

Dear Representative,

On behalf of the Mayo Clinic School of Continuous Professional Development and the Division of Oral and Maxillofacial Surgery, I would like to take this opportunity to invite you to exhibit at our upcoming activity:

**28<sup>th</sup> Annual Daniel E. Waite Lectureship in Oral and Maxillofacial Surgery**  
**April 28, 2018**  
**Mayo Clinic, Rochester, Minnesota**

This lecture is hosted by Mayo Clinic Division of Oral and Maxillofacial Surgery, Department of Surgery in collaboration with the University of Minnesota and the Minnesota Society of Oral and Maxillofacial Surgeons.

The guest speaker this year is Ramon L Ruiz, DMD, MD, the medical director of pediatric craniomaxillofacial surgery and the craniofacial disorders program at Arnold Palmer Hospital for Children.

We anticipate broad-based interest in the presentations from across our specialty and we expect approximately 150 practicing oral and maxillofacial surgeons and residents to attend.

The fee to exhibit at this meeting is \$1,500. Each paying exhibitor will have a 6 foot tabletop for their display. The exhibits are located in the foyer of Phillips Hall, Siebens Building, Mayo Clinic.

If you are interested in participating, please return a signed letter of agreement (LOA) to confirm your participation by March 30, 2018. Payment may be completed by sending your check, made payable to Mayo Clinic, to ATTN: Kathy Fuqua – Plummer 2-60, 200 First Street SW, Rochester, MN 55905. Please denote project number 18R05043 on your correspondence. The Mayo Clinic Tax ID number is 41-6011702.

This letter is an invitation to exhibit only. We are also accepting unrestricted educational grants in support of this activity.

For more information about this activity, please contact Julie Reed, CME Specialist, Continuous Professional Development, by e-mailing [reed.julie1@mayo.edu](mailto:reed.julie1@mayo.edu) or calling 507-266-2821. Thank you for your consideration and we look forward to a favorable reply.

Sincerely,



Julie Reed  
CME Specialist  
Mayo Clinic School of Continuous Professional Development

Additional course information can be found on the [meeting website](#).



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

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

Activity Title	Waite Lectureship in Oral and Maxillofacial Surgery
Activity Number	18R05043
Location	Mayo Clinic, Rochester, Minnesota
Dates	April 28, 2018

– MCSCPD AND:

Company Name (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	
Fax	
Email	
The named exhibitor wishes to exhibit at the above named activity for the amount of	\$1,500

**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 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:

Exhibitor Representative Name	Signature	Date
Mayo Clinic Representative Name	Signature	Date

### **PAYMENT INFORMATION**

Please indicate your method of payment:

**PROVIDER Federal Tax ID number is 41-6011702.**

Please remit check payable to: Mayo Clinic- Mayo Clinic School of CPD. 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: Mayo Clinic Mayo Clinic School of Continuous Professional Development 200 First St SW, Plummer 2-60 Rochester, MN 55905</p> <p>Please identify <b>Waite Lectureship</b> on the check.</p>	<p>For payment by credit card or wire transfer, please call the MCSCPD Registrar at 800-323-2688</p> <p><i>Do not send credit card information via email or fax.</i></p>

**NOTE:** There may be additional charges depending on the meeting location (power, etc.).  
*Please list additional requests here:*

Complete and return this form along with your payment made to Mayo Clinic,  
Federal Tax ID# 41-6011702 before **March 30, 2018** to:

Kathy Fuqua  
200 First St SW, Plummer 2-60  
Rochester, MN 55905  
[Fuqua.kathy@mayo.edu](mailto:Fuqua.kathy@mayo.edu)