



**Carolinas Society of
Endocrinologists**

2023 ANNUAL MEETING

August 18-20, 2023

The Carolinas Society of Endocrinologists Annual Meeting is a much-anticipated gathering of endocrinologists, fellow and physician extenders from across North and South Carolina. The next CSE Annual Meeting will be held in Asheville, NC at the Grove Park Inn, August 18-20, 2023.

Healthcare organizations, pharmaceutical companies, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the three-day meeting. The CSE extends opportunities for displays, sponsorship of specific aspects of the meeting such as fellow participation (for example, the fellowship poster competition), and CME speaker underwriting during the meeting. Sponsorship opportunities are available at different monetary levels to fit all types of needs and budget constraints. Networking and recognition opportunities are abundant for health-related and consumer businesses that participate.

EXHIBITOR PROSPECTUS LEVELS

ALL PARTICIPATING EXHIBITORS RECEIVE:

- Six plus hours with access to attendees
- Friday Welcome Reception
- Saturday and Sunday breakfast
- Refreshment Breaks
- Discounted group rate at hotel
- Attendee registration list prior to meeting and following meeting
- Recognition with a **Virtual Environment** in the on-site meeting application – *please provide the following info along with your application – deadline is July 19, 2022*
 - Company Logo Attachment–JPG or PNG Format 300x300 pixels
 - Company Description (250 words max)
 - Company Contact: address, email address, phone numbers
 - Link to your Company Website
 - Links to your Company Social Media: Twitter; LinkedIn; Facebook
 - Up to (2) Product PDF files – no larger than 10MB

Platinum - \$6,000

- Double Booth (16'x8' with two 6' tables) and (4) chairs in premium location within the Exhibit Hall
- Meeting Registration for (4) company representatives
- Two tickets to Saturday Night Dinner with attendees – **MUST pre-register to attend.**
- Recognition with Virtual Environment in Onsite Meeting App

Gold - \$4,000

- 8'x8' booth with (2) chairs in the Exhibit Hall
- Meeting Registration for (4) company representatives
- Two tickets to Saturday Night Dinner with attendees – **MUST pre-register to attend.**
- Recognition with Virtual Environment in Onsite Meeting App

Silver - \$2,500

- 8'x8' booth with (2) chairs in the Exhibit Hall
- Meeting Registration for (2) company representatives
- Recognition with Virtual Environment in Onsite Meeting App

Limited Product Theater and Optional CME Sessions are available.

These require separate contracts. Contact Gail Stephenson at kkendall@ncmedsoc.org for more information.



Carolinan Society of Endocrinologists

CSE Annual Meeting EXHIBIT HALL APPLICATION

CSE is hereby authorized to list us as an Exhibitor in the Annual meeting of the 2023 Carolinas Society of Endocrinologists.

Application and payment must be received prior to July 19, 2023 to ensure acknowledgement in online materials.

Forms received after July 19 will incur a \$500 surcharge.

EXHIBIT OPTION: Silver - \$2,500 Gold - \$4,000 Platinum - \$6,000

• **IMPORTANT: EMAIL THE SIGNED APPLICATION TO RESERVE YOUR SPACE TO: kkendall@ncmedsoc.org**

***** Product Theater and CME/Grant Opportunities require separate contract. Contact Kerry Kendall for more information.**

PAYMENT OPTIONS: CSE TAX ID #56-2052603

Check payable to CSE – PO Box 27167, Raleigh, NC 27611 | Attn: Kerry Kendall

Credit Card – These Payments will now be made through our Online Meeting Registration Platform. You will receive an email when registration is open, and a link to pay your exhibitor fees and register your booth attendees.

COMPANY INFORMATION: **Is electricity required for display?** Yes No

Company Name: _____

Company Contact Person: _____

Title: _____

Billing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Company Name of Competitors: _____

Company Representative(s) Attending Meeting: **All attending representatives will be required to register online when registration is open for the meeting. If substitutions are necessary prior to the meeting, they can be made thru the meeting registration link.**

Proper completion and submission of this application for participation at the CSE Annual Meeting shall mean the applicant accepts and agrees to abide by the provisions of this application and Appendix A, Exhibitor Terms and Conditions, which is hereby incorporated and made part of this contract as well as such additional rules and regulations that the CSE deems necessary provided such additional rules and regulations do not materially alter the exhibitor's contractual rights. A contract for participation shall be completed only after a properly completed application along with a payment in full is received by the CSE office.

