

EXHIBITOR & SPONSORSHIP AGREEMENT

THE LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS



2017 Mid Year Meeting
September 29-30, 2017
Shreveport, Louisiana

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

8550 United Plaza Boulevard • Suite 1001 • Baton Rouge, Louisiana 70809

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The Board of Directors of the Louisiana Society of Health-System Pharmacists invites you to participate as an exhibitor and/or sponsor for the LSHP 2017 Mid Year Meeting, which will be held Saturday, September 30 at the Shreveport Convention Center, 400 Caddo St, Shreveport, LA 71101.

Our Mid Year Meeting draws approximately 130-150 participants. This is a one-day meeting with the opportunity for our registrants to gain about 7 hours of continuing education credit. LSHP members represent more than 180 hospitals in Louisiana, many of which are clinical pharmacists and administrative decision makers at their institutions.

As an exhibitor, you will receive one table at our exhibition for two representatives. Our exhibition area will be open from 11:00 a.m.-1:00 p.m. on Saturday, September 30, including an hour of exhibit time and an hour available for lunching with registrants allowing you a great opportunity to meet with LSHP pharmacists and pharmacy technicians one-on-one. This is an excellent business opportunity and a way to show your support of your local pharmacists. An exhibit agreement and registration are found on the following pages and should be submitted to LSHP at the above address.

If you are interested in becoming a sponsor, there are many ways to support LSHP and the Mid Year Meeting. Sponsorship opportunities are listed on the fourth page and are available even if you are unable to attend the meeting. If you have any questions regarding exhibiting or sponsorship, please don't hesitate to call Lauren Landry, Association Coordinator at the LSHP office. The LSHP tax id number is 72-0859040.

Again this year, LSHP is offering a "Reverse Expo," where hospital pharmacy decision makers (pharmacy directors and/or clinical managers) will each host a table while vendors walk the floor. Please see page 7 of this document for more information!

Your support of LSHP and its programs demonstrates your professional commitment and support of pharmacists in Louisiana. This support is both recognized and appreciated by the Board of Directors and membership of LSHP.

On behalf of the Executive Committee and the Board of Directors of LSHP, we would like to thank you in advance for your continued support.

Sincerely,



Elizabeth Lafitte, PharmD
Mid Year Meeting Coordinator



Katheryn Astle, PharmD
Mid Year Meeting Coordinator

LSHP 2017 MID YEAR MEETING EXHIBIT AGREEMENT

Tentative Exhibit Set Up:	Saturday, September 30, 8:30 am to 11:00 am
Tentative Exhibit Schedule:	Saturday, September 30, 11:00 am to 12:00 pm
Exhibit & Registrant Luncheon:	Saturday, September 30, 12:00 pm to 1:00 pm

Exhibit Fee: \$625.00 for each skirted exhibit table. Payment may be sent separately by corporate check, but please submit signed agreement to the office as early as possible. Make checks payable to the LSHP. **The exhibit fee covers up to two representatives.** These two representatives will be allowed to participate in the exhibition, exhibit luncheon and education courses. **Add \$40.00 per additional representative attending.**

Exhibit Needs: If you need any additional services, or have questions about shipping, please call the LSHP office for assistance.

Exhibit Layout: Exhibitors may request companies that they do not wish to be placed near, or companies that they would prefer to be adjacent to. LSHP will try to accommodate all requests, but cannot guarantee that all requests will be met.

Attendance at Educational Sessions: Paid exhibit representatives are welcome to attend the continuing education courses to receive credit. Exhibitors must indicate on the registration form if they intend to attend the education courses in order to receive program materials.

Hotel: LSHP has negotiated room rates of \$109 per night on Thursday, September 28, Friday, September 29, and Saturday, September 30 for single and double occupancy at the Shreveport Hilton. Arrange your own hotel accommodations directly with the Hilton by calling 318-698-0900. Please mention that you are with the Louisiana Society of Health-System Pharmacists when making your reservations. Reservations need to be made by September 14 to receive the group rate. Should you have difficulties making reservations, please call the LSHP office at (225) 922-4520 for assistance.

Confirmation & Deadlines: Registration is not considered complete until you have received confirmation from the LSHP office. If you have not received written confirmation by September 22, please call the LSHP office. Space is available on a **first-come, first-served basis**. Written cancellation of registrations will be accepted for a 50% refund up to September 20, 2017. No cancellations will be honored after September 20, 2017.

Commercial Interest Terms and Conditions: Exhibit arrangements will be completely independent of CPE activities. Commercial interests may not engage in sales or promotion activities during a CPE activity. Exhibitors may distribute promotional materials and engage in sales activity in the Exhibit Hall. Commercial interests may not provide or distribute CPE activities to learners during CPE activities.

