12th INTERNATIONAL CONFERENCE on FRONTOTEMPORAL DEMENTIAS

and

1st INTERNATIONAL SOCIETY for FRONTOTEMPORAL DEMENTIA CONFERENCE

SPONSORSHIP PROSPECTUS
MINNEAPOLIS, MINNESOTA
OCTOBER 7-10, 2020
Dear Potential Sponsor,

It is the privilege of the Local Organizing Committee at Mayo Clinic to coordinate the 12th International Conference on Frontotemporal Dementias and 1st International Society for Frontotemporal Dementia Congress (ICFTD2020) in Minneapolis, Minnesota Oct 7-10, 2020. The conference is being organized by the Mayo Clinic School of Continuous Professional Development in association with the International Society for Frontotemporal Dementia and the Association for Frontotemporal Degeneration. The conference headquarters is the Minneapolis Hilton in downtown Minneapolis, Minnesota. Please visit our conference website for current details and regular updates.

Frontotemporal dementia (FTD) is the second most common type of presenile dementia. The clinical manifestations include cognitive, language, behavioral, and sometimes motor system abnormalities, leading to a variety of clinical syndromes such as behavioral variant frontotemporal dementia +/- amyotrophic lateral sclerosis, primary progressive aphasia, corticobasal degeneration, or progressive supranuclear palsy. The impact of these changes on employment and quality of life, relatively young age of onset, strong familial tendency, relentless progression and current lack of effective treatment make the diagnosis of FTD devastating to patients, their families and society. Fortunately, there have been remarkable advances in our understanding of the molecular, and in some cases genetic, bases of FTD—including the work on tau, TDP-43, progranulin, C9orf72, C9RAN translation, FUS, inflammation and other mechanisms. These insights have fostered remarkable optimism in the potential development of effective treatments for FTD patients.

The ICFTDC is held every two years and is the only regularly scheduled international conference devoted to FTD. The conference is an important opportunity for FTD clinicians, researchers, trainees, patients, and caregivers from around the world to share knowledge with the goal of improving care. The faculty is developing a comprehensive Clinical/Scientific Track to address the most recent developments in clinical diagnosis, neuropsychology, neuroimaging, neuropathology, genetics, cell biology, animal models, management and therapeutics. Additionally, patients and family members affected by FTD are invited to participate in the Family Track (October 8-9) which is concurrent with the main conference, with one of these days being primarily devoted to patients/families affected by familial FTD. Participants in the Family Track are welcome to attend other portions of the main conference as well. Previously, this conference has generated an attendance of 600-900 delegates, and we expect over 1000 participants at ICFTD2020.
This conference includes an especially unique opportunity for patients and families, including those with a known genetic mutation. Conference attendees in the Family Track have the option to attend the Clinical/Scientific Track on Wednesday and an impressive community of international researchers. Throughout the conference, attendees in the Family Track learn about the current fast-paced landscape of FTD research from professionals around the world who are driving this research. Thursday’s session topics are geared toward all patients and families and include imaging, genetics, drug and non-drug management and living with uncertainty, to name a few. Friday is devoted to families with a known genetic mutation with focused sessions on genetics and research unique to this special population.

We invite your organization/company to support this very important conference and join us along with world renowned scientists, healthcare providers, patients, and families, as well as members of patient advocacy groups and scientific and federal organizations for this event on FTD. Based on the level of support you are interested in providing, we can offer various levels of recognition. Organizations/companies that support are acknowledged several ways, including the opportunity for an onsite exhibit, recognition on the conference website and in the syllabus, and during the opening and closing address. Ample opportunities are provided during the conference for sponsors and exhibitors to network with delegates and to showcase their products and services.

If you are interested in supporting the ICFTD2020 conference, or if you have questions, please contact Kari Koenigs at Koenigs.kari@mayo.edu or 507-293-1876.

We appreciate your interest and enthusiasm in joining us for the ICFTD2020 in Minneapolis.

