

# SUPPORTER AND EXHIBITOR PROSPECTUS



## 25<sup>TH</sup> ANNUAL SCIENTIFIC ASSEMBLY LAS VEGAS, NV

Celebrating

25  
YEARS

of Education  
1994–2019

**MARCH 9–13, 2019**

**CAESARS PALACE • LAS VEGAS, NV**

**[www.aaem.org/AAEM19](http://www.aaem.org/AAEM19) • #AAEM19**

The American Academy of Emergency Medicine (AAEM) is the specialty society of emergency medicine. A democratic organization with over 8,000 members, AAEM is committed to establishing board certification as the standard for specialists in EM and securing fair and equitable work environments throughout the EM community.

# WE WOULD LIKE TO INVITE YOU!

Participate as an exhibitor and/or financial supporter of our 25<sup>th</sup> Annual Scientific Assembly (AAEM19), March 9-13, 2019, at the Caesars Palace in Las Vegas, NV.



AAEM19 offers your organization the unique opportunity to present products and services to the AAEM membership — comprised of board certified emergency physicians, residents and medical students in emergency medicine.

This year's exhibit hall in Las Vegas will be located on the same floor as the plenary and general sessions, set with 8'x10' exhibit spaces, and time will be set aside for attendees to visit the exhibits. In addition, new opportunities to sponsor lounges and educational sessions will be available.

We will continue to offer premier exhibiting hours which condense booth activity during peak times, enhanced exhibitor profiles on the Scientific Assembly mobile app, and increased attendee exposure through customized incentives to drive booth traffic including the ever popular "Passport to Prizes" contest.

By exhibiting at AAEM19, your organization will enjoy exclusive access to the AAEM membership as well as numerous non-member delegates — practicing emergency physicians seeking the latest information in the field. Exhibitors also receive a 15% discount on advertising in the AAEM member magazine, *Common Sense*, which will feature expanded coverage of the Scientific Assembly in its Nov/Dec 2018 and Jan/Feb 2019 issues for materials submitted by the deadline.

Please take the time to review the information in this exhibitor prospectus, and then make the decision to join us at the only major event in emergency medicine targeted directly at the educational needs of the board certified emergency physician.

See you in Las Vegas!

Kay Whalen, MBA CAE  
Executive Director

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Executive Office • 555 East Wells Street, Suite 1100 • Milwaukee, WI 53202  
Tel: (800) 884-2236 • Fax: (414) 276-3349 • Email: info@aaem.org

AMERICAN ACADEMY OF EMERGENCY MEDICINE  
**25<sup>TH</sup> ANNUAL SCIENTIFIC ASSEMBLY**  
MARCH 9-13, 2019 • CAESARS PALACE • LAS VEGAS, NV

## MEETING INFORMATION

The AAEM Scientific Assembly — perpetually advancing emergency medicine for the clinician, and proudly, the premier clinical conference in our specialty. The 25<sup>th</sup> Annual Scientific Assembly will be held in Las Vegas, NV. Several pre-conference activities will take place on Saturday and Sunday, March 9-10. The Scientific Assembly will begin in the afternoon on Sunday, March 10 and end on Wednesday, March 13, 2019.

## HOTEL INFORMATION

Caesars Palace Las Vegas  
3570 Las Vegas Boulevard South  
Las Vegas, NV 89109

**Reservation Deadline:** February 6, 2019

Online Reservations:

[www.aaem.org/aaem19/register/hotel](http://www.aaem.org/aaem19/register/hotel)

Phone Reservations: 1-866-227-5944

Reference the name of the group as AAEM19 or use group code SCAAE9 to secure the room block rate.

AAEM encourages attendees to make reservations by this date. After February 6, 2019, regular room rates may apply and availability may not exist. Reservations should be made directly with the Caesars Palace.

### Room Rates

Room Rate: \$239.00 single/double occupancy

The above rates are per guest room, per night, single or double occupancy. Rates are subject to applicable resort fees and governmental room taxes. Each additional person will be charged at a rate of \$30.00 per person, per night with a maximum of four (4) persons per guest room.

Caesars Palace Las Vegas requires a credit card or cash deposit from guests upon check-in for incidental charges. The hotel accepts Visa, MasterCard, American Express, Discover, or Diners Club.

### Government/Military Rates

The hotel will honor the government rate for any qualified guest. Any guest booking the Government rate will be required to show government ID upon check-in. Government rooms may be booked in a variety of ways through central reservations or with hotel directory. If guest is being reimbursed through their government agency, guest should check with their agency's policies as to their proper booking channels for reimbursement purposes.

### Resort Fee

A daily resort fee of \$25.00 per night plus the current occupancy room tax (currently 13.38% subject to change) will be charged to each guestroom.

This fee includes:

- Unlimited local phone calls (no long distance or international calls)
- Two (2) guest admissions per day to the Fitness Center (does not include the use of the spa)
- In-Room internet access to include two (2) devices per room per day (hotel-wide and inter-hotel roaming available at that hotel for an additional fee) of check-in.

## HOUSING ALERT!

**Unauthorized group(s) may solicit our exhibitors for guest rooms** representing itself as the Caesars Palace to make hotel reservations on their behalf. Please note the ONLY official housing provider for the 25<sup>th</sup> Annual Scientific Assembly is Caesars Palace. No other housing company or travel agency is authorized to place hotel reservations on behalf of AAEM, its exhibitors or its sponsors.

