



## **VENDOR PRESENTATION AND TABLE DISPLAY GUIDELINES**

### **PURPOSE:**

The purpose of the Vendor Guidelines is to establish criteria for vendor participation or sponsorship at Keystone Point of Care Coordinators meetings.

### **OVERVIEW:**

The Vendor Guidelines supply information for vendors to plan sponsorship for events throughout the year.

### **GUIDELINES:**

1. There will be at least two 10 minute presentation time slots available at each meeting. Each presentation time slot will include a vendor display table.
2. There will be at least two tables available for vendor displays at each meeting.
3. Vendors may only reserve one presentation time slot (table included) or one table (without presentation) per meeting; presentations and tables will be assigned in the order that the requests are received.
4. The cost of a standard table will be \$300.00 per meeting; tables must be reserved as whole tables. The cost of a presentation time slot (including table) will be \$450.00 per meeting.
5. A vendor who sponsors the main speaker may use a table free of charge. If multiple vendors sponsor speakers, the "speakers table" would be shared or a discount offered on additional tables.
6. Vendors who sponsor any portion of a meeting will be mentioned in the KEYPOCC meeting invitation, in print and electronic form.
7. A vendor presentation or table includes admission to the meeting and meals for two people. Additional representatives will be charged the regular meeting fee.
8. Table size will usually be the standard size or no smaller than 2 x 6 ft. Presentations will be limited to 10 minutes with a 5 minute Q&A period.
9. The Treasurer will manage the vendor sponsorship. The Board will resolve any conflicts with vendors.
10. Vendor is responsible for all power cords, table coverings and clean-up for their table.
11. Vendor is responsible for staying within the 10 minute presentation time slot and 5 minute Q&A period; failure to do so could result in the vendor being excluded from presenting at future meetings.
12. Electrical outlets will depend on the meeting site. Vendors should note on the sponsorship form the number of electrical outlets required. Every effort will be made to accommodate the need for electrical power.
13. It is preferred, but not required, that vendor participation be relevant to the meeting topic.
14. Presentation and table fees are due no later than the day of the meeting; if not paid, the vendor will be excluded from future meetings until payment has been received. All cancelations must be made at least five business days prior to the meeting date in order to receive a refund.