2024 NCPeds’
Winter Open Forum
Exhibitor Prospectus

Saturday, January 27, 2024
Grandover Resort & Spa
Greensboro, NC

North Carolina Pediatric Society
State Chapter of the American Academy of Pediatrics
Incorporated in North Carolina
Dear Colleagues,

We cordially invite you to support and exhibit at the North Carolina Chapter of the American Academy of Pediatrics Winter Open Forum (WOF). The North Carolina Pediatric Society’s WOF is an influential gathering of NC leaders in pediatric health care. The WOF is typically held in January, and offers presentations on timely clinical subjects, updates from state leaders, and networking.

Join us at the Grandover Resort & Spa in Greensboro, NC, Saturday, January 27, 2024 to showcase your organization’s products, technologies, and services. The WOF offers exhibitors the opportunity for face-to-face contact with health care professionals. The event is open to all members of NCPeds to attend, with the majority in attendance being pediatricians and other pediatric health care providers from across North Carolina.

We anticipate approximately 75-100 attendees. We hope that you will consider this opportunity to share information about your organization with pediatric healthcare providers from across North Carolina.

This year’s forum will offer a limited number of standard and non-profit exhibitor space (contact Awana@ncpeds.org for details). We hope you can join us!

A signed online Exhibitor Registration must be received by January 5, 2024, so we may plan accordingly.

Should you have any questions please contact the Event Coordinator, Awana Payne, at awana@ncpeds.org.

We greatly appreciate your interest in supporting NCPeds’ 2024 Winter Open Forum and we hope to see you soon!
**Why Exhibit?**

Participating as a NCPeds Exhibitor will provide you the opportunity to:

**N** New products and services. Introduce yourself and your product, equipment, or service to people in your industry.

**C** Connect with new customers. This event is a cost-effective way to reach a targeted audience.

**P** Placement in a competitive marketplace where you can build visibility. Stay on the top of minds with our members by being present.

**E** Exhibit your product by sharing samples.

**D** Develop and strengthen customer relationships. Being face-to-face is the best way to build relationships and create brand awareness.

**S** Sales. Generate new sales leads and possible referrals.

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**Who Attends?**

Approximately 100 pediatric health care providers from clinics, independent practices, and hospitals state-wide:

- Pediatric Primary Care
- Pediatric Subspecialists
- Pediatric Fellows, Residents & Medical Students
- Board & Other Leaders of NCPeds
- Academic Leaders

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**Who Exhibits?**

We consistently secure a diverse array of exhibitors. Below is a list of some of our frequent exhibitor categories.

- Health Plans
- Pharmaceutical Companies
- Financial Services
- Pediatric Specific Equipment/Products
- Medical Technology
- Medical Equipment Suppliers
- Physician Recruiting Services
- NC Children's Hospitals
- Insurance Companies
- Security Companies
- Pediatric Office Supplies
- NC Nonprofits

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**EXHIBITOR LEVELS**

<table>
<thead>
<tr>
<th>Standard Exhibitor - $550</th>
<th>Gov’t &amp; Non-Profit Exhibitor - $200</th>
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<tbody>
<tr>
<td>Opportunity to meet and greet attendees at your table, distribute promotional pieces and build relationships. All Exhibitors are recognized onsite and in NCPeds event media related to the forum. Spend the day with current customers and future customers at the WOF.</td>
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<tr>
<td>This level includes:</td>
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<tr>
<td>• One 6’ table-top exhibit space with two chairs</td>
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<tr>
<td>• Up to two representatives at the table</td>
<td>• Up to two representatives at the table</td>
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<td>• Breakfast and lunch for up to two representatives</td>
<td>• Breakfast and lunch for up to two representatives</td>
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**DETAILS**

