

EXHIBITOR AND SPONSOR GUIDE



2019 ANNUAL MEETING

April 25-27 | Fort Worth, Texas

EXPLORING NEW TRENDS,
ISSUES AND DEVELOPMENTS
IN MEDICAL REGULATION



FEDERATION OF STATE MEDICAL BOARDS 2019 ANNUAL MEETING

April 25-27, 2019 | Fort Worth, Texas

Omni Fort Worth Hotel

www.fsmb.org | Follow us on [Twitter #FSMBAM2019](https://twitter.com/FSMBAM2019)



EXHIBITOR AND SPONSOR PROSPECTUS

State medical boards play an important role in the United States health care system. For more than 100 years, the Federation of State Medical Boards (FSMB) has been proud to support medical boards as they work to ensure the competence and ethical behavior of physicians.

As part of this effort, the **FSMB Annual Meeting has become the first choice in education, networking and business exchanges for medical regulators.** The event is attended annually by nearly 500 state medical board members and staff, as well government, academic and healthcare leaders who play a vital role in medical regulation and public protection.

The FSMB Annual Meeting is a great opportunity to tap into the power of our network and connect with potential customers. Whether your goal is to increase your brand awareness, promote your company's capabilities or generate new leads, The FSMB Annual Meeting gives you multiple exhibitor and sponsorship options at rates suitable for any budget.

We invite you to browse our 2019 Sponsor & Exhibitor Guide to learn more.

Contact:

Funmi Okunbolade

Federation of State
Medical Boards
400 Fuller Wiser Road
Euless, TX 76039
(817) 868-5131
marketing@fsmb.org

ABOUT THE FEDERATION



The Federation of State Medical Boards (FSMB) represents the 70 medical and osteopathic boards within the United States, its territories and the District of Columbia. It assists these boards as they go about their mandate of protecting the public's health, safety and welfare through proper licensing and disciplining of physicians and, in some jurisdictions, physician assistants and other health care professionals. State medical boards share information and coordinate their activities as members of the FSMB, including sharing alerts about disciplined physicians, creating new multi-state agreements to better coordinate physician licensing and promoting best-practices that help boards operate at the highest levels of effectiveness.

NEW! 2019 CONFERENCE HIGHLIGHTS

This year, we've revamped the conference program to offer attendees a mix of traditional panel discussions, combined with shorter, more targeted presentations by a slate of dynamic speakers. And with the addition of our "Spotlight Poster Session," we've increased the amount of dedicated time for attendees to learn about the latest research, program innovations and operational highlights from state medical boards and healthcare researchers.



THE POWER OF THE FSMB ANNUAL MEETING

ANNUAL MEETING ATTENDEE PROFILE

On average, **450 in-person attendees**
247 State Board Members & Staff (2018)
210 Non-Board Attendees (2018)
Female 46% | Male 54%



AMPLIFYING YOUR BRAND

Twice weekly FSMB eNews reaches **5,000+ readers**
25% increase in Annual Meeting mobile app users (2017)
14% in mobile app engagement
Over **56,000 unique monthly visitors** to FSMB.org website
84% of attendees say Sponsors & Exhibitors
add value to the FSMB Annual Meeting



MAKE HIGH IMPACT CONNECTIONS

Our audience is passionate about public protection and seeks to create long-lasting, substantial partnerships with brands offering innovative solutions that support their work. As an exhibitor, you play an important role in providing access to the resources, services and tools that allow medical boards to operate at the highest levels when regulating physicians.

EXHIBIT FEES & BENEFITS

Exhibitor Fee: \$1,500

The exhibit fee includes:

- ★ Six-foot skirted table and two chairs
- ★ Two exhibitor registrations that allow access to exhibit area and evening receptions
- ★ Company listing in conference program and mobile app

NEW!

Exhibitors can now select booth locations at the time of registration. See the exhibit floorplan on pg. 6. When registering, select your preferred booth from the available options.