A commercial interest is defined by the Accreditation Council of Pharmacy Education (ACPE) as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests.

Exhibit hall is open to exhibitors and registrants only. The meeting schedule, exhibit hall layout, and booth assignments are tentative and subject to change. LSHP retains the right to refuse or reject exhibitors at its sole discretion.

Consent To Use Photographic Images: I understand that I may be photographed and/or audio/video recorded during an LSHP event. By registering for an LSHP event, I hereby give and grant to LSHP the irrevocable right, permission, and license to take photos and/or audio/video record me at this event and publish, reproduce, and otherwise use the photos and audio/video recording in all forms and media for educational, trade, web, advertising, and all other lawful purposes without compensation. I realize and discharge LSHP from all forms of claims and liability related to my photo and audio/video recording. I agree that the photos and audio/video recording shall be the sole property of LSHP and I grant, assign and transfer to LSHP all necessary rights to that effect.

This agreement must be submitted to LSHP with the exhibit registration on the following page.
We agree to comply with all conditions of this agreement.

Signature

Printed Name and Position

LSHP 2017 MID YEAR MEETING EXHIBIT REGISTRATION

Company Name: _____

Company Contact Person: _____

Contact Email: _____ Contact Phone: (____) _____

Contact Address: _____

Street

City

State

Zip

Please list all representatives attending:

1

2

3

4

Badge Name: _____

Full Name: _____

City/State: _____

How many exhibit representatives will attend the educational sessions for credit? _____

Product or service to be exhibited: _____

Companies that you would like to be placed near, if possible: _____

Companied that you do NOT want to be placed near, if possible: _____

Exhibit Fee: \$625.00 for each skirted exhibit table. Fee includes two representatives. Additional representatives are \$40 each and should be included in payment. Payment may be made by check or credit card. Checks should be payable to LSHP. Credit card information may be included below. *Payment may be sent separately from this registration if paying by corporate check, but please submit signed agreement and registration form to LSHP as early as possible.*

LSHP 2017 MID YEAR MEETING REVERSE EXPO INFORMATION (MORE INFORMATION ON PAGE 6)

Back by popular demand! LSHP is offering a "Reverse Expo" on September 29, 2017, where Hospital pharmacy decision makers (pharmacy directors and/or clinical managers) will each host a table while vendors walk the floor. Suppliers, vendors, and manufacturers will have 4-7 minutes of one-on-one time with a hospital pharmacy decision maker before moving to the next pharmacy decision maker of their choice. If we have this event it will be held on Friday, September 29, 2017 from 3:00-5:00 PM at the Shreveport Convention Center. The Reverse Expo would be available only to exhibitors that are registered for the regular exhibit hall on Saturday, September 30. The cost would be \$500 per representative. We feel that this is an innovative way to network and will allow your company representatives one-on-one time with hospital and health-system pharmacy directors and other key decision makers from Louisiana. ****Please see page 6 for more information about the Reverse Expo****

Reverse Expo - Friday, September 29, 2017 - 3:00-5:00 pm

\$500 per Representative*

**Only available to exhibitors that are registered for the regular exhibit hall on Saturday, September 30*

If your company would like to participate, please indicate below.

Exhibit Booth - September 30, 2017 (\$625)

Includes 2 representatives. Additional reps: _____ @ \$40 each. (List all reps above)

Reverse Expo - September 29, 2017 (\$500 per representative)

Number of Representatives at \$500 each = \$ _____

Please list the names and email addresses of the representatives that will participate in the Reverse Expo.

1. _____ Email Address: _____

2. _____ Email Address: _____

Total Amount Due: \$ _____

PAYMENT METHOD: ___ Check enclosed (payable to LSHP) ___ Visa ___ MC ___ Amex ___ Discover

Credit Card Information:

Name on credit card: _____

Credit card #: _____ **Exp Date:** _____

Signature: _____

Please sign and return this form, exhibit agreement and payment to:

LSHP, 8550 United Plaza Blvd Suite 1001, Baton Rouge, LA 70809 - Phone: 225-922-4520 Fax: 225-408-4422

Email: office@lshp.org Tax ID # 72-0859040

LSHP 2017 MID YEAR MEETING SPONSORSHIP PROGRAM

Sponsors assist the Society when they sponsor or reimburse LSHP for an event or educational session. Costs involved may vary and may be limited at the sponsor's stipulation. Opportunities are available even if you are unable to attend the meeting. Approximately 12 speakers are expected for this meeting. All sponsors will be recognized in signage for their respective event, in addition to being listed in the meeting brochure and on-site program materials.

