

# **General Information for Exhibitors**

## **Conference Chair**

Jason Long, Ph.D.
Cincinnati Children's Hospital Medical Center
3333 Burnet Ave MLC 4007
Cincinnati, OH 45229-3039
(513) 803-3595
jason.long@gcmas.org

# **Program Co-Chair**

Sherry Backus, PT, DPT, MA Hospital for Special Surgery sherry.backus@gcmas.org

## **GCMAS President**

Tishya Wren, Ph.D. Children's Hospital Los Angeles twren@chla.usc.edu

## **Conference Hotel Contact**

Lisa Willer, CMP Hilton Cincinnati Netherland Plaza 35 West 5th St Cincinnati, OH 45202 (513) 665-2375 lisa.willer@hilton.com

## **Conference Coordinator**

JoAnn Roth HelmsBriscoe ResourceOne 10133 Waterbrook Ln Charlotte, NC 28277 (704) 458-7298 jroth@HelmsBriscoe.com

# **Program Co-Chair**

Carole Tucker, PT, Ph.D., PCS Temple University carole.tucker@gcmas.org

# **Conference Services Contact**

Ashley McNary
Fern Exposition & Event Services
645 Linn St
Cincinnati, OH 45203
(513) 333-7060
amcnary@fernexpo.com

#### **HOST INSTITUTION**

Cincinnati Children's Hospital Medical Center is a full-service, nonprofit pediatric academic medical center with 577 registered beds, including 85 inpatient psychiatry beds and 36 residential psychiatry beds. Established in 1883, CCHMC comprises the Department of Pediatrics of the University of Cincinnati College of Medicine and is the



second-highest recipient of National Institutes of Health grants for pediatric research. Our vision is to be the leader in improving child health.

## **EVENT WEBSITE**

Details about the GCMAS 2013 Meeting are available at http://www.gcmas.org/conference2013.

Cover images (clockwise from top left): Cincinnati Children's Hospital Medical Center Main Campus; Belle of Cincinnati on the Ohio River; Fountain Square at night; Music Hall; Yeatmans Cove Park; Cincinnati skyline at evening; Great American Ballpark and the Cincinnati Reds Hall of Fame and Museum; Cincinnati Art Museum; Cincinnati Zoo; Sharon Woods; fireworks over the Ohio River; Cincinnati Belle at sunset; Roebling Suspension Bridge; Kings Island Amusement Park; Cincinnati Museum Center at Union Terminal; Newport Aquarium.

# **DATES TO REMEMBER**

# December 3, 2012

Exhibitor and sponsorship applications available online.

## December 17, 2012

Exhibitor registration opens. Reserve your space early for best choice of booth location.

## March 8, 2013

Cancellation deadline for 80% refund.

## April 5, 2013

Cancellation deadline for 25% refund. *No refund for cancellation after this date.* 

## April 5, 2013

Deadline to apply for Exhibit Booth. Deadline to apply for Sponsorship.

#### April 12, 2013

Deadline to submit promotional PDF (5MB or less) for flash drive.

## April 19, 2013

Deadline for literature circulation at the Annual Meeting.

# MAY 14-17, 2013

GCMAS 18th Annual Meeting Hilton Cincinnati Netherland Plaza Cincinnati, OH

## May 14, 2013

11:30a—3:30p Exhibitor set-up 3:30p—7:00p Exhibit Hall opens 7:00p Welcome Reception in Exhibit Hall

## May 15, 2013

9:00a Exhibit Hall opens6:00p Exhibit Hall closes

## May 16, 2013

9:00a Exhibit Hall opens
TBA Exhibit Hall closes;
Exhibitor teardown

Dear Colleagues,

On behalf of the Gait and Clinical Movement Analysis Society (GCMAS), we invite you to take part in the society's 18<sup>th</sup> Annual Meeting to be held in Cincinnati, OH from May 14-17, 2013.

Attendees of GCMAS meetings are professionals from diverse disciplines who are actively involved in human movement analysis and research in clinics, academic labs, and other settings. Attendees include, but are not limited to: orthopaedic surgeons, physical therapists, engineers, kinesiologists, biomechanists, physiatrists and neurologists. These experts are working together to share scientific knowledge, advance clinical practice, and guide technological developments with the purpose of improving function and quality of life for individuals with movement disorders.

The 2013 GCMAS Annual Meeting offers you an opportunity to interact with directors, managers and staff of movement analysis clinics and research laboratories from around the United States and beyond. This year's program includes designated and unopposed time in the Exhibit Hall, including scientific poster sessions spread over two mornings and multiple breaks throughout the conference. Your registration includes complimentary attendance at all Conference functions, including the Welcome Reception and Banquet, to allow interactions with attendees in a more social setting.

In addition to exhibit opportunities, we have developed a number of sponsorship opportunities for your consideration. These opportunities will serve to maximize your visibility and exposure to attendees at the conference, as well as demonstrate your support of GCMAS.