EXHIBIT SCHEDULE

Wednesday, April 24

7 AM – 5 PM: Annual Meeting Registration

12 – 5 PM: Exhibitor Move-in

Thursday, April 25

7AM – 5 PM: Annual Meeting Registration

8AM – 5 PM: Exhibit Hall Open

Friday, April 26

7 AM – 5 PM: Annual Meeting Registration

8 AM – 4 PM: Exhibit Hall Open

10:15 – 11 AM: **New!** Spotlight Poster Session (Networking Break)

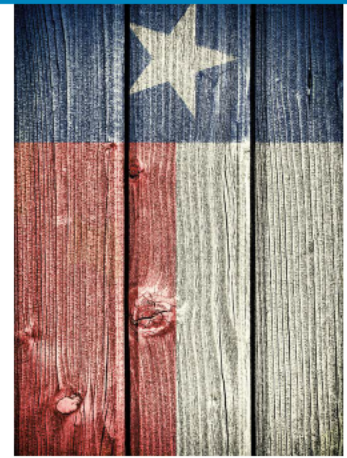
4 – 7 PM: Exhibitor Move-out

REGISTER AS AN EXHIBITOR

Complete the 2019 Exhibitor Application & Contract and e-mail to marketing@fsmb.org. Select your exhibit booth and complete the online payment at <http://bit.ly/fsmb2019exhibitor>.

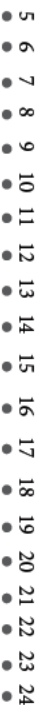
Registration Deadline:

January 11, 2019



“[The exhibit hall] was a great opportunity for networking and to learn about all the services that can help our professionals.”





TRAVEL AND ACCOMMODATIONS

Booking Your Hotel

The FSMB Annual Meeting will be held at the Omni Fort Worth Hotel, located at 1300 Houston St., Fort Worth, TX 76102.

A limited block of rooms will be held until **April 1, 2019**.

Reservations/Toll Free: (800) THE-OMNI

Please reference the "FSMB Annual Meeting" to obtain the conference rate.

Reservations

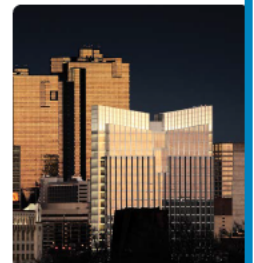
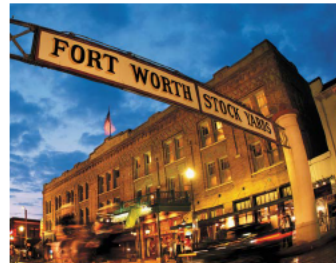
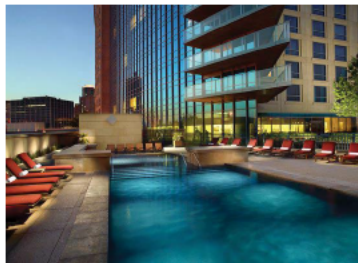
FSMB Room Rate: \$219 - [Book Room](#)

Government Room Rate: \$164 - [Book Room](#)



Need help finalizing your travel plans?

Contact Jerry Lyon at Canyon Creek Travel at (800) 952-1998 or jlyon@cctrvl.com for information and fares.



LONE STAR STATE, 5-STAR EXPERIENCE ★★★★★

From the famed Stockyards historic district to Billy Bob's Texas – dubbed the world's largest honky tonk – it's no surprise that some might consider **Fort Worth** to be a one-cow town. But in reality, Fort Worth boasts a world-class arts district, rich culinary treasures, and more than 92 attractions within a 10-mile radius of a revitalized downtown. To make the most of your visit:

- ★ Jump on Molly the Trolley for a quick tour around downtown, including Sundance Square — the 35-block entertainment district offering a variety of dining and shopping options
- ★ Explore priceless masterpieces at the Modern Art Museum of Fort Worth & the Amon Carter Museum of American Art
- ★ Enjoy a variety of outdoor activities in the parks and trails along the Trinity River

SPONSORSHIP OPPORTUNITIES ★★★★★

Showcase Your Brand to Industry Leaders

The FSMB Annual Meeting is designed to educate, empower and inspire medical regulators, while connecting them to the resources and ideas they need to help shape the future of healthcare. It's also an excellent platform to feature your brand through one of our exclusive sponsorship opportunities.