Cold calls by any party have not been approved by AAEM. **Beware that rooms booked on your behalf by any housing company could carry costs or penalties that you may not be aware of and the rooms booked by unauthorized housing companies are outside of AAEM's rooming block. You are advised to be cautious of companies trying to sell rooms on behalf of AAEM.** Should you be contacted, please email AAEM at [info@aaem.org](mailto:info@aaem.org) with the details.

## EXHIBIT HALL SCHEDULE

The exhibits will be located in the Forum Ballroom.

### SUNDAY, MARCH 10, 2019

12:00pm – 4:00pm Exhibitor Set up  
5:45pm – 6:45pm Opening Reception in Exhibit Hall

### MONDAY, MARCH 11, 2019

7:00am – 8:00am Poster Set up  
9:30am – 1:45pm Exhibit Hall Open to Attendees  
**(Scheduled Attendee Break 9:45am-10:15am)**  
**(Scheduled Attendee Break 12:05pm-1:30pm)**  
1:45pm – 3:00pm Exhibit Hall Closed  
3:00pm – 5:30pm Exhibit Hall Open to Attendees  
**(Scheduled Attendee Break 3:25pm-4:00pm)**

### TUESDAY, MARCH 12, 2019

7:00am – 8:00am Poster Set up  
9:30am – 4:00pm Exhibit Hall Open to Attendees  
**(Scheduled Attendee Break 9:45am-10:15am)**  
**(Scheduled Attendee Break 12:05pm-1:30pm)**  
**(Scheduled Attendee Break 3:20pm-3:50pm)**  
4:00pm – 6:00pm Exhibitor Breakdown

*Exhibit Hall hours are subject to change.*

## IMPORTANT DATES TO REMEMBER

**Exhibitor Registration Now Open** – Reserve your exhibit space early for optimal booth location.

**November 5, 2018** – Deadline to submit advertising for Jan/Feb issue of *Common Sense*

**January 14, 2019** – Booth assignments distributed, Exhibitor Service Kits available online

**January 14, 2019** – Cancellation deadline for full refund minus a \$100 service charge

**January 28, 2019** – Deadline to submit exhibitor personnel and company description for final program and final program artwork

**January 28, 2019** – Passport to Prizes Contest Deadline

**February 6, 2019** – Deadline to book hotel reservation at the group rate

**February 11, 2019** – Deadline to submit registration bag inserts

**March 10, 2019** – Exhibitor set up

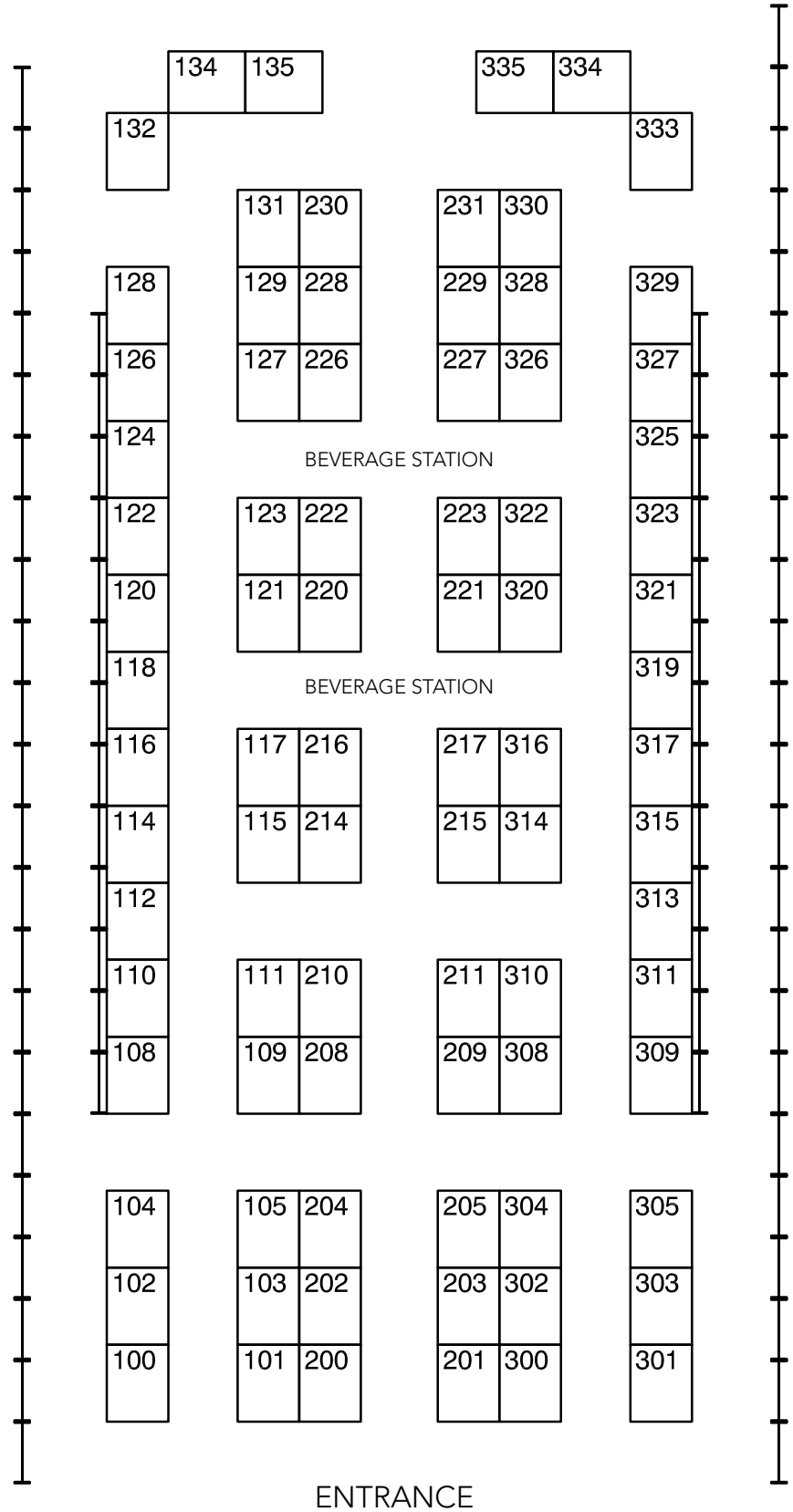
**March 12, 2019** – Exhibitor break down

