



INVITATION TO EXHIBIT
at the
70th ANNUAL SCIENTIFIC ASSEMBLY
of the
TENNESSEE ACADEMY
of
FAMILY PHYSICIANS

PARK VISTA DOUBLETREE HOTEL, GATLINBURG, TENNESSEE

October 29-November 2, 2018

Contact: Cathy Dyer, Executive Director
Tennessee Academy of Family Physicians
212 Overlook Circle, Suite 201
Brentwood, TN 37027
phone: (615) 370-5144; 1-800-897-5949
fax: (615) 370-5199
email: tnafp@tnafp.org

Please read the information contained in this Prospectus thoroughly. If you have questions about any aspect of being an exhibitor at the Tennessee AFP Annual Scientific Assembly, please contact the Tennessee AFP office.

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2018 PROSPECTUS TO EXHIBIT

TENNESSEE ACADEMY OF FAMILY PHYSICIANS' 70th ANNUAL SCIENTIFIC ASSEMBLY

October 29–November 2, 2018, Park Vista Doubletree Hotel, Gatlinburg

You are requested to read this Exhibit Prospectus in its entirety before signing and returning your Contract.....

GENERAL INFORMATION, EXHIBIT REGISTRATION, BOOTH SETUP:

THE 70th ANNUAL SCIENTIFIC ASSEMBLY OF THE TENNESSEE ACADEMY OF FAMILY PHYSICIANS (TNAFP) WILL BE HELD AT THE PARK VISTA DOUBLETREE HOTEL, GATLINBURG, TENNESSEE, ON OCTOBER 29-NOVEMBER 2, 2018. All scientific sessions, exhibits, and social functions will be held at the Park Vista.

All exhibit booths measure eight (8) feet in width and eight (8) feet in depth with seven and one-half (7 1/2) foot aisles. **Each booth is furnished one six-foot table, two chairs, electrical service upon request, and internet service. You can rent additional tables at a charge of \$25.00 per table from the Park Vista.**

The 2018 Tennessee AFP Exhibit Hall Floor Plan is included in this Prospectus to Exhibit.

Tabletop exhibits are preferable for displaying. There is no display company to assist in setting up and dismantling exhibit booths. You will be responsible for the set-up and removal of your exhibit.

Note: There is very limited storage space at the Park Vista. The Park Vista will ONLY except shipments which arrive NOT MORE THAN THREE DAYS prior to your setup date of Tuesday, October 30, 2018

All shipments to the Park Vista must have the following information clearly written on each individual piece shipped:

Tennessee AFP Annual Meeting

Your Company Name

Your Name (or the name of the individual who will be looking for the shipment upon their arrival)

Important: Tuesday Setup

Setup for exhibits is Tuesday, October 30, from 8:00 a.m. to 6:00 p.m. ALL EXHIBITS MUST BE IN PLACE NO LATER THAN 6:00 P.M. ON TUESDAY. (Gatlinburg is in the Eastern Time Zone.) There will be NO exceptions. Please do not arrive after 6:00 p.m. on Tuesday expecting to be allowed access into the TNAFP Exhibit Hall. NO ONE WILL BE ALLOWED INTO THE EXHIBIT HALL AFTER TNAFP STAFF HAS CLEARED AND LOCKED DOWN THE EXHIBIT HALL AT 6:00 P.M. The Exhibit Hall will be cleared and locked down at 6:00 p.m. on Tuesday for the security of all of our Exhibitors, and their Exhibit Booths and items/belongings in their booths.

Important: Friday Breakdown

Booths are to remain in place until 10:15 a.m. on Friday, November 2, at the end of the morning break. No exhibit is to be dismantled or removed from the assigned space during official hours of the Annual Assembly, except in cases of extreme necessity*. ***Permission for such removal must be obtained IN ADVANCE directly from Cathy Dyer, TNAFP Executive Director.** EXACT HOURS THE EXHIBIT HALL WILL BE OPEN WILL BE LISTED IN THE PRINTED PROGRAM BROCHURE MAILED TO YOU IN JUNE WITH YOUR BOOTH CONFIRMATION LETTER AND EXHIBIT PACKET.

Names of companies not adhering to the TNAFP setup and dismantle rules including dates and times will be noted by the TNAFP Executive Director, and provided to the Tennessee AFP Board of Directors for review.