New!

We've revamped our sponsorship packages to offer a variety of new levels and benefits. Please review packages carefully as benefits may have changed from prior years.

To discuss custom sponsorship programs that will increase leads and help you meet audience engagement goals, contact:

Funmi Okunbolade

(817) 868-5131

marketing@fsmb.org

Register as a Sponsor

Complete the 2019 Sponsor Application & Contract and e-mail to marketing@fsmb.org.

Complete the online payment at <http://bit.ly/fsmb2019sponsor> or mail

Sponsor Application and Contract along with a check, to:

Federation of State Medical Boards

Attn: Funmi Okunbolade

400 Fuller Wiser Road

Euless, Texas 76039



Registration Deadline:

January 11, 2019

**Sponsor packages that include exhibitor booths will be assigned a booth number once sponsor registration is complete and payment has been received.*

PLATTER KEYNOTE SPONSOR \$10,000 or

GALUSHA LECTURE SPONSOR \$10,000

- ★ Four Full Conference Registrations
- ★ Exhibit Booth*
- ★ Logo on Conference Signage
- ★ Full Page Ad in Conference Program
- ★ Sponsor Recognition in Annual Meeting Promotion of Keynote Session (email marketing, onsite event newsletter, FSMB eNews)
- ★ Logo on Screen at start of Keynote
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program
- ★ Banner Ad in Conference Newsletter
- ★ Description and Link in Mobile App

FOUNDATION LUNCHEON SPONSOR \$7,500

- ★ Three Full Conference Registrations
- ★ Exhibit Booth*
- ★ Logo on Conference Signage
- ★ Full Page Ad in Conference Program
- ★ Sponsor Recognition in Annual Meeting Promotion of Keynote Session (email marketing, onsite event newsletter, FSMB eNews)
- ★ Logo on Screen at start of Foundation Luncheon
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program
- ★ Banner Ad in Conference Newsletter
- ★ Description and Link in Mobile App

MOBILE APP SPONSOR \$7,500

- ★ Three Full Conference Registrations
- ★ Exhibit Booth*
- ★ Logo on Conference Signage
- ★ Half Page Ad in Conference Program
- ★ Logo on Mobile App Splash Screen
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program
- ★ Banner Ad in Mobile App
- ★ One (1) Push Notification from Mobile App

SPONSORSHIP OPPORTUNITIES ★★★★★

Technology Sponsor \$7,500

- ★ Three Full Conference Registrations
- ★ Exhibit Booth*
- ★ Logo on Wi-Fi landing page?
- ★ Logo on Charging Station
- ★ Logo on Conference Signage
- ★ Half Page Ad in Conference Program
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program
- ★ Description and Link in Mobile App
- ★ Banner Ad in Mobile App

Thursday Break Sponsor \$5,000 or

Friday Break Sponsor \$5,000

- ★ Two Full Conference Registrations
- ★ Logo on Conference Signage
- ★ Half Page Ad in Conference Program
- ★ Logo on Exclusive Break Signage
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program

Supporting Sponsor (Tote Bag) \$3,500

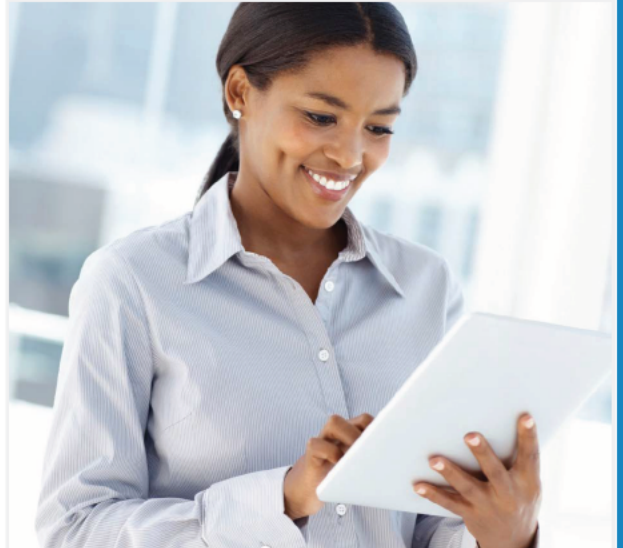
- ★ Logo on Conference Bags for All Attendees
- ★ Logo on Conference Signage
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program

