LOUISIANA ACADEMY of FAMILY PHYSICIANS

80th Annual Assembly & Exhibition
July 22 - 25, 2027 • Roosevelt Hotel • New Orleans, LA

Marketing, Sponsorship & Exhibit Application & Contract

Please legibly complete all company contact information below as to appear on all relevant materials or scan the QR code to register online.

PLEASE READ: I herby apply for exhibit space or sponsorship at the 80th Annual Assembly & Exhibition of the Louisiana Academy of Family Physicians (LAFP). I understand that when received by the LAFP, this application becomes a binding contract. By signing below, I acknowledge that I have read and fully understand 2027 Exhibit & Sponsorship Prospectus, and that sponsorship can only by secured by submitting this signed, completed form. LAFP Fed Tax ID#72-0474962.

Company _____

Contact Name _____

Address _____

City _____

State _____ Zip _____

Office Phone _____

Cell Phone _____

Email _____

Website _____

Exhibit Booth Fees

_____# Inline Booth at $1,750 each (through 3/22/27)

_____ # Corner Booth at $2,000 each (through 3/22/27)

_____ # Premium Booth at $3,000 each (through 3/22/27)

_____ # Inline Booth at $1,950 each (after 3/22/27)

_____ # Corner Booth at $2,500 each (after 3/22/27)

_____ # Premium Booth at $3,500 each (after 3/22/27)

Preferred Booth Location

LAFP will make its best effort to accommodate booth selections. Review the exhibit floorplan on page 9.

1st choice: _____ 2nd choice: _____

3rd choice: _____ 4th choice: _____

Competition Proximity

The LAFP will make every effort to comply with your request to be close to or separated from specific companies. However, this may not always be possible. The LAFP will have final authority on booth assignments. Please list names of specific companies, not categories.

Potential exhibitors you wish to be near: _____

_____

Potential exhibitors you DO NOT wish to be near: _____

_____

Sponsorship Opportunities *(see page 4-5 for more details)*

☐ **Premier Level Sponsor | $25,000**

☐ **Platinum Level Sponsor | $16,000**
- ☐ President's Party
- ☐ Welcome Reception

☐ **Gold Level Sponsor | $8,500**
- ☐ Awards & Installation Ceremony/Champagne Toast
- ☐ Board of Directors Dinner

Sponsorship Opportunities Cont. *(see page 4-5 for more details)*

☐ **Silver Level Sponsor | $6,000**
- ☐ Exhibit Hall Breakfast
- ☐ Exhibit Hall Lunch
- ☐ Product Theater

☐ **Bronze Level Sponsor | $4,000**
- ☐ Exhibit Hall Refreshment Break
- ☐ General Assembly Lunch
- ☐ President's Party Table

Advertising Opportunities *(see page 6 for more details)*

- ☐ Conference Registration Bag | $4,000
- ☐ Mobile Conference App | $3,500
- ☐ Conference Name Badge | $3,500
- ☐ Snack & Beverage Cart | $2,500
- ☐ Back Nine Hole Sponsor | $2,000
- ☐ Session Branding $1,500
- ☐ Golf Winning Team Prize Sponsor | $500
- ☐ Golf Longest Drive | $500
- ☐ Bag Insert | $500
- ☐ Conference Broadcast Email | $500
- ☐ Conference T-Shirt | $4,000
- ☐ Conference Hotel Key Card | $3,500
- ☐ Conference Lanyard | $3,500
- ☐ Front Nine Hole Sponsor | $2,000
- ☐ Photo Booth Sponsor | $1,750
- *(choose one)* ☐ Welcome Reception ☐ President's Party
- ☐ Golf Goodie Bag | $500
- ☐ Golf Closest to the Hole | $500

Conference Program *(see page 7 for more details)*

- ☐ Back Cover | $700
- ☐ Inside Front Cover | $650
- ☐ Inside Back Cover | $600
- ☐ Full Page Ad | $500
- ☐ Half Page Ad | $250

Booth Enhancements *(see page 7 for more details)*

- ☐ Booth Snack Stop | $2,500
- ☐ Coffee Booth | $2,500
- ☐ Popcorn Booth | $2,500
- ☐ Charging Station | $1,000
- ☐ App Push-Notification | $300

Branding Opportunities *(see page 7 for more details)*

Digital Branding

- ☐ Digital Sign Overlay in Rooms | $200
- ☐ Horizontal/Vertical Reader Board
- ☐ Hotel Television Branding | $600
- ☐ $250 (small) ☐ $600 (large)

Fees

Total Exhibitor Fees: _____

Total Sponsorship Fees: _____

Total Advertising Fees: _____

Total Conference Program Fees: _____

Total Booth Enhancement Fees: _____

Total Branding Opportunities Fees: _____

Total Fees: _____

Payment Method

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

NOTE: A non-refundable 3.5% credit card process fee will be applied to all credit card payments.

