

# Oklahoma State University

## COLLEGE OF OSTEOPATHIC MEDICINE



### CME Office

### 2019 Emergency Medicine Review

June 7-9, 2019

Renaissance Hotel & Convention Center  
Tulsa, OK



**CENTER  
FOR HEALTH  
SCIENCES**

# JOIN US!

The 2019 Emergency Medicine Review's objective is to enhance the knowledge of physicians and other healthcare providers, thereby improving patient care outcomes in the emergency department as well as in the private office setting.

## 2018 Emergency Medicine Statistics

**42%**

of Attendees  
are in  
Emergency  
Medicine

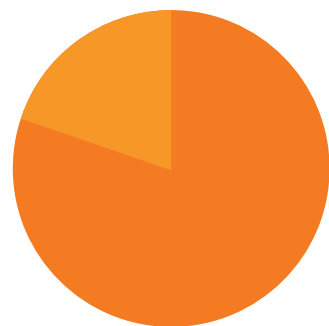
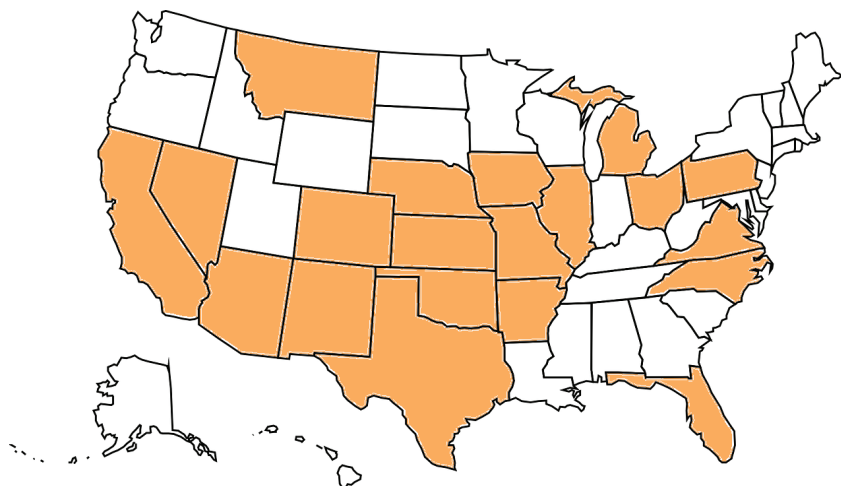
More than  
**300**

Practicing  
Physicians

**36%**

of Attendees  
are in  
Family  
Practice

## 2018 Emergency Medicine States Represented



■ In-State Physicians  
■ Out-of-State Physicians

## GREAT PARTICIPANT FLOW!

Exhibitors will be located in the foyer just outside the main conference room.

Meal functions and refreshments are located in these areas to facilitate circulation around the exhibits.

**Drawings or giveaways are highly encouraged to increase visitation to your exhibit booth!**

## Exhibitor Schedule

Thursday, June 6	
3:00 – 5:00 p.m.	Exhibit Set Up
Friday, June 7	
6:30 a.m.	Exhibit Set Up
7:00 a.m. – 5:00 p.m.	Exhibits Open
7:00 – 9:00 a.m.	Breakfast
10:00 – 10:15 a.m.	Morning Break
12:15 – 1:15 p.m.	Lunch
3:15 – 3:30 p.m.	Afternoon Break
Saturday, June 8	
7:00 a.m. – 5:00 p.m.	Exhibits Open
7:00 – 9:00 a.m.	Breakfast
10:00 – 10:15 a.m.	Morning Break
12:15 – 1:15 p.m.	Lunch
3:15 – 3:30 p.m.	Afternoon Break
5:00 – 6:00 p.m.	Exhibit Tear Down

## Guidelines

- The purpose of the program is educational and not promotional.
- Exhibit tables are available on a first-come, first-served basis.
- Exhibitors will be responsible for setting up and dismantling their own exhibits.
- The hotel and the OSU-COM CME Office are not responsible for any items left unattended.
- The Renaissance Tulsa Hotel is unable to store display material. All items must be removed from the exhibit area at the conclusion of the conference.
- The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the hotel premises, and shall indemnify, defend and hold harmless OSU-COM, the hotel, its owners, affiliated companies, agents, and employees from any and all such losses, damages and claims. The exhibitor agrees to hold harmless OSU-COM and Renaissance Tulsa Hotel from any losses, claims and expenses (including attorney's fees) arising from damage to property or injury to exhibitors by reason of exhibitor's use of exhibition facilities.