Sincerely,

Bradley F. Boeve, M.D.
Chair, Local Organizing Committee, ICFTD2020
bboeve@mayo.edu

ICFTD2020 Local Organizing Committee:

Dennis Dickson, M.D.  Leah Forsberg, Ph.D.  Clifford Jack, Jr., M.D.  David Knopman, M.D.  Ronald Petersen, Ph.D., M.D.  Julie Reed
Keith Josephs, M.D., M.S.  Jonathan Graff-Radford, M.D.  David Jones, M.D.  Val Lowe, M.D.  Leonard Petrucelli, Ph.D.  Jennifer Whitwell, Ph.D.
Julie Fields, Ph.D.  Neill Graff-Radford, M.D.  Kejal Kantarci, M.D.  Angela Lunde, M.A.  Rosa Rademakers, Ph.D.  Zbigniew Wszolek, M.D.
Dates, Location, and Website

Conference Date:
   Wednesday, October 7 – Saturday, October 10, 2020

Meeting Location:

   Hilton Minneapolis
   1001 Marquette Avenue South
   Minneapolis, MN  55403

Conference Website:
   ce.mayo.edu/ftd2020

Local Organizing Committee Chair

   Bradley F. Boeve, M.D.

Local Organizing Committee

   Dennis Dickson, M.D.
   Keith Josephs, M.D., M.S.
   Julie Fields, Ph.D.
   Leah Forsberg, Ph.D.
   Jonathan Graff-Radford, M.D.
   Neil Graff-Radford, M.D.
   Clifford Jack, Jr., M.D.
   David Jones, M.D.
   Kejal Kantarci, M.D.
   David Knopman, M.D.
   Val Lowe, M.D.
   Angela Lunde, M.A.
   Ronald Petersen, Ph.D., M.D.
   Leonard Petrucelli, Ph.D.
   Rosa Rademakers, Ph.D.
   Julie Reed
   Jennifer Whitwell, Ph.D.
   Zbigniew Wszolek, M.D.

Primary Sponsorship/Exhibit Contact

   Kari Koenigs, Mayo Clinic CME Specialist   Koenigs.kari@mayo.edu   •   507-293-1876
Conference Highlights

Topics and speakers are carefully chosen to provide quality, practical, and evidence-based sessions.

- Patient/Family Panel
- Clinical/Neuropsych Review
- Clinical/Neuropsych Update and Controversies
- Patient Advocacy Groups
- Clinical/Neuropsych Hot Topics
- Imaging Review
- Biomarker/Electrophysiology Review
- Genetics Review
- Genetics Update and Controversies
- Imaging/Biomarker Hot Topics
- Genetics Hot Topics
- Innovative Measures
- Innovative Measures Hot Topics
- Neuropathology Review
- Neuropathology Update and Controversies
- Molecular Biology/Mechanisms/Models Review
- Molecular Biology/Models Update and Controversies
- Neuropathology Hot Topics
- Translational Medicine in FTLD
- Drug/Nondrug Management Review
- Clinical Trial Issues
- Emerging Treatments
General Sponsorship Information

Contact
Kari Koenigs
Mayo Clinic School of Continuous Professional Development (MCSCPD)
200 First St SW, Plummer 2-60
Rochester, MN  55905
Koenigs.kari@mayo.edu
507-293-1876

Sponsorship Levels
Platinum  $50,000    Silver  $10,000
Gold    $25,000    Exhibitor  $5,000
See the following page for information regarding what is included with each sponsorship level.

Exhibitor Location Assignments
Every effort will be made to give exhibitors their first choice of location. In case of conflicting requests, priority will be determined on the basis of:
  1. Sponsorship level
  2. Date the application was received by MCSCPD
  3. Space requested
  4. Special needs of the exhibitors
Exhibit space assignments are made when full payment and paperwork are received. These SOLD locations will be updated on the conference website.

Sponsor and Exhibitor Shipping
Brede Exposition Services is handling all of the shipping/receiving for this conference. They will contact confirmed sponsors/exhibitors regarding shipping deadlines, details, and pricing. Brede Exposition Services also offers furniture rental for your exhibit space if interested.
### Exhibit Details & Schedule

Exhibitor set-up is Tuesday, October 6 1600-1900 or Wednesday, October 7 0630-0800
Exhibitor tear-down is Saturday, October 10 1230 (you may tear down after the morning break if you wish)

