



EXHIBITORS
2024 Wound Healing and Hyperbaric Medicine Conference
October 25, 2024
Billings Clinic, Billings, MT

The Billings Clinic is offering your company the opportunity to exhibit at the 2024 Wound Healing and Hyperbaric Medicine Conference. The medical conference audience consists of physicians, advanced practice providers, nurses, medical assistants, and physical therapy providers from across Montana, northern Wyoming, and the western Dakotas who commonly work with wound care patients. We anticipate this event to draw 50 participants. A tentative agenda is included for review.

Exhibit booth information and fees:

- Booth fee: \$750.00 per booth; maximum of 2 representatives per table
- Set-up: October 24th from 2:00 – 4:30 PM
- Exhibit times: October 25th from 7:30 AM – 5:00 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 11, 2024**. Billings Clinic is a not-for-profit organization (Tax ID #81-0231784). Payment for the exhibit space is due by **October 18, 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 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 • Phone: (406) 238-2833



2024 Wound Healing and Hyperbaric Medicine Conference

Sponsored by the Billings Clinic

October 25, 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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| | | |
|----------------------------------|---------------|--------------|
| Exhibit Booth Reservation | | Total |
| Exhibit table # _____ | \$750.00 each | \$ _____ |

Registration & Payment Deadline:

Completed registration form must be submitted **no later than October 11, 2024.**

Payment must be received **no later than October 18, 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"/> Check – Payable to: Billings Clinic <u>Billings Clinic</u> <u>c/o Ashley Webb</u> <u>PO Box 1855</u> <u>Billings, MT 59103</u> Memo: 2024 WHHMC (Wound Healing and Hyperbaric Medicine Conference) Federal Tax ID# 81-0231784 | <input type="checkbox"/> Credit card preferred. An e-invoice will be sent. Email address of person paying fee: <hr style="border: 0.5px solid black;"/> |

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