Payment in full must be received prior to the meeting. Please fill in the information requested on this form. Retain a copy for your files, and sign and return this application with payment to:

CSE, PO Box 27167, Raleigh, NC 27611 | Attn: Kerry Kendall OR email kkendall@ncmedsoc.org

Cancellations by July 1, 2022, receive a 50% refund; no refunds provided for cancellations after that date.

Signature of person authorized to approve contract

Printed name of authorized signer

Date

Appendix A: Exhibitor Terms and Conditions

- 1. SPACE - Exhibitor space is confirmed and assigned by the CSE on a first-come basis as SIGNED applications are received by CSE representative.** Platinum and Gold Level exhibitors receive prime display locations. The space contracted is to be used solely for the Exhibiting Company whose name appears on the Contract. The Exhibitor shall not sublet or assign any portion of same without the written consent of the CSE. Two chairs per table are included.
- 2. MEETING REGISTRATION** – Company representatives who plan to attend the meeting must be registered online for the meeting using the Cvent Registration link. This link will be sent to the company contact once the meeting has officially opened for registration. Each exhibiting support level receives a specific number of meeting registrations. If someone that has signed up will no longer be attending, you can substitute by updating the registration.
- 3. ALL PROMOTIONAL MATERIALS, COLLATERAL OR ACTIVITIES** must be confined within the limits of the Exhibitor’s purchased space. Per CME regulations such materials are not permitted in the meeting room or at the meeting registration desk and may not be delivered to attendees’ hotel rooms. **Product theater events require a separate contract;** contact kkendall@ncmedsoc.org for information.
- 4. ALL BOOTHS** and decorations MUST concur with the facility regulations, city ordinances, and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire-resistant material.
- 5. IN EVENT EXHIBITION IS NOT HELD** - The CSE shall not be liable for any damages or expense incurred by Exhibitors in the event the show is delayed, interrupted, or not held as scheduled.
- 6. SECURITY** - Security will not be provided in the exhibit area. Exhibitors are urged to remove all valuables during non-exhibit hours. Exhibitor agrees that neither the CSE, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The CSE recommends all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown; however, certain facility employees will have access to the space for cleaning, etc.
- 7. LIABILITY** - Exhibitor agrees that neither the CSE, nor its representatives, will be responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees, family, or associates, or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.
- 8. CANCELLATIONS** - Cancellations by **COB 7/1/23** receive a 50% refund. NO refunds are provided for cancellations after that date.
- 9. ELECTRICITY** - The CSE will provide standard 110-volt electricity at no charge upon request. **Please indicate on the application if electricity is required.** For additional power needs, exhibitors should contact the facility.
- 10. SIGNAGE** – All Signage and Booth display to be provided by Vendor.
- 11. SHIPPING** - Vendors are responsible for ALL arrangements in the shipping of exhibits. Please bring your company’s own shipping forms and account number in order to make your own re-shipping arrangements. Shipping information will be sent with a confirmation to the “Company Contact” listed on the application.
- 12. HOTEL RESERVATIONS** – Exhibitors may use the group’s discounted hotel rates. Hotel information with group code will be sent to the “Company Contact” listed on the application upon receipt of signed application.

ASSOCIATION CONTACT

For additional information, please contact:

Gail Stephenson / Director, Event Services

Carolinas Society of Endocrinologists

PO Box 27167, Raleigh, NC 27611 **OR** 222 North Person Street, Raleigh, NC 27601

Phone: 919-833-3836 office/919-605-9946 cell

Email: gstephenson@ncmedsoc.org

2022 CSE ANNUAL MEETING

PRELIMINARY EXHIBITOR SCHEDULE

Exact times are subject to change

Date	Time	CSE Exhibitor Schedule	Room
Friday	2:30PM-5:00PM	Exhibitors Load In	Exhibit Hall
	3:00PM-4:00PM	OPTIONAL CME/PT OPPORTUNITY	TBD
	6:00PM-7:30PM	Welcome Reception & Networking with Exhibitors	Exhibit Hall
Saturday	7:00AM-7:50AM	Breakfast & Networking with Exhibitors	Exhibit Hall
	7:00AM-12:00PM	Exhibit Hall Open	Exhibit Hall
	9:50AM-10:30AM	BREAK & Networking with Exhibitors	Exhibit Hall
	12:30PM-1:30PM	OPTIONAL CME/PT OPPORTUNITY	TBD
	6:30PM-9:30PM	Dinner	TBD
Sunday	7:00AM-7:50AM	Breakfast & Networking with Exhibitors	Exhibit Hall
	9:50AM-10:20AM	BREAK & Networking with Exhibitors	Exhibit Hall
	10:30AM-11:30AM	Exhibitor Teardown	Exhibit Hall

Thank you for your continued support of the CSE and our physicians!

