



## 2022 NEVC Exhibitor/Sponsor Information

We are excited to plan a full exhibit hall this year.

### **COVID Considerations:**

Attendees feeling safe and able to attend is important for all of us. To that end, **the NEVMA Board has decided to require vaccinations for both attendees and booth staff.** A process to confirm your vaccination status will be set up for all conference attendees.

**Masks may be required**, depending on conditions in September. Booth staff must be willing to cooperate with health measures requested by NEVMA, the hotel, or any government entity with jurisdiction.

### **Booth Confirmation & Location Selection:**

Due to the limited space, exhibit booths will be confirmed using the following system:

1. Exhibit space is limited and NEVMA reserves the right to select exhibitors based on the appropriateness of their products for our conference.
2. NEVMA reserves the right to drop the final number of booths in the exhibit hall after registration, which may result in some exhibitors not having space. If NEVMA cancels a booth contract, the booth fee paid will be refunded.
3. Sponsors will be given first choice of booth locations.

### **Cost:**

Main Exhibit Hall: \$1,250; Fee includes: 8' x 10' booth on Friday and Saturday, 8-foot table with linen & two chairs, electricity, and breakfasts, lunches and breaks for three representatives per company. Free Wi-Fi is available in the hotel. There are a limited number of tables available in the registration area with Saturday/Sunday exhibit hours for \$800.

### **Sunday Exhibits:**

A limited number of exhibit booths are available on Sunday morning around the perimeter of the main exhibit hall (the center will be set for meals) at no additional charge. You must pre-register for Sunday by indicating it on the Application.

**Set-Up:** Thursday, Sept. 22, 4-8 pm  
Friday, Sept. 23, 6-7:30 am

### **Exhibit Hours: Your booth must be staffed when the exhibit hall is open.**

Friday, Sept. 23, 10 am-3:30 pm (7:30-8:30 am, optional, attendees will be in the hall for breakfast)  
Saturday, Sept. 24, 7am-3:30pm  
Sunday, Sept. 25 (limited, must preregister), 7:30am-12:30pm

### **Tear Down:**

Friday & Saturday Exhibitors: Saturday, September 24, 3:30-5:30pm  
Sunday Exhibitors: Sunday, September 25, 12:30-4pm

### **To Apply for Booth Space:**

Submit the exhibitor application form **and** both hotel policy pages to [exhibit@nevma.org](mailto:exhibit@nevma.org) or fax to 888-612-0941.

**New England  
Veterinary Medical  
Association**

PO Box 15304, Portland, ME 04112  
Phone: 800-297-1749 • Fax: 888-612-0941  
[www.nevma.org](http://www.nevma.org) • [info@nevma.org](mailto:info@nevma.org)

## 2022 New England Veterinary Conference Sponsorship/Marketing Opportunities

Company \_\_\_\_\_

Sponsorship Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Speaker Sponsorships

**\$4,500-5,000/day most speakers.** Includes 1-day speaker sponsorship, exhibit booth, a table in the room of the presentation, ad in the program (if a printed program is produced)

- |   |  |
|---|--|
| <input type="checkbox"/> Michael Dutton, Exotics                      | <input type="checkbox"/> Dusty Nagy, Camelids                    |
| <input type="checkbox"/> Claire Fellman, Pharmacology                 | <input type="checkbox"/> Amy Newfield, Radiology for Technicians |
| <input type="checkbox"/> Michelle Forella, Wellness                   | <input type="checkbox"/> Amy Newfield, Technician Medical Topics |
| <input type="checkbox"/> Mary Gardner, Geriatrics/End of Life Care    | <input type="checkbox"/> Elizabeth Parsley, Neurology            |
| <input type="checkbox"/> Temple Grandin, Animal Behavior              | <b>BI</b> - Tiffany Tapp, Dermatology                            |
| <b>Rarebreed</b> Bash Halow, Practice Management (2 days)             | <input type="checkbox"/> Sara Thomasy, SA Ophthalmology          |
| <input type="checkbox"/> Raymond Kudej, Soft Tissue Surgery (lecture) | <b>BI</b> - Josh Vaisman, Positive Psychology                    |
| <input type="checkbox"/> Raymond Kudej, Soft Tissue Surgery (lab)     | <input type="checkbox"/> Equine Topics – Ron Vin/Michael Myhre   |
| <input type="checkbox"/> Michael Lappin, Internal Medicine            |  |

