



COLUMBIA UNIVERSITY

*College of Physicians  
and Surgeons*

In affiliation with  
NewYork-Presbyterian Hospital

CHRISTINE REIN  
*Senior Events Manager  
Development Liaison*

**Department of Surgery  
External Affairs**  
400 Kelby Street, Floor 9  
Fort Lee, New Jersey 07024  
212.304.7814 Tel  
917.591.8734Fax

cmr2146@cumc.columbia.edu  
www.columbiasurgery.org

## EXHIBITOR PROSPECTUS

### EXHIBIT FEE

- Per ACCME regulations all vendors are charged the same fee to be fair to all participants.

### WHAT IS PROVIDED

- Two (2) complimentary tickets to attend, which includes all meals & access to the lectures when vendor area is not being visited.
- The opportunity to network with all program attendees, speakers and staff.
- Recognition as a commercial supporter/exhibitor in the program syllabus, acknowledgement poster(s), acknowledgement slide(s) and by the Faculty from the podium.
- One (1) 5 ft x 2 ft table (suitable for a table-top display) and 2 chairs.
- Electricity upon request
- Wireless internet is provided to guests at no charge by joining the “guest-net” network.

### EXHIBIT LOCATION

- Per ACCME guidelines the vendor area is separate from the didactic lectures and discussion.
- Vendors will be set-up in Riverview Terrace along the outer perimeter of the room. (see downloadable diagram)
- Our team wants all participants to receive high traffic and therefore, exhibits are in the same room as all catering. Announcements are made throughout the day for attendees to visit the vendors.

### WHAT IS REQUIRED

- Per our CME office, all participating vendors are required to sign a **Conference Exhibitor Contract (CEC)**. This must be signed prior to our print deadline for the acknowledgements, which is typically one (1) week prior to the event date in order to be recognized in print. Participation on-site is not permitted if an executed agreement is not received prior to the event date.
- We request a **completed vendor form** with on-site contacts and any special needs outlined. This form, which includes all the exhibitor logistics; set-up & tear-down-times, highest traffic times, where to ship materials, info on return shipment etc...is provided by the funds or events team closer to the event date and upon confirmation of participation.

Columbia University Medical Center

## EXHIBITOR PROSPECTUS

### REQUIREMENTS CONTINUED

- Please confirm **how you would like your company listed** on all printed acknowledgements & send the contact person you have been working with on your exhibit (Christine Rein, Gabriel Caplan, Helen Thurston or Carolina Perez) the **list of names of those who will be on-site** for security & name-badge purposes. We ask that you kindly copy the event leader as well, Annmarie Tarleton at [at3004@cumc.columbia.edu](mailto:at3004@cumc.columbia.edu).
- All exhibitors are responsible for providing their own **tablecloth** & we ask that **power/extension cords** be brought as well as our supply is limited.
- We urge participating vendors to send us any **tracking #'s** and have items arrive two (2) days prior to the conference date. This way our team can confirm all items have been delivered and avoid any issues the day off.

### WHAT TO EXPECT UPON ARRIVAL

- We ask all vendors sign-in upon arrival, obtain their name-badge and staff will direct you to your exhibit.
- Vendor maps are distributed at registration on the day.
- All exhibits are labeled by company name and have a program agenda as well as housekeeping notes on each. Pre-shipped items will be delivered to your vendor area.

### QUESTIONS

Should you have any as a participating vendor, please reach out to Christine Rein, Medical Education Liaison at (P) 212.304.7814 or E-mail: [cmr2146@cumc.columbia.edu](mailto:cmr2146@cumc.columbia.edu)

Annmarie Tarleton  
Special Events Coordinator  
Phone: 212.304.7813  
Email: [at3004@cumc.columbia.edu](mailto:at3004@cumc.columbia.edu)