# Marketing Opportunities

## Exhibit Options

- Recognition in course materials and on conference hall screens during breaks and meal functions.
- Breakfast, lunch and refreshment breaks in the exhibit hall.
- Meeting program — One copy of the program syllabus with pre-registered participant names and specialties.
- Six-foot draped table with two chairs, wastebasket and name badges.

### Cost

\$750 – One 6-foot table

\$1,100 – Two 6-foot tables

\$1,400 – Three 6-foot tables

## Sponsorship Options

- Company logo and sponsorship acknowledgement on conference hall screens during breaks and meal functions.
- Featured on OSU CME monthly newsletter.
- Recognition in course materials.
- Meeting Program — One copy of the program syllabus with pre-registered participant names and specialties.
- An exhibitor table is included with beverages, lunch and breakfast sponsors.

**Breakfast Buffet**  
**\$3,000**  
(one day only)

**Lunch Buffet**  
**\$4,500**  
(one day only)

**Beverage Station**  
**\$2,000**  
(one day only)

**Afternoon Break**  
**\$750**  
(one day only)

**Tote Bags**  
**\$1,000**  
(get your logo printed on bags  
passed out to every participant)

**Charging Station**  
**\$1,000**  
(entire conference)

**Gain access  
to hundreds of  
physicians and  
allied health  
professionals.**





# Exhibitor & Sponsorship Application and Agreement

Oklahoma State University College of Osteopathic Medicine | Continuing Medical Education Office  
2019 Emergency Medicine Review, June 7-9, 2019 | Renaissance Hotel & Convention Center-Tulsa, OK

## Exhibit Options (Please check all that apply)

**Exhibit Cost:** ☐ \$750 (one 6-foot table) ☐ \$1,100 (two 6-foot tables) ☐ \$1,400 (three 6-foot tables)

## Sponsorship Opportunities: (Please check all that apply)

**Breakfast Buffet:** ☐ \$3,000 (Friday) ☐ \$3,000 (Saturday) ☐ \$3,000 (Sunday)

**Lunch Buffet:** ☐ \$4,500 (Friday) ☐ \$4,500 (Saturday)

**Afternoon Breaks:** ☐ \$750 (Friday) ☐ \$750 (Saturday)

**Beverage Station:** ☐ \$2,000 (Friday) ☐ \$2,000 (Saturday) ☐ \$2,000 (Sunday)

**Tote Bags:** ☐ \$1,000 (Application due by May 3, 2019 to place tote bag order)

**Charging Station:** ☐ \$1,000 (Friday, Saturday & Sunday)

## Company Information (Please print) \*If you would like your company logo used please provide in electronic form.

Contact Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell/Office Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Names for exhibitor badge(s).

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

## Exhibitor/Sponsor Agreement

This application constitutes an understanding and agreement to comply with the OSU-COM exhibit guidelines as stated in this prospectus.

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

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

**Please keep a copy of this form for your files.**

**Questions: 1-800-274-1972 or [osu.cme@okstate.edu](mailto:osu.cme@okstate.edu)**

**Submit to: OSU-COM CME Office with form of payment and company logo in electronic form by May 24, 2019.**

**Fax: 918-561-1433**

**Mail: OSU-COM**

**CME Office**

1111 W. 17th St.

Tulsa, OK 74107-1898

Space will not be reserved until signed application and payment are received.

**Cancellations made after May 31, 2019 will not be eligible for a refund.**

## Payment Information

Credit card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

☐ Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Please make checks payable to **OSU-COM**,  
Federal Tax ID #73-1383996.

