



COLORADO  
PHARMACISTS  
SOCIETY

(720) 250-9585

admin@copharm.org

303 E 17th Ave, Ste 400, Denver, CO 80203

April 9th, 2024

Friends of the Colorado Pharmacists Society,

We warmly invite you to the:

**CPS 2024 Annual Meeting – Pharmacy Forward!**  
**June 13 – 14, 2024**  
**Hotel Colorado**  
**Glenwood Springs, CO**

CPS is very excited to host the CPS 2024 Annual Meeting and Exhibit Hall with our theme “Pharmacy Forward!” at the Hotel Colorado, Glenwood Springs, CO. As the annual meeting of our membership, we look forward to meeting, gathering, networking, and learning, this year with a focus on uplifting and inspiring our pharmacy professionals. The 2024 meeting promises to bring pharmacy professionals (pharmacists, technicians, and interns) from many practice settings together and a boast a high-quality, well-rounded educational and networking event! We are pleased to offer opportunities for you, as an engaged company, at our meeting:

- First, we invite you to consider one of our fantastic sponsorship packages. Serving as a meeting Sponsor provides the greatest opportunity to obtain corporate visibility and show utmost support of the Colorado Pharmacists Society Annual Meeting. All sponsors are acknowledged in multiple ways at the conference and in the meeting materials. Most of the sponsorship levels also include a complimentary table at the Exhibit Hall and 2 complimentary exhibit luncheon passes. Some also include speaking opportunities. Learn more about sponsorship opportunities and register [HERE](#).
- Secondly, per our tradition at the Annual Meeting, CPS will host an Exhibit Hall Luncheon and Cocktail Hour. These highly attended events will be central features of our Annual Meeting and will be conducted as a 2-hour lunch time event on June 13<sup>th</sup> followed by a cocktail reception exhibit hall 4:30-5:30 pm preceding our Awards and Installation Dinner. Please visit the CPS conference website for all information and all details. **Since exhibit space is limited and tends to sell out, don't miss this opportunity to register for a tabletop as soon as possible.**

**New this year**, we are allowing sponsors/exhibitors to attend the meeting sessions and share breakfast and lunch meals with us as well as part of the sign up process. Of course, soliciting or selling during any of the meeting sessions is strictly prohibited, but networking amongst professionals is highly encouraged! Attendance to the Awards and Installation Dinner is not included and requires the purchase of a separate dinner ticket.

If a hotel stay is desired or required, the Hotel Colorado is offering a \$199.00++ rate available until May 12, 2024, or until the room block is filled. Guests may book [HERE](#) or call 1 (800) 544-3998 and reference the group code **CPS 2024 Annual Meeting** to secure the rate of \$199.00++.

Thank you for your continued support of Colorado Pharmacists Society. Once again, we ask for your support of this event through the purchase of exhibit space and/or program sponsorship. Please visit the website to learn more and register online. We look forward to seeing you in Glenwood Springs!

Sincerely,

**Jill Mullendore, PharmD**  
Co-Chair, Annual Meeting Committee

**Toral Patel, PharmD**  
Co-Chair, Annual Meeting Committee

**Emily Zadvorny, PharmD**  
Executive Director

**Lisa Nguyen, PharmD**  
President



# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

## SPONSORSHIP/EXHIBIT OPPORTUNITIES

| SPONSORSHIP OPPORTUNITIES   | BENEFITS  |
|---|---|
| <p><b>Dinner Sponsorship \$10,000</b></p> <p>One Sponsorship Available<br/>(Wednesday Dinner)</p>               | <ul style="list-style-type: none"> <li>• Educational Content for up to 1 hour education program to accompany dinner (does not have to be ACPE accredited)</li> <li>• Topic of sponsor’s choosing with approval of CPS Annual Meeting planning committee</li> <li>• Intro and recognition by CPS leadership</li> <li>• Two side-by-side tabletops in exhibit area (covered 6’ tables and 2 chairs)</li> <li>• Four exhibitor registrations</li> <li>• Full meeting registrations for <b>two</b> people (breakfast and lunch meals included)</li> <li>• Your company recognized on the Annual Meeting website, online schedule, and in the Welcome slide deck</li> <li>• Your logo prominently displayed in the digital and printed* versions of Annual Meeting program – <b>If purchased by Friday, May 10, 2024</b></li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on CPS website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |
| <p><b>14er Title Sponsor \$8,000</b></p> <p>One Sponsorship Available</p>                                       | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity on the first day of the meeting</li> <li>• Your company recognized as the premier event sponsor on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Prominent Signage recognition</li> <li>• Two tabletops in exhibit area (covered 6’ table and 2 chairs)</li> <li>• Four exhibitor registrations</li> <li>• Full meeting registrations for <b>two</b> people (breakfast and lunch meals included)</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>  |
| <p><b>Thursday Annual Awards &amp; Installation Dinner Sponsor \$8,000</b></p> <p>One Sponsorship Available</p> | <p>The dinner will be held on Thursday, June 13<sup>th</sup> from 6:00-8:00 PM and is our highly attended annual event.</p> <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity at the beginning of the dinner to welcome attendees</li> <li>• Your company recognized during the Annual Meeting Awards &amp; Installation Dinner, on the CPS Conferences website, online schedule, and in the slide deck</li> </ul>  |





# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

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|   | <ul style="list-style-type: none"> <li>• Recognition and thanks by CPS leadership</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Prominent Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for a full year</li> </ul>   |
| <p><b>Keynote Speaker Sponsor<br/>\$6,000.00</b></p> <p>One Sponsor Available</p>                         | <ul style="list-style-type: none"> <li>• Opportunity to help introduce and recognize keynote speaker (information about this year's keynote speaker available upon request) prior to the keynote address.</li> <li>• Up to 5 minutes to address the audience on your company</li> <li>• One tabletop in exhibit area (covered 6' tables and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Recognition and thanks by CPS leadership</li> <li>• Your company recognized on the Annual Meeting website, online schedule, and in the welcome slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Your logo prominently displayed in the digital and printed* versions of Annual Meeting program</li> <li>• Prominent signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on CPS website for six months</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |
| <p><b>Residency Conference of the Rockies (RCOR) Sponsor \$8,000</b></p> <p>One Sponsorship Available</p> | <ul style="list-style-type: none"> <li>• <b>Exclusive</b> opportunity to sponsor the 3<sup>rd</sup> annual Residency Conference of the Rockies on Wednesday June 12th as the premier and only sponsor. This adjoining conference to the Annual Meeting brings together over 20 Colorado health-systems, hospitals and health entities, their residency program directors and their PGY1 and PGY2 residents, with an attendance of over 100 professionals. See <a href="http://www.cpsconferences.com">www.cpsconferences.com</a> for more information about the RCOR.</li> <li>• Up to 15-minute speaking opportunity to kick off RCOR.</li> <li>• Recognition and thanks by CPS and RCOR leadership</li> <li>• Full RCOR meeting registrations for <b>two</b> people (breakfast and lunch meals included)</li> <li>• Prominent signage recognition</li> <li>• Listing on the RCOR website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>  |



# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

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| <p><b>Closing Residency Conference of the Rockies and Kick-off CPS Annual Meeting Happy Hour Reception \$5,000</b></p> <p>One Sponsorship Available</p> | <ul style="list-style-type: none"> <li>• This 60-90 min reception on Wednesday June 12<sup>th</sup> will combine the closing of the RCOR and the beginning of the CPS Annual Meeting, encompassing a diverse group of professionals from both conferences with a high number of attendees.</li> <li>• Up to 10 minutes speaking at Reception</li> <li>• Prominent engage recognition</li> <li>• Recognition and thanks by CPS and RCOR leadership</li> <li>• Full meeting registrations for two people (meals included)</li> <li>• Listing on the RCOR and AM website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>  |
| <p><b>Thursday Breakfast and Product Theater Sponsor \$4,500</b></p> <p>One Sponsor Available<br/>(Thursday during breakfast)</p>                       | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity during opening day breakfast</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Prominent engage recognition</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |
| <p><b>Thursday Exhibit Hall Lunch Sponsor \$5,000</b></p> <p>One Sponsorship Available</p>  | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity during the Exhibit Hall Lunch</li> <li>• One PRIME LOCATION tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>                         |
| <p><b>Dessert Reception Sponsor \$5,000</b></p> <p>One Sponsorship Available</p>  | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity during the Dessert Reception</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> </ul>  |



# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

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|   | <ul style="list-style-type: none"> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>  |
| <p><b>Friday Breakfast and Product Theater Sponsor \$4,500</b></p> <p>One Sponsor Available (Friday during breakfast)</p> | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity during opening day breakfast</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for a full year</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |
| <p><b>Networking and Exhibit Cocktail Reception \$4,000</b></p> <p>One Sponsorship Available</p>                          | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity during the Networking and Exhibit Cocktail Reception</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs) during the poster session.</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for three months</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>                   |
| <p><b>Friday Lunch Sponsor \$4,000</b></p> <p>One Sponsorship Available</p>   | <ul style="list-style-type: none"> <li>• 10-minute speaking opportunity at beginning of lunch</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for six months</li> </ul>  |





# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

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| <p><b>Coffee and Networking Break Sponsor \$3,500</b></p> <p>Two Sponsorships Available:</p> <ul style="list-style-type: none"> <li>• <u>Thursday Morning Break</u></li> <li>• <u>Friday Morning Break</u></li> </ul> | <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> <ul style="list-style-type: none"> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs) during Thursday or Friday morning break.</li> <li>• Full meeting registration for <b>one</b> person (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for three months</li> </ul> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>  |
| <p><b>Conference Tote Bag Sponsor \$3,000</b></p> <p><i>Sponsorship Filled</i></p>  | <ul style="list-style-type: none"> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for three months</li> </ul> <p><b>PLEASE NOTE: The deadline to secure this sponsorship is Friday, May 10, 2024</b></p> <p><b>Tote Bags to be ordered by sponsoring company and delivered to the CPS office by Friday, May 10, 2024</b></p> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |
| <p><b>Conference Badge Sponsor \$3,000</b></p> <p>One Sponsorship Available</p>   | <ul style="list-style-type: none"> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for three months</li> </ul>  |





# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

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|   | <p><b>PLEASE NOTE: The deadline to secure this sponsorship is Friday, May 10, 2024</b></p> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>   |
| <p><b>Conference Pen Sponsor \$3,000</b></p> <p>One Sponsorship Available</p>     | <ul style="list-style-type: none"> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Your pens on registration desk and all seats for conference as well as the welcome bags</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for three months</li> </ul> <p><b>PLEASE NOTE: The deadline to secure this sponsorship is Friday, May 10, 2024</b></p> <p><b>Pens to be ordered by sponsoring company and delivered to the CPS office by Friday, May 10, 2024</b></p> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |
| <p><b>Conference Notepad Sponsor \$3,000</b></p> <p>One Sponsorship Available</p> | <ul style="list-style-type: none"> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with full meeting access (breakfast and lunch meals included)</li> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Company Swag (Provided by Sponsoring Company) to be included in conference bag – <b>must arrive no later than Friday, May 10, 2024 for inclusion</b></li> <li>• Signage recognition</li> <li>• Electronic attendee list</li> <li>• Listing on the CPS website for three months</li> </ul> <p><b>PLEASE NOTE: The deadline to secure this sponsorship is Friday, May 10, 2024</b></p> <p><b>Notebooks to be ordered by sponsoring company and delivered to the CPS office by Friday, May 10, 2024</b></p> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>   |
| <p><b>Media Distribution Sponsor \$1,000</b></p>                                  | <p>As an additional opportunity, your brochure, pamphlet, etc., can be placed in each attendee's welcome bag</p>   |





# CPS 2024 Annual Meeting Sponsor/Exhibitor Prospectus

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|   | <p>Please send a sample for approval, via email to <a href="mailto:admin@copharm.org">admin@copharm.org</a>. It is the vendor's responsibility to provide the needed number of copies as coordinate with CPS contact. The vendor must ship the inserts directly to CPS office located at 303 E 17th Ave, Suite 400, Denver, CO 80203.</p> <p>Inserts must arrive no later than <b>Friday, May 10, 2024</b>. Exhibitors are responsible for any shipping and handling charges associated with these pieces. Unused materials will not be returned.</p> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p>   |
| <p><b><u>Exhibit Hall Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• <b>Exhibitor \$2,500</b></li> <li>• <b>Exhibitor \$2,800 (after April 30, 2024)</b></li> <li>• <b>Non-Profit Exhibitor \$500</b></li> </ul> <p><b>Additional Booth Personnel \$400</b></p> | <ul style="list-style-type: none"> <li>• Your company recognized on the CPS Conferences website, online schedule, and in the slide deck</li> <li>• Listing on the CPS website for three months</li> <li>• One tabletop in exhibit area (covered 6' table and 2 chairs)</li> <li>• Two exhibitor registrations with access to full meeting with perimeter seating only and breakfast and lunch meals included. Engaging in sales or solicitation activities during the CE sessions may be detrimental to the experience of the attendees and therefore is strictly prohibited.</li> </ul> <p>Exhibits will be open Thursday, June 13, 2024 for the luncheon from 12:00-2:00 pm and again for the cocktail hour from 4:30-5:30 pm.</p> <p>The full conference schedule will be available in the coming weeks!</p> <p><i>*Awards and Installation Dinner not included and requires separate purchase of a dinner ticket.</i></p> |