### Technology Sponsorship

- Hybrid Conference –Please call to discuss sponsoring the additional technology needed to make that happen.
- Conference App – \$5,000, includes booth fee

### Meal & Event Sponsorship (prices do not include booth fee)

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Leadership Lunch</b> - \$1,500 exclusive                          | <input type="checkbox"/> <b>Breaks</b> \$1,000 – max 2 sponsors per break  |
| <input type="checkbox"/> <b>Peaks Island Dinner</b> \$2,500 (2 available, includes 2 tickets) | Friday <input type="radio"/> Lunch <input type="radio"/> PM  |
| Amerivet <b>Evening Wine Sail</b> - \$2,500 exclusive (includes 2 tickets)                    | Saturday <input type="radio"/> Breakfast <input type="radio"/> AM <input type="radio"/> Lunch <input type="radio"/> PM |
| Alliance <b>Evening Kayak Trip</b> - \$500 exclusive  | Sunday <input type="radio"/> Lunch   |
| Simmons <b>Evening Horse Drawn Wagon Rides</b> - \$1000 exclusive                             | <input type="checkbox"/> <b>Breaks</b> \$850 – max 2 sponsors per break  |
| Banfield <b>Yoga</b> - exclusive  | Friday <input type="radio"/> Breakfast <input type="radio"/> AM  |
|   | Sunday <input type="radio"/> Breakfast <input type="radio"/> AM <input type="radio"/> PM                               |

### Marketing Opportunities\*

- Notepads\*\*8.5x11 (Qty TBD, est. 500-600)
- Pens (Qty TDB, est. 500-600)

\*Marking opportunities do not guarantee booth space, contact the office with questions.

### **Payment Information**

Only Speaker Sponsorships include the cost of an exhibit booth. Other sponsors must pay for a booth separately (\$1,250).

- We will send a check (payable to NEVMA)
- We would like to pay by credit card. Please send me a payment link

**PO Box 15304 • Portland, ME 04112**  
Phone: 800-297-1749 • Fax: 888-612-0941 • [exhibit@nevma.org](mailto:exhibit@nevma.org)

**Exhibit Booth Application**  
**2022 New England Veterinary Conference**  
**Holiday Inn by the Bay • Portland, Maine**

**Exhibitor Contact Information**

Company \_\_\_\_\_

Address \_\_\_\_\_

Contract contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

We understand that this application becomes a contract under the terms and conditions on the following page.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Exhibit Space**

**COST**            **\$1,250** for each booth space. Booth fee includes pipe & drape, one 8' table with linen, two chairs, and electricity. Also includes breakfast, breaks and lunch for three representatives. Wi-Fi is available in the hotel at no additional cost.

**SET UP**            Thursday, Sept 22, 4-8pm  
Friday, Sept 23, 6-7:30 and 8:30-9:30am – no unloading 7:30-8:30am (attendee breakfast)

**HOURS**            Friday, Sept 23: 10 am – 3:30 pm (optional: 7:30-8:30am during breakfast)  
Saturday, Sept 24: 7 am – 3:30 pm  
Sunday, Sept 25: 7:30 am-12:30 pm (limited booths, sponsors have first choice)

**TEAR DOWN**  
Saturday, September 24: 3:30-5:30pm (for vendors departing or moving spaces)  
Sunday, September 25: 1-4 pm (after lunch concludes)

**HOTEL ROOM RESERVATIONS**  
Please call hotels directly to make reservations in our block under New England Veterinary Conference.  
**Holiday Inn by the Bay: 207-775-2311.**

**Location / Payment Information**

- Choose booth location:**
- Main Exhibit Hall, Friday/Saturday - \$1,250**
  - Main Exhibit Hall, Friday/Saturday/Sunday - \$1,250 (limited availability)**
  - Table in registration area, Saturday/Sunday - \$800**

- Payment Information:**
- Check sent (payable to NEVMA)
  - Visa/MasterCard/Amex/Discover – a payment link will be sent to you
  - Gold Level Sponsor – booth fee waived

**Payment is due by July 15. If you need an invoice, please check here**

**Submit the booth application and both hotel forms (even if you aren't planning to ship anything) to [exhibit@nevma.org](mailto:exhibit@nevma.org) or fax to 888-612-0941. Questions? Call us at 800-297-1749.**

# Rules, Regulations and Services

These regulations have been established for the mutual benefit of exhibitors, attendees, and the New England Veterinary Medical Association (NEVMA) and are an integral part of the contract to which the exhibitor agrees.