GENERAL INFORMATION, EXHIBIT REGISTRATION, BOOTH SETUP:

All exhibitor representatives are required to register at the TNAFP Registration Desk on-site at the meeting where badges will be provided. All exhibitor representatives are required to wear their badge for admittance to the exhibit hall and to all social functions.

Food/beverage breaks are scheduled during each day outside the exhibit hall to encourage physician booth attendance. **It is left to the discretion of each exhibiting company what hours their representatives staff their exhibit booth, but at least one representative is requested to be in each booth during all set food/beverage breaks and during lunch time on Wednesday, Thursday and Friday which is designated 'Visit Exhibits' time. Once the program brochure is available in June, a copy will be provided to you showing all break and lunch times.**

EXHIBIT BOOTH FEES, BOOTH PAYMENT & BOOTH ASSIGNMENT:

All requests for exhibit space must be made by completing and returning the Exhibit Space Contract contained in this Prospectus, indicating your first four choices for booth space (an exhibit hall floor plan is included). **All assignments of exhibit booth space will be made by the TNAFP on a FIRST-CONTRACT RECEIVED basis, with first consideration given to our 2017 exhibitors.** Every effort will be made to honor one of your requests if your completed Contract is returned in a timely manner, but it is impossible for the TNAFP to honor all exhibit booth space requests when assigning spaces. If your company prefers to be assigned a booth space NOT located in the vicinity of another company, please indicate this in the space provided on the Contract. (Note: Requesting that your booth not be assigned close to other exhibiting companies may limit the possible locations for your booth.) Every effort will be made to comply with your request, but TNAFP cannot guarantee booth space placement away from any company. **All exhibit booths are assigned on a first-contract received basis with no actual booth assignment being made and confirmed until June.**

The fee for exhibit booth space at the 2018 Tennessee AFP Assembly is \$1,300.00 per booth. The following exhibit booth payment policy has been adopted by the TNAFP Board of Directors. Please note the appropriate payment policy for your company.

*******IMPORTANT: The TNAFP does NOT accept credit cards in payment of exhibit fees.**

COMPANIES WHO EXHIBITED WITH THE TENNESSEE AFP IN 2017:

Those companies who exhibited with the TNAFP in 2017 who wish to exhibit again in 2018 are NOT required to submit payment to the TNAFP with their completed Exhibit Space Contract. Full \$1,300.00 exhibit fee is due and payable prior to October 1, 2018. In the event of cancellation, said cancellation must be received by the TNAFP office IN WRITING prior to October 1, if a refund or approval of cancellation is to be made.

***If cancellation is received by the TNAFP in writing after October 1, full fee payment for space will still be due and payable.

***If full payment is not received by October 1, your assigned space may be reassigned to another company.

COMPANIES WHO DID NOT EXHIBIT WITH THE TENNESSEE AFP IN 2017:

Those companies who did NOT exhibit with the TNAFP in 2017 MUST submit at least one-half of exhibit fee (\$650.00) with their completed Contract before space can be assigned, with the remaining amount due and payable prior to October 1, 2018. For confirmed exhibit booth spaces, if full \$1,300.00 payment is not received by October 1, booth space will be reassigned to another company with payment received with Exhibit Contract to be retained by the TNAFP. In the event of cancellation, said cancellation must be received by the TNAFP office IN WRITING prior to October 1, if a refund or approval of cancellation is to be made.

***If cancellation is received by the TNAFP in writing after October 1, full fee payment for space will still be due and payable.

***If full payment is not received by October 1, your assigned space may be reassigned to another company.

The Exhibit Hall will be locked at the close of the meeting and/or end of social functions each evening. All exhibitors are requested to clear the top of their display prior to closing each evening and to take items of value with you each evening when you leave. After the close of the meeting each day once the exhibit hall is cleared, only authorized personnel will be allowed to enter the exhibit hall. The TNAFP will not be liable or responsible for loss of, or damage to, property of exhibitors and/or exhibiting companies. The TNAFP will take all reasonable precautions against damage or loss by theft, fire or other accidents. **Exhibitors are advised to remove items of value from their booth each evening.**

RULES & REGULATIONS:

As adopted by the TNAFP Board of Directors as policy - "No one, to include exhibitors at the annual scientific assembly and at other TNAFP sponsored functions, is allowed to use the Tennessee Academy of Family Physicians' name or logo in a way in which it appears to carry the TNAFP's endorsement or sponsorship, unless express written consent has been obtained from the TNAFP Board of Directors or the TNAFP Executive Committee."