<table>
<thead>
<tr>
<th>PRIMARY EVENT CONTACT</th>
<th>DATES</th>
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<tbody>
<tr>
<td><strong>Event Coordinator:</strong> Awana Payne</td>
<td><strong>Event Date(s):</strong> Saturday, January 27, 2024</td>
</tr>
<tr>
<td>Phone: (919) 839-1156 ext. 102</td>
<td><strong>Exhibit Date(s):</strong> Saturday, January 27, 2024</td>
</tr>
<tr>
<td>Email: <a href="mailto:awana@ncpeds.org">awana@ncpeds.org</a></td>
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<tr>
<td>Address: North Carolina Pediatric Society</td>
<td></td>
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<tr>
<td>1100 Wake Forest Road, Suite 200</td>
<td></td>
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<tr>
<td>Raleigh, NC 27604</td>
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<thead>
<tr>
<th>EXHIBITOR SCHEDULE</th>
<th>(times subject to change)</th>
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<tr>
<td><strong>Friday</strong></td>
<td>5:00pm – 7:00pm</td>
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<tr>
<td><strong>Saturday</strong></td>
<td>7:00am – 8:00am</td>
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<td><strong>Saturday</strong></td>
<td>8:00am – 9:00am</td>
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<tr>
<td><strong>Saturday</strong></td>
<td>10:30am – 11:00am</td>
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<tr>
<td><strong>Saturday</strong></td>
<td>12:20pm-1:15pm</td>
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<tr>
<td><strong>Saturday</strong></td>
<td>2:00pm – 3:00pm</td>
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**REGISTRATION**
The exhibitor registration link can be found on our Event Calendar/Registration page (https://www.ncpeds.org/events/event_list.asp) on the Events tab on our site: www.ncpeds.org. When available the participant agendas may also be found on the event calendar/registration page.

Exhibitor spaces will be **reserved** once an organization’s online registration has been approved. An email notification will be sent to the exhibitor upon registration approval (or denial).

Payment for the exhibitor levels may be made with a credit card during the registration process. If choosing another method, the payment must be received within 30 calendar days upon completion of the registration form. Invoices are generated automatically after registration is submitted.

Exhibitor spaces will be **confirmed** once registration is approved and payment is received.

Exhibitor registration will be reviewed and approved or denied at the discretion of NCPeds.

**PAYMENTS AND DEADLINES**
Payments may also be made by check or money order. Payments shall be made out to “North Carolina Pediatric Society” or “NCPeds.” Payment is due upon registration if paying with a card, or 30 days net, with a check/money order, after the registration is submitted. Payments made after 30 days may forfeit your selection or put you on a waitlist for the selected exhibitor level chosen on your registration.

**Mail Payment to:** NC Pediatric Society, 1100 Wake Forest Rd., Suite 200 Raleigh, NC 27604

**CANCELLATION/REFUND POLICY**
If an organization needs to cancel their exhibitor registration (participation) for this event, they must do so in writing by contacting the NCPeds Event Coordinator via email.

Refunds due to exhibitor cancellations may only be requested through **Friday, December 22, 2023**. A refund will be provided less a 25% processing fee based on the exhibitor level amount paid. After December 22, 2023, an exhibitor may cancel their participation but will not receive a refund.

No-shows and early departures during the event will not receive a refund.
### KEY EVENT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Exhibition Date(s)</strong></td>
<td>January 27, 2024</td>
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<tr>
<td><strong>REGISTRATION</strong></td>
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<tr>
<td>Registration Opens</td>
<td>October 1, 2023</td>
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<tr>
<td>Registration Closes (last day to apply)</td>
<td>January 5, 2024</td>
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<tr>
<td>Check/Money Order Due</td>
<td>No more than 30 days after registration submission</td>
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<tr>
<td>Last Day for ALL Check/Money order payments</td>
<td>January 12, 2024</td>
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<td>Deadline for representative name and logo changes</td>
<td>January 12, 2024</td>
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<tr>
<td><strong>CANCELLATION</strong></td>
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<tr>
<td>Cancellation deadline</td>
<td>Friday, December 22, 2023</td>
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**Note:** Payment is refundable minus a 25% fee of the payment made (ex: $550 payment - $137.50 (25%) = $412.50 refund. In other words, you will receive a 75% refund of the amount paid.

- December 23, 2023, and after: No refund is provided
- No show or early event departure: No refund is provided

### OVERNIGHT HOTEL STAY

There is no room block for exhibitors for this event. Please contact the hotel or book online for an overnight stay if desired.