Supporting Sponsor (Key Card) \$2,500

- ★ Logo on Hotel Key Cards for All Attendees
- ★ Logo on Conference Signage
- ★ Logo & Link on FSMB Website
- ★ Logo & Description in Conference Program



Registration Deadline:
January 11, 2019



ADVERTISING

Conference Program Advertising Dimensions

Full-Page Ad

- Full-page trim size: 8.5 x 11 inches
- Full-page bleed: art should include minimum .125-inch bleed all sides
- Inset full-page ad with white margin will be 10 inches tall x 7.5 inches wide.

Half-Page Ad Dimensions: 7.5 inches wide x 4.75 inches tall

Please submit files as high-res PDFs (300dpi). Adobe Illustrator or InDesign files will also be accepted.

Mobile Banner Ad Dimensions

- Mobile: 640 pixels wide x 150 pixels tall
- Tablet/Online: 552 pixels wide x 150 pixels tall
- Formats: PNG, JPEG or GIF

Deadline for Program Book & Mobile Ads: January 15, 2019

AV, ELECTRICAL AND INTERNET SERVICES

The official supplier for audio-visual equipment, computer rentals, electrical and internet services is Encore/Omni Fort Worth Hotel. To order services, please return the Exhibitor Price Guide and Credit Card Authorization forms found at the end of this guide to omnifw@encore-us.com. For more information, call (800) 836-8361.

SHIPPING & RECEIVING OF EXHIBIT MATERIALS

Packages may be shipped directly to the Omni Fort Worth Hotel and will be assessed a handling fee (inbound and outbound) based on size of the package. Handling fees are the responsibility of each sponsor or exhibitor, and charges will post to the guest room of the receiver. Shipments should arrive no more than two (2) days prior to the conference.

Handling Fees

- | | | | |
|------------------|---------|--------------------|----------|
| • Flat Envelopes | \$2.00 | • 25.1-50 lbs | \$50.00 |
| • 0.0-1.0 lbs | \$2.00 | • 50.1-75 lbs | \$75.00 |
| • 1.1-10 lbs | \$10.00 | • Over 75.1 lbs | \$100.00 |
| • 10.1-25 lbs | \$25.00 | • Pallets & Crates | \$200.00 |

Packages should be labeled as follows:

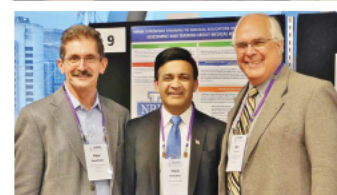
The Omni Fort Worth Hotel
1300 Houston St.
Fort Worth, Texas 76102
Attention: (Hotel Guest)
FSMB Annual Meeting / Booth #
April 25-27, 2019
Box #__ of __

Return Shipping

Billing information must be affixed to all boxes and packages for return shipping. Exhibitors may leave packages at their exhibit booth after tear down. Any packages with incomplete address or billing information will not be shipped and are the responsibility of the exhibitor.



Just the way you
want it!