# Exhibitor Floor Plan

## Caesars Palace, Forum Ballroom

Booth Fee: \$1,900

= Booths no longer available



## BOOTH INFORMATION

Each exhibit booth will comprise an area of 80 square feet, 8' deep by 10' wide. The booth will be equipped with an 8' draped back wall, 3' draped side rails, and a 7"x 44" sign noting the organization name and booth number. Drape color will be burgundy.

Exhibit fixtures will be permitted to a maximum height of 8 feet. Exhibit fixtures more than 4 feet in height must be placed at least 4 feet from the aisle line to avoid blocking the sight line from the aisle to adjoining booths.

The exhibit hall is carpeted, however exhibitors may order additional carpet from the service contractor or place their own in their booth space. Additional aisle carpet will not be provided.

Booth cleaning is mandatory after move-in and is not included in the booth rental fee. AAEM may order daily cleaning if booth appearance is unsightly; the cost will be charged to the exhibitor.

## BOOTH FEE: \$1,900

- One 8' deep by 10' wide draped exhibit space
- Identification sign displaying organization name and booth number
- General maintenance of the common areas of the exhibit hall
- Exhibitor listing in AAEM's membership magazine *Common Sense* (January/February issue)
- Electronic pre-registration attendee list (name only)
- Company listing in the final on-site syllabus including company description and contact information
- Enhanced exhibitor profile in the event mobile app to include, company description, contact information and social media links
- 2019 "We're Exhibiting" logo for use on marketing materials and website
- 15% discount on advertising in *Common Sense*
- Access to networking opportunities throughout the conference and during the Opening Reception

Exhibitor personnel must be registered to receive a name badge. Exhibitor badges allow admission to the exhibit hall only.



## APPLICATION INFORMATION

To reserve an exhibit space, complete the exhibit application on page 7 and return it to AAEM with full payment.

Booth spaces are assigned on a first-come, first-serve basis and only as long as booth space remains available (if space constraints exist, AAEM reserves the right to change booth allocation). Full payment of the booth rental fee must be received before booth assignment is confirmed.

If an exhibitor wishes to cancel exhibit space after an assignment is made, written notification must be sent to AAEM. A full refund minus a processing charge of \$100 will be granted if cancellation is made by **January 14, 2019**. No refunds are given for cancellations made after January 14, 2019.

**BOOST**  
Your Booth  
Traffic

Increase booth traffic by participating in the Passport to Prizes contest! Each attendee will receive a passport game card with the participating sponsor name and exhibit booth number.

Upon obtaining validation from all participating exhibitors, attendees become eligible for a series of prizes.

Participation is limited and on a first-come, first-serve basis. Placement of exhibitor name on game card will be random. Requests for specific location is not available.

Those interested in participating may select the "Passport to Prizes" option on the exhibitor application on page 7.

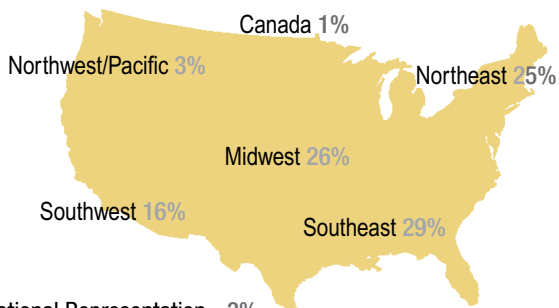
**Participation Deadline:** January 28, 2019

**Participation Fee:** \$150 (plus a mandatory prize donation of \$100 minimum value required)\*

\*The prize donation does not constitute a 501(c)(3) donation.



