

Exhibitor Information Packet

Federation of State Medical Boards
99th Annual Meeting
The New Face of Medicine: A Workforce in Transition

Sheraton Seattle Hotel
Seattle, WA
April 28-30, 2011

About the FSMB

The FSMB was founded in 1912. The FSMB's membership is comprised of the 70 state medical boards of the United States and its territories. Our primary mission is to improve the quality, safety and integrity of health care by promoting high standards for physician licensure and practice and assisting state medical boards, collectively and individually, in the regulation of medical practice and the protection of the public.

99th Annual Meeting

This year's Annual Meeting will be held at the Sheraton Seattle Hotel in Seattle, WA. The Annual Meeting is jointly sponsored by UT Southwestern Medical Center and is designed specifically for members and staff of state medical boards, as well as individuals concerned or interested in medical licensing, regulation and discipline. Attendees will explore and discuss dynamics that may influence how medical boards regulate physicians in the future; describe strategies being used by medical boards in other jurisdictions to protect the public; and investigate options for improving state medical boards' performance and effectiveness in protecting the public. The agenda for the Annual Meeting is available on the FSMB's website at www.fsmb.org.

Attendance

Past attendance averages 500, with a number of international guests. Our participants include physicians and public members from state medical boards, board attorneys and senior state medical board staff, as well as, representatives from other such medical professional organizations such as the American Medical Association, American Osteopathic Association, National Board of Medical Examiners and the American Association of Medical Colleges.

General Exhibit Information

Exhibits will be limited to tabletop displays only. No booths or free-standing backdrops will be allowed.

Electrical, A/V or internet service fees for your exhibit will be assessed directly by the hotel and are not included in your exhibit fee.

Exhibit Fee

The exhibitor fee of \$1,200 is due by March 7, 2011.

Exhibit Package Includes

- One **tabletop exhibit** consisting of one six-foot skirted table and two chairs.
- One free registration, good for all sessions and social events. A value of up to \$575.
- Two "exhibit only" registrations per exhibit. ("Exhibit only" registrants can participate only in those activities that take place in the exhibit area).
- Your company name and a description of your organization will be listed in the conference program.
- Daily cleaning and maintenance of the common exhibit areas.

Schedule

Wed, Apr 27	3pm – 6pm	Move In
Thurs, Apr 28	8am – 5:30pm	Meetings
Fri, Apr 29	8am – 5pm	Meetings
Sat, Apr 30	8am-Noon	Meetings
Sat, Apr 30	Noon-1:30pm	Move Out

How to Register for Exhibit Space

Return the Contract and Registration Form with payment to Federation of State Medical Boards. Exhibitors will be assigned space on a first-come, first-serve basis.

The FSMB reserves the right to make the final space assignment or change the space assignment should it be necessary in the best interest of the exhibit show.

Important Deadline

- March 7, 2011
- Signed Contract, Registration Forms and Exhibit Fee are due.
- Organization/company description is due for the meeting program.
- Names of all exhibit show personnel are due.

Exhibitor Contract
FSMB 2011 Annual Meeting
April 28–April 30, 2011, Seattle, WA

Instructions

Complete, sign and return this three-page Contract and Registration Form. Enclose a check payable to the Federation of State Medical Boards or submit your credit card information.

Organization or Company Name

Contact Name

Title

Address

City, State and ZIP

Phone

Fax

E-mail

Fee

\$1,200

Important Deadline

March 7, 2011

Signed Contract, Registration Forms and Exhibit Fee are due.
Organization/company description is due for the meeting program.
Names of all exhibit show personnel are due.

Payment options

Check enclosed: _____

Charge to: _____ Visa _____ MasterCard Charge Amount: \$ _____

Card number: _____

Exp. date: _____

Name on card: _____

Signature: _____

Mail Contract and Registration Form to:

Deanne Dooley, Executive Administrative Assistant

Federation of State Medical Boards, 400 Fuller Wiser Rd., Suite 300, Euless, TX 76039

E-mail: ddooley@fsmb.org—Phone: (817) 868-4086—Fax: (817) 868-4183

We agree to abide by all of the contract provisions governing the exhibit and which are parts of this application. Acceptance of the application by the Federation of State Medical Boards constitutes a contract.

Authorized Signature

Date

Contract Provisions

Exhibits and exhibitors are subject to the following regulations. The letters "FSMB" herein refer to the Federation of State Medical Boards acting through its officers, employees or agents in the management of the FSMB Annual Meeting.

Annual Meeting Objectives

The FSMB Annual Meeting is produced by and is the property of the Federation of State Medical Boards. The Annual Meeting is an educational event for the FSMB member boards and affiliates. Exhibitor is expected to display their products and/or discuss their services with awareness of the professional and practical needs of FSMB members. The FSMB reserves the right to refuse space to exhibitor at its own discretion.

