

Exhibitor Chairperson

1. January: Preparation process:
 - a. Develop electronic invitation letters and contract forms For ERCP Course and BTS Saturday Course
 - b. All required forms for Exhibitors/Sponsors will be posted on CTSGNA.org for easy access
 - c. Establish that Treasurer will be point person for receipt of all fees
 - d. Exhibitor Chair will serve as point person for questions and follow up
 - e. Exhibitor Forms should include:
 1. Dates and Times of Programs
 2. Costs
 3. Location
 4. Deadlines for registration for acknowledgement in syllabus
 5. Amount and type of sponsorship when applicable
 - f. Other Sponsorship opportunities
 1. Develop letter notifying exhibitors of the opportunity to provide sponsorship/additional funding which can be designated for specific conference-related items, including, but not limited to:
 2. Syllabus
 3. Speaker fees
 4. Scholarships
 5. GI nurse of the year plaque
 6. Registration tags
 7. Audio-visual
 8. Raffle expenses
 9. CEU Application fees
 10. Miscellaneous
 11. Lunch or breaks
 - g. Send sponsorship letters at the same time as exhibitor letter
2. Follow up with exhibitors of Beyond the Scope annual conference via email. Exhibitors may include GI products and pharmaceutical companies
3. March (and ongoing) Follow up/reminder contact via email/phone for those who have not responded
4. Upon receipt of returned Contract Form, provide the following:
 - a. W9 Form
 - b. Logistics (timeframes and process for set up, other requirements)
 - c. Exhibitor needs at table

5. In some instances, exhibitors will require completion of a supplier set up form or registration on their website
6. In some instances, some exhibitors will request documentation of the conference/agenda, including expected number of attendees, speakers, topics, etc.
7. Maintain hard copy file/binder of all returned contract forms and status of payment
8. Coordinate exhibitor needs with facility
9. Provide names of exhibitors/sponsors to Syllabus Chair for acknowledgement in Electronic Syllabus by September 1
10. Create flash drive to acknowledge and thank all exhibitors and sponsors during registration and breaks
11. On the day of program, a final check with Treasurer is done to review participating exhibitors and payment status.
12. Communication with Treasurer is ongoing, including final required counts for BTS Budget Template
13. Review payment status on day of Programs
14. Collect business cards from each exhibitor to maintain for following year's program
15. Thank you notes are distributed following program