## AAEM HAS OVER 8,000 MEMBERS



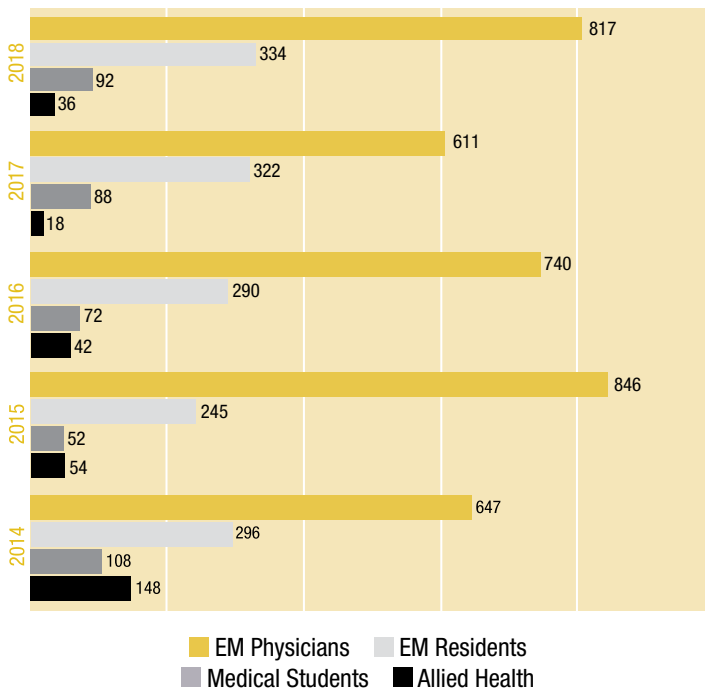
International Representation - 3%

EM Physicians - 50%

EM Residents - 37%

Medical Students - 13%

## SCIENTIFIC ASSEMBLY ATTENDANCE HISTORY



## ANNUAL MEETING ATTENDANCE HISTORY

MEETING	LOCATION	REGISTRANTS
2018 – 24 <sup>th</sup> Annual Scientific Assembly	San Diego, CA	1,279
2017 – 23 <sup>rd</sup> Annual Scientific Assembly	Orlando, FL	1,039
2016 – 22 <sup>nd</sup> Annual Scientific Assembly	Las Vegas, NV	1,144
2015 – 21 <sup>st</sup> Annual Scientific Assembly	Austin, TX	1,197
2014 – 20 <sup>th</sup> Annual Scientific Assembly	New York City, NY	1,199

## 2018 EXHIBITORS

- Ai Care, LLC
- Arbor Pharmaceuticals
- Biodynamic Research Corporation (BRC)
- Challenger Corporation
- Change Healthcare
- Charleston Area Medical Center
- DuvaSawko
- Emergency Groups' Office
- Emergency Physicians Insurance
- eXchange Risk Rention Group (EPIX)
- EMrecruits
- EPOWERdoc, Inc.
- EvidenceCare
- Fisher & Paykel Healthcare
- Happy Doc Summer Camp
- HCA
- Imagine Software
- Intermedix
- Locum Leaders
- LogixHealth
- Martin Gottlieb & Associates
- Mayo Clinic
- Mediserv, LTD
- MedTech International Group, LLC
- Mint Physician Staffing
- Mount Sinai Health System
- National Medical Professionals
- Nature's Med
- NeilMed Pharmaceuticals, Inc.
- PACE MD Global Health / Geographic
- Emergency Medicine Service, PA
- Pajunk Medical Systems
- PatientPing
- Payor Logic
- Penn State Milton S. Hershey Medical Center
- PEPID
- PhyCon, Inc.
- Relias Learning
- Rino Medical
- ScribeAmerica
- ScribeConnect
- Sericin Plus
- Shift Administrators, LLC
- Smart ER, LLC
- Smith & Nephew, Inc.
- SonoSim, Inc.
- Staff Care, Inc.
- Sycamore Physician Contracting
- Texas Tech University Health Sciences Center El Paso
- The Dental Box
- The POCUS Preceptor
- U.S. Army Health Care Recruiting
- University of Tennessee Physician Executive MBA Program
- VEP Healthcare
- Vituity
- Washington Permanente Medical Group
- Weatherby Healthcare
- Zerowet, Inc.
- Zotec Partners



## FUTURE ASSEMBLY INFORMATION

### 26<sup>TH</sup> ANNUAL SCIENTIFIC ASSEMBLY

April 18-23, 2020  
Sheraton Grand Phoenix  
Phoenix, AZ

### 27<sup>TH</sup> ANNUAL SCIENTIFIC ASSEMBLY

March 6-10, 2021  
St. Louis Union Station  
St. Louis, MO

## OFFICIAL SERVICE CONTRACTOR

Heritage Exposition Services has been named the official service contractor for the 25<sup>th</sup> Annual Scientific Assembly and is appointed to ensure the orderly and efficient installation and removal of the overall exhibition.

Heritage Exposition Services will provide and assure the distribution of labor to exhibitors according to need, see that the proper type and limits of insurance are in force, and avoid any conflict with facility regulations and requirements. Heritage Exposition Services will staff and maintain an on-site service desk before, during, and after the exhibition to serve as a focal point for exhibitor needs. Furniture, decorative signs, labor and other services will be available at the Heritage Exposition Services service desk.

Exhibitors will receive the official service kit after their booth assignment has been made. The service kit will contain information on:

- Freight shipping and handling
- Labor regulations and rates
- Furniture, display, and other decorating rentals
- Ordering electrical and telephone service
- Audio/visual and computer rentals

No advance freight or truck shipments will be accepted by the Caesars Palace due to physical limitations in dock space and storage facilities on the premises. Therefore, it is necessary to arrange for outside drayage and storage. This arrangement controls and simplifies the movement of all shipments.

Heritage Exposition Services will receive and store display and exhibit materials, deliver items directly to each exhibitor's booth, handle and store the empty crates during the length of the show, return them to the exhibit space upon show closing, and load them onto outgoing transportation at the conclusion of the event.

Heritage Exposition Services will store material received at its warehouse for a period up to 30 days prior to exhibit installation. Shipping information and the warehouse address will be included in the exhibitor service kit. The kit will also contain information on shipping directly to show site for delivery during exhibit installation hours.

Independent Contractors: Exhibiting companies who plan to use the services of a display house service firm other than the designated contractors must abide by the following rules: The exhibitor must notify AAEM Exhibit Management, in writing, with the name of the display house/ service firm, address, telephone number and contact person, no fewer than 30 days prior to the meeting. In addition, the service firm must furnish a copy of an insurance certificate to AAEM in the amount of \$1,000,000 combined single limit liability to include personal injury and property damage. The Caesars Palace, its owners and Vici Properties and Caesars Entertainment shall be named as additional insureds.