### ELECTRICITY/SHIPPING

Electrical outlets are limited. Please bring your own extension cord to access a nearby outlet. Exhibitors are responsible for all shipping and packing expenses to and from the event. Additional details will be provided after an approved registration, and closer to the start of the event.

### ATTENDING SESSIONS

Exhibitors are **NOT** permitted to attend any of the education or meeting sessions during the NCPeds WOF. Exhibitors who are also NCPeds members, and who wish to attend any of the WOF sessions, must register for the event, in addition to, and separate from, their exhibitor level package.
Terms, Rules, and Regulations

Who may exhibit? – The Event is intended for agencies, practices, organizations, and companies that are related to the pediatric profession. NCPeds reserves, in its sole discretion, the right to determine the eligibility of any applicant as an exhibitor. Written confirmation will be sent to Exhibitor upon receipt of the completed registration and payment.

Assigning exhibit space – Exhibitor locations are assigned by NCPeds. NCPeds reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary. We will make efforts to separate similar products.

Cancellation by Exhibitor – All cancellation requests must be submitted in writing to NCPeds. See Cancellation/Refund Policy section above. Refunds are not provided after December 22, 2023.

Cancellation or relocation by NCPeds – If NCPeds fails to hold the Event as currently scheduled, or fails to furnish Exhibitor exhibit space as stated herein, it shall refund to Exhibitor the full price of registration paid by Exhibitor in full settlement of any loss or damage suffered or claimed by Exhibitor.

Exhibit standards – Exhibits must conform to the size of the space and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All exhibits must be confined to the contracted space. Questionable exhibits shall be modified at the request of NCPeds staff. Exhibitors shall not deface or harm the property on which the exhibits are housed. The fastening of materials to venue furniture, drapery, walls, ceilings, floors, carpeting, or columns is expressly prohibited.

Use of space – No sharing, subletting, or assignment of space is permitted. NCPeds shall have the right to prohibit any exhibit or part of an exhibit that, in its opinion, is not suitable to or in keeping with the character or purpose of the Annual Meeting. Exhibits shall not be unduly noisy, glaring or otherwise objectionable. Audiovisual and other sound effects will be permitted only where and when they do not interfere with activities in adjacent spaces. Exhibitor shall maintain its exhibit in good order at its own expense.

Separation of Educational and Promotional Activities
As a provider of continuing medical education, NCPeds must ensure the separation of educational activities from promotional activities. Continuing Medical Education is for scientific and educational purposes only and will not promote any products or services, directly or indirectly. The exhibitor agrees to adhere to the ACCME Standards for Commercial Support of Continuing Medical Education (SCS) and guidelines, where applicable.

• No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
• Social events or meals at CME activities cannot compete with or take precedence over the educational events.
• Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.
• Product promotion material or product specific advertisement of any type is prohibited in or during CME activities.
• The juxtaposition of editorial and advertising material on the products or subjects must be avoided.
• Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME.
• Promotional material cannot be displayed or distributed in the educational space immediately before, during or after a CME activity.
Exhibitors may not engage in sales or promotional activities while in the space or place of the CME activity.
Exhibitors are not permitted to attend educational sessions.

**Municipal, State and Federal Laws**
Exhibitors shall comply with any municipal, state and federal laws, rules and regulations applicable to them. Exhibitors are encouraged to verify helium balloon usage with the facility and will be held accountable for any charges resulting from their use. Exhibitor personnel are prohibited from working in aisles or other public areas.

Exhibitors must be clear in all forms of advertising (including social media) before, during and after the event must clearly state that vendors are “exhibiting” at NCPeds Annual Meeting and not intentionally or unintentionally convey a higher level of relationship.

**Security** – Exhibitors are responsible for the security of their own property.

**Contests, prizes, or lotteries** – NCPeds encourages supplying giveaways during events. It is the Exhibitor’s responsibility to notify winners following the Event if separate from the raffle at the Exhibitor’s Reception.

