

Southwest & Rocky Mountain College Health Associations

Hot Topics in Health Care!

Letter of Agreement Form for Sponsors of the 2010 Annual Meeting

Regarding Terms, Conditions and Purposes of a Grant

Between:	
And Sponsor:	Southwest & Rocky Mountain College Health Associations
Title of Activity:	Annual Meeting - Hot Topics in Health Care!
Location:	Albuquerque, New Mexico
Date(s):	October 10, 11, 12, 2010
Commercial supporter (Company name/branch):	
Address:	
City, State, ZIP:	
Telephone:	
Fax:	
Email:	
Contact Person:	

The above Company wishes to provide support for the Southwest & Rocky Mountain College Health Associations' 2010 Annual Meeting by means of (indicate which option):	
1. Unrestricted Grant for support of the Educational/Health Promotion/Research Activity in the amount of – <i>specify amount:</i>	
2. Restricted Grant to reimburse for speaker – <i>list speaker name(s):</i>	
To include (specify all expenses, travel only, or honorarium only):	
Honorarium amount (to be determined by the course director) – <i>specify amount:</i>	
3. Restricted Grant to support catering functions – <i>list name or type of function:</i>	
Specify amount of grant:	
4. Restricted Grant for other purpose (e.g., tour or transportation support, meeting materials such as tote bags or lanyards) – <i>specify purpose and amount:</i>	

Note: Grant / Sponsorship levels can vary. For specific information, see "Sponsor Levels" at <http://www.swcha.org/meeting.htm>.

Conditions

1. **Statement of Purpose:** Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly. This statement of purpose is to reflect the ACHA Guidelines for Corporate Relationships.
2. **Control of Content & Selection of Presenters & Moderators:** Sponsor is responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program. The Company, or its agents will respond only to Sponsor-initiated requests for suggestions of presenters or sources of possible presenters. The Company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between Company and speaker, and will provide this information in writing. Sponsor will record role of Company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. **Disclosure of Financial Relationships:** Sponsor will ensure meaningful disclosure to the audience, at the time of the program: (a) Company funding; and, b) any significant relationship between the Sponsor and the Company (e.g., grant recipient) or between individual speakers or moderators and the Company.
4. **Involvement in Content:** There will be no "scripting," emphasis, or direction of content by the Company or its agents.
5. **Ancillary Promotional Activities:** No promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisements will be permitted in the program room. No subsequent promotional activities will refer to ACHA.
6. **Objectivity & Balance:** Sponsor will make every effort to ensure that data regarding the company's products (or competing products) are objectively selected and presented with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. **Limitations on Data:** Sponsor will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.
8. **Discussion of Unapproved Uses:** Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.
9. **Opportunities for Debate:** Sponsor will ensure meaningful opportunities for questioning or scientific debate.
10. **Independence of Sponsor in the use of Contributed Funds:**
 - Funds should be in the form of an educational grant made payable to Southwest College Health Association.
 - All other support associated with this CME/CH activity (e.g., distributing brochures, preparing slides, etc.) must be given with full knowledge and approval of Southwest College Health Association.
 - No other funds from the commercial company will be paid to the program director, faculty or others involved with the CME/CH activity (additional honoraria, extra social events, etc.).

The Commercial Supporter agrees to abide by all requirements of the ACCME Standards for Commercial Support of Continuing Medical Education and the ANCC Standards for Commercial Support of Continuing Nursing Education (available upon request). The Accredited Sponsor agrees to: 1) abide by the ACCME Standards for Commercial Support of Continuing Medical Education; 2) abide by the ANCC Standards for Commercial Support of Continuing Nursing Education; 3) acknowledge educational support from the Commercial Company in program brochures, syllabi, and other program materials; and 4) upon request, furnish the Commercial Supporter a report concerning the expenditure of the funds provided.

