



HEALTH CARE

INTERPROFESSIONAL  
CONTINUING EDUCATION

# Exhibitor Agreement

Dear \_\_\_\_\_

Thank you for agreeing to exhibit at the upcoming continuing education (CE) conference entitled: \_\_\_\_\_, being held on \_\_\_\_\_ in \_\_\_\_\_ . We look forward to your participation and know that the registrants will enjoy it also.

The exhibit fee is \_\_\_\_\_. Set-up time begins at \_\_\_\_\_ on \_\_\_\_\_; teardown is at \_\_\_\_\_. Please make the check payable to McLaren Health Care and remit to the address below by (Date) \_\_\_\_\_. Please be advised that there are FDA restrictions on the promotion of and pre-approved drugs and devices. You can obtain specific information from the FDA at this website. <https://www.accessdata.fda.gov/scripts/cder/daf/>.

The Accreditation Council for Continuing Medical Education (ACCME) standards for commercial support have been adopted by Joint Accreditation to be used at Accredited Continuing Education (CE) activities. Exhibitors must abide by the following standards.

**Standard 5. Manage Ancillary Activities offered in Conjunction with Accredited CE**

5.1) Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:

- a. Influence any decisions related to the planning, delivery, and evaluation of the education.
- b. Interfere with the presentation of the education.
- c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.

5.2) The accredited provider must ensure that learners can easily distinguish between accredited education and other activities:

- a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
- b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
- c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
  - a. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.

5.3) Ineligible companies may not provide access to, or distribute, accredited education to learners.

In connection with your participation, we ask that you sign and return a copy of this letter to acknowledge that you agree to abide by the ACCME Standards for Commercial Support, will hold McLaren Health Care harmless from any liability, damages, or costs (including reasonable attorneys' fees) that may arise as a result of you exhibiting at this CE conference.

Without limiting the breadth of this hold harmless agreement, you acknowledge that it shall extend to include the loss, damage, or theft of any equipment or materials you bring to the conference site as well as injuries that any of your employees or agents may incur.

Again, thank you for your participation.

**Company:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_