



**2017 EDUCATIONAL AND SCIENTIFIC CONFERENCE  
SATURDAY, OCTOBER 14, 2017**

Cedarbrook Lodge  
18525 36<sup>th</sup> Avenue South  
SeaTac Washington

**Exhibitor Information**

The Northwest Association of Occupational and Environmental Medicine (NAOEM) welcomes you to its 2017 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.

**Lodging**

Room Block Rates start at \$199 (plus applicable taxes)

Rooms are limited and reservations must be made by Wednesday **September 13, 2017** to qualify for the above special group rate. Be sure to ask for the NAOEM rate; Telephone: (206) 901-9268

**Exhibit Hours**

Saturday, October 14; 7:00 AM – 5:00 PM

Set Up: Saturday, October 14 after 6:00 AM, but must be set up by 7:30AM

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

**Exhibit Space**

\$500 before August 15 (\$700 after August 15)

- Includes a 6' x 2' skirted table and two chairs
- Tabletop displays are strongly preferred
- Up to **two** exhibitor representatives are invited to breakfast 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 36<sup>th</sup> Ave South  
SeaTac, 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 NAOEM at [admin@naoem.org](mailto:admin@naoem.org) if you have not received an exhibitor confirmation within 15 day of submitting your exhibitor agreement

### **Other Commercial Sponsorship Opportunities**

**Lanyard Support (\$500)** – Put your logo on conference lanyards and receive acknowledgement on conference materials and on the conference website.

If you are interested in other sponsorship support opportunities, please contact NAOEM at [admin@naoem.org](mailto:admin@naoem.org).

### **Company Logo**

Please provide an electronic copy of your company logo in JPEG format by no later than September 1, 2017 for inclusion in conference materials. Email file to Janice Camp ([jecamp258@gmail.com](mailto:jecamp258@gmail.com)).

### **Exhibit or Conference Management Questions**

Curt Fischer at NAOEM at [admin@naoem.org](mailto:admin@naoem.org) or 206-956-3646

## 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 7:00AM Saturday, October 14 and not dismantled prior to 4:30PM October 14. 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, 2017.**