



New England  
Veterinary Conference

PO Box 15304  
Portland, ME 04112  
Phone: 800-297-1749  
Fax: 888-612-0941  
www.nevma.org  
info@nevma.org

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## 2018 NEVC Exhibitor/Sponsor Information

Thank you for your interest in the 2018 New England Veterinary Conference.

**Registration:**

Submit the exhibitor application form **and** both hotel policy pages by email to [exhibit@nevma.org](mailto:exhibit@nevma.org); fax to 888-612-0941; or mail to NEVMA, PO Box 15304, Portland, ME 04112.

We anticipate that our booth space will again sell out quickly. Due to the limited space, exhibit booths will be confirmed using the following system:

1. **Sponsors that register by June 1 will be guaranteed a booth.** See attached sponsorship form for options.
2. **All other exhibitors** will be confirmed starting June 4. Booths will be allocated using a system that awards points for previous years of exhibiting or being waitlisted, as well as date the form is received in our office.
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 11 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.

**Cost:**

Booth fee in the main exhibit hall: \$995; 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 \$600.

**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). There is no additional charge for exhibiting Sunday, just indicate that you are interested in staying Sunday on your registration form.

**Set-Up:** Thursday, Sept. 27, 4-8pm

Friday, Sept. 28, 6-9am

**Exhibit Hours:** Your booth must be staffed when the exhibit hall is open. If your booth is removed early, your company's standing for a booth in 2018 could be affected.

Friday, Sept. 28, 9:30am-5:30pm

Saturday, Sept. 29, 7am-3:30pm

Sunday, Sept. 30 (Limited, must preregister), 7:30am-12:30pm

**Tear Down:**

**Friday & Saturday Exhibitors:** Saturday, September 29, 3:30-5:30pm

**Sunday Exhibitors:** Sunday, September 30 12:30-4pm

# 2018 New England Veterinary Conference Sponsorship/Marketing Opportunities

Company \_\_\_\_\_

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

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

## Speaker Sponsorships

**Standard Sponsorships: \$2,500/day** (most speakers), does not include booth fee

**Gold Sponsorship: \$4,000/day** (most speakers)

Includes 1-day speaker sponsorship, exhibit booth, lead retrieval, app banner ad, ½ page ad in the program

**For more details about sponsoring a speaker, please indicate the speaker you are interested in and we will contact you with the details and pricing.**

Bonnie Beaver, Behavior (2 days)

Todd Duffy, Emergency Medicine (2 days)

Paul Bloom, Dermatology

Alicia Karas, Pain Management

Kate Chope, Equine Radiology

Sarah Kolb, Tech, Exotics

Susan Cohen, Wellbeing in Practice

Raymond Kudej, Soft Tissue Surgery

Don DeForge, Dentistry

Owen McCafferty, Practice Management (2 days)

Dennis DeNicola, Hematology

David Needle, Pathology

Thomas Divers, Equine Internal Medicine

Florina Tseng, Wildlife Medicine

**Merck** - Michael Dryden, Parasitology

## Meal & Event Sponsorship

**Thursday Leadership Lunch** - \$1,500 exclusive

**Breaks** \$800 – 2 sponsors per break

**Drink Tickets - Fri Vendor Reception** \$1,000 (multiple)

**Day:**  Friday  Saturday  Sunday

**Friday Night Event** \$800 (multiple)

**Break:**  Breakfast  AM break  PM break

**Saturday Evening Tech Outing** - \$1,000 exclusive

**Lunch** \$800 – 2 sponsors per lunch

**Day:**  Friday  Saturday  Sunday

**Saturday Evening Wine Sail** - \$1,000 exclusive

**Saturday/Sunday AM Yoga** - \$1,000 exclusive

## Marketing Opportunities\*

Lanyards (Qty 750)

Notepads – 8.5x11 preferred (Qty 750)

Pens (Qty 750)

App banner ad - \$250

\*We will not be providing attendees with pre-stuffed bags this year

## **Payment Information**

Sponsorship fees (except for Gold Sponsorships) do not include the cost of an exhibit booth, which must be registered and paid for separately. Marketing Opportunities do not guarantee booth space.

Check Enclosed (payable to NEVMA)  Visa/MasterCard/Amex/Discover  Invoice me

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address (required) \_\_\_\_\_

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

**Exhibit Booth Application  
2018 New England Veterinary Conference  
Holiday Inn by the Bay • Portland, Maine**

**Exhibitor Contact Information**

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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**

**BOOTH COST** \$995 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, September 27, 4-8 pm and Friday, September 28, 6-9 am

**HOURS** Friday, September 28, 9:30 am – 5:30 pm, including a reception from 4:30-5:30 pm  
Saturday, September 29: 7 am – 3:30 pm  
Sunday, September 30: 7:30 am-12:30 pm (**limited availability** – must register below)

**TEAR DOWN** Main Exhibit Hall - Saturday, September 29 from 3:30 – 5:30 pm, unless exhibiting Sunday.  
(Booths in center of hall will be removed Saturday evening.) Sunday, September 30: 12:30-4 pm

**HOTEL ROOM RESERVATIONS**

Please call hotels directly to make reservations in our blocks under New England Veterinary Conference.  
**Holiday Inn by the Bay:** 207-775-2311. **Westin Harborview:** 855-811-0043

**Payment Information**

- Choose one:**
- Main Exhibit Hall, Friday and Saturday - \$995**
  - Main Exhibit Hall, Friday, Saturday and Sunday- \$995**
  - Table in registration area, Saturday and Sunday - \$600**

Check Enclosed (payable to NEVMA)    Visa/MasterCard/Amex/Discover    Invoice me (due 7/15)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Billing Address (required) \_\_\_\_\_

Scan and email both the booth application and the hotel forms to [exhibit@nevma.org](mailto:exhibit@nevma.org); fax to 888-612-0941; or mail to New England Veterinary Medical Association, PO Box 15304, Portland, ME 04112.

Questions? Call us at 800-297-1749.

**PLEASE NOTE NEW MAILING ADDRESS**

# 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 in attendance at all times the exhibit area is open.

**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, 2018, 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.

## 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)



**EXHIBITOR RECEIVING & SHIPPING POLICY  
2018 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 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 \_\_\_\_\_, 2018.

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



**HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES  
NEW ENGLAND VETERINARY CONFERENCE • SEPTEMBER 27-30, 2018**

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, September 27 from 4-8pm and Friday, September 28, from 6-9 am. Exhibitors dismantle: Saturday, September 29 between 3:30-5:30pm if not exhibiting Sunday.** Sunday exhibitors can breakdown starting at 12:30pm, following lunch.
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 hales 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 25, 2018.**
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, October 1, 2018.**
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 \_\_\_\_\_, 2018.

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.**