



New England Parenteral Drug Association Vendor Sponsorship Policy

Revision 0 (initial), Effective February 9, 2005

Signatures / dates below

Author:	Louis T. Zaczekiewicz, President-Elect	<u>Signature on file February 9, 2005</u>
Approvers:	Myron Dittmer, President	<u>Signature on file February 9, 2005</u>
	Rusty Morrison, Secretary / Treasurer	<u>Signature on file February 9, 2005</u>
	Mark Staples, Member-at-Large	<u>Signature on file February 9, 2005</u>
	Roger Deschenes, Member-at-Large	<u>Signature on file February 9, 2005</u>

1. A company may sponsor a vendor table at any NEPDA event for five hundred dollars (\$500). Up to two (2) admissions are included for a normal dinner meeting with one (1) admission included for a workshop.
2. Special exhibit requirements (electricity, internet, etc.) must be arranged through the host facility and may incur extra charges as dictated by and payable to the host facility.
3. Sponsors will be provided a list of the attendees and company affiliations after the scheduled event. Attendees' email addresses and contact phone numbers will not be provided.
4. Neither the NEPDA, nor the national PDA, nor their respective officers will be held liable for damages or losses incurred while at a NEPDA sponsored event.
5. Damages to the host facility as a direct result of vendor activities are the responsibility of the respective vendor.
6. Multiple vendor sponsors without prejudice are expected for each event up to a limit generally imposed by the host facility.
7. Vendors may share tables if they choose to, however the table size and number of included admissions will be equivalent to the non-shared tables.
8. Vendor tables will be located in as accessible a location as possible (given the host facility constraints) to give adequate exposure to attendees (past locations have included the registration area, reception/social area or the actual meeting room).
9. We cannot assure or guarantee a minimum number of people at any particular event.
10. In case of dangerous travel conditions, extremely low number of registrations or other unforeseen events, the NEPDA board may cancel the event with as much advance notice as possible and refund four hundred dollars (\$400) of the fee paid (see item 1). No refund will be issued for rescheduled events.
11. In the event the vendor is not able to attend, the payment to NEPDA will not be refunded.
12. Acknowledgement of the vendor's sponsorship and encouragement to the attendees to visit the vendor booth will be made at the event. Publication of the sponsorship on the event flyer will be based upon the time constraints of distributing the flyer in a timely manner to potential attendees.
13. The sponsor shall complete the lower portion of this policy and send it along with full payment (unless otherwise authorized by two (2) NEPDA board members) to the current NEPDA Treasurer (or designee) and include any special exhibit requirements.

Sponsor acknowledges and accepts the above policy for sponsoring NEPDA event dated: _____

Company: _____ Phone #: _____
 Street _____ City, State, _____
 Address: _____ zip code: _____

Sponsor representative approval:

Print Name: _____ Title _____ Sign & Date _____

Sponsor attendees:

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

Special Exhibit Requirements: _____