

Mayo Clinic School of Continuous
Professional Development
200 First Street SW
Rochester, MN 55905

December 2022

Dear Potential Exhibitor,

We are pleased to announce our new [Urgent Care Updates](#) conference May 4-6, 2023 at Planet Hollywood Resort and Casino in Las Vegas, Nevada!

Mayo Clinic is offering a comprehensive conference designed to update primary care providers who work on the “front line” and need to be proficient in evaluating and caring for any and all patients that walk into their clinic. Attendees at this conference will gain knowledge on the latest recommendations involving medical specialties important to the primary care setting that can be immediately applied into practice.

We anticipate 175-200 attendees. Additional course details can be found on the [conference website](#) as they become available. Any COVID-related or other course updates will be noted on the course website as we know them.

Mayo Clinic recognizes these types of educational programs would not be possible without your support. We invite you to participate at this educational activity with an exhibit in the amount of \$2,000. This fee is for the exhibit space only, which is adjacent to the lecture hall. Industry exhibitors are provided a 6’ draped table with two chairs. Exhibitors are also invited to participate in all food and beverage events, which include breakfast, breaks, and lunch.

In support of ACCME guidelines, exhibitors are located in a separate area from the educational activity. All companies are invited to exhibit at our course, however space is limited and cannot be reserved without a completed Exhibitor Agreement (below). Participating exhibitors will be allowed to set up on Wednesday evening before the course.

To exhibit at this course:

- Complete and return the provided Exhibitor Agreement form to Kathy Fuqua at fuqua.kathy@mayo.edu
- **Submit payment before March 27, 2023.** Please make payment payable to Mayo Clinic and reference *Urgent Care Updates*. Send payment to my attention at the address below. To pay via credit card, call 800-323-2688. For your convenience, our Federal tax identification number is 41-6011702.

We look forward to the success of the Urgent Care Updates course and hope you will join us. If you have any questions or your company requires completion of a web-based application, please feel free to contact me.

Sincerely,

Kathy Fuqua
Education Administration Coordinator
Mayo School of Continuous Professional Development
200 First Street SW
Rochester, MN 55905
fuqua.kathy@mayo.edu
Phone: 507-266-9815



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

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

Activity Title	Urgent Care Updates
Activity Number	23R01065
Location	Las Vegas, Nevada
Dates	May 4-6, 2023

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	\$2000

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

Complete and return this form along with your payment made to Mayo Clinic, Federal Tax ID# 41-6011702 before **March 27, 2023** to:

Kathy Fuqua
 200 First St SW, Plummer 2-60
 Rochester, MN 55905

T: 507-266-9815 E: Fuqua.Kathy@mayo.edu