

MICHIGAN EMERGENCY MEDICINE ASSEMBLY

EXHIBITOR PROSPECTUS



MICHIGAN COLLEGE^{OF}
EMERGENCY PHYSICIANS

THE HIGHLANDS-BOYNE, HARBOR SPRINGS, MI

JULY 28 – 31, 2024 - WWW.MCEP.ORG

Exhibitor Prospectus

Michigan Emergency Medicine Assembly

July 28-31, 2024

The Michigan College of Emergency Physicians invites you to exhibit at our **51st Michigan Emergency Medicine Assembly** taking place July 28-31, 2024 at beautiful **The Highlands - Boyne in Harbor Springs, Michigan**. A host of exceptional education sessions will provide opportunities for our specialists to increase their knowledge and abilities in several avenues of their emergency medicine practices.

Exhibiting at the Assembly

Exhibit dates are July 28-30, 2024 with setup on the afternoon of July 28th. **The exhibit fee is \$1,300 if postmarked prior to June 12, 2024 and \$1,500 thereafter.** All coffee breaks will be held in the Exhibit Hall to ensure maximum traffic to display areas. Company representatives are encouraged to be present at all sessions and the Opening Reception of the Assembly.

Exhibit Dates & Hours*

Sunday, July 28 (<i>setup</i>)	TBD
Monday, July 29	7:30 a.m. to 12:00 p.m.
Tuesday, July 30	7:30 a.m. to 12:00 p.m.

The exhibit area will be open for installation of exhibits on Sunday, July 28 in the afternoon. Exhibitors will be allowed in the Exhibit Hall one-half hour prior to exhibit hours, but **must** depart at the closing hour. Exhibits must be staffed at all times during the exhibit hours. **Schedule subject to final program itinerary.*

Dismantling

Exhibitors can dismantle after the last exhibit break on July 30th. The exhibit area must be clear of all materials by 1:00 p.m. on Tuesday, July 30th.

Drawings/Giveaways

Exhibiting companies are permitted and encouraged to conduct prize drawings and distribute giveaways. MCEP staff must be notified of this and will help determine an appropriate time for the winners to be announced.

Hosting of Separate Events

The hosting of separate events, parties, meetings, or other organized gatherings at, as a part of, or in conjunction with any MCEP program without the written permission of MCEP is strictly prohibited.

Opening Reception

Exhibitors are welcome and encouraged to attend the Opening Reception on the Sunday evening that starts off the program.

Additional Support Opportunities

MCEP offers high profile support opportunities on both educational and social levels. MCEP is appreciative of financial assistance received for activities including the Opening Reception, Presidents' Banquet and Coffee Breaks/Continental Breakfasts. If your company is interested in participating more extensively in the Assembly, please contact the MCEP office or indicate so on your exhibit application. All exhibitors will be acknowledged at the function being supported as well as in the onsite program material.

Corporate Gold Level Support

Support of two social events
Full page advertisement in *News & Views*
Name recognition in onsite program material
Name recognition at all events
Prominent Exhibit Booth area/Table Top Display
Company logo & link included on MCEP's website
Acknowledgement on MCEP Social Media

Silver Level Support

Support of one social event
Name recognition in onsite program material
Prominent Exhibit Booth area/Table Top Display
Company logo & link included on MCEP's website
Acknowledgement on MCEP Social Media

Display Booth Only

Name recognition in onsite program material
Table Top Display
Acknowledgement on MCEP website

COVID-19 Considerations

MCEP will adhere to all current COVID-19 requirements imposed by the State of Michigan as well as all safety measure protocols in place at the Highlands and their local health department.

MCEP will actively monitor COVID-19 in the Harbor Springs area and will follow all guidance regarding large group gatherings.



Michigan Emergency Medicine Assembly

July 28 – 31, 2024

The Highlands- Boyne, Harbor Springs, Michigan

Assignment of Space

Space will not be assigned without a signed application and the required fees. Booths will be assigned on a first come, first served basis, with the exception of the reserved prime areas for Gold & Silver Exhibitors.

Acceptance of Application

Applications for exhibit space are subject to review by the Exhibit Committee to determine suitability for the conference and to ensure conformity with conference standards.

Payment and Cancellations

Applications for exhibit space must be accompanied with the exhibit fee in order to confirm booth assignment. No application will be processed without this fee. No refunds will be made for space that is not utilized during the exhibition. Refunds must be requested in writing and will be made as follows:

- ◆ Postmarked by May 12, 2024 100% less \$150 administration fee
- ◆ Postmarked May 13, 2024 through June 12, 2024 50% less \$150 administration fee
- ◆ No refunds after June 12, 2024

Exhibitor Registration

Each exhibitor will be entitled to **two** representatives per booth. Exhibitors are requested to register booth personnel in advance.

MCEP Federal Tax ID # 38-2186986

APPLICATION FOR EXHIBIT SPACE

The undersigned hereby wishes to apply for exhibit space at the Michigan Emergency Medicine Assembly. The undersigned agrees to abide by the rules and regulations as printed and provided by MCEP. Subletting space is not permitted. Two or more firms may not exhibit in a single space.

Company Name (*As it is to appear on all conference signage*)

Address

City

State

Zip

Email

Phone

Contact Name/Email (*Space Confirmation and other Program information should be sent to*)

Names of Exhibitor Representatives to be present:

1. _____
2. _____

☐ **Gold Level Support** - \$5,000

☐ **Display Booth Only**- \$1,300
(After June 12th - \$1,500)

☐ **Silver Level Support** - \$2,500

☐ **Coffee Break Support** - \$500

If Gold Exhibitor, choose 2 events; if Silver, choose 1 event:

☐ **Continental Breakfast Support**

☐ **Annual Meeting Lunch**

☐ **Presidents' Banquet**

☐ **Opening Reception**

Will you need an electrical outlet? ☐ Yes ☐ No

Fees payable by Visa, MasterCard, American Express or Check. Checks payable to:
MCEP and mail to MCEP, 6647 West St. Joseph Hwy., Lansing, MI 48917
Phone: (517) 327-5700 Fax: (517) 327-7530 www.mcep.org

Credit Card Number: _____

Credit Card Type: ☐ Visa ☐ MasterCard ☐ American Express

Expiration Date: _____ Security Code: _____

ZIP Code of Billing Address: _____

Cardholder Signature: _____



Mark Your Calendar!
Grand Hotel, Mackinac Island, MI
July 27 — July 30, 2025