<i>By typing my name below, I am providing my electronic signature approving all the information entered above and confirming that all of this information is accurate.</i>		
Corporate Representative:	Name:	Date:
Institution/Affiliate/Organization Representative:	Name	Date:
ACHA Representative:	Name:	Date:

Sponsor / Exhibitor Information & Contract

Southwest College Health Association (SWCHA) is coordinating the 2010 Annual Meeting. Exhibitors will be assigned space on a first-come, first-served basis. SWCHA reserves the right to make the final space assignment or change the space assignment should it be necessary in the best interest of the exhibit show.

Meeting Dates: October 10 – 12, 2010

Location: Embassy Suites Hotel & Spa, 1000 Woodward Place NE, Albuquerque New Mexico 87102

Tel: 1-505-245-7100 | FAX: 1-505-247-1083 | www.embassysuitesalbuquerque.com

Exhibit Fee is included in sponsorship levels of \$1,000 or higher.

Exhibit Package Includes:

- One tabletop exhibit space consisting of one six-foot skirted table, two chairs, and a wastebasket.
- Meeting breaks will be held in the exhibitors' area.
- Your company name and a description of your organization will be listed in the Conference program.
- Daily cleaning and maintenance of the common exhibit areas.

Please note: Exhibits will be limited to tabletop displays only. No booths or freestanding backdrops will be allowed. Electrical, A/V or Internet service fees for your exhibit will be assessed directly by the Hotel and are not included in your exhibit fee. (See hotel contact information above.)

<p>Schedule: Sunday, October 10, 12:00 Noon – 6:00 pm (Move In) Monday, October 11, 8:00 am – 4:15 pm Tuesday, October 12, 8:00 am – 4:30 pm (Move Out between 4:30 – 6:30 pm)</p>	<p>Important DEADLINE, August 31, 2010:</p> <ul style="list-style-type: none"> ▪ Signed Contract, Registration Forms and Sponsorship Fee are due. ▪ Organization/company description is due for the Meeting program. ▪ Names of all exhibit show personnel are due.
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CONTRACT INSTRUCTIONS: Complete, sign, and return this four-page Contract and Registration Form. **Enclose a check payable to the Southwest College Health Association (SWCHA).**

Organization or Company Name:	
Contact Name & Title:	
Address:	
City, State, ZIP:	
Phone, Fax & E-mail:	
Sponsor / Grant Amount:	

PAYMENT:			
<input type="checkbox"/>	Check Enclosed	Amount:	
		Date:	

We agree to abide by all of the contract provisions and conditions governing the exhibit, which are parts of this application. Acceptance of the application by the Southwest College Health Association constitutes a contract.

Authorized Signature & Date: _____

Mail Contract and Registration Form to:

Jo Antreasian, SWCHA Program Planner
 Student Health & Counseling, MSC06 3870, 1 University of New Mexico
 Albuquerque, NM 87131-0001
 505-277-5621

Sponsor / Exhibitor Contract Provisions

Exhibits and exhibitors are subject to the following regulations. The letters "SWCHA" herein refer to the Southwest College Health Association acting through its officers, employees or agents in the Management of the SWCHA-RMCHA Annual Meeting.

Annual Meeting Objectives:

The SWCHA & RMCHA Annual Meeting is produced by and is the property of the Southwest & Rocky Mountain College Health Associations. The Annual Meeting is an educational event for College Health Professionals. Exhibitor is expected to display their products and/or discuss their services with awareness of the professional and practical needs of College Health Professionals. SWCHA reserves the right to refuse space that, in its sole opinion, is unlikely to contribute to the overall objectives of the Annual Meeting.

Exhibitor Representative Responsibilities:

Exhibitor must name at least one person to be the official onsite representative and responsible party. The official representative will receive all relevant materials relating to the Annual Meeting. That representative shall be authorized to enter into such agreements as may be necessary for fulfillment of obligations to the SWCHA and to other contractors and subcontractors. At least one representative must be at the display during exhibit times.