2019 SCHEDULE AT A GLANCE ★★★★★

WEDNESDAY, APRIL 24, 2019

8:00 am — 5:00 pm	Administrators in Medicine Annual Meeting
12:00 — 6:00 pm	Annual Meeting and CME Registration
5:30 — 7:00 pm	Minnesota Welcome Reception

THURSDAY, APRIL 25, 2019

7:00 am — 5:00 pm	Annual Meeting and CME Registration
7:00 — 7:50 am	New Attendee Orientation
8:00 — 8:15 am	Opening Ceremonies
8:15 — 9:15 am	General Session
9:15 — 9:30 am	Break — Exhibits, Posters and Networking
9:30 — 10:15 am	General Session: Your Federation at Work
10:15 — 10:45 am	FSMB Awards Presentation
10:45 — 11:00 am	Break — Exhibits, Posters and Networking
11:00 am — 12:30 pm	General Session
12:30 — 1:45 pm	New! Networking Luncheon
1:45 — 2:00 pm	Break — Exhibits, Posters and Networking
2:00 — 3:00 pm	Board Forums
3:00 — 3:15 pm	Break — Exhibits, Posters and Networking
3:15 — 4:15 pm	Public Members Forum
3:15 — 4:15 pm	Physician Assistants Forum
3:15 — 4:15 pm	Board Attorneys Roundtable
3:15 — 4:15 pm	TBD
4:15 — 4:30 pm	Break — Exhibits, Posters and Networking
4:30 — 5:30 pm	Candidates Forum
5:30 — 6:30 pm	Meet the Candidates Reception

FRIDAY, APRIL 26, 2019

6:00 — 8:00 am	American Association of Osteopathic Examiners Annual Business Meeting
7:00 am — 5:00 pm	Annual Meeting and CME Registration
8:00 — 9:00 am	Reference Committees
9:00 — 10:15 am	Morning Concurrent Sessions
10:15 — 11:00 am	New! FSMB Spotlight Poster Session
11:00 am — 12:15 pm	Morning Concurrent Sessions (Repeated)
12:15 — 12:30 pm	Break — Exhibits, Posters and Networking
12:30 — 2:00 pm	FSMB Foundation Luncheon (Tickets Required)
2:00 — 3:30 pm	Afternoon Concurrent Sessions
3:30 — 3:45 pm	Break — Exhibits, Posters and Networking
3:45 — 5:15 pm	Afternoon Concurrent Sessions (Repeated)
5:30 — 7:00 pm	Reception hosted by the Alabama State Board of Medical Examiners

SATURDAY, APRIL 27, 2019

7:00 am — 12:00 pm	Annual Meeting and CME Registration
6:30 — 7:50 am	New! Sunrise Activity
8:00 — 9:30 am	General Session
9:30 — 9:45 am	Break — Posters and Networking
9:45 — 11:00 am	General Session
11:00 — 11:15 am	Break — Posters and Networking
11:15 am — 12:15 pm	Dr. Bryant L. Galusha Lecture
12:15 — 2:00 pm	Lunch on your own
2:00 — 4:00 pm	House of Delegates
5:00 — 5:30 pm	Chair's Reception
5:30 — 6:30 pm	Investiture of the Chair
7:00 — 9:00 pm	Dr. Walter L. Bierring Dinner and Entertainment



400 Fuller Wiser Road
Euless, Texas 76039

Company Name: _____

Address: _____

Address: _____

City, State, Zip/Postal Code: _____

Name of Exhibit Contact: _____ Title: _____

Telephone: _____ Contact Email: _____

Exhibitor Fee

☐ \$1,500 (Deadline: January 11, 2019)

Payment

☐ **Credit Card** - Complete a secure online payment at <http://bit.ly/fsmb2019exhibitor>

Exhibitor Badges

Exhibitor #1 Name: _____ Title: _____

Exhibitor #2 Name: _____ Title: _____

Exhibitor Info *(Please complete this section as you would like to be listed in print and digital materials)*

Company Name: _____

Phone: _____ Email: _____

Website: _____

Twitter: _____

Facebook: _____

Company Description (150 word limit):

Contract Provisions Exhibits and exhibitors are subject to the following terms. 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 FSMB. It 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.

Representative Responsibilities Exhibitors 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.