Exhibitor Representative Responsibilities

Exhibitor must name at least one person to be the official onsite representative and responsible party. The official representative will receive all relevant materials relating to the Annual Meeting. That representative shall be authorized to enter into such agreements as may be necessary for fulfillment of obligations to the FSMB and to other contractors and subcontractors. At least one representative must be at the display during exhibit times.

Schedule

Wed, Apr 27	3pm – 6pm	Move In
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Sat, Apr 30	8am-Noon	Meetings
Sat, Apr 30	Noon-1:30pm	Move Out

Payments and Cancellations

The Exhibitor fee of \$1,200 is due no later than March 7, 2011. Exhibitors who cancel before March 7, 2011, will receive a full refund. Exhibitors who cancel on or after March 7, 2011, will receive no refund. No cancellations shall be acknowledged unless received by the FSMB in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.

Exhibit fees are a commercial transaction between the FSMB and the exhibitor and in no way are construed as financial support for the continuing medical education activity.

Space Agreement

This application for exhibit space, the notice of assignment by the FSMB and the full payment of rental charges, together constitute an agreement for a right to use the space. Exhibitors will be assigned space on a first-come, first-serve basis. The FSMB reserves the right to make the final space assignment or change the space assignment should it be necessary in the best interest of the exhibit show.

Arrangements of Exhibits

Exhibits will be limited to "tabletop" displays only. No "booths" or "freestanding backdrops" will be allowed. Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided to the exhibitor by the FSMB will consist of one six-foot table and two chairs.

Move In and Move Out:

Exhibits may move in between 3pm – 6pm on Wednesday, April 27, 2011. The FSMB Annual Meeting officially closes Saturday, April 30, 2011, at noon. Exhibitors may not dismantle or disturb their exhibits until after the official closing. All exhibits and accompanying supplies must be removed from the exhibit hall by 1:30 p.m. on Saturday, April 30, 2011.

Care of Buildings

Exhibitors or their agents shall not injure or deface the walls or floors of the buildings and/or equipment or furnishings in the space provided. The Exhibitor will be held liable for any such damage caused by the responsible representative or his agent.

Use of Exhibit Space

No Exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the FSMB and approval of the terms thereof. No Exhibitor is permitted to show goods other than those manufactured or handled in their regular course of business. No firm or organization not assigned space will be permitted to solicit business in any manner within the exhibit area.

Sound Devices and Noise Level

The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so nearby exhibitors are not disturbed.

Entertainment

The Exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with member attendance at regular FSMB education sessions or meetings or induce visitors away from the Annual Meeting. The Exhibitor must receive approval from the FSMB for any intended group functions.

Direct Selling

In the event that Exhibitor engages in on-location transactions, Exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

General Restrictions

All exhibit and/or advertising functions are to be restricted to the exhibit area and will in no way interfere with the educational sessions of the conference. Exhibitor can distribute only the food and drink samples that are manufactured or handled by them in the regular course of business.

The FSMB reserves the right to restrict exhibits that, because of noise, methods of operation or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the FSMB may detract from the general character of the Annual Meeting.

No display material exposing an unfinished surface to neighboring exhibitors or an aisle will be permitted. Exhibitor is not permitted to set up displays in hotel rooms, hotel suites or lobbies.

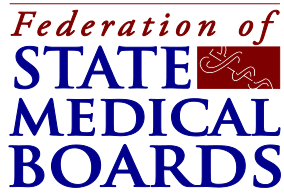
Liability and Insurance

Exhibitor will employ reputable guards and will take reasonable precautions to safeguard exhibit. The FSMB will not be liable for loss or damage to property of the Exhibitor or his representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The FSMB's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. Exhibitor will indemnify the FSMB against, and hold harmless from, negligence of the Exhibitor in connection with its use of display space.

Fire Regulations

All material used in the exhibitor area must be made of flame-proof materials and conform to all fire department regulations.

Authorized Signature _____



Exhibitor Registration Form
FSMB 2011 Annual Meeting
April 28–April 30, 2011, Seattle, WA

Exhibitors receive one complimentary full registration and two “exhibit only” registrations per booth. The full registration pass admits the exhibitor to all sessions and social events. The “exhibit only” pass admits the registrants to those activities that take place in the exhibit area.

Complimentary Registration

Name: _____
Title: _____

Exhibit Only Registration (2 maximum)

Name: _____
Title: _____

Name: _____
Title: _____

Program Listing

Your organization/company name and description will be listed in the Annual Meeting program, which will be distributed to all attendees during the meeting.

Organization/Company Name: _____
Name of Exhibitor Contact: _____
Address: _____
City, State and ZIP: _____
Phone: _____ Fax: _____ E-mail: _____

Please print the description of your organization/company as you want it to appear in the program (**maximum of 30 words**).

Due March 7, 2011

Mail Contract and Registration form to:
Deanne Dooley, Executive Administrative Assistant
Federation of State Medical Boards
400 Fuller Wiser Road, Suite 300, Euless, TX 76039
E-mail: ddooley@fsmb.org
Phone: (817) 868-4086 Fax: (817) 868-4183