Dear Friends of HPCFM,

Collaborate | Educate | Collaborate

The HPCFM Board of Directors and the Conference Planning Committee are excited to announce and invite you to the 2023 HPCFM Annual Education Conference!

This annual event will be returning to the Four Points by Sheraton in Norwood, Tuesday through Thursday, October 23rd – 25th, 2023.

- **Monday, October 23** – Quality, Regulatory & Compliance PreCon
- **Tuesday and Wednesday, October 24 & 25** – Main Conference

We hope you will consider joining us this Fall at our old stomping grounds, the Four Points by Sheraton, Norwood, MA as we kickoff HPCFM’s 22nd annual conference for hospice and palliative professionals. You can look forward to this annual event that brings together so many diverse groups of people; offers high-level education, delicious food and the hospitality will be overflowing.

As in the past, for so many years, this extraordinary end-of-life care conference will offer opportunities for **Content, Community, Connection and Continuing Education Credit to attendees**! Being together, this year, means more than ever to everyone! Leaders, influencers, hospice and palliative care professionals, sponsors and exhibitors alike and all those throughout the health care continuum who will come together in search of new ideas, innovative goods and services…to educate and learn, advocate and inspire, regroup and refresh!

**Showcase your company’s goods and services and make meaningful connections that will make a difference for your business.** It is important for the hospice and palliative care community to learn what is new and state-of-the-art. Share with them all you have to offer in providing the highest quality care and celebrate being Together Again! The next page includes information about sponsorship and exhibitions at the **2023 HPCFM Annual Education Conference**! On behalf of the HPCFM Board of Directors and the Conference Planning Committee, we look forward to communicating with you about all the exciting opportunities this conference has to offer.

Contact Christine McMichael at 781-255-7077 or email cmcmichael@hospicefed.org with any questions. See you in October!

Peace,

Christine McMichael
Executive Director
General Information for Sponsors & Exhibitors and Booth Information

✓ Tuesday, October 24 and Wednesday, October 25
✓ Set up by 7:30 AM on 10/24; possible set up on 10/23; exhibitors will be informed on 10/23
✓ Exhibit Time – 7:00 AM – 5:00 PM
✓ Overnight - leave signage and any take-away items, (pens, candy, business cards, etc.) overnight; valuables go with representatives; HPCFM & Four Points are not responsible for items left overnight.
✓ Two (2) Representatives per table with name badges for workshop access, refreshments and lunch
✓ Additional registration available for guests of your company (See fee schedule, next page)
✓ Standard Exhibit Table with two (2) chairs
✓ Tablecloth
✓ Electricity available (upon request, see registration page)
✓ Logo artwork, company description in conference materials (all info and payment to HPCFM by 8/15/2023)
✓ Added visibility options above; in addition to exhibit booth/table
✓ Attendance lists will be emailed approximately one week prior to event and after event; keep in mind, most registrations come in less than one week prior.

Go to next page for more info and registration form.
<table>
<thead>
<tr>
<th>Check Box</th>
<th>Sponsorship &amp; Exhibit Options</th>
<th>Member</th>
<th>Non-Member</th>
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<tbody>
<tr>
<td>□</td>
<td>Platinum (Includes 3-day, premier sponsorship, registration, table and more)</td>
<td>$10,000</td>
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<td>Gold (Includes registration, table and more)</td>
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<td>Silver (Includes registration, table and more)</td>
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<td>Bronze (Includes registration, table and more)</td>
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<td>Centerpiece Sponsor</td>
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<td>Cocktail Hour Wednesday, October 27</td>
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<td>Opening Ceremony Music/Entertainment</td>
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<td>Morning Networking Breaks (3)</td>
<td>$1,500</td>
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<td>Lunch (3)</td>
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<td>Afternoon Networking Refreshment Breaks (3)</td>
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<td>Workshop Sponsor (multiple)</td>
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<td>Morning Plenary Speakers (3)</td>
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<td>Afternoon Plenary Speakers (3)</td>
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<td>Padfolio Sponsor</td>
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<td>Custom Options (Designed to fit your unique needs)</td>
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<td>Exhibit Table (October 26 &amp; 27)</td>
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<td>□</td>
<td>Exhibit Table with Electricity (October 26 &amp; 27)</td>
<td>$745</td>
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<td>Additional Registration for Guest</td>
<td>$200</td>
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Submit all paperwork electronically and an invoice will be generated.
2023 HPCFM CONFERENCE & EXHIBITION
Exhibiting Terms & Conditions
(the fine print)

This page must be signed and returned with Exhibitor Application.