Payments and Cancellations:

The Exhibitor fee is included in sponsorship levels of \$1,000 or higher. The sponsorship fee is requested no later than July 31, 2010. Sponsors who cancel before July 31, 2010, will receive a full refund minus a \$50 processing fee. No cancellations shall be acknowledged unless received by the SWCHA in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.

SWCHA reserves the right to cancel this event and return all fees in the event of insufficient registration. The liability of SWCHA is limited to the sponsor / exhibitor fee. SWCHA will not be responsible for any losses incurred by exhibitors, including but not limited to airline cancellation charges or hotel deposits.

Sponsor/ Exhibitor Fees: are a commercial transaction between the SWCHA and the sponsor/exhibitor and in no way are construed as financial support for the continuing medical education activity.

Space Agreement:

This application for exhibit space, the notice of assignment by the SWCHA and the full payment of rental charges, together constitute an agreement for a right to use the space. Exhibitors will be assigned space on a first-come, first-served basis. SWCHA reserves the right to make the final space assignment or change the space assignment should it be necessary in the best interest of the exhibit show.

Arrangements of Exhibits:

Exhibits will be limited to "tabletop" displays only. No "booths" or "freestanding backdrops" will be allowed. Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided to the exhibitor by the SWCHA & Embassy Suites Hotel will consist of one six-foot table and two chairs.

Schedule / Move In and Move Out:

Sunday, October 10, 12:00 Noon – 6:00 pm (Move In)
Monday, October 11, 8:00 am – 4:15 pm
Tuesday, October 12, 8:00 am – 4:30 pm
(Move Out between 4:30 – 6:30 PM)

Exhibits may move in between Noon – 6pm on Sunday, October 10, 2010. The SWCHA/ RMCHA Annual Meeting officially closes on Tuesday, October 12, 2010, at 4:30 pm.

All exhibits and accompanying supplies must be removed from the exhibit hall by 6:30 pm on Tuesday, October 12, 2010.

Care of Buildings:

Exhibitors or their agents shall not injure or deface the walls or floors of the buildings and/or equipment or furnishings in the space provided. The Exhibitor will be held liable for any such damage caused by the responsible representative or his agent.

Use of Exhibit Space:

No Exhibitor shall assign, sublet or share the whole or any part of the space allotted. No Exhibitor is permitted to show goods other than those manufactured or handled in their regular course of business. No firm or organization not assigned space will be permitted to solicit business in any manner within the exhibit area.

Sound Devices and Noise Level:

The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so nearby exhibitors are not disturbed.

Entertainment:

The Exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with member attendance at regular SWCHA/ RMCHA education sessions or meetings or induce visitors away from the Annual Meeting. The Exhibitor must receive approval from the SWCHA for any intended group functions.

Direct Selling:

In the event that Exhibitor engages in on-location transactions, Exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

General Restrictions:

All exhibit and/or advertising functions are to be restricted to the exhibit area and will in no way interfere with the educational sessions of the conference. Exhibitor can distribute only those food and drink samples that are manufactured or handled by them in the regular course of business. The SWCHA reserves the right to restrict exhibits that, because of noise, methods of operation or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the SWCHA may detract from the general character of the Annual Meeting. No display material exposing an unfinished surface to neighboring exhibitors or an aisle will be permitted. Exhibitor is not permitted to set up displays in hotel rooms, hotel suites or lobbies.

Liability and Insurance:

Exhibitor will employ reputable guards and will take reasonable precautions to safeguard exhibit. The SWCHA/ RMCHA and the EMBASSY Suites Hotel & Spa will not be liable for loss or damage to property of the Exhibitor or his representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The SWCHA/ RMCHA liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. Exhibitor will indemnify the SWCHA/ RMCHA and the EMBASSY Suites Hotel & Spa against, and hold harmless from, negligence of the Exhibitor in connection with its use of display space.

Fire Regulations:

All material used in the exhibitor area must be made of flameproof materials and conform to all fire department regulations.

Authorized Signature: _____

Date: _____