
EXHIBITOR PROSPECTUS

APRIL 18, 2024

Beyond the Headlines

2024 NEW HAMPSHIRE
IMMUNIZATION
CONFERENCE

YOU'RE INVITED

The NH Immunization Conference is a statewide event that keeps NH's healthcare providers up-to-date with changing immunization recommendations, how to communicate vaccine safety, the benefits of vaccinations, and the risks of not being vaccinated with scientifically accurate information to patients.

This year the NH Immunization program will host its first in-person conference since the COVID-19 pandemic and will have a virtual option available for those whose schedules or budgets don't allow for full attendance.



WHY JOIN US?

We value our exhibitors!

We plan activities to drive participants to the exhibitor areas such as hosting beverage breaks and snacks in the exhibit area and time built into the agenda for networking with the exhibitors.

The NH Immunization Conference, when held in person has a proven track record of attracting more than 350 healthcare professionals from NH.

You will talk to:

Physicians & Physicians Assistants - Nurse Practitioners
Nurses & Medical Assistants - Practice Managers
Health Educators - Medical & Nursing Students
Public Health Professionals

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EXHIBITOR INFORMATION

All exhibitors receive

- 6' x 30" covered table and 2 chairs
- Listing in the digital conference program including company name, description, phone number, and link to your company's website
- Listing with logo on the Exhibitor page of the official event website www.NHIPConference.com
- Registrant list prior to the event and post-event
- Conference materials, access to all sessions, and refreshments and lunch
- The opportunity to speak with 300+ healthcare providers throughout the day in an intimate setting

Nonprofit, State & Federal Government Agencies

\$175

Includes 1 Complimentary Registration

*this level excludes colleges and universities

Small Businesses, Colleges & Universities

\$395

Includes 1 Complimentary Registration

Small Business (as defined by the SBA
<https://www.sba.gov/federal-contracting/contracting-guide/size-standards#section-header-0>)

Large Businesses

\$1495

Includes 2 Complimentary Registrations

ADDITIONAL ITEMS

Additional Registrations: \$175 each

Table skirting: \$25

Electricity: \$75

Wi-fi (per user): \$25

All items must be arranged and paid for by March 29th.

Check out advertising opportunities on the next page!

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ADVERTISING OPPORTUNITIES

Advertise in the full color, digital event program provided to each participant to download on their devices or to be accessed via the event website.

QUARTER PAGE

Size: 3.5" wide x 4.75" high or
4.75" wide x 3.5" high

Ad with Exhibit Space: \$75
Advertiser Only: \$150

HALF PAGE

Size: 7.5" wide x 4.75" high

Ad with Exhibit Space: \$125
Advertiser Only: \$225

FULL PAGE

Size: 7.5" wide x 10" high

Ad with Exhibit Space: \$175
Advertiser Only: \$275

- **Ads must be submitted in electronic format: eps, pdf, or jpg**
- **Submit ads to nhevents@jsi.com by March 29th**
- **Ad placement is at the discretion of the event manager**

WEBSITE BANNER AD

Make your ad a banner ad on our event website!

- Ad will be placed on at least two of the web pages for 3 months post events.
- Ads are click through to your website.
- Opportunities are limited.
- Placement is at the discretion of the event manager and is not exclusive.

Banner Ad purchased with Exhibit Space or Program Ad: \$100
Banner Ad Only: \$275

EXHIBITOR PROSPECTUS

DETAILS

Venue

DoubleTree by Hilton Manchester
Downtown
700 Elm Street
Manchester, NH 03101
603-625-1000

Exhibit Installation

Wednesday, April 17th 4:30-7:00pm
Thursday, April 18th 6:00-7:30am

All exhibits must be set up by 7:30am on April 18th without exception.

Exhibit Dismantling

No sooner than 2:45pm on April 18th
The official closing time of the exhibits is 2:45pm on April 18th.

All exhibit materials must be packed and ready for removal from the exhibit space no later than 4:30pm on April 18th.

