hours and will be held under the company name. Exhibitors are encouraged to wear their own company-supplied name badges.

Shipping:
Each company should provide the necessary information to the shipping department at the hotel for shipment of packages both to and from the conference. The AOCD will not be responsible for these charges.

Ship to: Hilton West Palm Beach
Attn: Catering/Event Manager
600 Okeechobee Boulevard
West Palm Beach, FL 33401
AOCD Current Concepts in Dermatology
Hold For: Your Company Name
Box ___ of ___

Be sure to include the following information:

Contact Name: ______________________ On-Site Cell Phone #: ______________________
Is the onsite exhibitor a guest in our hotel? Yes ____ No ______
Approximate # of boxes: ______

Due to the large amount of conference materials being shipped in, please use the attached “Shipping Label”. This will allow us to properly and accurately contain and store all your packages. The hotel understands it may be necessary to ship packages in advance for your group. We ask that you restrict the arrival to no more than three (3) days prior to your event due to the limited storage space that is available. Packages received more than three (3) days prior to an event will be charged an additional 50% charge for each additional day.
Package Fees
Up to 25lbs - $5 per box
25lbs – 50lbs - $10 per box
Pallet or Oversized Items - $50 each

Loading Dock:
The Hotel Loading Docks are located on the ground level for access to the Ballrooms. Due to the limited number of dock spaces at the Hotel we require a load in and load out schedule so we can plan accordingly. While we make every attempt to have a dock space available, all in and out access will be regulated by the Hotel’s Security Department as Hotel deliveries take priority. The contractor/vendor is responsible for maintaining the docks and dock basin on a daily basis. All trash must be disposed of properly on a daily basis.

Upon approval of the Loading Dock Manager, trucks and containers may be temporarily parked at the Hotel Loading Dock and must be removed as soon as they are emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight. Arrangements for removal of vehicles or containers will remain the responsibility of the contractor/vendor. Any vehicles left on Hotel property overnight, without written hotel approval, will be towed at the vendor’s expense.

Return Shipping
We are happy to partner with FedEx and UPS shipping. Upon teardown of your exhibit, please package and secure all contents. Also please affix your own shipping label. Once packages are ready for shipment, the Hotel will coordinate movement of the package for pick up. Above package fees will apply. *The Hotel is not responsible for providing shipping labels, packing materials or scheduling pickups*

Please contact the AOCD at jwise@aocd.org for exhibitor room floor plan, shipping order forms and electricity order forms.

Area Hotels

**Hyatt Place West Palm Beach**
295 Lakeview Avenue
West Palm Beach, FL 33401
561-655-1454

**Residence Inn by Marriott Downtown**
455 Hibiscus Street
West Palm Beach, FL 33401
561-653-8100

**West Palm Beach Marriott**
1001 Okeechobee Boulevard
West Palm Beach, FL 33401
561-833-1234

**Hawthorn Suites by Wyndham**
West Palm Beach
301 Lamberton Drive
West Palm Beach, FL 33401
561-472-7000

**Embassy Suites by Hilton West Palm Beach Central**
1601 Belvedere Road
West Palm Beach, FL 33406
561-689-6400

Our Exhibition Hall will be located Oceana A/B Ballroom
Please reserve your space early. Vendors will be limited to 1 six foot table top.
**EXHIBITOR SERVICES**

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

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**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

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**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

- **Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- **Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

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<table>
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<tr>
<th>MONITORS</th>
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<th>QTY</th>
<th>DAYS</th>
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<td>22” Multi sync monitor</td>
<td>$______</td>
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<tr>
<td>□ Wall mount</td>
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<td>□ Dual-post stand</td>
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<td>$______</td>
<td>____</td>
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<td>Wireless microphone</td>
<td>$______</td>
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<td>$______</td>
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<tr>
<td>□ Handheld</td>
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<tr>
<td>□ Lavaliere</td>
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<tr>
<td>Wireless headset microphone</td>
<td>$______</td>
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<td>_____</td>
<td>$______</td>
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<tr>
<td>Requires wireless microphone unit to operate</td>
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<tr>
<td>Powered speaker</td>
<td>$______</td>
<td>____</td>
<td>_____</td>
<td>$______</td>
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<tr>
<td>Up to five people</td>
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<tr>
<td>Sound system</td>
<td>$______</td>
<td>____</td>
<td>_____</td>
<td>$______</td>
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<tr>
<td>□ two speakers, two stands, one mixer, one wired microphone</td>
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<tr>
<td>□ up to 20 people</td>
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<tr>
<td>10-channel mixer</td>
<td>$______</td>
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<td>_____</td>
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<td>PROJECTION</td>
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<td>QTY</td>
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<td>42” - 54” Rolling cart</td>
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<td>Tripod screen</td>
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<td>□ 8’</td>
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<tr>
<th>INTERNET</th>
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<td>$______</td>
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<tr>
<td>Wireless internet connection</td>
<td>$______</td>
<td>____</td>
<td>_____</td>
<td>$______</td>
</tr>
<tr>
<td>Dedicated bandwidth</td>
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**LIGHTING**

