



2024 NEVC Exhibitor/Sponsor Information

We look forward to another successful conference in Portland, Maine this fall with the support of our sponsors and exhibitors! We anticipate that booths will sell out again this year. Please register early.

Cost:

Main Exhibit Hall: \$1,375; 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 \$850.

Booth Confirmation:

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

1. **Sponsors that register by April 30 will be guaranteed a booth.** See attached sponsorship form for options.
2. **Non-sponsoring exhibitors** will be confirmed starting the week of April 29. Booths will be allocated using a system that awards points for previous years of exhibiting or being waitlisted, as well as the date the form is received by NEVMA.
3. Only one booth per company is available during the initial registration period. If you are interested in a double booth, please let us know; we will notify you after June 1 if there is a double booth available.
4. Exhibit space is limited and NEVMA reserves the right to select exhibitors based on the appropriateness of their products for our conference.
5. 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.

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. 26, 4-8 pm
Friday, Sept. 27, 6-7:30 am

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

Friday, Sept. 27, 7:30 am-5:30 pm - **Vendor Reception 4:30-5:30pm**
Saturday, Sept. 28, 7 am-3:30 pm
Sunday, Sept. 29 (limited, must pre-register), 7:30 am-12:30 pm

Tear Down:

Friday & Saturday Exhibitors: Saturday, September 28, 3:30-5:30 pm
Sunday Exhibitors: Sunday, September 29, 12:30-4 pm

To Apply for Booth Space:

Submit the exhibitor application form **and** both hotel policy pages to exhibit@nevma.org or fax to 888-612-0941.

2024 New England Veterinary Conference Sponsorship/Marketing Opportunities

Company _____

Sponsorship Contact Name _____

Phone _____ Email _____

Speaker Sponsorships

- Full Day Speakers - \$4,950/day.** Includes 1-day speaker sponsorship, exhibit booth, ½ page ad in the program.
- 1/2 Day Speakers - \$1,500/day.** Partial day speaker sponsorship only. Booth fee not included.
- Direct Pay** - Sponsor will pay speaker fee and travel expenses directly to speaker.

<input type="checkbox"/> DeWilde, Caitlin: Practice Management (Fri)	BI	Lathan, Patty: Endocrinology (Sun, ½ day)
<input type="checkbox"/> Eisenberg, Beth: CPR Workshops & Feline Emergency Medicine (Thurs & Fri)	Hill's	Linder, Deborah: Nutrition (Sat)
<input type="checkbox"/> Feyrecilde, Monique: Behavior (Sat)	<input type="checkbox"/>	Lisciandro, Greg: Global FAST Ultrasound (Fri)
<input type="checkbox"/> Fitzpatrick, Mylissa: IVC Placement Labs (Thurs)	<input type="checkbox"/>	Needle, David: Diagnostics (Fri/Sat)
<input type="checkbox"/> Howes, Mark: Ultrasound (Sun)	<input type="checkbox"/>	Pinto, Carlos: Theriogenology (Sat)
<input type="checkbox"/> Innis, Charles: Turtle Medicine (Sun)	<input type="checkbox"/>	Smith, Joe: Large Animal Pharmacology (Sun)
<input type="checkbox"/> Kaneps, Andris: Equine Sports Medicine (Sat)	<input type="checkbox"/>	Spinks, Craig: Marketing & Tech (Sun)
<input type="checkbox"/> Karas, Alicia: Integrated Pain Management (Fri, ½ day)	Nutramax	Sullivant, Alyssa: Internal Medicine (Sat)
<input type="checkbox"/> Kudej, Raymond: Soft Tissue Surgery Labs (Thurs)	BI	Vizzer, Lance: Cardiology (Sun, ½ day)
IDEXX <input type="checkbox"/> Labato, Mary: Renal Disease (Sun)	Ellevet	Wakshlag, Joe: CBD (Fri, ½ day)
<input type="checkbox"/> Lack, Amy: Equine Respiratory Disease (Fri)	<input type="checkbox"/>	Wooten, Sarah: Practice Management (Sun)

Sponsorships (except for the conference app sponsorship, prices do not include booth fee)

<input type="checkbox"/> Conference App \$5,000, exclusive (includes booth fee & ½ page program ad)	<input type="checkbox"/> Friday Evening - Tacos & Vets Against Insanity Games! \$1,500, includes table at event - 3 of 5 available
BI <input type="checkbox"/> Leadership Lunch - \$2,000 exclusive	Breaks \$1,250 – 2 sponsors per break
<input type="checkbox"/> Vendor Reception \$2,500 (2 available, logo on attendee drink tickets)	Friday <input type="checkbox"/> Breakfast <input type="checkbox"/> Mid-Morning <input type="checkbox"/> Lunch <input type="checkbox"/> PM
<input type="checkbox"/> Evening Wine Sail - \$2,750 exclusive (includes 2 tickets)	Saturday <input type="checkbox"/> Breakfast <input type="checkbox"/> Mid-Morning <input type="checkbox"/> Lunch <input type="checkbox"/> PM
<input type="checkbox"/> Wellness Package - \$1,250 (morning yoga, nursing mothers' room)	Sunday <input type="checkbox"/> Breakfast <input type="checkbox"/> Mid-Morning <input type="checkbox"/> Lunch <input type="checkbox"/> PM

Marketing Opportunities (for companies with a booth at the conference)

MVMC Notepads - 8.5x11 (Qty TBD, est. 800) Pens (Qty TDB, est. 800)

Payment Information

Only Speaker Sponsorships include the cost of an exhibit booth. Other sponsors must pay for a booth separately (\$1,375).

- 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

**Exhibit Booth Application
2024 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 **\$1,375** for each booth space in the main exhibit area. 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 26, 4-8pm
Friday, Sept 27, 6-7:30 am

HOURS Friday, Sept 27: 7:30 am – 5:30 pm (Vendor Reception 4:30-5:30)
Saturday, Sept 28: 7 am – 3:30 pm
Sunday, Sept 29: 7:30 am-12:30 pm (limited booths, sponsors have first choice)

TEAR DOWN
Saturday, September 28: 3:30-5:30 pm (for vendors departing or moving spaces)
Sunday, September 29: 12:30-4 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 - \$1,375**
 - Main Exhibit Hall, Friday/Saturday/Sunday - \$1,375 (limited availability)**
 - Table in registration area, Saturday/Sunday - \$850**

- 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 1. If you need an invoice, please check here

Submit all three pages of the application (this form and both hotel forms) to 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 NEVMA, the hotel, or any government entity with jurisdiction requires vaccines, masks, or other health 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, 2024, 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: 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 at setup 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 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. 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 NEVMA..

Communications: Address all communications to: NEVMA, PO Box 15304, Portland, ME 04112. Phone: 800-297-1749 Email: exhibit@nevma.org



This form must be returned even if you aren't shipping anything.

**EXHIBITOR RECEIVING & SHIPPING POLICY
2024 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 code 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, or fax to 888-612-0941.

Accepted and agreed to on the _____ day of _____, 2024

Exhibitor Signature _____ Company _____



**HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES
NEW ENGLAND VETERINARY CONFERENCE • SEPTEMBER 26-29, 2024**

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 26 4-8pm, and Friday, Sept 27, 6-7:30am.**
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 the 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 24, 2024.**
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 30, 2024.**
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 _____, 2024

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, or fax to 888-612-0941.**