[RESERVE YOUR SPACE](#)

Agenda

8:00-9:00am	Registration, Continental Breakfast & Exhibits
9:00-9:30am	Welcome, Staff Introductions & Awards
9:30-10:30am	Morning Keynote
10:30-11:00am	Break in Exhibit Area
11:00am-Noon	Concurrent Breakout Sessions
Noon-1:15pm	Lunch
1:15-2:15pm	Concurrent Breakout Sessions
2:15-2:45pm	Break in Exhibit Area
2:45-3:45pm	Afternoon Guest Speakers
3:45-4:00pm	Closing, Final Reflections & Raffles

[View Full Agenda & Sessions Here](#)

High Traffic Times

8:00am	Exhibits Open
8:00-9:00am	Registration, Continental Breakfast & Exhibits
10:30-11:00am	Break in Exhibit Area
12:00-1:15pm	Lunch (higher traffic will be during last 30 mins. of lunch)
2:15-2:45pm	Break in Exhibit Area
2:45pm	Exhibits Close

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Shipping

DoubleTree by Hilton
Attn: NH Immunization Conference 4/18
(Add Receiving Exhibitor Name Here)
700 Elm Street
Manchester, NH 03101

Mark all boxes with:
Exhibiting Company's Name
Box # x of x

Boxes may not weigh over 100 pounds. If JSI/CHI incurs any storage or handling fees resulting from any exhibiting company's shipments, the exhibitor will be invoiced.

Shipments cannot be received before April 16th.

Overnight Rooms

Discounted rooms at the DoubleTree are available for Conference participants and exhibitors for \$154 plus 8.5% NH rooms and meals tax per night. Call 603-625-1000 to reserve your room before March 27th. You must mention the NH Immunization Conference to receive the discount.

Parking

Adjacent garage discounted rate of \$7 (day of) or \$14 (overnight). Ticket must be validated at Conference Registration Desk. On-street parking is limited to 2-hours, prices vary, and is not recommended for the day of the event.

Payment

Credit card payments are preferred but may be made with a check. Payment must be made on or before March 29, 2024 otherwise your space will be released.

Checks should be made payable to:
JSI Research & Training Institute, Inc.

Check payments should be mailed to:
JSI Research & Training Institute, Inc.
Attn: NH Immunization Conference
501 South Street, 2nd Floor
Bow, NH 03304

JSI Research & Training Institute, Inc. is a 501(c)3 nonprofit.
Tax ID# 04-2679824

Contact Info

Lori Walter, Event Manager
nhip@jsi.com
Phone: 603-573-3306

[**RESERVE YOUR SPACE**](#)

EXHIBITOR PROSPECTUS

TERMS & CONDITIONS

Exhibit Specifications and Restrictions

Exhibitors shall be restricted to those acceptable by the NH Immunization Conference Planning Committee (NHICPC). Acceptable exhibitors are companies whose products or services must be relevant professionally to immunization providers, healthcare organizations, physician's offices, etc. No subletting or sharing of space is permitted unless prior authorization from JSI Research & Training Institute, Inc./Community Health Institute (JSI/CHI) and/or NHICPC.

Space is limited to a 6'x30" covered table with two chairs. Approximate exhibit space dimensions are 7' wide by 5' deep.

Exhibitor activities, personnel and equipment must be confined to allotted space. No loudspeakers or public address systems are permitted. Personnel, activities, lights or other equipment that may be annoying to adjacent exhibitors shall not be permitted. Small speakers connected to a computer, laptop, or television are allowed permitted volume is kept at a reasonable level as to not disturb adjacent exhibitors or educational sessions taking place in adjacent rooms.

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Lighting trusses or any equipment that must be secured to the ceiling is not permitted unless special arrangements have been made with DoubleTree Hotel in which case the exhibitor will be responsible for all charges relating to such engineering and will be liable for any damages caused by such engineering.

Distribution of promotional gummed stickers or labels is prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

The exhibitor must surrender the occupied space in the same condition as it was at the time of the initial occupation.

Exhibit Space Assignment

Exhibit space is assigned at the discretion of the NHICPC. Space assignment is also dependent on the date which this agreement and payment is received, the availability of space, the amount of space requested, and any special needs of the exhibitor.

Exhibit Installation

Wednesday, April 17th 4:30-7:00pm
Thursday, April 18th 6:00-7:30am

All exhibits must be set up by 7:30am on April 18th without exception.

Assembly of exhibits during regular conference hours will not be permitted. Refunds will not be granted to exhibitors who do not comply.

Exhibit Dismantling

No sooner than 2:45pm on April 18th
The official closing time of the exhibits is 2:45pm on April 18th. No packing of equipment or literature or dismantling of the exhibits is permitted until 2:45pm on April 18th. All exhibit materials must be packed and ready for removal from the exhibit space no later than 4:30pm on April 18th.