Payments and Cancellations The Exhibitor Registration deadline is on or before January 11, 2019. Exhibit Fees are due at the time of registration. Exhibitors who cancel on or before January 11, 2019, will receive a full refund. Exhibitors who cancel after January 11, 2019, 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. It is mutually agreed, in the occurrence that the event is canceled for any reason, then and thereupon this Agreement will be automatically terminated and FSMB will determine an equitable basis for the refund of a portion or all of the exhibit fees, after due consideration of expenditures and commitments already made.

Space Agreement This application for exhibit space, notice of assignment by the FSMB and 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 or change final space assignment should it be necessary and in the best interest of the Annual Meeting.

Arrangements of Exhibits Exhibits will be limited to tabletop displays and standard-sized pull-up banners 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 Exhibitors may move in between 12:00 - 5:00 p.m. on Wednesday, April 24, 2019. The Exhibit Hall officially closes Friday, April 26, 2019, at 4:00 p.m. Exhibitors may not dismantle or disturb their exhibits until that time. All exhibits and supplies must be removed from the exhibit hall by 7:00 p.m. on Friday, April 26, 2019.

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 reasons are found by the FSMB to be objectionable. FSMB further reserves the right 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 This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture, or agency between the FSMB and Exhibitor. Exhibitor agrees to and does indemnify, hold harmless the FSMB, its officers, directors, employees, agents, affiliates, and subsidiaries (collectively "Indemnified parties") from and against any and all liability, responsibility, loss, damage, cost, or expense (including by not limited to cost, interest, and attorney's fees) which any Indemnified party may incur arising directly or indirectly from any act or omission by Exhibitor or any of its employees or agents. Exhibitor will employ reputable guards and will take reasonable precautions to safeguard exhibit. Exhibitor further agrees that the Indemnified Party shall not be responsible in any way for damage, loss, or destruction of any property of Exhibitor or injury to Exhibitor or its representatives, employees, or agents. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury.

Fire Regulations All material used in the exhibitor area must be made of flameproof materials and conform to all fire department regulations.

Authorized Representative (please print)

Signature

Date

Please Return Application, Contract and Payment to:

Funmi Okunbolade | Federation of State Medical Boards

400 Fuller Wiser Road, Euless, TX 76039

Email: marketing@fsmb.org | Phone: (817) 868-5131 | www.fsmb.org



FSMB Sponsor Application

April 25-27, 2019 | Fort Worth, TX

Company Name: _____

Address: _____

Address: _____

City, State, Zip/Postal Code: _____

Sponsorship Contact: _____ Title: _____

Telephone: _____ Contact Email: _____

Sponsor Level

- | | | |
|--|--|--|
| <input type="checkbox"/> Platter Lecture Sponsor: \$10,000 | <input type="checkbox"/> Mobile App Sponsor: \$7,500 | <input type="checkbox"/> Friday Break Sponsor: \$5,000 |
| <input type="checkbox"/> Galusha Lecture Sponsor: \$10,000 | <input type="checkbox"/> Technology Sponsor: \$7,500 | <input type="checkbox"/> Supporting Sponsor (Tote Bag) : \$3,500 |
| <input type="checkbox"/> Foundation Lecture Sponsor: \$7,500 | <input type="checkbox"/> Thursday Break Sponsor: \$5,000 | <input type="checkbox"/> Supporting Sponsor (Key Card) : \$2,500 |

Payment Information

- ☐ Check enclosed ☐ Check Number: _____ (Postmarked by January 11, 2019)

Make check payable to the **Federation of State Medical Boards** and note **2019 Annual Meeting Sponsor** on the memo line.