- **Up-light** | $______ | ____ | _____ | $______ |

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**POWER**

- **208V Single Phase – 20 AMP** | $______ | ____ | _____ | $______ |
| **208V Single Phase – 60 AMP** | $______ | ____ | _____ | $______ |
| **208V Three Phase – 60 AMP** | $______ | ____ | _____ | $______ |
| **25’ AC cable** | $______ | ____ | _____ | $______ |
| **Power strip** | $______ | ____ | _____ | $______ |

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**RIGGING**

All rigging requests should be placed using the Rigging Request Form.

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**CUSTOM ITEMS**

- | | | |
- | | | |
- | | | |
- | | | |
- | | | |

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**SPECIAL REQUESTS**

Please add any items not listed above that you require.
EXHIBITOR SERVICES
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ROOM/EXHIBIT BOOTH NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOW NAME</td>
<td>SHOW DATES</td>
</tr>
</tbody>
</table>

Internet
Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power
Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. ______________

Adjacent Booth No. ______________

Adjacent Booth No. ______________

Adjacent Booth No. ______________
**AOCD Sponsorship Opportunities**

**WHY SPONSOR?**
Sponsorship is an effective way to stand out from competitors and increase brand recognition with attendees. Sponsors benefit from dedicated pre-conference e-mails, logo exposure, promotion through social media, on-site signage and more!

**Welcome Reception  $15,000**
This event is a great way to network with our members. Sponsorship will also be acknowledged throughout all conference materials.

**Daily Breakfast in the Exhibit Hall $5,000**
Breakfast is served in the exhibit hall every morning, kicking off a full day of lectures and activities. Breakfast sponsors can expect acknowledgement on hall signage, mentions on all print and web materials and agendas.

**Beverage Break Stations $3,000 per break**
Morning and afternoon coffee breaks are greatly appreciated during a long day of lectures and events. Beverage break stations are located in the exhibit hall, where sponsors will see on-site signage. Sponsorship will also be acknowledged throughout all conference materials.

**Conference Wi-fi $5,000**
“What is the wi-fi code”? Wi-fi has become a meeting staple! Sponsorship will also be acknowledged throughout all conference materials.

**Charging Stations $2,000**
What good will the wi-fi do us if our devices are at 5%?? Sponsorship will also be acknowledged throughout all conference materials.

**Water Bottles $3,000**
See your logo on the AOCD conference water bottle. Sponsors will be recognized with signs, as well as acknowledgement in all conference materials.

**Registration Portfolios $3,000**
A portfolio folder will be provided for each attendee and will provide a place to keep additional handouts, evaluation forms and a small notepad for note taking. Sponsors will be recognized with signs, as well as acknowledgement in all conference materials.

**Product Theaters**
Product theaters are 45-minute sessions that provide a high value, live educational opportunity for supporters to reach engaged DO physicians. These sessions deliver a forum to gather and discuss issues on patient education, specific products and therapeutic areas. AOCD recognizes that product theaters are promotional and may concentrate of a specific product or drug. These sessions do NOT receive CME credit. **Please contact the AOCD for more information regarding product theater opportunities.**

**Floor Decals: $2,000 each (3 available)** - Exclusive Large floor decals are placed strategically throughout the registration path floor with your company name and message, wishing a Happy 60th to the AOCD. Your company’s name is never far from view of all attendees.

**Guest Elevator Messages: $4,000 each (4 available)** – Your company’s logo can be placed on the inside of each elevator door. Perfect for capturing all hotel attendees.
EXHIBITOR APPLICATION FORM
AOCD Current Concepts in Dermatology, Spring 2020
February 20-23, 2020

To ensure exhibit space, complete this application and mail to PO Box 7525, Kirksville, MO 63501 or fax to 660-627-2623. Deadline for receipt of exhibit fee is January 17, 2020. Space is assigned as a “first come first served” basis.

Exhibit Fee: $3,000.00
Gratis to Ruby, Diamond, Platinum and Gold Corporate Sponsors
$ 750.00 Silver Corporate Sponsors
$1,000.00 Bronze Corporate Sponsors
$1,500.00 for Pearl Corporate Sponsors

_____ Entire Conference $3,000.00
_____ Partial $1,000.00/day
_____ I will require electricity, internet, telephone, etc. (additional fees may apply)
_____ I have enclosed a check.
_____ Please bill my credit card for the amount $____________ CVV# ______________

Name as it appears on card______________________________________________________________

Card #________________________________________ Expiration Date_____/_____/_____

Company Name______________________________________________________________

Contact Name______________________________________________________________

Phone Number______________________________________________________________

Address______________________________________________________________

City________________________________________ State________ Zip Code____________

Email Address______________________________________________________________

Exhibitor Representatives Attending (2 conference registrations are gratis with exhibitor sign-up. Additional exhibitor registrations are $50.00 per person). Please list representatives with their email addresses.

