2020 Fall New Trends in Dermatology Meeting & Expo
Sponsored by: American Osteopathic College of Dermatology

EXHIBITOR PROSPECTUS

Hyatt Centric Chicago Magnificent Mile
633 North Saint Clair Street
Chicago, Illinois 60611
PHONE: (312)787-1234
October 9-11 2020
Dear Exhibitor,

The American Osteopathic College of Dermatology invites you to join our team of exhibitors at our New Trends in Dermatology Meeting & Expo. Our meeting will be held at the Hyatt Centric Magnificent Mile Hotel, Chicago, IL October 9-11 2020.

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. Just as the osteopathic profession has grown over the past 100 years, the AOCD has also grown. Our College now has 700+ board certified dermatologists.

“The American Osteopathic College of Dermatology (AOCD) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.”

The American Osteopathic College of Dermatology has grown tremendously over the last six decades to become a strong and influential specialty college. Our presence is well-established in academic and clinical settings throughout the United States, as well as in many political arenas. American Osteopathic College of Dermatology is dedicated to promoting the practice of osteopathic dermatology on a national level.

Sincerely,

[Signature]

Executive Director, AOCD
Executive Director, Foundation for Osteopathic Dermatolog
2019 AOCD Spring Meeting (Nashville, TN) Geographical Attendee Breakdown

2018 AOCD Spring Meeting (West Palm Beach, FL) Geographical Attendee Breakdown
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.

Exhibitor Information

Table Top Exhibit Fees

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<tr>
<th></th>
<th>Entire Conference</th>
<th>Daily Fee</th>
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<td>$3,000.00</td>
<td>$1,000.00/day</td>
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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 **Hyatt Centric Chicago 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. Please contact the AOCD at jwise@aocd.org for shipping order forms and electricity order forms.
**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
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**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
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**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
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**SPRING 2022**
March 10-13 2020
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

**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:** Friday through Saturday, October 9-11, 2020
**WHERE:** Hyatt Centric Chicago Magnificent Mile
**EXHIBIT SETUP:** Friday, October 9, 2020 at 5:00 a.m. to 7:00 a.m.
**DISMANTLE:** Sunday, October 11, 2020 10:30 a.m. to 5:00 p.m.
EXHIBIT HOURS:
Thursday, October 8, 2020
Room block rooms available at reduced rates

Friday, October 9, 2020
5:00 am – 7:00 am Exhibitor setup
7:00 am – 7:00 am Breakfast
11:30 am – 12:00 pm Break
3:00 pm – 3:30 pm Break

Saturday, October 10, 2020
7:00 am – 8:00 am Breakfast
10:00 am - 10:30 am Break
11:30 am – 12:30 p.m. Break
3:00 p.m. – 3:30 p.m. Break

Sunday, October 11, 2020
6:00 am – 7:00 am Breakfast
10:00 a.m. – 10:30 a.m. Break
10:30 a.m. – 12:00 p.m. Dismantle

Attendee Lists: Attendee lists will be available starting 4 weeks before the first day of the conference and will be emailed on that Friday. A final copy will be emailed 2 weeks out from the start of 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.

Is your organization a 501c3 Not For Profit?
Contact the AOCD to learn how your organization can exhibit gratis at any of our events.
**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.

**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.

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

**Vendors should be sure to pack their own tape, shipping labels, box cutters, and any tools needed for assembly of exhibit display. The AOCD staff does not supply this.**

**Badges:**
Badges are 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:**
All packages are received through the Hotel. The guest receiving the package will be charged a handling fee based on the weight and size of the package. Please call 312-787-1234, for pricing on shipping and further inquiries.

**SHIPPING INSTRUCTIONS/ADDRESS**

- Standard size boxes $5.00 each
- Pallets: $150.00 each
- Items shipped three days prior to event start date will incur daily handling fees.

**Shipping Address:**
Hyatt Centric Chicago Magnificent Mile
attn: (Name of Group and Customer receiving package)
633 North Saint Clair Street
Chicago, IL 60611

Be sure to include the following information:
Is the onsite exhibitor a guest in our hotel? Yes ____ No ____Approximate # of boxes: ______

Packages should not arrive no more than three (3) days prior to event due to the limited storage space that is available. Note: Please have tracking numbers available to help expedite location of packages.
Return Shipping
FedEx and UPS shipping are available. 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, or packing materials.*

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!

Daily Breakfast in the Exhibit Hall $5,000
Beverage Break Stations $3,000 per break
Room Door Drops $2000
Attendee Conference Bag $6,000
T-Shirts $7,000
Registration Portfolios $3,000

Product Theaters
Product theaters are 60-minute sessions that provide a high value, live educational opportunity for supporters to reach engaged 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 on a specific product or drug. These sessions do NOT receive CME credit. Please contact the AOCD for more information regarding product theater opportunities.

POWER for Meetings and Conventions:
• All power cord and power strip needs can be coordinated with Encore Event Technologies.
• There is no charge to provide your own cords, power strips, or to plug into the wall. However, all cords must be taped and secured accordingly by the provider or by Encore for liability purposes.
• Any further questions, concerns, pricing inquiries or special requests on power can be directed to the Director of Event Technologies, Aaron Muzquiz. Aaron.Muzquiz@encore-us.com or 312-274-4412.
• *Special power requests may be subject to additional charge*
Exhibitor floor plan is tentative and subject to change.
EXHIBITOR APPLICATION FORM
AOCD New Trends in Dermatology Meeting & Expo
Chicago, IL  October 9-11, 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 Friday, September 11 2020.
Space is assigned as a “first come first served” basis.

ONLINE REGISTRATION IS ALSO AVAILABLE HERE

Exhibit Fee:     $3,000.00

Gratis Diamond, Platinum and Gold Corporate Sponsors
$1,000.00 for Silver and 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 $______________

*Please contact jwise@aocd.org for a credit card payment form*

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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.

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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 New Trends in Dermatology Meeting & Expo
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
___Photo Booth at evening reception $3000
___Water Bottles $5000
___Coffee Sleeves & Beverage Napkins $2,000
___Attendee Conference Tote Bag $6,000
___T-Shirts $7,000
___Registration Portfolios $3,000
___Lanyards and Badge Supplies $5000
___Bag Inserts $3000 (must be received by September 1 at the AOCD office.)

Total Amount Enclosed $____________

Payment Information: Check Enclosed ___ Bill my credit card for the amount $____________

Please contact jwise@aocd.org for a credit card authorization form.

Please return form by fax at 660-627-2623, by email to jwise@aocd.org or by mail to:
AOCD
PO Box 7525
Kirksville, MO 63501

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 ACCME and 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
AOCD 2020
New Trends in Dermatology Meeting & Expo

CORPORATE SPONSORSHIP

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