



July 13, 2015

Dear Exhibitor

On behalf of course directors Michael Wallace, M.D. and Horacio Asbun, M.D. we hope you will consider a display opportunity at our ***Gastrointestinal Advances in Endoscopy and Minimally Invasive Surgery: Where Are We in 2016?*** held ***April 8 – 10, 2016***. We expect around 75 gastrointestinal physicians and surgeons, GI and surgical trainees, nurses and allied health attendees.

Display fees are \$2,000 for the full three day course. Space is limited and table assignments will be made on a first come, first served basis based on the date the signed exhibit agreement letter is received in our office.

Mayo Clinic, an integrated, not-for-profit group practice, is committed to meeting its responsibility as a national medical education resource and is accredited by the Accreditation Council for Continuing Medical Education to provide 12.5 *AMA PRA Category 1 Credit(s)*™ for this course.

Our programs provide valuable information on unmet needs to the medical community. We sincerely appreciate your consideration and hope you will take the opportunity to join us for a truly unique educational program.

Sincerely,

Tiffany Blake
Education Administration Coordinator

Make checks payable to:
Mayo Clinic
Attn: 2016J096/T. Blake
4500 San Pablo Road
Stabile 790N- Education
Jacksonville, FL 32224
Tax ID: 59-3337028



Mayo School of Continuous Professional Development (MSCPD)

Exhibitor Agreement

Regarding the Terms and Conditions for a Commercial Exhibit

Activity Gastrointestinal Advances in Endoscopy and Minimally Invasive Surgery: Where are we in 2016?

Activity Number: 2016J096

Location: Mayo Clinic Simulation Center, Jacksonville, FL

Date(s) April 8-10, 2016

Agreement between: ACCREDITED PROVIDER (PROVIDER):

Mayo Clinic College of Medicine – Mayo School of CPD
AND

Name of Commercial Company (EXHIBITOR): _____
(as it should appear on printed materials)

Name of Person Exhibiting: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

The named EXHIBITOR wishes to exhibit at the above named activity for the amount of \$ 2,000

Payment Information

Please complete credit card information or indicate if mailing a check:

☐ Visa ☐ Master Card ☐ Discover

Card # _____ Exp. _____

Name on Credit Card: _____ Date: _____

Address of Cardholder: _____

(if different from above address)

City: _____ State: _____ Zip _____

Phone #: _____ Email: _____

Federal Tax ID number is 59-3337028

☐ **Check**

Make check payable to **Mayo Clinic** and remit to:

Mayo Clinic CPD

Attn: 2016J096/T.Blake

Stabile 790N

4500 San Pablo Rd

Jacksonville, FL 32224

(Identify activity number on check 2016J096)

☐ **Electronic Transfer**

\$25 fee

Please contact CME office for account information.

By signing below, I agree to the “Terms and Conditions” outlined on Page 2 of this Exhibitor Agreement (including ACCME Standards for Commercial Support):

EXHIBITOR Representative: _____
(I understand and agree that typing my name above is the electronic equivalent of a written signature) (Date)

PROVIDER Representative: _____
(Signature) (Date)

TERMS AND CONDITIONS

- EXHIBITOR agrees to abide by ACCME Standards for Commercial Support as stated at 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.” “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 in the place of the CME activity.**”
- EXHIBITOR may not distribute promotional materials. Distribution of pharmaceuticals or other samples is prohibited.
- All commercial support 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 sponsor, 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.
- 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.
- PROVIDER **Federal Tax ID number is 41-6011702.**
Please remit check payable to: **Mayo Clinic.** Please identify course name on the check stub.

Please fax completed Exhibitor Agreement to (904) 956-3095
or return via email to flaccmeexhibits@mayo.edu