# EXHIBIT APPLICATION AND CONTRACT

## CONTACT INFORMATION

List company name, address, telephone, fax and email as you wish them to appear in the exhibit directory.  
If exhibit materials should be sent to a separate address, please indicate that in a separate cover letter.

Company Name: \_\_\_\_\_

Exhibit Coordinator Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



### EXHIBITOR FEE = \$1,900

#### EXHIBITOR ADD-ONS

- Passport to Prizes Contest Participation (\$150)  
(plus mandatory \$100 minimum prize donation)\*
- Pre-registration mailing labels (\$450)
  - Alpha order  ZIP code order
- Post-assembly mailing labels (\$450)
  - Alpha order  ZIP code order

I understand that the information given through use of the Scientific Assembly delegate mailing labels is intended for one-time use only. The list will not be duplicated in any fashion. All names and addresses are property of AAEM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total payment must accompany this application. Make checks payable to AAEM or complete credit card information below.

If payment is not received, AAEM will not hold booth space.

Method of Payment (check one):  Check enclosed  
 VISA  MasterCard  Discover  American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Return completed application with payment to:

AAEM, Attn: Exhibitor Manager  
555 East Wells Street, Suite 1100, Milwaukee, WI 53202  
Tel: (800) 884-2236 Fax: (414) 276-3349  
info@aaem.org

### BOOTH CHOICES

AAEM will do its best to accommodate your choice in the order received. If a booth number has already been allocated, AAEM reserves the right to assign booth space. Please list your top three choices below.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### RESPONSIBILITY CLAUSE

Exhibitor assumes responsibility and agrees to indemnify and defend the American Academy of Emergency Medicine and Caesars Palace, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises, arising out of the negligence, gross negligence or intentional misconduct of Exhibitors.

The Exhibitor understands that neither the American Academy of Emergency Medicine nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### RECRUITING

If your company will be actively recruiting physicians on site, please read and indicate below that your organization is able to adhere to one of the following criteria:

\_\_\_\_ I certify that the advertised positions support fair working practices for emergency physicians, one that provides a democratic and equitable work environment including provisions for due process, the absence of restrictive covenants and is not owned directly or indirectly in part or in whole by a lay entity or individual.

\_\_\_\_ I certify that the advertised positions are for 1) a hospital, non-profit or medical school employed position, 2) a military/government position, or 3) an independent contractor position rather than owner-partner or employee position, and therefore is not able to be in compliance with the above standards.

I certify that I am eligible to sign this form, having knowledge on all points listed above. I agree to notify AAEM, within 30 days, of any changes to our status as listed above which would affect our eligibility to exhibit at the AAEM Scientific Assembly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CANCELLATIONS

Exhibitor booth cancellations should be made in writing and sent to AAEM by **January 14, 2019**. A full refund minus a processing charge of \$100 will apply. No refunds are given for cancellations made after **January 14, 2019**.

### INTERRUPTION OR PREVENTION OF EXHIBITION

Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

### LIABILITY

It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

\*The prize donation does not constitute a 501(c)(3) charitable donation.



# AAEM18 EXHIBIT RULES AND REGULATIONS

## **ADA Compliance**

Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.

## **Appearance/Badges**

Attire of exhibit personnel should be consistent with the professional atmosphere of the conference. Because of AAEM's effort to recycle plastic name badge holders, only AAEM-sponsored decals, pins and ribbons may be affixed to attendee or exhibitor badge holders.

## **Advertising**

AAEM does not endorse or promote any products or services related to an exhibit. The use of the AAEM logo, name, annual conference/exhibition artwork, or any representations thereof shall be only at the express written consent of show management. Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor's booth space. Third parties acting on behalf of or representing the exhibitor must adhere to and abide by AAEM rules and regulations.

## **Demonstrations**

Demonstrations by exhibitors should contribute to an attendee's knowledge in a professional way. Adequate space should be available for demonstrations within the confines of the individual exhibitor's booth and should not interfere with normal traffic flow nor infringe in any way on neighboring exhibits.

## **Solicitation/Sales**

Exhibitors must remain within their own exhibit spaces when demonstrating products and/or when distributing literature, product samples, or other materials. Exhibitors must not aggressively approach or call out to attendees in a manner not consistent with the professional environment of the conference. Direct selling is not allowed; however, order taking is permitted within the booth if business is conducted in a manner consistent with the professional nature of the exhibits.

## **Food and Beverage Distribution**

AAEM must be notified of an exhibitor's intent to distribute food or beverage items in the Exhibit Hall. All such items must be approved by AAEM and ordered directly from the Caesars Palace. Exhibitors are not permitted to bring in outside food or beverages.

## **Subletting/Sharing of Space**

Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.

## **Security**

Professional security guard service is provided throughout the exhibitor installation and dismantle periods. AAEM provides perimeter hall security after hours during the conference. However, AAEM, the security service, and the Caesars Palace are not responsible for any loss or damage to exhibitor property.

## **Non-Exhibiting Companies**

Canvassing or marketing of any products or services in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.

## **Cancellations**

Exhibitor booth cancellations should be made in writing and sent to AAEM by January 14, 2019. A full refund minus a processing charge of \$100 will apply. No refunds are given for cancellations made after January 14, 2019.

## **Interruption or Prevention of Exhibition**

Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

## **Liability**

It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

## **FACILITY AND LABOR REGULATIONS**

Exhibitors will not affix, nail or otherwise attach anything to the walls, doors, floors or columns, except where a nail strip is provided.