Amount: \$ \_\_\_\_\_ Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC: \_\_\_\_\_

# Renaissance Tulsa Hotel & Convention Center

## Waiver of Liability & Property Information

- The convention center area is carpeted.
- Outside food and beverage is not allowed in the convention center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel, please contact the Convention Services Manager listed on the first page of this packet.
- The use of electrical pallet jacks or fork lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and make arrangements if these are required for unloading or transporting your materials.
- A lift or ramp is needed on the delivery truck to unload at the convention center dock. The garage door size is 11 x 12 with a slight uphill grade. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials from the truck. The hotel's other receiving dock is located away from the convention center and items will travel down several halls and through several double doors. If your materials need to be delivered to the hotel receiving dock, please ensure that all proper arrangements are made with the hotel.
- Open flame is not allowed in the convention center.
- Smoking is only allowed in the designated area under the gazebo at the hotel's main entrance.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes exit signs, exit doors, and strobes.
- All electrical cords must be secured and are allowed at the discretion of the hotel.
- Please prearrange with the hotel any tools, ladders, or equipment items needed for your setup – fees may apply. The hotel is waived of all liability for use of these items, including those that are borrowed or rented from the hotel.
- Loading in or out is only allowed at the convention center loading dock or the hotel loading dock.
- Using the circle drive fire lane at the main hotel entrance for loading or parking is not allowed.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon, the following requirements must be met in order for the vehicle to enter.
  - The vehicle will be marshaled in by the Engineer on duty.
  - 1/8 of tank of gasoline or less in the vehicle
  - Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the hotel's front desk.
  - Once vehicle is in place, battery cables will be disconnected.
  - Plastic is to be placed under the vehicle.
  - Hotel is not responsible for damage to or loss of property inside hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the hotel's carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl, or paint caused by any form of vehicle (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removed from the above hotel property.

**By signing this page, you are agreeing to waive any and all liability of the Tulsa Renaissance or its staff. All vendors must have a signed copy of this document on file at the Renaissance Tulsa Hotel & Convention Center before the day of setup.**

Printed Name: \_\_\_\_\_

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

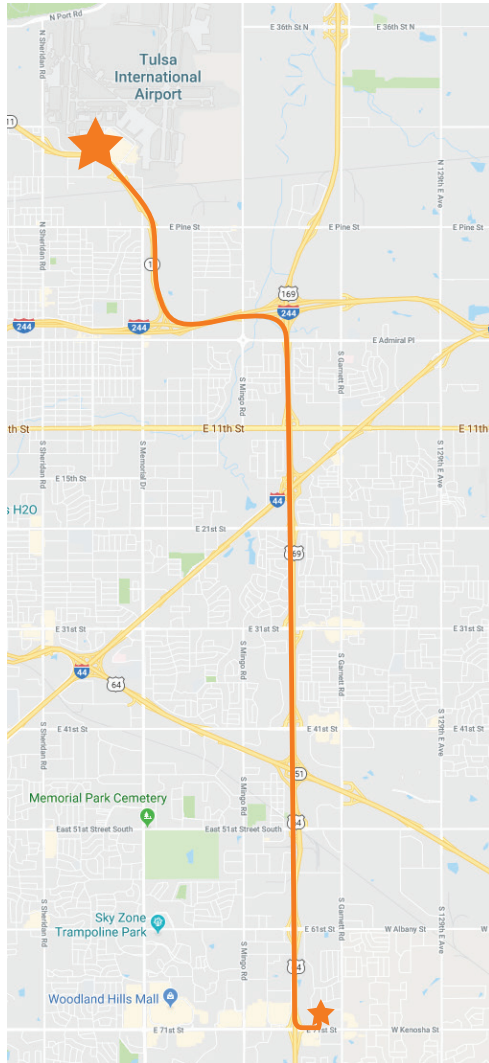
Date: \_\_\_\_\_

# Renaissance Tulsa Hotel & Convention Center Property Information

## RESERVATIONS

Local Phone: 918-307-2600

Online reservations available at the CME website: [osu-cme.com](http://osu-cme.com)



## DIRECTIONS

15 minutes from Tulsa International Airport

East on OK-11 to US-169 South

South on US-169 to E 71st St

East on E 71st St to S 109th E Ave

North on S 109th E Ave to Hotel