# Exhibitor General Guidelines

## Meeting & Exhibition

| EXHIBIT HALL                   |  |
|--------------------------------|--|
| <b>Exhibit Hall</b>            | The Exhibit Hall will be a Luncheon and Networking Reception this year. This annual event strives to best accommodate the needs of exhibitors and conference participants. Input from previous meeting attendees has been considered. No continuing education classes are scheduled during exhibit hall hours. All attendees are strongly encouraged to attend the Luncheon and Reception.   |
| <b>Exhibit Hours</b>           | Exhibitor Showcase - Luncheon and Networking Reception<br>Thursday, June 13, 2024<br>12:00-2:00 pm and 4:30-5:30 pm (approximate; details TBD)   |
| <b>NOTE:</b>                   | Exhibit hours are subject to change pending schedule revisions; registered exhibitors will be notified.  |
| EXHIBIT SPACE                  |  |
| <b>Exhibit Preference</b>      | CPS will finalize exhibit assignments one week prior to the Annual Meeting and you will be notified of your exhibit assignment upon arrival at the Exhibit Hall.   |
| <b>Exhibit Setup/Teardown</b>  | Setup will be from 9:00-11:00 AM on Thursday, June 13 <sup>th</sup><br>Teardown will be from 6:30-8:00 PM on Thursday, June 13 <sup>th</sup><br>Please contact <a href="mailto:admin@copharm.org">admin@copharm.org</a> if you need additional time for setup.   |
| <b>Exhibit Space</b>           | Each exhibit space will be provided with one draped table and chairs. Exhibit space will be accepted on a first-come, first-served basis. More details to follow.  |
| FEES and PAYMENTS              |  |
| <b>Changes</b>                 | Please contact CPS at 720-250-9585 or <a href="mailto:admin@copharm.org">admin@copharm.org</a> of any changes in exhibitor personnel by Friday, May 10, 2024.<br><b>PERSONNEL OF NON-EXHIBITING COMPANIES ARE NOT PERMITTED IN THE EXHIBIT HALL.</b>   |
| <b>Exhibit Fees</b>            | The 2024 exhibit fee of \$2500 (\$500 for Non-Profit Exhibitors) includes one 6' draped table and two chairs; admission to Exhibit Hall functions for two (2) representatives from your company; *Access to CE session with perimeter seating only; company recognition on the Annual Meeting website, online schedule and in the slide deck; and exhibitor listing on the CPS website for three months.<br><br>*Engaging in sales or solicitation activities during the CE sessions may be detrimental to the experience of the attendees and therefore is strictly prohibited.<br><br><b>PLEASE NOTE: Exhibit fees will increase by \$300 on April 30, 2024.</b> |
| <b>Exhibit Representatives</b> | The exhibit fee includes Exhibit Hall admission for up to two (2) of your company's exhibitor representatives. Each additional representative will be charged \$400 per person. Representatives are invited to participate in educational sessions (as space allows) and breakfast and lunch meals. *The Awards and Installation Dinner is not included in meals and requires separate purchase of a dinner ticket.  |
| <b>Payment</b>                 | CPS accepts payment by check, MasterCard, VISA and American Express. Contracts for exhibit space will be accepted on a first-come, first-served basis.   |
| <b>Sponsorships</b>            | A variety of <a href="#">sponsorship opportunities</a> are available, or we can customize a sponsorship to suit your budget. You are encouraged to consider this opportunity to maximize your time and visibility at the meeting. Please complete the <a href="#">Sponsor Registration form</a> online.  |
| ADDITIONAL INFORMATION         |  |
| <b>Questions</b>               | If you have any questions, please phone CPS at 720-250-9585 or email <a href="mailto:admin@copharm.org">admin@copharm.org</a> .  |
| <b>Registrants</b>             | A list of names of the Meeting Registrants will be provided to your company at the Exhibit Hall based on your level of sponsorship, not all sponsorship come with the benefit of an attendee list.   |
| <b>Special Needs</b>           | CPS may assist in providing special needs for physically challenged representatives attending the meeting. Please contact CPS at 720-250-9585 or <a href="mailto:admin@copharm.org">admin@copharm.org</a> by Friday, May 10, 2024.   |
| <b>Tax ID</b>                  | CPS's tax identification number is 84-0394763. Download <a href="#">CPS W-9</a> .  |
| <b>Address</b>                 | 303 E 17th Ave, Suite 400, Denver, CO 80203  |





# CPS 2024 Annual Meeting **Cancellation Policy**

In the event that an Exhibitor cancels participation in the exhibit, Exhibitor shall promptly notify CPS in writing.

- Cancellations received prior to April 30, 2024 will receive a full refund less 10% processing fee and less a \$50 administrative fee.
- Cancellations received between May 1 – 15, 2024 will receive a 50% refund.
- Cancellations received on or after May 16, 2024 will result in forfeit of all funds paid.

Upon cancellation, Exhibitor loses all right to space and CPS reserves the right to reassign that space to another Exhibitor. In addition, the Exhibitor loses the right to use any complimentary exhibitor registration badges.

Upon completion of a Sponsor registration, you have committed to supporting CPS with those funds. That sponsorship becomes unavailable to sell to another organization; therefore, we are unable to accept Sponsor Cancellations.

