

**EXHIBITOR INVITATION**  
**2025 Cardiology Symposium**  
**February 21, 2025**  
**Billings Clinic, Billings, MT**

Billings Clinic is offering your company the opportunity to exhibit at the 2025 Cardiology Symposium. The audience for this medical conference consists of primary care providers (MD, DO, PA, NP) and other interested medical professionals from Montana and regional areas. The anticipated audience number this activity is 80-90 participants. An agenda has not been finalized; however, topics include: Rate Vs Rhythm, Mechanical Circulatory Support, Aortic Catastrophes, Carotid Artery Disease and Stroke, and Cholesterol Management. Additional topics will be added.

Exhibit booth information and fees:

- Booth fee: \$750.00 / table (10 opportunities available)
  - 1 6 ft table + 2 chairs. Maximum of 2 representatives allowed per table. Representatives are welcome to refreshments and lunch.
  - Electricity is available near select booths and first come, first reserved at set up time. Extension cords will not be supplied.
- Set-up: February 20, 2025 from 2:00 pm to 5:00 pm
- Exhibit time: February 21, 2025 from 7:00 am to 5:00 pm

All exhibitors will receive acknowledgement from the activity chair and recognition in our event materials as well as a list of pre-registered activity attendees in accordance with ACCME rules. Attendees will receive an exhibitor bingo card and ask booth representatives to sign/initial next to their company. Attendees will turn in this card to be eligible for a prize drawing.

**How to reserve your space – Space is limited!**

To reserve your booth space, complete and return the registration forms to Billings Clinic CME by **February 10, 2025**. **Booth space will not be held without a registration form. Registration is first come, first reserved.** You may return the registration form and make payment at a later date. Payment for the exhibit space is due by **February 18, 2025**. Billings Clinic is a not-for-profit organization (Tax ID #81-0231784). **If you have questions, please reach out.**

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*

Ashley Webb  
Continuing Medical Education Coordinator  
Billings Clinic  
[Awebb4@billingsclinic.org](mailto:Awebb4@billingsclinic.org)

**2025 Cardiology Symposium**  
**February 21, 2025**  
**Commercial Exhibitor Booth Registration and Agreement**

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

- This CME program is for scientific and educational purposes only and will not promote any commercial exhibitor's products, directly or indirectly.
- Billings Clinic is 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. Arrangements for commercial exhibits cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support.
- Exhibit space at this CME activity has not and will not be given as a condition of commercial support. The exhibit fee is for rental of space and shall be paid directly to the sponsoring organization, department, or division.
- No funds from any commercial exhibitor will be paid directly to the program director, faculty, or others involved with the CME activity. No funds from commercial exhibitors will be used to reimburse or defray the costs of traveling, or other personal expenses of non-faculty healthcare professionals attending continuing medical education activities, either directly or indirectly with the exception of financial assistance to medical students, residents, and fellows in training, provided the selection of these individuals is made by Billings Clinic or an approved designee.
- All exhibits will occur in a space separate from the education; exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity.
- 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.
- Billings Clinic will ensure disclosure to activity participants of commercial exhibitor's funding and any relationship between faculty and commercial exhibitors. Exhibitors will be acknowledged at the activity in line with CME guidelines. Such acknowledgement will not contain the logo of any individual exhibitor.
- Information on the identity of learners at CME activities is considered to be the confidential property of Billings Clinic and will only be released to third parties when learners have prospectively signed a document authorizing this release of information.
- Should any situation beyond the control of Billings Clinic arise to prevent this activity from occurring, Billings Clinic will not be held liable for any expenses incurred by the exhibitor except the rental cost of the booth, which shall be refunded in full.

**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:** \_\_\_\_\_

(Authorized company representative)

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

## 2025 Cardiology Symposium

<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 February 10, 2025. Booth space will not be held without it.**

Payment must be received **no later than February 18, 2025.**

*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	
<b>Company/Organization</b> (as it should appear on printed materials)	
<b>Company mailing address</b>	<b>City, State Zip code</b>
<b>Telephone</b>	<b>Email of payment contact</b>
<b>Exhibit Contact(s)</b> (Names of representatives attending)	
<b>Email(s) of those attending</b>	

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: 2025 Cardiology Symposium 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; border-top: 1px solid black; margin-top: 10px;"/>

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

• cmeteam@billingsclinic.org • Phone: (406) 238-2833 • Fax: (406) 238-2849