### Preliminary Exhibit Schedule (subject to change)

<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday, October 7</th>
<th>Thursday, October 8</th>
<th>Friday, October 9</th>
<th>Saturday, October 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700-0800</td>
<td>Registration and Continental Breakfast</td>
<td>Continental Breakfast</td>
<td>Continental Breakfast</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>0730-0800</td>
<td>Welcome</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0800-0900</td>
<td>Patient/Family Panel</td>
<td>Imaging/Biomarker Review</td>
<td>Neuropathology Review</td>
<td>Drug/Nondrug Management Review</td>
</tr>
<tr>
<td>0900-1000</td>
<td>Clinical/Neuropsych Review</td>
<td>Imaging/Biomarker Update and Controversies</td>
<td>Neuropathology Update and Controversies</td>
<td>Lessons from AD, HD, SMA, ALS</td>
</tr>
<tr>
<td>1000-1030</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>1030-1130</td>
<td>Clinical/Neuropsych Update and Controversies</td>
<td>Genetics Review</td>
<td>Molecular Biology Review</td>
<td>Emerging Treatments 1</td>
</tr>
<tr>
<td>1130-1230</td>
<td>Clinical/Neuropsych Update and Controversies</td>
<td>Genetics Update and Controversies</td>
<td>Molecular Biology Update and Controversies</td>
<td>Emerging Treatments 2</td>
</tr>
<tr>
<td>1230-1330</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Closing Comments/Adjourn</td>
</tr>
<tr>
<td>1330-1430</td>
<td>Consortia-ALLFTD, GENFI, DINAD, etc</td>
<td>Imaging/Biomarker Hot Topics</td>
<td>Neuropathology Hot Topics</td>
<td></td>
</tr>
<tr>
<td>1430-1530</td>
<td>PAG Update</td>
<td>Genetics Hot Topics</td>
<td>Molecular Biology Hot Topics</td>
<td></td>
</tr>
<tr>
<td>1530-1600</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>1600-1700</td>
<td>Clinical/Neuropsych Hot Topics</td>
<td>Innovative Measures</td>
<td>Clinical Trial Planning</td>
<td></td>
</tr>
<tr>
<td>1700-1730</td>
<td>ISFTD Presidential Address</td>
<td>Innovative Measures Hot Topics</td>
<td>Piping Hot Topics</td>
<td></td>
</tr>
<tr>
<td>1730-1900</td>
<td>Poster Session</td>
<td>Poster Session</td>
<td>Poster Session</td>
<td></td>
</tr>
</tbody>
</table>
Sponsorship Levels

**Platinum Sponsor $50,000**
- Complimentary exhibit space in premium location (table, two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference, flyer in registration packets)
- Ten complimentary registrations to the conference
- Six complimentary Gala Dinner tickets

**Gold Sponsor $25,000**
- Complimentary exhibit space (table, two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference, flyer in registration packets)
- Five complimentary registrations to the conference
- Two complimentary Gala Dinner tickets

**Silver Sponsor $10,000**
- Complimentary exhibit space (table, two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference, flyer in registration packets)
- Two complimentary registrations to the conference

**Exhibitor $5,000**
- Exhibit table (two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference)
- Conference attendee list
Unique Sponsorship Opportunities

<table>
<thead>
<tr>
<th>Event</th>
<th>Sponsorship</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gala Dinner</td>
<td>$30,000</td>
<td>(1)</td>
</tr>
<tr>
<td>Welcome Reception</td>
<td>$15,000</td>
<td>(1)</td>
</tr>
<tr>
<td>Conference Bag</td>
<td>$10,000</td>
<td>(1)</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>$10,000</td>
<td>(1)</td>
</tr>
<tr>
<td>Zen Den</td>
<td>$5,000</td>
<td>(2)</td>
</tr>
<tr>
<td>Conference Booklet</td>
<td>$7,500 &amp; $2,500</td>
<td>(1)</td>
</tr>
<tr>
<td>Key Cards</td>
<td>$2,500</td>
<td>(1)</td>
</tr>
<tr>
<td>Pocket Schedule</td>
<td>$2,500</td>
<td>(1)</td>
</tr>
<tr>
<td>Charging Stations</td>
<td>$2,500</td>
<td>(1)</td>
</tr>
<tr>
<td>Bag Insert</td>
<td>$1,000</td>
<td>(5)</td>
</tr>
<tr>
<td>Supporting Angel</td>
<td>$1,000—$5,000</td>
<td>unlimited</td>
</tr>
</tbody>
</table>

**Gala Dinner $30,000**

The Gala Dinner provides an ideal setting to showcase your company.