- ☐ **Credit Card** - Complete a secure online payment at <http://bit.ly/fsmb2019sponsor>

Event Representatives *(Please see sponsors benefits)*

Name: _____	Title: _____	<input type="checkbox"/> Full Attendee	<input type="checkbox"/> Exhibitor Badge
Name: _____	Title: _____	<input type="checkbox"/> Full Attendee	<input type="checkbox"/> Exhibitor Badge
Name: _____	Title: _____	<input type="checkbox"/> Full Attendee	<input type="checkbox"/> Exhibitor Badge
Name: _____	Title: _____	<input type="checkbox"/> Full Attendee	<input type="checkbox"/> Exhibitor Badge

Sponsor Info *(Please complete this section as you would like to be listed in print and digital materials)*

Company Name: _____

Phone: _____ Email: _____

Website: _____

Twitter: _____

Facebook: _____

Company Description *(150 word limit)*:

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Payments and Cancellations The Sponsorship Fee is due at the time of registration. The Sponsor Registration deadline is January 11, 2019. Sponsors who cancel on or before January 11, 2019 will receive a full refund. Sponsors who cancel after January 11, 2019, 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. Fees are a commercial transaction between the FSMB and the Sponsor and in no way are construed as financial support for the continuing medical education activity. It is mutually agreed, in the occurrence that the event is canceled for any reason, then and thereupon this Agreement will be automatically terminated and FSMB will determine an equitable basis for the refund of a portion or all of the exhibit fees, after due consideration of expenditures and commitments already made.

Space Agreement This application for a sponsorship includes an exhibit space (per Sponsorship Benefits Agreement), and notice of assignment by the FSMB and full payment of sponsorship fees, together constitute an agreement for a right to use the space. Sponsors will be assigned space on a first-come, first-serve basis. The FSMB reserves the right to make or change final space assignment should it be necessary and in the best interest of the Annual Meeting.

Arrangements of Sponsorship Exhibits Exhibits will be limited to tabletop displays and standard-sized pull-up banners 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.

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Care of Buildings Sponsors 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 Sponsor 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 Sponsor 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 Sponsor 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 Sponsor must receive approval from the FSMB for any intended group functions.

Direct Selling In the event that Sponsor engages in on-location transactions, Sponsor 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. Sponsor 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 reasons are found by the FSMB to be objectionable. FSMB further reserves the right 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. Sponsor is not permitted to set up displays in hotel rooms, hotel suites or lobbies.

Liability and Insurance This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture, or agency between the FSMB and Sponsor. Sponsor agrees to and does indemnify, hold harmless the FSMB, its officers, directors, employees, agents, affiliates, and subsidiaries (collectively "Indemnified parties") from and against any and all liability, responsibility, loss, damage, cost, or expense (including by not limited to cost, interest, and attorney's fees) which any Indemnified party may incur arising directly or indirectly from any act or omission by Sponsor or any of its employees or agents. Sponsor will employ reputable guards and will take reasonable precautions to safeguard exhibit. Sponsor further agrees that the Indemnified Party shall not be responsible in any way for damage, loss, or destruction of any property of Sponsor or injury to Sponsor or its representatives, employees, or agents. Sponsors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury.

Fire Regulations All material used in the exhibitor area must be made of flameproof materials and conform to all fire department regulations.

Authorized Representative (please print)

Signature

Date

Please Return Application, Contract and Payment to:

Funmi Okunbolade | Federation of State Medical Boards

400 Fuller Wiser Road, Euless, TX 76039

Email: marketing@fsmb.org | Phone: (817) 868-5131 | www.fsmb.org



Parcel Handling Fees

Date:

Company Name &
Meeting Room:

On-Site
Contact/Approver:

Email:

Cell Phone:

On-Site Contact
Signature/Approval:

Handling Fees:

Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card.

Quantity	Package Weight	Charges	Total
	Flat Envelopes	\$2.00	\$
	0.0-1.0 lbs	\$2.00	\$
	1.1-10 lbs	\$10.00	\$
	10.1-25 lbs	\$25.00	\$
	25.1-50 lbs	\$50.00	\$
	50.1-75 lbs	\$75.00	\$
	Over 75.1 lbs	\$100.00	\$
	Other	\$	\$
	Pallets & Crates	\$200.00 (.75/pound over 300 pounds)	\$
		Grand Total	\$

Method of payment:

