



4500 San Pablo Road
Jacksonville, Florida 32224

904-953-4647
Tax ID: 59-3337028

October 23, 2022

Dear Exhibitor,

On behalf of Course Directors Andy Abril, M.D., Benjamin Wang, M.D., and Kimberly Parikh, APRN, D.N.P, we hope you will consider a virtual exhibit opportunity at our **9th Annual Mayo Clinic Rheumatology Review for Primary Care 2023** held **May 11-13, 2023**. This LIVE and/or LIVESTREAM course expects around 100 practicing internists, primary care physicians, clinical rheumatologists, residents and fellows.

This three-day course provides an up-to-date focus on Rheumatologic disorders and provides a complete general review for rheumatologists and rheumatology Fellows. From this course, participants gain a better understanding of how to recognize and diagnose common rheumatologic disorders, which patients can be managed in their practices and which need referral to a specialist.

Display fees to exhibit at the live course or the virtual exhibit hall are listed below. Space at the live course is limited and table assignments will be made on a first-come, first-served basis depending on the date the signed exhibit letter of agreement (LOA) letter is received in our office.

Live Exhibit Benefits:

- Promotion available at the live three day course
- Exhibitors are provided the same meals and beverages provided to registered attendees
- Attendees are encouraged daily by the course moderator to visit and connect with the exhibitors
- Includes a 6ft table, two chairs and linen at the course
- An attendee list including registered attendee's name, degree, specialty, city, state, and demographics distributed post course
- Vendor recognition in online course syllabus for all registered attendees to access
- An acknowledgment on the break slide announcements during the course
- Discounted hotel room rate. Reservations must be made before the room block is filled or before the expiration date of April 14, 2023 whichever comes first
- Exhibitors may sit in the general session to listen to talks of interest if space is available (all company logos must be removed and not visible when entering the education space)

Virtual Exhibit Benefits:

- Promotion available from the time a company signs the LOA is made until the last day of the course on 05/13/2023.
- Listing in the online exhibitor directory linked to your company website and landing page (listing will be alphabetical)
- Exhibit booth customization, options include PowerPoint slide, PDF handout or video
- Post course report providing analytics on page traffic
- An attendee list including registered attendee's name, degree, specialty, city, state, and demographics distributed post course
- Vendor Recognition in the online course syllabus
- An acknowledgment on the break slide announcements during the course
- Provided two complimentary access for two conference web links – no credit can be claimed and no access to course materials included
- To maintain a clear separation of promotion from education, the virtual exhibit opportunity will be available on a separate webpage tab than where course materials are accessible.

Course information:

To maintain a clear separation of promotion from education, the virtual exhibit opportunity will be available on a separate web-page tab than where course materials are accessible. The exhibit fee includes an attendee list including name, degree, specialty, city, state to be distributed at the course, and an acknowledgment on the on-line syllabus and break slide announcements during the course.

Mayo Clinic, an integrated, not-for-profit group practice, is committed to meeting its responsibility as a national medical education resource. In support of improving patient care, Mayo Clinic College of Medicine and Science is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team. 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



Kelly Tanner
Education Administration Coordinator

Make checks payable to:

Mayo Clinic Florida
4500 San Pablo Road
Jacksonville, FL 32224
Attn: Accounting Activity #23J01059



LIVE and VIRTUAL Exhibit Options

- **Option 1:** \$3,000
Display fee to exhibit at course both live and virtual booth
- **Option 2:** \$2,000
Display fee to exhibit at course live
- **Option 3:** \$2,000
Display fee to exhibit at course virtually

Sponsorship Options

Non-Promotional (non-CME) Educational Symposia - \$10,000 (Exclusive)

These non-accredited programs, independently developed and directly sponsored by industry, are presented in an educational format that will provide insight on new or controversial developments. Promotional symposia may not conflict with 9th Annual Mayo Clinic Rheumatology Review for Primary Care 2023 . There are two dates available during the scheduled breakfast. (Audio/Visual equipment is not included - No CME credit.)

Conference Bags - \$2,000 (Exclusive)

Display your company logo for all Attendees to see and announce your presence at the conference. Your company will provide a high resolution logo to be printed on conference bags ordered by managing committee. All bags will contain flyers and advertisements from other participants. (Artwork to be provided by sponsoring company and is subject to MCSCPD approval)

Internet - \$2,000 (Exclusive)

Help attendees stay connected with their office and home while away at the 9th Annual Mayo Clinic Rheumatology Review for Primary Care 2023. Sponsor the wireless Internet access in the meeting space. The supporter will be recognized throughout the meeting in signage and electronic communications.

Hotel Key Cards- \$2,000 (Exclusive)

Personalized 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 hotel. (Artwork to be provided by sponsoring company and is subject to MCSCPD approval)

Meals - \$1,000 (Multiple opportunities available)

Sponsoring a meal provides the opportunity to display your company logo for all attendees with prominent signage during a specified breakfast or lunch during the course. (Artwork to be provided by sponsoring company and is subject to MCSCPD approval)

Conference Bag Inserts - \$500 (Multiple opportunities available)

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 200 copies of the flyer or advertisement (no larger than 8 ½ x 11, no more than one page) and MCSCPD will stuff them into the official conference bags. Multiple Opportunities Available

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

Activity Title	9th Annual Mayo Clinic Rheumatology Review for Primary Care 2023
Activity Number	23J01059
Location	Omni Amelia Island Resort - Amelia Island, Florida and Livestream
Dates	May 11-13, 2023

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

Company Name: (Exhibitor as it should appear on printed materials)	
Exhibit Contact: (If different then exhibit Representative)	
Name(s) of Representative(s) exhibiting: (Maximum of two (2) representatives allowed per exhibit)	
Address:	
Telephone:	
Fax:	
Email:	
The named exhibitor wishes to exhibit at the above-named activity for the amount of (Check one:)	
<input type="checkbox"/> Live Exhibit Only	\$2,000
<input type="checkbox"/> Virtual Exhibit Only	\$2,000
<input type="checkbox"/> Live and Virtual Combined	\$3,000
<input type="checkbox"/> Conference Bags	\$2,000
<input type="checkbox"/> Internet	\$2,000
<input type="checkbox"/> Hotel Key Cards	\$2,000
<input type="checkbox"/> Meals	\$1,000
<input type="checkbox"/> Conference Bag Inserts	\$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; 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 59-3337028

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
Make payable to: Mayo Clinic Florida 4500 San Pablo Road Jacksonville, FL 32224 Attn: Accounting Activity #23J01059	For payment by credit card, please call the MCSCPD at: 800-462-9633 <i>Do not send credit card information via email or fax.</i>

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Mayo Clinic Jacksonville</p> <p>2 Business name/disregarded entity name, if different from above</p>	
		<p>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.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3) Tax-exempt Nonprofit Corporation </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) <u>1</u></p> <p>Exemption from FATCA reporting code (if any) <u>A</u></p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions. 4500 San Pablo Road</p> <p>6 City, state, and ZIP code Jacksonville, FL 32224</p>	<p>Requester's name and address (optional)</p>
		<p>7 List account number(s) here (optional)</p>	

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									
or									
Employer identification number									
5	9	-	3	3	3	7	0	2	8

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 01/03/2022
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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.

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.