



**EXHIBITOR INVITATION**  
**2024 Eastern Montana Medicine Conference**  
**November 8-9, 2024**  
**Sleep Inn, Miles City, MT**

The Billings Clinic is extending your company the opportunity to exhibit at the 2024 Eastern Montana Medicine Conference. This medical conference audience consists of primary care providers (MD, DO, PA, NP) from Montana and regional areas. The anticipated audience number this year is 20-30 participants. An agenda will be sent when it is finalized.

Exhibit booth information and fees:

- Booth fee: \$750.00 / table (10 opportunities available)
  - 2 representatives allowed per table
- Set-up: November 7, 2023 from 2:00 pm to 5:00 pm
- Exhibit time: November 8, 2023 from 7:30 am to 5:00 pm  
November 9, 2023 from 7:30 am to 1:00 pm

Attendees will receive an “Exhibit Passport”. Learners visiting the booths will have the booth representative sign in their designated area then will turn in their passport for a prize drawing.

In accordance with Standard 4.2 of the ACCME Standards for Commercial Support, the exhibits will be in a separate space apart from the education sessions.

To reserve your exhibit space, please complete the registration form (below) and return to the Billings Clinic CME team by **October 20, 2024**. Billings Clinic is a not-for-profit organization (Tax ID #81-0231784). Payment for the exhibit space is due by **November 6, 2024**. **Booth space will not be held unless this registration form is received.**

Should you have any questions about exhibiting or the conference itself, please feel free to contact us by email at [cmeteam@billingsclinic.org](mailto:cmeteam@billingsclinic.org) or by phone at (406) 238-2833.

We look forward to your response and your participation!

**Ashley Webb**  
**Continuing Medical Education Coordinator**  
**Billings Clinic**

**Return the completed form and payments to:**

Billings Clinic • Office of Medical Education – ATTN: CME  
• PO Box 1855 • Billings, MT 59103

**Questions?** Contact Ashley Webb • [cmeteam@billingsclinic.org](mailto:cmeteam@billingsclinic.org) • Phone: (406) 238-2833



## 2024 Eastern Montana Medicine Conference

Sponsored by the Billings Clinic

**November 8-9, 2024**

### **Commercial Exhibitor Booth Registration and Agreement**

Exhibitor agrees to abide by all requirements of the **ACCME's Accreditation Criteria**, the **ACCME Standards for Commercial Support**, and **Billings Clinic Continuing Medical Education Policies**. Specifically:

- 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. Billings Clinic will be responsible for the identification, determination, and selection of needs, objectives, content, faculty, educational methods, evaluation, and audience and will ensure that the decisions are made free of the control of the exhibitor.
- All exhibits will be in a virtual space or area separate from the education; the exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity, in accordance with Standard 4.2 of the ACCME Standards for Commercial Support.
- Representatives of the company exhibiting may attend CME activities at the discretion of Billings Clinic for the direct purpose of the representatives' own education; however, they may not engage in sales or marketing activities while in the space or place of the educational activity.
- Information on the identity of learners at CME activities is considered to be the confidential property of Billings Clinic.
- Information on learners will only be released to third parties when learners have prospectively signed a document authorizing this release of information.
- Exhibit space at this CME activity has not and will not be given as a condition of commercial support. A separate exhibit fee is for rental of space and shall be paid to the sponsoring organization, department or division.
- In no event, will Billings Clinic provide a list of program attendees in program materials given to exhibitors.
- Exhibitors will be verbally acknowledged at the activity, per the discretion of the course director, in line with CME guidelines. Such acknowledgement will not contain the logo of any individual exhibitor, rather, the course director (or other CME representative) will acknowledge the presence of exhibitors and the availability of the virtual exhibit space outside of the learning space generally for attendees who choose to visit it.

**By completing this form, you confirm the intention to exhibit at the accredited activity, acknowledge that you have read and understand all the terms of this Commercial Exhibitor Booth Registration and Agreement, and that as an authorized agent of the Exhibitor, you agree to comply with terms set forth in this agreement.**

**Printed name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Company representative)

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## 2024 Eastern Montana Medicine Conference

<b>Exhibit Booth Reservation</b>		<b>Total</b>
Exhibit table # _____	\$750.00 each	\$ _____

**Registration & Payment Deadline:**

Completed registration form must be submitted **no later than October 20, 2024.**

Payment must be received **no later than November 6, 2024.**

*Exhibits will be reserved upon receipt of this signed agreement; all exhibits are offered on a first come, first served basis. All payments are final; refunds will not be awarded for exhibitors who cancel or do not show on the date of the event.*

Information about the Exhibitor	
Company/Organization	
Exhibit Contact(s)	
Mailing Address	City, State Zip code
Telephone	Email(s)

Booth Fee remittance information	
<input type="checkbox"/> <b>Check – Payable to: Billings Clinic</b> <u>Billings Clinic</u> <u>c/o Ashley Webb</u> <u>PO Box 1855</u> <u>Billings, MT 59103</u>  Memo: 2024 EMMC (Eastern Montana Medicine Conference)  Federal Tax ID# 81-0231784	<input type="checkbox"/> <b>Credit card preferred. An e-invoice will be sent.</b> <b>Email address of person paying fee:</b>  <hr style="border: 0.5px solid black;"/>

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