## **Electrical**

All illuminated displays and other equipment requiring electrical current must conform to local electrical codes. Extension cords must be 3-wire grounded and U.L. approved.

## **Labor**

Exhibitors shall be bound by all contracts in effect between service contractors, the Caesars Palace and any labor organizations when applicable. More information on the specific labor regulations in effect will be included in the exhibitor service kit.

## **AAEM POLICIES**

### **Sanctions for Violations**

AAEM reserves the right to reject for any reason any exhibit application submitted; to reject, prohibit or otherwise require modification of any exhibit for any reason that in its opinion is objectionable, may detract from the general character of the conference, and is not in keeping with the policies of AAEM. This reservation refers to companies, persons, products, and/or printed matter. AAEM may impose appropriate sanctions regarding current or future participation in AAEM exhibit programs. In the event of such restrictions or eviction, AAEM will not be liable for any refunds, rentals, or exhibit expenses.

### **Privacy Information**

The American Academy of Emergency Medicine (AAEM) takes your privacy seriously. AAEM will only use your personal information to administer your exhibit booth at the 2019 AAEM Annual Meeting, to provide services that you have requested from AAEM and otherwise as you may expressly consent. A complete copy of AAEM's Privacy and Data Protection Policy, the terms of which are incorporated herein, can be found at [www.aaem.org/about-us/privacy-policy](http://www.aaem.org/about-us/privacy-policy).

By providing consent, you are allowing AAEM to process your personal data. AAEM will collect and store information you provide in the Exhibit Application for the purposes of reserving an exhibit booth at the Meeting, to assist with administrative planning and marketing purposes, and to allow the compilation and analysis of statistics relevant to AAEM.

## AAEM18 EXHIBIT RULES AND REGULATIONS

The information you provided in the Exhibit Application and information provided at any other time during the Meeting, including without limitation any feedback obtained during the Meeting, will be used by AAEM to offer, provide and continue to improve its Annual Meeting and other services. With your permission, AAEM will disclose information that is collected in the Exhibit Application such as your name, organization, address, telephone and fax numbers, and email address for marketing purposes. AAEM will also use your email address to communicate important information regarding this event and for marketing purposes for future events.

AAEM will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such a purpose is related to the offer, provision and improvement of the Annual Meeting or where such purpose is permitted or required by law.

Do you agree to receive emails from AAEM for future meetings and offerings?\*

Yes  No

You can revoke this consent at any time by updating your preferences at <https://aaem.execinc.com/edibo/Profile/>

Do you consent to being contacted by the 2019 AAEM Annual Meeting's service contractors to coordinate logistical setup and provide information on additional services offered?

Yes  No

NOTE: AAEM is photographing this Annual Meeting. These photographs, along with your name and/or likeness, may be used in AAEM publications or on the AAEM or AAEM Annual Meeting websites. If you do not want your photo used, please inform the staff photographer at the time the photograph is taken.

As the exhibitor representative, I have shared the consent requests acknowledged in this privacy policy with all company representatives participating in this event and have the authority to consent for such representatives.

Yes  No

Note – yes is required in order to do a group registration.

### Safe Environment Policy

AAEM is committed to providing a safe, productive, and welcoming environment for all meeting participants and AAEM/EDI staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, AAEM/EDI staff, service providers, and others are expected to abide by this Meeting Safety & Responsibility Policy. To view the full Safe Environment Policy please visit [www.aaem.org/about-us/our-values/safe-environment-policy](http://www.aaem.org/about-us/our-values/safe-environment-policy).

**\* I have read and agree to the terms of this contract:  
INITIAL: \_\_\_\_\_.**



## PROGRAM SUPPORT AND MARKETING OPPORTUNITIES

Sponsoring an official conference event or activity not only offers a more rewarding experience for attendees, it increases your organization's visibility among them. In addition, AAEM gives special recognition to sponsors through official signs and prominent listings in the official meeting programs. To secure a sponsorship opportunity, complete the application on page 11, or contact [info@aaem.org](mailto:info@aaem.org).

### FINAL PROGRAM ADVERTISING (\$1,200)

The final program contains general conference information including conference schedule, maps and exhibitor information. The final program is given to each attendee upon check-in at the registration desk. Advertisers receive one full-page black and white advertisement (with pre-approval).

### USB MEMORY STICK (\$1,000)

Speaker presentations are placed on the memory stick with company name. A coupon will be placed in delegate bags and memory stick can be redeemed at the supporter's exhibit. Sponsors are responsible for providing the memory sticks.

### WI-FI ACCESS (\$5,000 PER DAY)

AAEM would like to provide attendees with Internet access. The sponsor would be acknowledged in conference literature and signage throughout the conference.

### PEDOMETERS (\$1,000)

Help promote healthy lifestyle choices by sponsoring pedometers for each conference attendee. Your company name will appear on pedometers worn by conference attendees as they walk to conference events, at home, or in the emergency department. Sponsors are responsible for providing the pedometers.

### WATER BOTTLES (\$1,000)

AAEM would like to provide water bottles to our attendees. AAEM will only accept Bisphenol A (BPA) free water bottles. Your company name will appear on the bottle. Sponsors are responsible for providing the water bottles.

### LUNCHEON (\$5,000 - \$10,000)

Sponsor will be recognized through signage and use of sponsor's cups, napkins, etc. if available.

One sponsor = \$10,000 and two sponsors = \$5,000 each.

### CONTINENTAL BREAKFAST (\$3,750 - \$7,500)

Attendees would enjoy a continental breakfast sponsored by your company. Sponsor is recognized through signage. If sponsor would like to provide napkins, cups, etc., please notify AAEM.