*Dress code for the Tennessee AFP Annual Scientific Assembly is appropriate business casual.

*No company is allowed to share their exhibit booth space with another company without prior approval from the TNAFP. No company has the right to assign their booth space to another company wishing to exhibit in the event they wish to cancel their assigned exhibit booth space. Only the Tennessee AFP has the right to assign/reassign any booth space.

RULES & REGULATIONS (continued):

*No drawing for door prizes, and no registering for door prizes, will be allowed in any exhibit booth. Door prizes may be donated to the TNAFP to be given as physician exhibit booth attendance door prizes, if such door prizes are approved IN ADVANCE by the TNAFP. The TNAFP retains the authority to confiscate any item of value from any exhibiting company not adhering to these rules and regulations. The TNAFP holds exhibit booth attendance drawings for physician attendees at the close of the scientific sessions on Wednesday, Thursday and Friday in the scientific lecture hall.

*No selling and taking of orders is allowed at or in any exhibit booth.

*Any and all give-away items must be made available to all paid registered attendees at the TNAFP meeting.

*Due to BMI/ASCAP copyright laws there will be no playing of music in any booth without prior consultation with TNAFP.

*There is absolutely NO INTERVIEWING allowed for possible employment opportunities with a company exhibiting in the Tennessee AFP Exhibit Hall at the Tennessee AFP Annual Meeting by individuals who are not attending or exhibiting at the TNAFP meeting. No exceptions will be made. Exhibits are a very important part of the TNAFP Annual Assembly and allows representatives an opportunity to discuss with physicians their company's products and/or services.

*All food and beverage services are operated and controlled exclusively by the Park Vista Hotel. No outside beverage or food is allowed. (packaged pre-wrapped mints, candy, granola bars, etc. given away in your booth to attendees is acceptable)

*You are allowed to have balloons, with the use of only a small helium tank such as those purchased at a discount store.

*Due to fire codes, policy of the Park Vista Hotel stipulates NO burning of any item, including candles, is allowed in the Exhibit Hall.

*Due to fire codes, any articles used in the booth space displays such as hay or straw must be either flame retardant or treated with a flame retardant spray.

*The American Academy of Family Physicians requires continuing medical education programs with CME commercial support to comply with the Accreditation Council for Continuing Medical Education's "Standards for Commercial Support of Continuing Medical Education". To comply with these standards, ACCME Standard #4.1 relating to commercial exhibits MUST be followed by the TNAFP: "Arrangements for commercial exhibits cannot influence planning or interfere with presentation, nor can they be a condition of the provision of commercial support for CME activities."

*No one, including all spouses and children, will be allowed to enter the TNAFP Exhibit Hall without a TNAFP badge. Anyone found in the exhibit hall without a badge will be escorted out. There will be no exceptions considered. This policy is for the security of our exhibitors, their exhibits, and their belongings!

*The TNAFP reserves the right to make any necessary last-minute changes in the Exhibit Hall to ensure a smoother flow of traffic.

IMPORTANT: The Tennessee AFP reserves the right to refuse exhibit booth space to, or cancel space reserved by, any exhibitor and/or company failing to comply with all rules and regulations as outlined in this Exhibit Prospectus. Any exhibiting representative on-site at the Tennessee AFP Meeting who refuses to comply with all rules and regulations outlined in this Exhibit Prospectus will be requested to leave.

IT IS THE RESPONSIBILITY OF THE PERSON WHO SIGNS THE ATTACHED TENNESSEE AFP EXHIBIT SPACE CONTRACT TO INFORM ALL REPRESENTATIVES OF THAT PERSON'S COMPANY OF ALL TENNESSEE AFP EXHIBIT RULES AND REGULATIONS OUTLINED IN THIS PROSPECTUS.

By signing and returning the attached Exhibit Space Contract, your company and all of its representatives involved in and/or attending the TNAFP's 2018 Annual Scientific Assembly agree to abide by all rules and regulations contained in this Prospectus. It is the responsibility of each exhibiting company to inform all of its representatives attending the TNAFP meeting of these rules and regulations.