I authorize the amount of $_____ to be charged to the card below.

Name on card _____

Card Number _____

Exp Date _____ CVC _____ Billing Zip Code _____

Signature _____

Print Name _____ Date _____

Mail with payment to: Louisiana Academy of Family Physicians, 919 Tara Blvd., Baton Rouge, LA 70806
Questions? Phone: 225.923.3313 or E-mail: info@lafp.org

POLICIES AND PROCEDURES

LOCATION Roosevelt Hotel New Orleans, 130 Roosevelt Hotel, New Orleans, LA 70112. Reservations 800-WALDORF.

BOOTH FEE If registered by **March 22, 2027**, the fee for each booth is $1750 (Inline), $2,000 (Corner) and $3,000 (Premium). Please see actual Application for Exhibit Space for details. Space for this meeting is extremely limited. Payment is due with your application. LAFP's Federal Tax ID is 72-0474962. Note: Registration includes a maximum of six representatives per booth. Companies wishing to send more than six representatives must purchase an additional booth or pay an additional $50 per person charge. No more than 4 representatives may occupy the booth at any given time. Booth sharing is NOT permitted.

PAYMENT Full payment made payable to LAFP is required with this contract. Mail to LAFP, 919 Tara Blvd., Baton Rouge, LA 70806. Inquiries can be made via phone/fax: 225-923-3313, Fax 225-923-2909.

BOOTH ASSIGNMENT Booth assignments are made according to the date each application and payment, is received. Booth assignments will not be made until fee is paid. All sponsors receive premium placement at our meetings. LAFP reserves the right to re-design the layout of the exhibition hall and may, at their discretion, reassign booth numbers and placement as needed. The floorplan is tentative and subject to change.

EQUIPMENT SUPPLIED Booths are formed using 8' back drapes and 3' side drapes. Each booth is 8' deep x 8' wide with (1) 2'x6' skirted table, (2) folding chairs and identification sign. Additional items can be ordered. The ballroom is carpeted with multicolored carpeting. You may choose to order carpeting for your comfort and to enhance the appearance of your booth by color coordinating. Additional needs must be rented from the official contractor, Sandestin Golf and Beach Resort.

TENTATIVE SET-UP & DISMANTLE ***Setup: Wednesday, July 21, 2027***. Without exception, exhibitors must follow the set up and teardown times indicated in the LAFP plans and correspondence. Exhibitors must have their booths set and ready by the times indicated in booth confirmation letters. Exhibit hall hours may increase, but will not decrease. Times are subject to change. Dismantle: Exhibitors may begin removing their displays after the last published lunch on Saturday, July 24. No display is to be removed prior to that time. If display is removed prior to 1:00 pm on Saturday, a $250 penalty fee will be incurred.

REPRESENTATIVES Each exhibitor must name at least one person to be his or her representative in connection with the installation, operation and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Names for representatives must be submitted by ***June 22, 2027***.

CANCELLATION OF EXHIBIT SPACE If LAFP cancels the meeting, all monies will be refunded to paid exhibitors. If cancellation by the exhibitor becomes necessary, LAFP will refund $250 of the exhibit fee ***ONLY IF WRITTEN PRIOR*** to ***April 1, 2027***. A written notice of cancellation must be sent to the LAFP Office, 919 Tara Boulevard, Baton Rouge, LA, 70806. No refund or cancellation will be made on or after ***April 1, 2027*** and full payment for space will still be due. If assigned space is not paid for in full by ***May 21, 2027*** it may be reassigned to another exhibitor at the option of the LAFP Education Committee without refund of deposit.

ADMISSION Entrance to the exhibit areas will be open to all LAFP meeting attendees. Customers of exhibitors, other than conference attendees will not be allowed on the exhibit floor.