One sponsor = \$7,500 and two sponsors = \$3,750 each.

### COFFEE/REFRESHMENT BREAK (\$2,500 - \$5,000)

Spaced at convenient times during the conference schedule, sponsor is recognized through signage. If sponsor would like to provide napkins, cups, etc., please notify AAEM.

One sponsor = \$5,000 and two sponsors = \$2,500 each.

## EXCLUSIVE MOBILE APP SPONSORSHIP (\$5,000)

Achieve maximum exposure on the Scientific Assembly mobile app with sponsor's name on the opening page of the mobile guide. 2018 attendees explored and interacted within the mobile app resulting in over 111,175 page views. Clicking the name will direct attendees to sponsor's exhibitor listing in the exhibitor directory. Graphics must be pre-approved by AAEM.



### INFORMATION VIDEO MONITOR (\$1,200)

A video monitor located near the registration desk will provide up to date conference information for the length of the conference. Sponsor is recognized through signage.

### CONFERENCE NOTEPADS (\$500)

Notepads will be distributed to more than 1,000 delegates in the registration bags. Company can be printed on the notepads. Sponsors are responsible for providing the notepads.

### AAEM WELLNESS SPONSORSHIP (\$10,000)

The AAEM Physician Wellness and Burnout Prevention Committee is excited to offer a repeat of the AAEM Wellness 5K Fun Run/Walk and Early Risers Yoga Sessions. Associate your company name with these wellness events to include signage, fun run t-shirts, and refreshments.

### NON-CME EDUCATIONAL PROGRAM (\$25,000)

Non-CME Educational Programs provide an opportunity for commercial organizations to present information about their products or services to delegates attending the AAEM 25<sup>th</sup> Annual Scientific Assembly. The material presented may be promotional and may concentrate on a specific product. Non-CME Educational Programs are up to 90 minutes in length, scheduled unopposed over the lunch period, and open to all Assembly attendees on a first-come, first-served basis. Food and beverage options available for an additional cost. Sponsorship fee includes the following:

- Function space at the Caesars Palace
- Promotion of the program in the AAEM19 mobile app and the final program
- One set of pre-registration attendee mailing labels for a one-time use
- One advertising insert in the AAEM19 registration bags

### TWITTER BOARD (\$10,000)

Showcase your company name on the AAEM19 Twitter Board! This prominent screen showcases a live running feed of all tweets with the #AAEM19 hashtag. Situated in a high-traffic area, this board is a unique opportunity to highlight your company in a place that will draw many attendees' eyes.



# PROGRAM SUPPORT AND MARKETING OPPORTUNITIES, CONTINUED.

## MEMBER MAGAZINE ADVERTISING (SEE RATES BELOW)

*Common Sense* is the member magazine of the American Academy of Emergency Medicine (AAEM). It is a bi-monthly publication that reports on AAEM activities and news from the emergency medicine community. It is delivered to the AAEM membership, which currently stands at over 8,000 emergency physicians, residents, and others interested in emergency medicine.



**15% Discount for Exhibitors**

Ad Type	Size	Single Insertion	Multiple Insertion
Full Page	7" w x 10" h	\$599.25*	\$506.60* each
Half Page Vertical	3-5/16" w x 10" h	\$506.60*	\$432.65* each
Half Page Horizontal	7" w x 5" h	\$506.60*	\$432.65* each
Quarter Page	3-5/16" w x 5" h	\$413.95*	\$358.70* each

\*Pricing includes exhibitor discount.

Rates are based on providing a high resolution PDF. *Common Sense* is a 4-color publication. [www.aaem.org/publications/common-sense/advertise](http://www.aaem.org/publications/common-sense/advertise)

## BAG INSERTS (\$750)

AAEM will insert your company's flyer or other information (with pre-approval) into the registration bags. A registration bag is given to each attendee. Sponsors are responsible for the cost of printing.

## MAILING LABELS (\$450)

Get a head start by mailing product information or booth invitations in advance to registrants! You may purchase a set of pre-registration mailing labels for this purpose. Post-assembly labels are also available. The cost is \$450 for one-time use.

\*Please Note: The AAEM mailing labels are not available in electronic format and are intended for one-time use only.

## SOCIAL EVENT SPONSORSHIP (\$3,000)

The Women in Emergency Medicine and Diversity and Inclusion Social Event is an open invitation mixer to encourage networking, mentorship, and camaraderie among AAEM members and AAEM19 attendees. Entering its third consecutive year, this social event is jointly hosted by the Women in Emergency Medicine Committee and the Diversity and Inclusion Task Force. Sponsor is recognized thru signage and an optional presence at the event.

**OTHER SPONSORSHIPS AVAILABLE**

Got another idea? AAEM will work with you to develop a sponsorship program tailored to your specific needs. The items listed above are just a sample of the sponsorships available. Call AAEM at (800) 884-2236 to discuss other options.



# SPONSORSHIP REQUEST FORM

Sponsoring an official conference event or activity not only offers a more rewarding experience for attendees, it increases your organization's visibility among them. In addition, AAEM gives special recognition to sponsors through official signs and prominent listings in the official meeting programs. To secure a sponsorship opportunity, complete the application below.

For a complete description of sponsorship opportunities, please refer to pages 9-10 or contact info@aaem.org for more information.



