

# SPONSOR/EXHIBITOR REGISTRATION

Registration and payment can be completed with this form and a check payment or online through our website: [www.ioma.org](http://www.ioma.org). Please photocopy this form for additional on site contacts.

Company Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Preferred Address/City/State/Zip: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

On Site Contact: (If Different from Above): \_\_\_\_\_

On Site Address/City/State/Zip: \_\_\_\_\_

On Site Contact Cell Phone: \_\_\_\_\_

On Site Contact Email: \_\_\_\_\_

I/We acknowledge and agree to comply with the terms and conditions outlined for the Upper Midwest Osteopathic Health Conference.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SPECIFIC PRODUCTS OR SERVICES TO BE EXHIBITED:

\_\_\_\_\_  
\_\_\_\_\_

## UMOHC PARTICIPATION

### EXHIBITOR PARTICIPATION

- General Exhibitor - \$850
- Premier Exhibitor Package - \$1,500
- Supporting Sponsor - \$5,000
- Osteopathic Sponsor Package - \$8,000
- Presenting Sponsor Package - \$10,000
- Platinum Sponsor Package - \$12,000

### SPONSOR UPGRADES

- Community Builder Sponsor - \$3,000
- Lanyard Sponsor - \$2,000
- Website or Program Ad - \$350
- Attendee Gift Sponsor - \$Variable
  - Contact IOMA Staff to discuss this opportunity!

**TOTAL PARTICIPATION FEE:** \_\_\_\_\_

## PAYMENT:

- Check Payable to IOMA
- Credit Card - Pay online at [www.ioma.org](http://www.ioma.org)
  - Please return this form with your payment to IOMA by Monday, April 8, 2024. Also, if you are registering as a sponsor, please submit a hi-res company logo with your registration to [randi.malone@ioma.org](mailto:randi.malone@ioma.org) in .JPG, .EPS, .AI, or .PNG format by April 3rd.

UMOHC | C/O IOMA | 6919 Vista Drive, West Des Moines, IA 50266  
P: 515-282-8192 • F: 515-282-9117 • Email: [ioma@ioma.org](mailto:ioma@ioma.org)

# RULES & REGULATIONS

Please review these rules and regulations for the Upper Midwest Osteopathic Health Conference (UMOHC) carefully. Checking the box on the application binds you and your company to this contract and the terms expressed herein.

## PRODUCTS/SERVICES EXHIBITED

Products or services exhibited (or referred to) must be those related to the interests and educational values of the UMOHC and normally manufactured or supplied by the exhibitor. Exhibitor may exhibit only those products or services approved by the UMOHC staff. The UMOHC may refuse to accept the application of any company or person whose display of goods or services is not compatible, in the sole opinion of the UMOHC, with the general character and objectives of the UMOHC.

## TERMS OF PAYMENT

The balance of your exhibit and/or sponsorship fee must be completely paid by the close of business (5:00 p.m. - CST) on Monday, April 8, 2024. If written notice of cancellation is received thirty (30) days prior to the meeting date, a refund may be given if we are able to rent the exhibit space to another company. No refunds will be processed after April 8, 2024.

## BOOTH SPACE

All booths are 8x8 and include one table, two chairs, a wastebasket, and a final list of registered attendees. The UMOHC has the right to assign your booth location.

## FDA REGULATIONS

Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA- approved for a particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product.

## LIABILITY

Exhibitors shall be fully responsible to pay for any and all damages to property owned by the Sheraton Hotel - West Des Moines. Exhibitor agrees to defend, indemnify and hold harmless, Sheraton Hotel - West Des Moines, UMOHC, IOMA and their owners, managers, officers, directors or agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability includes all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

## INSURANCE

All property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the exhibit area. The UMOHC and the Sheraton Hotel - West Des Moines do not provide insurance covering exhibitor's property, and exhibitor expressly waives and releases any claim or demand it may have against them by reason of any damage to or loss of property of the exhibitor.

## CANCELLATION

In the event that the Conference shall not be held for any reason whatsoever, the contract for exhibit space shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the UMOHC will be to return to exhibitors their space payment on a pro rata basis after deduction of all Conference related costs and expenses incurred by the UMOHC through the date of cancellation, an administrative fee, and overhead charges.

## ENTERTAINMENT

Exhibitors and Sponsors are encouraged to avoid any scheduling conflicts involving attendees during conference lectures, workshops and exhibit times.

## OTHER REGULATIONS

The UMOHC shall have the sole authority to interpret and enforce all rules and regulations governing exhibitors and the Conference. Any and all matters not specifically covered herein are subject to decision by the UMOHC. These rules and regulations may be amended at any time by the UMOHC upon written notice to all exhibitors. Each exhibitor expressly agrees to be bound by the rules and regulations set forth herein and by any amendments thereto adopted by the UMOHC from time to time. Any exhibitor or exhibitor representative who, in the opinion of the UMOHC, conducts itself unethically may immediately be dismissed from the Conference without refund or other appeal.

## MARKETING PERMISSIONS

IOMA will use the information you provide on this form to be in touch with you and to provide updates and marketing for future events. IOMA can email you, send you direct mail, and share your information with other members and vendors. You can change your mind at any time by contacting us at [ioma@ioma.org](mailto:ioma@ioma.org). We will treat your information with respect. For more information about our privacy practices please visit our website at [www.ioma.org](http://www.ioma.org). By agreeing to the terms & conditions of the UMOHC, you agree that we may process your information in accordance with these terms.

## VIOLATION OF RULES

Any violation of these Rules and Regulations by an exhibitor may, at the UMOHC's discretion, result in denial of access to the exhibit area, denial of exhibit space installation, closing or removal of the exhibitor's exhibit space, and/or prohibition on future participation in Conferences. In the event exhibitor violates the Rules and Regulations and is prohibited from continued use of the exhibit space, exhibitor's exhibit space fee, or any portion of it, is non-refundable.

## SHIPPING

Products can be shipped directly to the Sheraton Hotel - West Des Moines. Shipments should be made using the same information that was used to secure a room reservation. The Sheraton Hotel - West Des Moines will notify the shipper once the package is received. It is suggested that exhibitors print and bring labels to ship products back in advance.