



**2018 EDUCATIONAL AND SCIENTIFIC CONFERENCE
SATURDAY, SEPTEMBER 8, 2018**

Cedarbrook Lodge
18525 36th Avenue South
Seattle, Washington 98188

Exhibitor Information

The Northwest Association of Occupational and Environmental Medicine (NAOEM) welcomes you to its 2018 Educational and Scientific Conference. This conference attracts over 100 Occupational and Environmental Medicine and Primary Care physicians, nurse practitioners, physician assistants and other occupational health professionals. The conference offers an opportunity for direct contact with the decision-makers in Occupational and Environmental medicine from around the Pacific Northwest region. Your support will help advance the most current scientific information and issues to area clinicians.

Exhibit Hours

Saturday, September 8th 7:15 AM – 5:00 PM

Set Up: Saturday, September 8 after 5:30 AM, but must be set up by 7:15AM

Move Out: not before 4:15 PM; must be completely moved out by 5:30PM

Exhibit Space

\$750 before August 1st (\$850 after August 1)

- Includes a 6' x 2' skirted table and two chairs
- Tabletop displays are strongly preferred
- Up to **two** exhibitor representatives are invited to snack breaks and lunch
- Company will be acknowledged in conference material
- Hard copy of attendee list

Delivery & Storage of Materials

Due to limitations in secured storage space, Cedarbrook Lodge will accept only packages as follows

1. Boxes/packages may be sent for arrival a maximum of 48 hours prior to the start of the conference
2. Mail to:
Cedarbrook Lodge
attention: [exhibitor's name]
18525 36th Ave South
Seattle, WA 98188
3. Up to 12 boxes per exhibitor, not to exceed 50-lbs each
4. Exhibitors will be responsible for packing and shipping packages at the of the conference

Confirmation / Booth Assignments

Exhibit booth assignment will be based on order of registration confirmation. Please contact Jill Tepe at jstod@uw.edu if you have not received an exhibitor confirmation 30 days before the conference.

Other Commercial Sponsorship Opportunities

We have three opportunities for Platinum Supporters for NAOEM 2018:

1. **Lanyard Support (\$500)** – Put your logo on conference lanyards and receive acknowledgement on conference materials and on the conference website.
2. **Friday Evening Cocktail Party Support (\$500)** – Your logo on prominently displayed at the Friday cocktail party and invitation for two booth staff to attend. Also receive acknowledgement on conference materials and on the conference website.
3. **Saturday Evening Dinner Lecture Support (\$500)** – Your logo on prominently displayed at the Saturday evening dinner and talk with invitation for two booth staff to attend. Also receive acknowledgement on conference materials and on the conference website.

If you are interested in other sponsorship support opportunities, please contact Jill Tepe at jstod@uw.edu

Company Logo

Please provide an electronic copy of your company logo in JPEG format by no later than September 1, 2018 for inclusion in conference materials. Email file to Jill Tepe (jstod@uw.edu).

Lodging

Room Block Rates will be available for this event.

Rooms are limited and reservations must be made by mid-September to qualify for the special group rate. Be sure to ask for the **NAOEM** rate; <http://www.cedarbrooklodge.com>/Telephone: (206) 901-9268

Exhibit or Conference Management Questions

Exhibiting Logistics – Jill Tepe | jstod@uw.edu | (206)819-5455

Medical and Audience Inquires – Marc Suffis | naoem6.org@gmail.com | (206)595-8056

Exhibit Practices and Regulations

- Only one company may occupy an exhibit space
- All exhibitor personnel must be properly registered and may promote their products only within the exhibition area
- All displays must be designed so that they do not obstruct the clear view of nearby exhibitors
- No company identification may be placed outside your specific area (on posts, pillars, walls, ceilings, etc.)
- No subletting of space without the consent of the NAOEM
- Exhibitors are responsible for shipping, storage, and installation of all exhibit materials, and all costs involved thereby.
- Displays must be set up no later than 7:15AM Saturday, September 8 and not dismantled prior to 4:30PM September 8. Exhibit space not filled by 7:00AM may be resold, reassigned or used by conference management.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors, conference presentations, or other hotel guests.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- No hazardous materials may be stored or displayed in the exhibit area
- Aisles must be kept clear. Exhibits must be arranged so that exhibitors and their representatives are within their exhibit space
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In

the event of property damage caused by an exhibitor, the exhibiting company will be held responsible

- The NAOEM and Cedarbrook Lodge do not guarantee against theft or vandalism.
- Any exhibitor failing to occupy contracted space is not relieved of obligation for payment of the full rental of the exhibit space.
- It is expressly understood that exhibitors shall indemnify and hold harmless the NAOEM and Cedarbrook Lodge of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that NAOEM will not pay for special equipment, facilities and services ordered by technical exhibitors.
- Use of the name "NAOEM" or that of any officer of said Association recommending a product or services, is prohibited
- The NAOEM reserves the right to restrict exhibitors, without refund, who misrepresents themselves or whose presentation is in any manner deemed by management as offensive.
- There is a **\$250 service fee on all cancellations. No Refunds for cancellations received after September 1, 2018.**