Conditions for Exhibiting
HPCFM Annual Education Conference (Conference) and the Exhibiting Company (Exhibitor) relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. This agreement is subject to all conditions under which space at the Four Points by Sheraton Hotel has made available to the HPCFM Conference.

Exhibit Fee
The cost includes entry for one to the Conference, opening ceremonies/keynote address, educational sessions; table top exhibit; 2 (two) persons per exhibit space with name badge; identification in conference program; and computer listing of attendees. Additional name badge(s) can be purchased for $200. No one will be allowed entry into Exhibit Hall without a 2023 HPCFM name badge. Utilities, furnishings and meal functions outside the Exhibit Hall are not furnished. Exhibit fee does not include electricity unless otherwise specified in the order form.

Payment Policies
Registration forms received without payment will not be processed.

Cancellation of Exhibit Space
Cancellation requests must be made in writing and received by HPCFM no later than October 1, 2023. HPCFM will retain a service charge of 50% of the cost of the exhibit space. No refunds will be furnished after October 1, 2023.

Use of Exhibit Space
Exhibit space is assigned on the express understanding that it is to be used solely for the display of the services that the Exhibitor provides to the hospice and palliative care industries. Exhibitors are not permitted to sublet any part of their space. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restriction for that type of exhibit space. Exhibits will not be of such nature or arrangement to obstruct the view or interfere with exhibits of others. Should there be any questions as to obstruction or interfere of any exhibit with other exhibits in the area, the final judgment will be made by HPCFM Management.

Insurance and Liability
Exhibitors wishing to insure their property must do so at their own expense. To protect themselves against loss, it is recommended that all Exhibitors have representatives in attendance at all times when the exhibits are open, especially when exhibits are being fabricated and dismantled. It is expressly understood and agreed, and the Exhibitor agrees by accepting this contract, that they will make no claim of any kind against HPCFM or any of their members or employees for any loss, damage to, or destruction of goods, or for any injury that may occur to themselves of their employees while in the Exhibit Hall or for any damage of any nature of character whatsoever. It is further agreed that HPCFM or the Hotel shall not be liable or responsible for and shall be indemnified and held harmless by Exhibitor from and against any and all claims and damages of every kind, for injury to or death of any person or persons and for damages to or loss of property, arising out of or attributed, directly
or indirectly, to the operations or performances of Exhibitor and Exhibitor’s agents and employees under this agreement. The Hotel is not liable to the Exhibitors for any damage to or for the loss or destruction of any exhibit or property of the Exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by the negligence of the hall, its officers, agents, service personnel, employees or otherwise, all claims for any such loss or damage being expressly waived by Exhibitor who agrees to indemnify and hold the Hotel harmless on space that has been made available to HPCFM. Exhibitor agrees to abide by all applicable fire, utility and building codes.

**Door Prize Drawings**
Any company taking names/business cards **MUST** give the prize away during the door prize drawing on Wednesday, October 25, 2023.

**Mailing List Usage**
As a HPCFM Conference Exhibitor you will be able to reach attendees with our pre- and post-conference attendee mailing lists. Mailing lists include: name, agency, address, email (as provided during the attendee registration process). The pre-conference list will be emailed to you one weeks prior to the conference. A post-conference list will be emailed two weeks after the conference. For email communications, exhibitors agree to include opt-out/unsubscribe instructions in any email communications sent to attendees. Sharing or re-selling of the attendee list is expressly prohibited.

**This form MUST be signed and returned with exhibit application to:**
HPCFM, 20 Commercial Drive, Wrentham, MA 02093

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Authorized Signature  
Date

Printed Name  
Company

Looking forward to seeing you in the Fall!