- A reserved table at the gala dinner with the opportunity to invite guests (table seats 10)
- Ten complimentary tickets to the gala dinner
- Recognition signage at the entrance to the dinner
- Opportunity to provide approved branding at tables
- Company logo printed on tickets and table menus

**Welcome Reception $15,000**

The Welcome Reception provides an opportunity to network with conference attendees at the first social function of the conference.

- Two complimentary conference registrations
- Recognition signage at the entrance to the dinner
- Opportunity to provide approved branding at tables
Conference Bag  $10,000
The conference bag is provided to each attendee at the conference.
  • Your company logo printed on the conference bag

Conference Wi-Fi  $10,000
Help attendees stay connected with their office and home while attending the conference by sponsoring the wireless internet access in the meeting space.
  • Recognition throughout the meeting with company logo on internet connection instructions in the attendee packet
  • Recognition sign near the conference registration area

Conference Booklet
Clinical/Scientific Track - $7,500 / Family Track- $2,500
Booklet provided to all attendees of the Clinical/Scientific Track and the Family Track.
  • Company logo printed in the booklet
  • Recognition sign near the conference registration area

Zen Den for Family Track Attendees  $5,000
This is a quiet space located near the meeting space allows patients and family members a quiet place to relax and recharge.
  • Acknowledgement during the Family Track opening announcements
  • Recognition signage in the Quiet Room

Hotel Key Cards  $2,500
Welcome guests as they check into their hotel rooms with your company logo on their hotel key card (Hilton only).
  • Company logo on hotel key card
Schedule at-a-glance $2,500
Pocket schedule provided to conference attendees.
- Recognition throughout the meeting with company logo on internet connection instructions in the attendee packet
- Recognition sign near the conference registration area

Charging Stations $2,500
Help conference attendees stay fully charged during the conference by sponsoring the laptop/mobile device charging stations.
- Recognition at charging stations
- Recognition sign near the conference registration area

Conference Bag Insert $1,000
Promote your booth products, services, and/or booth location with a flyer in the conference bag. Size and content must be approved in advance.

Supporting Angels $1,000—$5,000
Individuals and corporations with an interest in FTD who wish to demonstrate benevolent support for the aims of the International Society for Frontotemporal Dementias Conference may wish to make a donation to the conference or the Family Track. These funds are used to add value to the conference and will contribute to a reduction in registration fees for researchers and family members.
Exhibit Space Diagram

Coming soon! The diagram will be posted on the conference website when it is available.
Lodging Accommodations

**Hilton Minneapolis**
1001 Marquette Avenue South
Minneapolis, Minnesota  55403
United States

Hilton Minneapolis is offering a reduced room rate for attendees of $229 plus tax. Reserve your room before September 10, 2020 in order to receive a discounted rate (limited number available). Discounted room rates are available three days before and three days after the conference, based on availability.

Reserve your room [online here](#) or call 1-888-933-5363 or the hotel directly at 612-376-1000 and reference the group’s three-letter code: **MIC**.
Rules & Regulations

In applying for exhibit space, exhibitors agree to abide by the following regulations:

**Exhibit Regulations:**

- Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its assigned space.
- Attire of exhibit personnel should be consistent with the professional atmosphere of the conference.
- Demonstrations by exhibitors may not interfere with normal traffic flow nor infringe on neighboring exhibits. Demonstrations are not permitted outside of the exhibitor’s assigned space.
- Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor’s space.
- Canvassing or marketing of any products or services in any part of the meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.
- Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.
- It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

**CME Guidelines Related to Educational Grants, Exhibit Space and Promotional Activities:**

In compliance with ACCME Standards for Commercial Support, arrangements for commercial exhibits or advertisements cannot influence or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

- Exhibit and other promotional fees shall be separate and distinct from educational grants/commercial support.
- All exhibitors must be in a room or area separate from the education and the exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity.
- Company representatives must refrain from holding any commercial discussions in the educational classroom. All promotional activities including interviews, demonstrations, and the distribution of literature or samples must be made within the exhibitor’s space. Canvassing or distributing promotion materials outside the exhibitor’s rented exhibit space is not permitted.
- Commercial interest representatives that have paid a conference registration fee may attend CME activities for the sole purpose of the representatives’ own education. However, they may not engage in sales or marketing activities while in the educational classroom.