Name ______________________ Email ______________________

Name ______________________ Email ______________________

Name ______________________ Email ______________________

Name ______________________ Email ______________________

If you are unsure at this time of the representatives who will be attending this meeting, forward their name(s) at your earliest convenience so that appropriate information can be sent to them. Please make checks payable to: AOCD, PO Box 7525, Kirksville, MO 63501.
AOCD Current Concepts in Dermatology  
February 20-23, 2020  
Hilton West Palm Beach  
West Palm Beach Florida  
Sponsorship Registration Form

Company Name

Address

City________________________________________ State_________ Zip Code________

Phone Number________________________ Fax Number______________________________

Contact Person________________________________________ Email Address____________________

On-Site Contact________________________________________ Email Address____________________

___Daily Breakfast in the Exhibit Hall $5,000 per breakfast  
___Beverage Break Stations $3,000 per break  
___Registration Portfolios $3,000  
___Welcome Reception $15,000  
___Water Bottles $3,000  
___Napkins and Beverage Cup Sleeves $1,500  
___Meeting Wi-Fi $5,000  
___Charging Stations $2,000  
___Hotel Room Keys $3,000  
___Lanyards and Badge Supplies $3,000  
___Photo Booth $5,000  
___Floor Decals $2,000 each (3 available)  
___Guest Elevator Messages $4,000 each (4 available)  
___Exhibit Hall Door Signage $500 each (2 available)

Total Amount Enclosed $__________

Payment Information ___Check Enclosed ___Bill my credit card for the amount $__________

Name on Card________________________________________

Email________________________________________

Card #_________________________ Expiration_______ CVV#________

Please return form by fax at 660-627-2623, by email to: mwise@aocd.org or by mail to:
AOCD  
PO Box 7525  
Kirkville, MO 63501
American Osteopathic College of Dermatology  
P.O. Box 7525 Kirksville, MO  63501  
Office: 660-665-2184  800-449-2623  Fax: 660-627-2623  
jwise@aocd.org

Letter of Agreement Regarding Terms,  
Conditions and Purposes of Corporate Sponsorships

between American Osteopathic College of Dermatology and (Company)

Title of Activity:

Company (name/Branch)

Contact Person

Address

City, State, Zip

Telephone  
Email

The above Company wishes to provide support as a/for:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

CONDITIONS

Ancillary Promotional Activities: no promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisements will be permitted in the program room.

The Company agrees to abide by all requirements of the AOA Guidelines for Relationships between Accredited Sponsors and Company of CME as well as all requirements of the ACCME Standards for Commercial Support.

The American Osteopathic College of Dermatology agrees to:

1) abide by the AOA Guidelines for Relationships between Accredited Sponsors and Company of CME;
2) acknowledge support from the Company in program brochures, syllabi, and other program materials, and
3) upon request, furnish the Company a report concerning the expenditure of the funds provided.

_______________________________________________________________________________
Company Representative (print name)  
Email

________________________________________________________
Company Representative Title

Signature  
Date

AOCD:  Marsha A. Wise  
Executive Director  
mwise@aocd.org  
Email

Signature  
Date
**Spring 2020**

**Cosmetic Workshop**

April 25-26, 2020  
The Westin Detroit Metropolitan Airport  
Detroit, MI 48242  

*NEW*


$169.00 per night plus tax

**Fall 2020**

October 8-11, 2020  
Hyatt Centric Magnificent Mile  
633 N St. Clair St  
Chicago, IL 60611  
Phone: 312-787-1234  

https://www.hyatt.com/  
www.hyattchicagomagnificentmile.com  

$299.00 per night plus tax  
Reservations must be made by: September 17, 2020

**Spring 2021**

February 22-27, 2021  
Hilton West Palm Beach  
600 Okeechobee Blvd.  
West Palm Beach, FL 33401  
Phone: 561-231-6000  


$299.00 per night plus tax.  
Reservations must be booked by January 28, 2021

**Fall 2021**

October 7-10, 2021  
The Westin Denver Downtown  
1672 Lawrence St.  
Denver, CO 80202  
Phone: 888-627-8435  

http://www.westindenverdowntown.com/  

$239.00 per night plus tax  
Reservations must be booked by September 16, 2021

**Spring 2022**

March 10-13, 2022  
JW Marriott Orlando, Grande Lakes  
4040 Central Florida Pkwy  
Orlando, FL 32837  
Phone: 407-206-2300  


$319.00 per night plus tax.  
Reservations must be booked by February 8, 2022