Your participation in this meeting is essential to its overall success. Please reserve your booth early to ensure the best space. We look forward to working with you and making the 18<sup>th</sup> Annual GCMAS Meeting the best ever!

Best regards,



Tishya Wren, Ph.D. GCMAS President



Jason Long, Ph.D. Conference Chair

# **Meeting Venue**

#### Hilton Cincinnati Netherland Plaza

35 West Fifth Street Cincinnati, OH 45202-2899 (513) 421-9100 (513) 421-4291 fax www.cincinnatinetherlandplaza.hilton.com

Open since 1931, the Hilton Cincinnati
Netherland Plaza hotel is one of the world's
finest examples of French Art Deco style. Admire
rare Brazilian rosewood paneling, two-story
ceiling murals and original German silver-nickel
sconces at Cincinnati's 'must-see' hotel — a
registered National Historic Landmark.
Experience an unforgettable stay surrounded by
classic architecture and modern hospitality. This
hotel in Cincinnati provides more than 40,000 sq.
ft. of flexible meeting and event space in three
breathtaking ballrooms and 28 breakout rooms.

Relax in a stylish guest room that includes a comfortable bed and a generous work desk. Stay connected with complimentary high-speed internet access.

Dine amid stunning Art Deco design at Orchids at

Palm Court, the award-winning restaurant. American Culinary Federation 2011-2012 USA Chef of the Year Todd Kelly creates modern American cuisine prepared with locally sourced, seasonal ingredients. Enjoy breakfast, lunch and Sunday Brunch in The Grille at Palm Court, and a relaxed menu and specialty cocktails in The Bar at Palm Court. Work out at The Gym at Carew Tower using a variety of cardio and resistance machines. Swim in the lap pool and then rest tired muscles in the steam room and sauna.

A block of guest rooms has been reserved at the Hilton Cincinnati Netherland Plaza to accommodate participants in the 2013 GCMAS Meeting. The group rate of \$153 per night is valid until April 22, 2013. Complete room reservation information will be available at www.gcmas.org/conference2013.

A complete list of amenities is available on the hotel website.



Lisa Willer Lisa.Willer@hilton.com



# **EXHIBIT SPACE**

Exhibit booths will be located in the combined Pavilion and Caprice Rooms, providing over 11,000 sq ft of space for exhibit booths, posters, and all food and beverages for attendees. All Tuesday tutorial sessions and ancillary sessions will be held in Salons in the adjoining Hall of Nations, and all podium sessions will be held in the Hall of Mirrors.



Complimentary wireless internet access will be available throughout the conference venue, including the exhibitor/poster area. A layout of the conference space is presented.

# **EXHIBIT BOOTH RATES**

Exhibit booth rates and available amenities are listed below.

**Standard Single Booth** — \$2,000 8' x10' draped exhibit space.

Amenities include:

- 6' table with two side chairs
- 2 complimentary attendees
- Recognition on conference signage, website and proceedings

# Each booth includes:

- 7"x44" booth identification sign
- One wastebasket
- Wireless internet access
- Power strip with one extension cord

Standard Double Booth - \$4,000 (Limit 2)

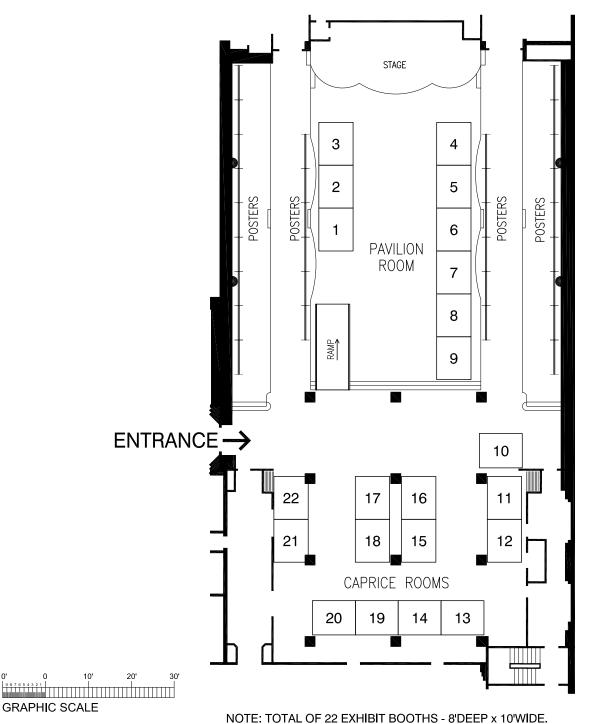
8' x 20' draped exhibit space.