**Liability:**

Mayo Clinic School of Continuous Professional Development, the employees thereof, nor their representatives, nor any member of the Conference Committee or Hilton shall be responsible for injury, loss, or damage that may occur to the Exhibitor or his property from any cause whatsoever, prior to, during, or subsequent to the period of the Exhibit. The Exhibitor agrees to indemnify, the Mayo Clinic Continuous Professional Development and their employees, volunteers, and committees from any and all claims for loss, damage, or injury. Exhibitors are encouraged to insure themselves against property loss or damage, and against both general and personal liability.

Exhibitor understands and agrees that, for the safety of conference participants, Exhibitor shall not perform any procedures on or provide any services to conference participants that are either invasive or are customarily performed in a practitioner’s office.
Terms and Conditions

The Contract

1. The term ‘organizer’ refers to Mayo Clinic School of Continuous Professional Development (MCSCPD).
2. The terms ‘sponsor’ and ‘exhibitor’ include any person, firm, company, corporation, or association and its employees and agents identified on the Sponsor/Exhibitor Registration Form and/or Exhibitor Agreement.
3. A ‘contract’ is formed between the organizer and sponsor and/or exhibitor when the organizer accepts the signed Sponsor/Exhibitor Registration Form and/or Exhibitor Agreement.
4. The organizer reserves the right to refuse a registration or prohibit any sponsor or exhibitor from participating without providing a reason for such refusal.
5. The organizer reserves the right to change the exhibitor layout if necessary. Exhibitors will be notified of any changes.
6. The organizer may refuse without limitation to permit activity within the exhibit area or may require particular activities to stop at their discretion.
7. The organizer may determine the hours during which the sponsor and/or exhibitor will have access to the exhibit area for setting up and tearing down.
8. The organizer will specify conditions relating to the movement of goods and displays, prior, during, and after the exhibit times.
9. The organizer will not accept liability for loss or damage of equipment delivered, displayed, or used by the exhibitor at the venue.
10. The organizer and the organizing committee reserve the right to change any part of the prospectus.

Obligations and Rights of Sponsors/Exhibitors

11. The exhibitor must ensure that all payments are made seven days prior to the conference load in date.
12. The exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibit area.
13. The exhibitor acknowledges that the organizer will not be able to provide assistance in tracking lost deliveries.

Storage of Goods

14. Details pertaining to storage of goods will be provided by Brede Exposition Services.

Payment and Cancellation

15. To confirm your space, full payment must be received with the Sponsor/Exhibitor Registration Form.
16. Cancellation must be made in writing via an email sent to: Koenigs.kari@mayo.edu
17. The Sponsor and Exhibitor cancellation fees are as follows:
   - The organizer will retain 50% of the total amount contracted cost if cancellation occurs on or before April 10, 2020.
   - The organizer will retain 75% of the total contracted cost if the cancellation occurs between April 11 and July 10, 2020.
   - The organizer will retain 100% of the total contracted cost if the cancellation occurs after July 11, 2020.
Sponsor/Exhibitor Registration

Contact Name: __________________________________________
Company Name: _________________________________________
Address: _______________________________________________
City: __________________ State: _______ ZIP: ____________
Phone: _________________________________________________
Email: _________________________________________________

Sponsor/Exhibitor Information

Payment Summary

Sponsorship Package Total $ ________
Unique Sponsorship Opportunities $ ________
Grand Total $ ________

Payment Method

Make checks payable to:
Mayo Clinic
Mayo Clinic School of Continuous Professional Development
200 First St SW, Plummer 2-60
Rochester, MN 55905

Please identify ICFTD2020 on the check.
For payment by credit card or wire transfer, please call the MCSCPD Registrar at 800-323-2688. Please contact Koenigs.kari@mayo.edu if you require an invoice.

Payment Method

On behalf of Company name: ______________________________________
I confirm that I have read and understand the terms and conditions of my selected Sponsor/Exhibitor options as described on page 15-16 of this prospectus.

