



INVITATION TO EXHIBIT
at the
72nd ANNUAL SCIENTIFIC ASSEMBLY
of the
TENNESSEE ACADEMY
of
FAMILY PHYSICIANS

October 19-22, 2021, Park Vista Doubletree Hotel, Gatlinburg

Contact: Cathy Dyer, Executive Director
Tennessee Academy of Family Physicians
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Please read the information contained in this Exhibit Prospectus thoroughly. If you have questions about being an exhibitor at the Tennessee AFP Annual Scientific Assembly, please contact the Tennessee AFP office.

2021 PROSPECTUS TO EXHIBIT

GENERAL INFORMATION:

The 72nd Annual Scientific Assembly of the Tennessee Academy of Family Physicians (TNAFP) will be held at the Park Vista Doubletree Hotel, Gatlinburg, Tennessee, on October 19-22, 2021.

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: (1) a booth sign with company name and booth number, (2) one six-foot table, (3) two chairs, and (4) complimentary electrical service upon request, and (5) complimentary internet service. You can rent additional tables at a charge of \$30.00 per table from the Park Vista. 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.

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.

Lunch and 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 scheduled a.m. and p.m. food/beverage breaks on Wednesday-Thursday-Friday and during lunch on Wednesday-Thursday.** Our exhibitors are cordially invited to all food functions.

All attendees, including exhibitors, will be asked to comply with all COVID-19 requirements in place at the time of the TNAFP Annual Assembly in October. Policies will be shared with all attendees in advance of the holding of the Assembly in order to provide full transparency, and a safe, successful program for all attending.

TUESDAY BOOTH SETUP:

Setup for exhibits is Tuesday, October 19, 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. Reminder: Gatlinburg is located in the Eastern Time Zone. If you arrive after exhibit setup is closed at 6:00 p.m. on Tuesday, you will need to contact Cathy Dyer at the registration desk first thing on Wednesday morning. Desk opens at 7:00 a.m.

FRIDAY BOOTH BREAKDOWN:

All booths are to remain in place until 10:15 a.m. on Friday, October 22, at the end of the morning break. In cases of extreme necessity or emergency, permission can be sought from Cathy Dyer for an earlier removal.

SHIPPING TO THE PARK VISTA:

Note on Shipping: Exhibit displays are to be shipped to – Park Vista Doubletree Hotel, 705 Cherokee Orchard Road, Gatlinburg, TN 37738.

There is very limited storage space at the Park Vista. The Park Vista will ONLY accept shipments which arrive NOT MORE THAN THREE DAYS prior to your setup date of Tuesday, October 19, 2021.

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

*****Tennessee Academy of Family Physicians' Annual Meeting**

*****Your Company Name & Assigned Booth Space Number**

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

EXHIBIT BOOTH FEES AND PAYMENT & BOOTH CONTRACT:

All requests for exhibit space must be made by completing and returning the Exhibit Space Contract indicating your first four choices for booth space (an exhibit hall floor plan is included). The Booth Contract is available on the TNAFP website (www.tnafp.org) with a Contract available for printing to mail to the TNAFP office if you prefer to pay with a check, and additionally, a Contract available which you can complete and submit directly from the website with payment by credit card.

All assignments of exhibit booth space will be made by the TNAFP on a **FIRST-CONTRACT RECEIVED** basis, with first consideration given to our 2019 Halloween winners. 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.)

Special - Companies who exhibited in 2019 and/or had submitted a Contract to Exhibit in 2020: The 2021 exhibit booth space fee for 2020 and 2019 exhibitors is \$1200.00 per booth. Included in your booth fee are up to four (4) booth representatives. Exhibitors having more than four (4) booth representatives will be charged \$125.00 per person to cover the cost of food and beverage. **No booth fee payment is due with submission of your contract, but full payment of \$1200.00 is due and payable by September 20. If you submit your Contract without payment you must use the printable form attached or on the TNAFP website. If you wish to submit your Contract with payment by credit card, you must use the Contract to submit directly from the TNAFP website with inclusion of credit card information.**

Companies who did not exhibit in 2019 and/or had not submitted a Contract to Exhibit in 2020: The 2021 exhibit booth space fee for 2021 new exhibitors is \$1300.00 per booth. Included in your booth fee are up to four (4) booth representatives. Exhibitors having more than four (4) booth representatives will be charged \$125.00 per person to cover the cost of food and beverage. **At least \$650.00 is due and payable with submission of your contract for assignment of booth space, with full payment of \$1300.00 due and payable by September 20. You MUST submit the Contract with your deposit payment and if paying by credit card use the Contract to submit directly from the TNAFP website with inclusion of credit card information. If paying by check use the printable Contract attached or on the TNAFP website to mail to the TNAFP.**

Non-Profits/State Government Agencies/Entities will be charged a booth setup fee of \$125.00. One person working your booth is not charged for food and beverage, with more than one person being charged \$125.00 per person to cover the cost of food and beverage. **No booth fee payment is due with submission of your contract, but full payment of \$125.00 is due and payable by September 20. If you submit your Contract without payment you must use the printable form attached or on the TNAFP website. If you wish to submit your Contract with payment by credit card, you must use the Contract to submit directly from the TNAFP website with inclusion of credit card information.**

All booth fees may be paid in either of the following ways: (1) By check made to the Tennessee Academy of Family Physicians and mailed to the TNAFP office in Brentwood; (1) By credit card by using the booth fee payment option on the TNAFP website (www.tnafp.org) under the Annual Scientific Assembly. ***(Please note payment by credit cards will only be accepted on the TNAFP website.)**

Cancellation: In the event of cancellation, said cancellation must be received by the TNAFP office IN WRITING prior to September 20, if a refund or approval of cancellation is to be made. If cancellation is received by the TNAFP in writing after September 20, full fee payment for space will still be due and payable. If full payment is not received by September 20, your assigned space may be reassigned to another company.

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.

*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.

*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 and 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.

*In the interest of the success of the entire annual assembly, the exhibitor agrees not to extend invitations, call meetings or otherwise encourage absences of members/attendees or exhibitors from the meeting or exhibit hall during the official hours of the annual assembly.

*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."

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

The Exhibit Hall will be locked at the close of the meeting and/or end of social functions each evening. All exhibitors are requested and advised 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.

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.

The exhibitor assumes the entire responsibility and liability for losses, damages and/or claims arising out of exhibitor's and its representative's/agent's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

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 TNAFP Exhibit Booth Space Contract, your company and all of its representatives involved in and/or attending the TNAFP's 2021 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.