Company Name: \_\_\_\_\_

Exhibit Coordinator Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## EXHIBITOR SPONSORSHIP OPPORTUNITIES

- Conference Notepads (\$500)
- Bag Inserts (\$750)
- Pedometers (\$1,000)
- Water Bottles (\$1,000)
- USB Memory Stick (\$1,000)
- Final Program Advertising (\$1,200)
- Information Video Monitor (\$1,200)
- Coffee/Refreshment Break (\$2,500 - \$5,000)  
(One sponsor = \$5,000 and two sponsors = \$2,500 each)
- Social Event Sponsorship (\$3,000)
- Continental Breakfast (\$3,750 - \$7,500)  
(One sponsor = \$7,500 and two sponsors = \$3,750 each)
- Exclusive Mobile App Sponsorship (\$5,000)
- WI-FI Access (\$5,000 per day)
- AAEM Wellness Sponsorship (\$10,000)
- Luncheon (\$5,000 - \$10,000)  
(One sponsor = \$10,000 and two sponsors = \$5,000 each)
- Twitter Monitor (\$10,000)
- Non-CME Educational Event (\$25,000)
- Newsletter Advertising

Ad Type	Size	Single Insertion	Multiple Insertion
Full Page	7"w x 10"h	\$599.25*	\$506.60* each
Half Page Vertical	3-5/16"w x 10"h	\$506.60*	\$432.65* each
Half Page Horizontal	7"w x 5"h	\$506.60*	\$432.65* each
Quarter Page	3-5/16"w x 5"h	\$413.95*	\$358.70* each

\*Pricing includes exhibitor discount.

## METHOD OF PAYMENT

(check one):

- Check enclosed  VISA  MasterCard  Discover
- American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Return completed application with payment to:

AAEM, Attn: Exhibit Manager  
 555 East Wells Street, Suite 1100, Milwaukee, WI 53202  
 Tel: (800) 884-2236 Fax: (414) 276-3349  
 info@aaem.org

HAVE ANOTHER IDEA? AAEM WILL WORK WITH YOU TO DEVELOP A SPONSORSHIP PROGRAM TAILORED TO YOUR SPECIFIC NEEDS.

CALL AAEM AT (800) 884-2236 TO DISCUSS OTHER OPTIONS.



**AMERICAN ACADEMY OF EMERGENCY MEDICINE**  
**WRITTEN AGREEMENT FOR COMMERCIAL SUPPORT**

The American Academy of Emergency Medicine is committed to presenting CME activities that promote improvements or quality in health care and are independent of the control of commercial interests. As part of this commitment, American Academy of Emergency Medicine has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities. Commercial Support is defined as financial, or in-kind contributions given by a commercial interest\*, which is used to pay all or part of the costs of a CME activity.

<b>TITLE OF CME ACTIVITY</b>		<b>25<sup>TH</sup> ANNUAL AAEM SCIENTIFIC ASSEMBLY</b>	
<b>ACTIVITY LOCATION</b>	Caesars Palace	<b>ACTIVITY DATE</b>	March 9-13, 2019
<b>NAME OF COMMERCIAL INTEREST:</b>			
<b>AMOUNT OF EDUCATIONAL GRANT (DIRECT OR IN-KIND)</b>		\$	
<b>GRANT WILL BE USED FOR THE FOLLOWING:</b>			
<b>SPEAKER HONORARIA</b>	<b>SPEAKER EXPENSES (ITEMIZE)</b>	<b>MEETING EXPENSES (ITEMIZE)</b>	<b>OTHER (LIST)</b>

**TERMS, CONDITIONS, AND PURPOSES**

**INDEPENDENCE**

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. The Accredited Provider is responsible for all decisions regarding the identification of educational 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 CME, selection of education methods, and the evaluation of the activity.

**APPROPRIATE USE OF COMMERCIAL SUPPORT**

3. The Accredited Provider will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Interest will not require the Accredited Provider to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Accredited Provider will upon request, furnish the Commercial Interest documentation detailing the receipt and expenditure of the commercial support.

**COMMERCIAL PROMOTION**

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. Commercial Interests may not engage in sales or promotional activities while in the space or place of the CME activity.
8. The Commercial Interest may not be the agent providing the CME activity to the learners.

**DISCLOSURE**

9. The Accredited Provider will ensure that the source of support from the Commercial Interest, either direct or "in-kind," is disclosed to the participants, in program brochures, syllabi, and other program materials, and at the time of the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution if they are not product promotional in nature.

The Commercial Supporter and the American Academy of Emergency Medicine agree to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) **Standards for Commercial Support of Continuing Medical Education** (appended).

<b>NAME OF ACCREDITED PROVIDER</b>		American Academy of Emergency Medicine	
Tax ID Number	<b>26-3697887</b>		
Contact Person	Janet Wilson	Email Address	jwilson@aaem.org
Phone Number	414-276-7390	Fax Number	414-276-3349
<b>EDUCATIONAL PARTNER (IF APPLICABLE)</b>			
Contact Person		Email Address	
Phone Number		Fax Number	
Tax ID Number			
<b>NAME OF COMMERCIAL INTEREST</b>			
Address			
City, State, Zip			
Contact Person		Email Address	
Phone Number		Fax Number	

**AGREED BY AUTHORIZED REPRESENTATIVES**

**Commercial Interest**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Accredited Provider**

*Janet Wilson*

\_\_\_\_\_  
Signature and Date

Janet Wilson

\_\_\_\_\_  
Print Name

Associate Executive Director, AAEM

\_\_\_\_\_  
Title

**Educational Partner (If applicable)**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\* The ACCME defines a Commercial Interest as any proprietary entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on patients, with the exemption of non-profit or government organizations and non-health care related companies. The ACCME does not consider providers of clinical service directly to patients to be commercial interest.