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Banners and Signs

Due to the construction of the walls and ceilings of the exhibit hall, banners cannot be hung. Signs may only be affixed to walls with the use of poster putty and must be within the confines of the reserved space.

Unacceptable Exhibits

The exhibitor agrees not use any displays that the NHICPC determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of exhibitors, are in bad taste, are liable to discredit or subject the NHIP, the NHICPC or JSI/CHI to criticism or legal liability, are inconsistent with the stated purposes of the NH Immunization Conference, and the interest and welfare of those in attendance and those which its conference attendees serve, are inimical to the property rights of NHIP, or violate the exhibit space regulations or any other provision of this contract. In the event the NHICPC determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to correct such violation, JSI/CHI under direction of the NHICPC may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense. The exhibitor hereby waives any claim for refund of the exhibit space or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact Lori Walter at 603-573-3306.

FDA Regulations

Exhibitors shall comply with all applicable US Food and Drug Administration (FDA)

regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product.

Prohibition of Exhibitor Sponsored Sessions

Companies which exhibit at the conference will not be permitted to conduct or sponsor educational activities, presentations or meetings at the event venue on April 18, 2024. Only normal sales presentations describing products and their functions are allowed in the designated areas.

NHICP provides and manages the educational content of the conference. Physicians may not make any scheduled, live presentations in exhibit area. Commercial firms failing to comply with this rule will have their 2024 exhibit space revoked and no refund issued and may be banned from exhibiting at future events.

Security and Liability

Each exhibitor must provide for the safeguarding of its goods, materials, equipment, and display at all times and at own expense. The exhibit hall is not guarded nor does it lock, however the hall is located in an area of the facility that is locked from the public and guests from 7:30pm to 6:00am. Facility employees do have access to these areas during these times. Neither NHIP, the NHICPC, JSI/CHI nor the DoubleTree Hotel will be responsible for loss of any material or property of the exhibitor by or for any cause.

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The exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or death or damage to property occurring in or upon the exhibitor's space or because of the acts of the exhibitor, exhibitor's employees, servants, agents, licensees or contractors; and exhibitor agrees to indemnify and hold harmless NHIP, the NHICPC, JSI/CHI and the DoubleTree Hotel, from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor. Neither NHIP, the NHICPC, JSI/CHI nor the DoubleTree Hotel, their agents, servants, contractors, or employees, are liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to or arise from or be in any way connected with the exhibitor's occupation of display space or the acts or omissions of exhibitor's agents, servants, contractors, or employees, except for claims for damage or injuries caused by or resulting from the negligence of NHIP, the NHICPC, JSI/CHI and the DoubleTree Hotel and their respective agents, servants, and employees. Exhibitor acknowledges responsibility for obtaining insurance in such amounts deemed appropriate to comply with exhibitor's obligations herein and for exhibitor's own protection.

Fire Safety Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof. Exhibitors shall not intentionally block any fire exits or aisles.

Contract

The application and contract for exhibit space, when properly executed by the exhibitor and accepted in writing by the JSI/CHI, shall be considered a binding agreement between the parties.

Payment and Cancellation Terms

Payment is due in full with the Exhibitor Contract on or before March 29, 2024.

Checks should be made payable to:

JSI Research & Training Institute, Inc.

Check payments should be mailed to:

JSI Research & Training Institute, Inc.
Attn: NH Immunization Conference
501 South Street, 2nd Floor
Bow, NH 03304

Cancellation & Refund Policy

If the event is canceled in its entirety for 2024 for any reason, payments will be refunded in full within 60 days of the cancellation notice.

Refunds for cancellations requested by exhibitors may issued at the discretion of the JSI/CHI and may be subject to the following penalties.

On or after March 29, 2024 - No refund
Between March 1-March 28, 2024 - 80%
Between February 15-February 29, 2024 - 50%
Between February 1-February 14, 2024 - 25%
Before February 1, 2024 - \$50 administrative fee

There are no refunds for no shows.

Cancellations must be made in writing to Lori Walter at nhip@jsi.com.

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Contests, Drawings and Giveaways

Exhibitors may run contest, drawings and giveaways at their booths at their discretion.

Exhibitors are responsible for ensuring delivery of prizes to winner.