- Guestroom number:
- Credit Card Y/N
- Master Account:
- Non-Hotel Guest

Associate Signature _____

EXHIBITOR PRICE GUIDE

VIDEO EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
DVD Player	\$85			
21" LCD Monitor	\$155			
46" LCD Monitor w/stand	\$400			
52" LCD Monitor w/stand	\$550			
60" LED Monitor w/stand	\$600			
LCD Projector (WXGA) w/stand & 6' Screen	\$765			
Other monitor and screen sizes available, please call for a quote.			Subtotal	

SOUND EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Computer Speakers	\$40			
Powered Speaker (100W)	\$100			
Wireless Microphone Handheld/Lavaliere	\$175			
Custom systems available, please call for a quote.			Subtotal	

ELECTRICAL SUPPORT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Desktop Computer	\$350			
Laptop, PC	\$200			
Laptop, MAC	\$400			
Custom system available, please call for a quote.			Subtotal	

Video Equipment Subtotal _____

Sound Equipment Subtotal _____

Computer Equipment Subtotal _____

(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL _____

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

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EXHIBITOR PRICE GUIDE

STANDARD WIRED INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared ethernet	\$150			
Additional user/device	\$100			
			Subtotal	

WIRELESS INTERNET SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Access point activation/WiFi connection (1st device)	\$49.95			
Additional user/device	\$19.95			
			Subtotal	

SPECIAL NETWORK SERVICES BY REQUEST

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Higher Bandwidth Caps - Available (current per user - 6Mbps)	\$55/each add'l Mbps			
Dedicated Bandwidth	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
Custom items available	Please Call			
			Subtotal	

TELECOMMUNICATIONS SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Polycom Speakerphone	\$125			
			Subtotal	

Standard Wired Internet Services Subtotal	
Wireless Internet Services Subtotal	
Special Network Services by Request Services Subtotal	
Telecommunication Services Subtotal	
(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL	

EXHIBITOR PRICE GUIDE

ELECTRICAL SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
120 VOLT SINGLE PHASE SERVICE				
5 Amp 120v (includes extension cord and power strip)	\$75			
20 Amp 120v(dedicated)	\$100			
208 VOLT THREE PHASE SERVICE				
30 Amp 208v	N/A			
60 Amp circuit	N/A			
100 Amp circuit	N/A			
200 Amp circuit	N/A			
400 Amp circuit	N/A			
Power strips	\$15			
25' Extension cord	\$15			
50' Extension cord	\$20			
IMPORTANT: Electrical Services and/or extensive set-ups may require labor. Please call you Encore representative for details.			Subtotal	

Electrical Services Subtotal

(Before taxes service charge and/or labor) **EQUIPMENT SUBTOTAL**

Exhibit Rental Reservation GRAND TOTAL

Equipment TOTAL

Networking/Telecom TOTAL

Electrical TOTAL

(Before taxes service charge and/or labor) **GRAND TOTAL**

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EXHIBITOR PRICE GUIDE

LABOR SERVICE RATES

HOURS	RATE
8am to 6pm	\$75
6pm to 12am	\$112.50
12am to 8am	\$150
Holidays	\$150

FUNCTION SPACE

FUNCTION SPACE	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH
Start Date & Time:					
End Date & Time:					

CLIENT/EXHIBITOR INFORMATION

Event Name		Event Location	
Exhibitor		Booth#	
Contact Name		Email Address	
Address		Phone #	
Fax#		City	
State	Zip	Delivery Date	

Please contact Encore Event Technologies for delivery. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place.

Pick-up Date: _____

Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Comments

- ADVANCED PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
- TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES.
- Equipment listed is a partial inventory. Additional equipment is available upon request.
- Custom sizes and/or specification are also available. Please call for a quote.

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EXHIBITOR PRICE GUIDE

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND
RESPONSIBILITY AS SET FORTH BELOW

EQUIPMENT TERMS AND CONDITIONS

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.
6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
8. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
9. You agree to remain entirely liable for all activities conducted through the network connections.

10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

ELECTRICAL REGULATIONS

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore Event Technologies representative. Encore Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore Event Technologies representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed.
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: _____
(Required)

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