EVENTS

Sponsorships are available for the following events:

- Pharmacy Directors Lunch (Friday, September 29)\$800
- Saturday Coffee Break.....\$1000
- Saturday Continental Breakfast.....\$1200
- Registration Materials.....\$2000
- Saturday Lunch (for all attendees)\$2500

EDUCATIONAL PROGRAMS

- Speaker Fees & Expenses.....\$_____ Please specify amount
- Unrestricted Educational Grant.....\$_____ Please specify amount

TERMS AND CONDITIONS FOR COMMERCIAL INTERESTS ONLY

If you are considered a "commercial interest" and you are interested in an educational program sponsorship, you must agree to the terms and conditions on page 5. The signed agreement must be returned with this form.

A commercial interest is defined by the Accreditation Council of Pharmacy Education (ACPE) as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests.

Sponsorship Offered By:

Name: _____ Title: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax #: (____) _____

Email _____ Tax ID #: _____

We wish to sponsor an event, program, or unrestricted grant as indicated above.

Signature: _____

PAYMENT METHOD: ___ Check enclosed (payable to LSHP) ___ Visa ___MC ___Amex
___Discover

Name on credit card: _____ Signature: _____

Credit card #: _____ Exp. Date _____ Total Amount: \$ _____

Confirmation & Deadlines: Sponsorship is not considered complete until you have received confirmation from the LSHP office. If you have not received written confirmation by September 20, please call the LSHP office. **We must have all logos in our office by September 14, 2017 in order to incorporate them in the program and signage for the meeting.**

PLEASE CHECK THE APPROPRIATE BOX ON THIS PAGE AND SEND TO:

LSHP, 8550 United Plaza Blvd Suite 1001 Baton Rouge, LA 70809

Phone: 225-922-4520 Fax:225-408-4422 Email: office@lshp.org Tax ID # 72-0859040

**TERMS AND CONDITIONS FOR COMMERCIAL INTEREST
EDUCATIONAL PROGRAM SPONSORS**

1. For LSHP CPE activities, the following decisions are free of the control of a commercial interest:
 - Identification of CPE needs
 - Determination of educational objectives
 - Selection and presentation of content
 - Selection of all persons and organizations that will be in a position to control the content of the CPE
 - Selection of educational methods
 - Evaluation of the activity
 - Disposition and disbursement of commercial support to CPE activities

2. Funds may be used for expenses related to speaker honoraria and expenses (travel, lodging); educational materials, audio/visual costs, postage expenses; meeting space, catering or meal expenses; or other expenses related to providing the continuing education activity. Direct payment of these expenses is done by the LSHP and not by the commercial interest.

As a commercial interest, I agree to the terms and conditions above.

Name, Title

Date

Company

LSHP Mid Year Meeting Reverse Expo

Friday, September 29, 2017

3:00-5:00 pm

Why You Should Care About Networking with Louisiana's Most Prestigious Hospitals and Health-Systems

The Reverse Expo is exactly what the name suggests: *a reversal of the traditional tradeshow format*. Hospital pharmacy decision makers (pharmacy directors and/or clinical managers) will each host a table while vendors walk the floor.

How It Works

In practice, the Reverse Expo concept is very similar to the common management process of a "Huddle". Suppliers, vendors, and manufacturers, will have up to 4-7 minutes of one-on-one time with a hospital pharmacy decision maker before moving to the next pharmacy decision maker of their choice. This should be an ample amount of time for a vendor to identify a viable business opportunity, and also for a hospital pharmacy decision maker to recognize whether the product or solution will meet their needs. If you feel you need more time, you have the opportunity to finish your conversation during the Mid Year Meeting Exhibit Program.

During the Reverse Expo, each hospital pharmacy or health-system will have an ID sign on their table -- clearly marking their facility, city and state, their name, and job title. Maps will be available to facilitate easy navigation.

The Reverse Expo is available to confirmed Mid Year Meeting Exhibitors for \$500 per representative.

Why You Should Attend the LSHP's Mid Year Meeting Reverse Expo

- ▶ **ONE-ON-ONE TIME** with hospital and health-system pharmacy directors and other key decision makers from Louisiana
- ▶ **OPPORTUNITY** to build relationships and promote your products and services with **REAL DECISION MAKERS** who you may not otherwise have access to.
- ▶ **MORE EXPOSURE AND VISIBILITY** beyond the Mid Year Meeting Exhibitor Showcase
- ▶ **MAKE KEY CONTACTS** and set future dates for further concept development