**Exhibitor services** – All costs for shipping, cartage, and handling are to be borne by Exhibitor. NCPeds will supply one (1) skirted table and two (2) chairs; all other services required must be ordered directly from the facility or their approved contractor(s). Any and all charges for services levied by the facility or subcontractors are the responsibility of Exhibitor.

NCPeds is not responsible for payment for any services connected with Exhibitor requests and has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are requested by any venue.

**Marketing via social media** – Exhibitor grants NCPeds the right to display Exhibitor’s name and logo in Event signage, websites, social media, and other publicity items for the Event.

**Liability, insurance, and waiver of subrogation** – Neither NCPeds, its staff, directors, volunteers, service contractors, nor the facility shall be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to Exhibitors or their employees from any cause prior to, during, or subsequent to the period covered by this Agreement. Exhibitor agrees to assume sole responsibility and liability for any and all damages and injuries arising out of, resulting from or in any manner connected with its exhibit (including installation and dismantling). Exhibitor further agrees to obtain, maintain and pay for general insurance coverage in amounts sufficient to insure against liability assumed pursuant to the provisions of this section. Exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under Exhibitor’s insurance for real and personal property.

**Force Majeure** – Neither NCPeds, its staff, directors, volunteers, service contractors, nor the facility shall be liable for failure to deliver exhibit space to an Exhibitor as contracted for herein due to causes beyond NCPeds’ control, including, without limitation, acts of God, pandemics, war or public enemies, labor disputes, equipment malfunctions, computer downtime, material or component shortages, supplier failures, embargoes, earthquakes or other natural disaster, rationing, acts of local, state or national governments or public agencies, utility or communication failures or delays, fire, flood, epidemics, riots and strikes. In such event, NCPeds will reimburse fees paid hereunder, less expenses incurred by NCPeds including advertising, administration and related expenses. Exhibitor further agrees to obtain, maintain and pay for general insurance coverage in amounts sufficient to insure against liability assumed pursuant to the provisions of this section. Exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under Exhibitor’s insurance for real and personal property.
**Indemnification** – Exhibitor agrees to indemnify and hold harmless NCPeds, its members, directors, officers, employees, agents, affiliates, successors and assigns, from and against any and all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, costs, expenses, including reasonable attorney fees or disbursements of any kind or nature whatsoever, which may be imposed on, incurred by, or asserted against NCPeds in any way relating to or arising out of this Agreement and/or Exhibitor’s use of exhibit spaces at the Event.

**Music and amplification** – Due to U.S. Copyright laws, ASCAP, and BMI licensing requirements, no copyrighted music, live or recorded, will be permitted in the exhibit areas unless exhibitor has purchased the appropriate license. In addition, there shall be no amplification of any sounds to cause any disruptions of the educational and meeting sessions or other exhibitors during the duration of the event.

**Hospitality functions** – Scheduling of private functions must be coordinated directly with NCPeds. There shall not be any Exhibitor entertainment, meetings, and/or any other activities aimed at convention attendees scheduled during exhibit hours or during sessions without prior written approval from NCPeds.

**Violations** – In the event of violation of this Agreement, NCPeds may evict Exhibitor from the exhibit space and/or have exhibit materials removed. No fees will be returned to Exhibitor and Exhibitor shall be liable to NCPeds for the costs associated with such eviction.

**Matters not covered** – NCPeds reserves the right to rule on all matters pertaining to the Event, whether expressly mentioned or not, and Exhibitor, by completing the registration process, agrees that all rulings shall be binding upon both Exhibitor and NCPeds.

**Governing Law, Venue, and Attorneys’ Fees** – This Agreement will be governed by and construed in accordance with the internal substantive laws of the State of North Carolina, which are intended to supersede any choice of laws or rules, which might require the application of the laws of another jurisdiction. Both Exhibitor and NCPeds consent to the jurisdiction of the courts of North Carolina, whether federal, state or local, with respect to actions brought to enforce or interpret this Agreement. The Venue for all actions shall be in North Carolina. The prevailing party in any legal or equitable action shall be entitled to an award of its reasonable attorneys' fees and costs.