

ASSOCIATED COMMERCIAL PROMOTION AGREEMENT

To register, complete this form and return to:
 HFHS DEVELOPMENT OFFICE
 Attn: Nichole McLaughlin
 One Ford Place, 5A, Detroit, MI 48202
 Phone: 313-874-6098 | Email: CMEexhibits@hfhs.org



CME ACTIVITY INFORMATION		EXHIBIT REGISTRATION	
TITLE OF ACTIVITY		Exhibit Level: _____	
DATE		Name(s) of company representative(s) attending the event:	
LOCATION		1. _____ Email _____ Ph. _____	
PROGRAM DIRECTOR		2. _____ Email _____ Ph. _____	
HFHS TAX ID			
COMPANY INFORMATION - EXHIBITOR		PAYMENT OPTIONS	
COMPANY		Payment (check one): Check (made payable to Henry Ford Health System)	
CONTACT PERSON		Credit Card (please complete information below)	
STREET ADDRESS		CC: Visa MC Discover AMEX	
CITY, STATE, ZIP		Cardholder Name _____	
PHONE		Address, City, State, Zip _____ (only if different from company information)	
FAX		Account Number _____ Amount _____	
EMAIL		Expiration Date _____ Security Code _____	
		I hereby authorize the charge to my account as listed above.	
		Signature _____ Date _____	
I agree to the terms and conditions as outlined on the opposite page of this form.			
A G R E E D	Exhibitor (name) _____	Signature _____	Date _____
	Course Director (name) _____	Signature _____	Date _____
	CME Dept Director or Designee (name) _____	Signature _____	Date _____

FOR CME QUESTIONS, PLEASE CONTACT:
The Office of Continuing Medical Education | Tel: (313) 916-8214

TERMS AND CONDITIONS

An associated commercial promotion is subject to the ACCME Standards for Commercial Support and related federal policies and guidelines.

This Agreement constitutes the entire understanding of Henry Ford Health System and the Commercial Exhibitor and/or Advertiser with respect to the subject matter hereof and supersedes any and all prior understandings on the subjects contained herein, written or oral.

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| I. This Agreement must be signed by both parties at least seven days prior to the CME activity to ensure timely registration, receipt of funds, and acknowledgment of the associated commercial promotion. | IX. Commercial exhibitors are not allowed to distribute to the CME participants any non-educational printed or electronic material, products, or souvenirs bearing its trademarks or reference to exhibitor's products or services. |
| II. Commercial exhibitors and/or advertisers cannot influence planning or interfere with the presentations, nor can they be a condition of the provision of commercial support for CME activities. | X. Acknowledgment of support will be made in accordance with the ACCME Standards for Commercial Support. |
| III. The amount due to exhibit and/or advertise must be fully paid prior to the date of the CME activity. | XI. Commercial exhibitors must keep the exhibit space clear to permit the smooth flow of traffic for participants and support staff and cannot obstruct the view of, or interfere with, traffic to other exhibits. |
| IV. An exhibit table is provided on a first come, first served basis unless otherwise specified by Henry Ford Health System. | XII. The transfer of exhibit rights to another vendor is not permitted. |
| V. Placement and content of an ad are subject to approval by the Henry Ford Health System CME Department. | XIII. The Henry Ford Health System Development Office will determine the fair market value, if any, and will issue a corresponding receipt. |
| VI. The cost of exhibiting and/or advertising is non-refundable unless the CME activity is canceled. | XIV. Henry Ford Health System assumes no responsibility and liability for losses, damages, or claims arising out of injury to the exhibiting staff, or any loss or damage to the Exhibitor's property while exhibiting. |
| VII. Advertisers are responsible for furnishing camera ready artwork to Henry Ford Health System within the deadline agreed upon. | XV. Henry Ford Health System reserves the right to refuse or close exhibits of commercial exhibitors deemed to be in non-compliance with the ACCME standards and other regulatory guidelines with no refund given. |
| VIII. No promotional materials, activities, or product advertisement will be permitted in the same room as the CME activity. | |