



**Mayo Clinic School of  
Continuous Professional  
Development**  
13400 East Shea Boulevard  
Scottsdale, Arizona 85259

Dear Representative,

On behalf of Mayo Clinic and Mayo Clinic School of Continuous Professional Development, I am writing to request your consideration to exhibit at our combined **Mayo Clinic ENT Update 2020 and Tackling Problematic Sinusitis 2020** continuing medical education activity, which will be held March 4-7, 2020 at the Hilton Sedona at Bell Rock in Sedona, Arizona. We expect approximately 100 health care providers including practicing otolaryngologists, physician assistants and nurse practitioners in ENT, audiologists and speech language pathologists, and nurses with a strong interest in ENT care. Attendees may choose to attend any session from either course. The exhibit fee is \$4,000. Space is limited and early registration is advised.

As you can see from the enclosed program, we have developed an outstanding symposium. Course highlights include:

- This tri-site Mayo Clinic course provides pearls for the busy clinician distilling two symposia in one unique course
- ENT Update symposium provides a state-of-the-art review for head and neck, sleep medicine, otology, laryngology, facial plastic surgery and pediatric otolaryngology disease
- Tackling Problematic Sinusitis symposium provides practical approaches in endoscopic sinus surgery, basic skull base procedures, frontal sinus surgery, and medical management of recalcitrant sinusitis and nasal pathology, as well as a live surgical prosection
- Honored international faculty: Prof. Valerie Lund and Prof. David Howard, United Kingdom

If you will join us, please complete the attached exhibitor agreement and return it with your payment (made payable to Mayo Clinic in Arizona) to Mayo School of Continuous Professional Development, Attn: Kristy Badder, 13400 East Shea Boulevard, Scottsdale, AZ 85259. Please denote course activity **#20S09072** on all correspondence. Mayo Clinic's Tax ID number is 86-0800150; our W-9 form is attached for your convenience.

To maintain a clear separation of promotion from education, exhibits will be located adjacent to where the educational sessions will be held. Displays should be staffed during breakfasts, breaks, and lunches; times are denoted on the attached program.

On behalf of Mayo Clinic and my co-directors, Drs. Michael Hinni, Erin O'Brien, and Matthew Rank, we thank you for your consideration of our request. We look forward to the success of the Mayo Clinic ENT Update 2020 and Tackling Problematic Sinusitis 2020.

Sincerely,

Devyani Lal, M.D., F.A.R.S.  
Associate Professor & Consultant, Otolaryngology - Head & Neck Surgery  
Associate Dean, Mayo Clinic School of Continuous Professional Development  
Mayo Clinic, Arizona

## Mayo Clinic School of Continuous Professional Development (MCSCPD) Exhibitor Agreement

<b>Activity Title</b>	Mayo Clinic ENT Update 2020 and Tackling Problematic Sinusitis 2020
<b>Activity Number</b>	20S07092
<b>Location</b>	Hilton Sedona at Bell Rock, Sedona, Arizona
<b>Exhibit Dates</b>	March 4-7, 2020

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

<b>Company Name (Exhibitor)</b> (as it should appear on printed materials)	
<b>Exhibit Contact</b> (if different then exhibit Rep.)	
<b>Name(s) of Representative(s) Exhibiting</b> (Maximum of two representatives allowed per exhibit)	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>The named exhibitor wishes to exhibit at the above named activity for the amount of</b>	\$4,000
<b>Sponsorship Opportunities</b>	
<input type="checkbox"/> <b>Lanyards</b> (limited to one organizations)	\$2,000
<input type="checkbox"/> <b>Drawstring Bags</b> (limited to one organization)	\$3,000
<input type="checkbox"/> <b>Hotel Key Cards</b> (limited to one organization)	\$4,000
<input type="checkbox"/> <b>Conference Bag Inserts</b> (multiple opportunities available)	\$1,500
<b>TOTAL AMOUNT</b>	<b>\$</b>

**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](http://www.accme.org): SCS 4.2: "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 payment is due and collectible 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:

Exhibitor Representative Name	Signature	Date
Mayo Clinic Representative Name	Signature	Date
Kristy Badder		

**PAYMENT INFORMATION**

Please indicate your method of payment:

PROVIDER **Federal Tax ID number is 86-0800150.**

Please remit check payable to: **Mayo Clinic Arizona.** Please identify name of course on the check stub.