WAREHOUSE/CARTAGE/SHIPPING Clark Services Audio-visual & Exhibit, Inc has been contracted by the LAFP as the exclusive supplier of rental furniture, electrical, set-up labor, cartage, and related services for this event. Supplies and services must be purchased through Clark Services. Exhibit materials must be handled through Clark Services. The LAFP will forward exhibitor packets and shipping information to each exhibitor no later than thirty (30) days prior to exhibition dates. For assistance you may contact Clark Services at 113 Board Road, Lafayette, LA 70508, by phone 337-234-5653, or by FAX 337-232-024. For assistance you may contact the LAFP at 919 Tara Blvd, Baton Rouge, LA 70806, by phone 225-923-3313.

RESTRICTIONS Exhibit management reserves the right to restrict exhibits which are objectionable because of noise, glaring or flashing lights, method of operation or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibition. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted. Demonstrations must be so located that crowds collected will be within the exhibitor's space, and not blocking aisle or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management.

EXHIBITOR ACTIVITIES Company/Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums and hospitality suites that are in conflict with the official program of LAFP whether such activities are held at or away from the hotel, except with written approval of exhibit management. Company/Exhibitor will submit to exhibit management 60 days prior to the exhibit date any program exhibitor intends to hold at or in conjunction with its exhibit for written approval as to time and place.

LIABILITY LAFP, Roosevelt Hotel, Clark Services, its agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, his or her employees, or representatives. Further, exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever except where LAFP, Roosevelt Hotel, Clark Services, has acted willfully or negligently; if the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Sandestin Golf and Beach Resort and shall indemnify and hold harmless the hotel agents, servants and employees from any and all such losses, damages and claims. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.

RESPONSIBILITY If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

CANCELLATION OR TERMINATION OF EXPOSITION In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, terrorism, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition. In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition including a reserve for future claims and expenses in connection there within.

CONDITIONS FOR ACCEPTANCE OF COMMERCIAL SUPPORT

Statement of Purpose: Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.

Control of Content & Selection of Presenters & Moderators: The LAFP is responsible for control of content and selection of presenters and moderators. The commercial supporter agrees not to direct the content of the program. The commercial supporter, or it's agents, will respond only to LAFP initiated requests for suggestions of presenters or sources of possible presenters. The commercial supporter will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between commercial supporter and speaker, and will provide this information in writing. Sponsor will record role of commercial supporter, or it's agents, in suggesting presenter(s); will seek suggestions from other sources; and will make selection of presenter(s) based on balance and independence.

Disclosure of Financial Relationships: The LAFP will ensure meaningful disclosure to the audience at the time of the program, of (a) commercial funding and (b) any significant relationship between the LAFP and the commercial support (e.g., grant recipient) or between individual speakers or moderators and the commercial supporters.

Involvement in Content: There will be no "scripting", emphasis or direction on content by the commercial supporter or its agents.

Ancillary Promotional Activities: No promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisement will be permitted in the program room.

Objectivity and Balance: The LAFP will make every effort to ensure that data regarding the commercial supporters products (or competing products) is objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

Limitations on Data: The LAFP will ensure, to the extent possible, meaningful disclosure of limitations on data, (e.g., ongoing research, interim analysis, preliminary data, or unsupported opinion).

Discussion of Unapproved Terms: The LAFP will require that presenters disclose when a product is not approved in the United States for the use under discussion.

Opportunities for Debate: The LAFP will ensure meaningful opportunities for questioning and scientific debate.

Independence of LAFP in the Use of Contributed Funds:

- Funds should be in the form of an unrestricted grant payable to the LAFP (Federal Tax ID#72-0474962).
- All other support associated with this CME activity (e.g. distributing brochures, preparing slides, etc.) must be made with the full knowledge and approval of the Louisiana Academy of Family Physicians.
- No other funds from the commercial supporter will be paid to the program director, faculty, or others involved with the CME activity (additional honoraria, extra social events, etc.)

The commercial supporter agrees to abide by all other requirements of the ACCME Standards for Commercial Support of Continuing Medical Education (appended).

The Louisiana Academy of Family Physicians agrees to: 1) abide by the ACCME Standards for Commercial Support of Continuing Medical Education, 2) Acknowledge educational support from the commercial supporter in program brochures, syllabus and other appropriate program materials, and upon request, furnish the commercial supporter a report concerning the expenditures of the funds provided.