Contest rules must be clearly displayed at the booth.

Conference sponsored prizes will be announced at 3:45pm in the Armory immediately following the final plenary session. If Exhibitors wish to have their prize announced at that time, the raffle form provided in the Exhibit packet at the event must be return to the Registration Desk by 2:45pm.

Shipping Instructions

Send shipments to:

DoubleTree by Hilton
Attn: NH Immunization Conference 4/18 (Add Receiving Exhibitor Name Here)
700 Elm Street
Manchester, NH 03101

Mark all boxes with: Exhibiting Company's Name AND Box # x of x

Boxes may not weigh over 100 pounds. If JSI/CHI incurs any storage or handling fees resulting from any exhibiting company's shipments, the exhibitor will be invoiced.

The exhibitor will ship at its own risk and expense, all articles to be exhibited. All shipments must be prepaid.
Materials may not be received by the DoubleTree Hotel prior to April 16th.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after

4:30pm on April 18th may be removed and disposed of by the DoubleTree Hotel at the expense of the exhibitor and without liability NHIP, the NHICPC, JSI/CHI and/or the DoubleTree Hotel.

Exhibit Staff Registration & Admittance to Educational Activities

The Exhibitor may register complimentary the number of individuals allocated to their exhibitor type. A \$175 per person fee will be charged for all representatives registered over this number. The exhibitor's badge allows admittance to the exhibit hall, to the general sessions and the breakout educational sessions.

Exhibitor representatives who attend the general sessions or breakout sessions are restricted from selling, presenting, promoting or distributing materials regarding its company's products or service or expressing or conveying its company's views, opinions, data or findings in the any breakout session or general session.

Exhibitor Badge Distribution

All badges for representatives who are registered in advance will be distributed on-site at the Exhibitor Registration Desk. Individual representatives must check in at the Registration Desk to retrieve their badges. All exhibitor representatives must be registered and must have a badge issued. Substitutions to originally registered representatives are allowable and must be registered at the Exhibitor Registration Desk at which time a badge will be created for that individual.

Exhibitor badges may not be sold or given complimentary to physicians or allied health individuals who should be registered through

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the conference registration process for educational sessions and exhibit viewing.

No Smoking Policy

Smoking is not permitted in the exhibit hall at any time during move-in, show hours, or move-out by exhibit personnel, exhibit suppliers, or conference attendees.

Food Items

Distribution of food and beverage items is prohibited. Individually wrapped candies or mints or small packaged (1oz. or less) candies, nuts, dried fruit, etc. are permissible. If there is any question regarding an item, the exhibitor should contact Lori Walter at 603-573-3306. If items being distributed are unacceptable, they be confiscated and will be returned to the exhibitor at the close of the exhibit hall.

Photographing and Videotaping

Exhibitors may not photograph or videotape any other company's exhibit or any attendee without written permission; or any educational general or breakout session without the prior written permission of the presenters, participants, or JSI/CHI.

Hotel and Travel Information

The event will take place at the DoubleTree in Manchester NH. An overnight room block has been established for those that have registered for the event. The nightly rate is \$154 (single/double) plus 8.5% NH Rooms & Meals Tax. Reservations must be made by March 27th by calling 603-625-1000. You must indicate your affiliation with the NH Immunization Conference. Exhibitors and participants are required to arrange and pay for their own accommodations.

Parking

Parking is permitted in the adjacent parking garage. A discounted parking fee of \$7.00 per vehicle (\$14.00 for overnight) is extended to attendees and exhibitors. On-street parking is limited to two-hours therefore all attendees and exhibitors are encouraged to utilize the parking garage. Tickets will be validated at the Conference Registration Desk.

Exhibitor Listing in the Exhibit Guide

A list of exhibitors who apply for space by May 29th will be published in the conference program to be distributed at the conference.

Attendee Contact Information

Upon Registration, attendees are asked for their permission to publish and distribute their name, titles, agencies, and their contact information. Exhibitors will be provided with a list of attendees that have granted permission to distribute their name, title and agency and if permission was granted, their contact information. Exhibitors are responsible for obtaining attendee contact information from each attendee that they shall have contact with if the information is not provided on the attendee list. Exhibitor agrees not to distribute or sell any contact information obtained from the attendee or the attendee list.

Questions? Contact Lori Walter at 603-573-3306 or NHIP@jsi.com