## GENERAL

Days and hours for set-up, exhibitions, and tear-down specified on the reverse side must be observed by the exhibitor. At least one exhibitor representative must be present at the booth at all times the exhibit area is open.

**If the state, the hotel, or NEVMA requires vaccines, masks, or other COVID related precautions to be taken, exhibitors must comply to participate in person.**

**Liability:** The New England Veterinary Medical Association (NEVMA) and Holiday Inn by the Bay, Portland, Maine shall not be held liable or responsible for any loss, fire, theft, damage or injury that may occur to the property of the exhibitor or for the death or personal injury of exhibitor's employees, agents, servants, guests and invitees from any cause whatsoever arising out of, or from or incident to, the use or occupancy of the exhibit area by the exhibitor, its agents, servants, employees, guests and invitees; and the exhibitor by signing this contract expressly releases the above named parties from liability from any and all such loss, fire, theft, damage, injury, death and personal injury claims whatsoever.

**Cancellation:** Prior to August 1, 2022, exhibit space may be relinquished and booth rental fee will be refunded. The NEVMA reserves the right to cancel any contract at any time for a breach of regulations or if booth numbers need to be reduced for any reason.

## SERVICES

A booth consists of an 8-foot table and two chairs. Exhibits shall be arranged as not to obstruct the general view of other exhibits.

**Insurance:** The NEVMA will not insure exhibits. Exhibitors must provide their own insurance.

**Security:** Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment, and display at all times. NEVMA will not be responsible for loss or damage to any property for any cause.

**Registration and badges:** Exhibitor personnel will be admitted to the exhibit area and educational seminars by badge only. Badges will be prepared from advance information supplied by the exhibitor.

**Auxiliary services:** Tables and chairs in addition to those supplied with each booth must be ordered in advance.

**Safety precautions:** Fire regulations prohibit the use of crepe paper or any other highly combustible or flammable material. All materials used in the exhibit area must be of a nonflammable nature. Electrical signs and equipment must be wired according to local regulations. Fire extinguishers on walls, floor or elsewhere are not to be removed or obstructed. Booth walls as set up may not be changed, and all goods must be contained within the booths.

**Irregular activities:** No persons or concerns other than approved exhibitors will be permitted to demonstrate, solicit orders, or distribute advertising materials or other material in the exhibit area. Violation of this rule will be followed by prompt ejection of such violators, and exhibitors waive any rights or claims against the NEVMA arising out of the enforcement of this rule. No exhibitor may call or invite a visitor out of one exhibit into his own. Exhibitors must remain within their own space in distributing literature, product samples or other materials; the aisles must not be used for this purpose.

Use of sound in booths will be permitted, where appropriate to the display, provided the sound is maintained at not more than "conversational" level. The NEVMA reserves the right to restrict this use of sound and other devices which may interfere with the best interest of the event as a whole.

Complaints of any violations of rules and regulations are to be made promptly to the NEVMA Executive Board.

**Communications:** Address all communications to: NEVMA, PO Box 15304, Portland, ME 04112. Phone: 800-297-1749 Fax: 888-612-0941 Email: [info@nevma.org](mailto:info@nevma.org)



**HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES  
NEW ENGLAND VETERINARY CONFERENCE • SEPTEMBER 22-25, 2022**

1. Exhibits will be transported by handcarts with rubber wheels only. No electrical or motorized carts allowed.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways or ceilings will be the sole responsibility of the exhibitor. Should any of the aforementioned occur, a bill of repairs will be forwarded to the Exhibitor.
3. Exhibitor Set Up: **Thursday, Sept 22 4-8pm, and Friday, Sept 23, 6-7:30am, 8:30-9:30am.**
4. Meeting support services provided by the hotel will be at a charge. This includes electricians, laborers, A/V technicians, telephones, etc. Exhibitors will be responsible for providing their own extension cords and multiple outlet boxes.
5. **CONDUCT:**
  - Items may **NOT** be nailed, stapled, screwed, or otherwise affixed to hotel walls, floors or any part of the building. No items can be taped unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved by the General Manager. No baled hay or popcorn machines permitted in exhibit hall.
  - Gasoline, kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
  - The hotel requests that the exhibitor obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn by the Bay is in no way liable in all paperwork sent out by the group to any exhibitors.
6. No deliveries of displays will be accepted before **Tuesday, September 20, 2022.**
7. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items must be picked up by **12 noon, Monday, September 26, 2022.**
8. Loading In/Out
  - Casco Bay Hall Room: The unloading of large exhibits will be limited to Curbside (front of hotel). Parking on Spring Street is limited; therefore, each exhibitor will be limited to fifteen (15) minutes. Smaller displays must be unloaded from garage level G-3.
  - The hotel will not supply labor to help with the unloading/loading or set-up/breakdown of any exhibit.
9. **Trash Removal:** During show set up and breakdown, large rubbish barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. **Any items not marked for storage and placed in the aisles will be considered trash and thrown away.**
10. **EXHIBITORS MUST NOT LEAVE ANYTHING OF VALUE IN THE EXHIBIT AREA. THE HOTEL IS NOT RESPONSIBLE FOR ANYTHING LEFT IN THE EXHIBIT AREA. Due to fire codes, the ballroom may not be locked.**

**EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.**

Thank you for your anticipated cooperation in these matters.

Accepted and agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Exhibitor Signature \_\_\_\_\_ Company \_\_\_\_\_

**Note:** These Exhibitor Guidelines are subject to change at any time. You will be notified and updated forms will be sent immediately upon any change. **Please sign and return a copy to: New England VMA, PO Box 15304, Portland, ME 04112, email to [exhibit@nevma.org](mailto:exhibit@nevma.org), or fax to 888-612-0941.**



**EXHIBITOR RECEIVING & SHIPPING POLICY  
2022 NEW ENGLAND VETERINARY CONFERENCE**

Please be aware of the following rules and regulations regarding freight to and from this property. Due to a shortage of storage, it is necessary to adhere to these policies and procedures to alleviate loss or theft of your company's articles sent to the hotel prior to group arrival. The hotel does not have a raised dock or forklift.

**RECEIVING**

1. All acceptable ground freight must be shipped prepaid. We will not accept CODs.
2. There is a **\$50 per day storage fee of non-approved ground freight** received to the hotel, to be paid by the exhibitor. No storage fee for Federal Express or UPS under 200 pounds.
3. The hotel assumes no responsibility for articles sent to or from this property, unless pre-approved by the hotel meeting and convention coordinator.
4. Freight above 200 pounds will only be accepted on the day of the event, and the hotel will not be involved with the unloading. Any such freight over 200 pounds **must be approved by the hotel**. Hotel must be informed of all freight prior to arrival. **Shipment may be refused if hotel has not been contacted.**
5. Shipments will be accepted three (3) days prior to group arrival and must be labeled with group name, and days of meeting/show. Items should be shipped to: Holiday Inn by the Bay, 88 Spring St, Portland, ME 04101.
6. Should extenuating circumstances arise **with prior notice** and it becomes necessary to utilize hotel staff for unloading, a charge of \$45 per hour per person will apply. (1-hour minimum) 7am – 6pm, Monday through Friday ...straight time. All other times will be time and a half.

**SHIPPING**

1. Arrangements to ship freight from the property must be made directly through the freight company used by your company. It is the responsibility of the customer to make arrangements for return shipping of any packages, including UPS, FedEx, etc.
2. If prior arrangements have not been made for UPS, FedEx or Air Freight, etc., the hotel may apply a \$50.00 per day storage fee.
3. FedEx can be sent out only with company billing codes or valid credit card.
4. **Shipping Address: Holiday Inn by the Bay, 88 Spring Street, Portland, ME 04101**

Thank you for your anticipated cooperation in these matters.

**Please sign and return with your exhibitor application to: New England VMA, PO Box 15304, Portland, ME 04112, email to [exhibit@nevma.org](mailto:exhibit@nevma.org), or fax to 888-612-0941.**

Accepted and agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Exhibitor Signature \_\_\_\_\_ Company \_\_\_\_\_