<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card or Wire Transfer
<p>Make payable to <b>Mayo Clinic Arizona</b> and remit to:</p> <p>Mayo Clinic School of Continuous Professional Development Attn: Kristy Badder 13400 East Shea Blvd. Scottsdale, AZ 85259</p> <p>Please identify course <b>20S07092</b> on the check.</p>	<p>For payment by credit card or wire transfer, please call the MCSCPD Registrar at 480-301-4580</p> <p><i>Do not send credit card information via email or fax.</i></p>

Complete and return this form along with your payment made to Mayo Clinic Arizona to [exhibits@mayo.edu](mailto:exhibits@mayo.edu) or mail to:

Mayo Clinic School of Continuous Professional Development  
Attn: Kristy Badder  
13400 East Shea Blvd.  
Scottsdale, AZ 85259  
T: 480-301-4580 F: 480-301-9161



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## Mayo Clinic School of Continuous Professional Development (MCSCPD) Sponsorship Opportunities

<u>Opportunity</u>	<u>Cost</u>
<p><b>Lanyards</b> <b>(Sponsor-provided, pre-printed lanyards; limited to one organization)</b> Every attendee is required to wear a name badge, so what better way to advertise your company than with your logo on a lanyard! (Quantity to be determined 60 days before course.)</p>	<b>\$2,000</b>
<p><b>Drawstring Bags</b> <b>(Sponsor-provided, pre-printed drawstring bags; limited to one organization)</b> Help keep course attendees organized by providing them with a drawstring bag to carry their course materials in with your company's logo on it! Drawstring bags to be provided by sponsor; artwork and bag are subject to MCSCPD approval. (Quantity to be determined 60 days before course.)</p>	<b>\$3,000</b>
<p><b>Hotel Key Cards</b> <b>(Limited to one organization)</b> Personalize hotel guest room keys with your company's logo or product promotion for immediate exposure to attendees. Use this as a great way to introduce yourselves to our attendees upon checking into the host hotel. Artwork to be provided by sponsoring company and is subject to MCSCPD approval. (Artwork is due to MCSCPD 90 days before course.)</p>	<b>\$4,000</b>
<p><b>Conference Bag Inserts</b> <b>(Multiple opportunities available)</b> Conference bag inserts are a great opportunity to invite attendees to your booth, announce your booth participation or conference-related event. Your company will provide copies of the flyer or advertisement (no larger than 8 ½ x 11, no more than one page) and the MCSCPD will stuff them into the official conference bags. A limited number of bag inserts are permitted, so early reservation is encouraged. Artwork is subject to MCSCPD approval. (Quantity of fliers/advertisements to be determined 60 days before course.)</p>	<b>\$1,500 each</b>

As an industry supporter, if you have a sponsorship opportunity idea that isn't mentioned on this page, please contact MCSCPD to discuss.

**If you are interested in one of our sponsorship opportunities contact MCSCPD for more information at [mca.cme@mayo.edu](mailto:mca.cme@mayo.edu) or 480-301-4580.**



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Mayo Clinic Arizona**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **501(c)(3) Tax-exempt Nonprofit Corporation**

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 1

Exemption from FATCA reporting code (if any) A

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.  
**13400 East Shea Boulevard**

**6** City, state, and ZIP code  
**Scottsdale, AZ 85259**

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

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**or**

**Employer identification number**

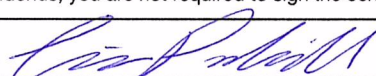
8	6	-	0	8	0	0	1	5	0
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ▶     Date ▶ 1-9-19

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*