Signature: __________________________ Date: __________

Sponsor and Exhibitor cancellation fees:
50% of the total amount contracted cost if cancellation occurs on or before April 10, 2020. 75% of the total contracted cost if the cancellation occurs between April 11 and July 10, 2020. 100% of the total contracted cost if the cancellation occurs on or after July 11, 2020.
### Mayo Clinic School of Continuous Professional Development

**Sponsor & Exhibitor Agreement**

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>12th International Congress on Frontotemporal Dementias</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Number</td>
<td>20R05035</td>
</tr>
<tr>
<td>Location</td>
<td>Hilton Minneapolis, 1001 Marquette Ave S, Minneapolis, MN 55403</td>
</tr>
<tr>
<td>Dates</td>
<td>October 7-10, 2020</td>
</tr>
</tbody>
</table>

Agreement between: **ACCREDITED PROVIDER:** Mayo Clinic College of Medicine and Science – MCSCPD AND:

**Company Name (Sponsor/Exhibitor)**
(as it should appear on printed materials)

**Exhibit Contact (if different then exhibit Rep.)**

**Name(s) of Representative(s) exhibiting:**
(Maximum of two representatives allowed per exhibit)

**Address**

**Telephone**

**Email**

The named company wishes to Sponsor or Exhibit at this activity for the total amount of $______________

Indicate what you are sponsoring below:

<table>
<thead>
<tr>
<th>Sponsor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Platinum $50,000</td>
<td>□ Gold $25,000</td>
</tr>
</tbody>
</table>

#### Unique Sponsor Opportunities

| □ Gala Dinner $30,000 | □ Zen Den $5,000 | □ Pocket Schedule $2,500 | □ Supporting Angel $________ |
| □ Reception $15,000 | □ Conference Booklet $7,500 | □ Charging Station $2,500 |  |
| □ Conference Bag $10,000 | □ Conference Booklet $2,500 | □ Bag Insert $1,000 |  |
| □ Wi-Fi $10,000 | □ Key Cards $2,500 |  |  |

<table>
<thead>
<tr>
<th>Exhibitor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ $5,000</td>
<td>□ $2,500 nonprofit fee</td>
</tr>
</tbody>
</table>

**NOTE:** There may be additional charges depending on the meeting location (power, internet access, etc.).

*Please list additional requests here:* (please note: additional requests may incur additional fees)

### TERMS AND CONDITIONS

- **EXHIBITOR** agrees to abide by ACCME Standards for Commercial Support as stated at [www.accme.org: SCS 4.2](http://www.accme.org): 
  “Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME.” “For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.”

- **EXHIBITOR** may only distribute educational promotional materials at their exhibit space. Distribution of non-educational items (pens, notepads, etc.), pharmaceuticals or product samples is prohibited.

- All exhibit fees associated with this activity will be given with the full knowledge of the PROVIDER. No additional payments, goods, services or events will be provided to the course director(s), planning committee members, faculty, joint provider, or any other party involved with the activity.
• Completion of this agreement represents a commitment and EXHIBITOR is obligated to provide full payment of all amounts due under this agreement by the ACTIVITY DATE unless otherwise agreed upon by the PROVIDER. PROVIDER reserves the right to refuse exhibit space to EXHIBITOR in the event of nonpayment or Code of Conduct violation.

• If this agreement is cancelled by either party forty-five (45) days or more in advance of the Activity Date, PROVIDER will refund the Exhibit Fee less a $300 processing fee. If this agreement is cancelled by EXHIBITOR less than forty-five (45) days in advance of the Activity Date, the total amount due under this Agreement shall be immediately due and payable to PROVIDER.

• PROVIDER agrees to provide exhibit space and may acknowledge EXHIBITOR in activity announcements. PROVIDER reserves the right to assign exhibit space or relocate exhibits at its discretion.

Note: All exhibitors must be approved by MCSCPD and this agreement is not binding until both parties have signed. MCSCPD maintains the right to refuse any exhibitor.

By signing below, I agree to the “Terms and Conditions” outlined on Page 1 of this Exhibitor Agreement (including ACCME Standards for Commercial Support):

The person signing below is authorized to enter into this agreement:

<table>
<thead>
<tr>
<th>Sponsor/Exhibitor Representative Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mayo Clinic Representative Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION**

Please indicate your method of payment:

□ Check

Make payable to: Mayo Clinic- Mayo Clinic School of CPD. Please identify name of course on the check stub.

☐ Credit Card or Wire Transfer

For payment by credit card or wire transfer, please call the MCSCPD Registrar at 800-323-2688

Do not send credit card information via email or fax.

Complete and return this form along with your payment made to Mayo Clinic, Federal Tax ID# 41-6011702 before September 1, 2020 to:

Kari Koenigs, MCSCPD
200 First St SW, Plummer 2-60
Rochester, MN 55905
T: 507-293-1876  E: Koenigs.kari@mayo.edu