Amenities include:

- Two 6' tables with four side chairs
- 4 complimentary attendees
- Recognition on conference signage, website and proceedings

# HILTON CINCINNATI NETHERLAND PLAZA HOTEL

CINCINNATI, OHIO
FOURTH FLOOR LEVEL



GEORGE

EXPOSITION & EVENTS SERVICES

645 LINN STREET

CINCINNATI, OHIO 45203

513-333-7060

R -4 1/15/13

#1-11626-13

Gait & Clinical Movement Analysis Society Annual Conference

TOTAL OF 30 POSTER BOARDS - 4'HIGH X 8' WIDE.

May 14 - 16, 2013

# **PROGRAM**

Several features have been incorporated into the 2013 Program for exhibitors. These include:

- Welcome Reception in Exhibit Hall
   The Welcome Reception on Tuesday evening will be held in the Exhibit Hall.
- 2. Dedicated Time for Posters and Exhibits
  On Wednesday and Thursday mornings, we have dedicated 75-minute sessions to posters and exhibits. This will bring attendees into the Exhibit Hall for food, beverages, and interactions with exhibitors as well as poster presenters.
- 3. Published Exhibit Hall Hours
  The detailed program provided to all attendees will clearly indicate the times that exhibit booths are open and the vendors who are exhibiting.

A draft of the conference agenda is available below. This schedule is tentative and subject to change.

Time	Monday, May 13 Tuesday, May 14		Wertneedev May 15		Thursday, May 16		Friday, May 17	
7:00	moriday, may 10	Tuboua	y, may 14	Wednesday, May 15		murousy, n		Tiluay, may 17
7:15				Breakfast Tutorial	GCMAS Board Meeting	Breakfast Roundtable	GCMAS Board Meeting	Breakfast Roundtable
7:30		Registra	tion Open	Distance Follows	,	Di daniasi ricanatari	,	Di bandot Notificiabilo
7:45				Announcements	Breakfast	Annunamente	Breakfast	Annumannata
8:00 8:15				Announcements		Announcements		Announcements
8:30								
8:45		Tutorial #1		Podium Session 1		Podlum Session 4		Podlum Session 7
9:00		Tatorial Pi		r oddin obdonin r		Foulum according		rodium assaum r
9:15								
9:30 9:45					EXHIBITS			BREAK
10:00		Break		DOSTED SESSION 4	OPEN	DOSTED SESSIONS		BREAK
10:15				POSTER SESSION 1 With EXHIBITS	9:00 AM	POSTER SESSION 2 with EXHIBITS		
10:30				WILL EXTENSION	EXHIBITS	WIGH EXTENSION		Podlum Session 8
10:45					CLOSE			
11:00		Tutorial #2			6:00 PM			
11:15				Keynote Lecture		Keynote Lecture		
11:45								Olestenia communi
12:00								Closing/Award Ceremony
12:15	Pre-Conference	LUNCH		CMLA Workshop /		GCMAS Business		
12:30	Instructional Course (Fine Wire	(on own)		GCMAS Board Meeting	LUNCH	Lunch	ENHORM	LUNCH
12:45 13:00	EMG)	BREAK and		meening			EXHIBITS OPEN	
13:15	,	EXHIBITS	EXHIBIT			DDC41/ / EVIIIDITA	9:00 AM	
13:30			SET-UP			BREAK / EXHIBITS		
13:45			BEGINS	Podlum Session 2			EXHIBITS	
14:00			11:30 AM			Dardon Bassin C	CLOSE TBA	
14:15		Tutorial #3				Podium Session 5	IDA	
14:30								
15:00				BREAK / EXHIBITS		BREAK		Symposium
15:15								
15:30		Break		Case Study #1		Case Study #2		
15:45								
16:15								
16:30		Student Career	EXHIBITS	Podlum Session 3		Podlum Session 6		
16:45		Symposium	OPEN 3:30 PM					
17:00			3.30 FM					
17:15			EXHIBITS	BREAK / EXHIBITS				
17:30 17:45		Object of 1 to 1	CLOSE			AWARDS		
18:00		Student Mixer	7:00 PM					
18:15				Andllary W	forkshops			
18:30		BREAK and				Break		
18:45		EXHIBITS						
19:00 19:15								
19:30								
19:45		Welcome Reception In Exhibit Hall		Lines Corner Montines		GCMAS Banquet		
20:00				Oser Group	User Group Meetings GCMAS Ban		riper	
20:15								
20:30								
20.45								

# MAJOR SPONSORSHIP OPPORTUNITIES

Separate from exhibit booth rental, major conference sponsorship opportunities are available: **Gold Level Sponsor** — \$6000 (Limit 1)

- 50 drink tickets
- Logo printed on bags
- Special recognition on conference signage, website and proceedings
- Priority identification as Gold Level sponsor

# Silver Level Sponsor — \$4000 (Limit 2)

- 25 drink tickets
- Logo printed on lanyards or notepads
- Special recognition on conference signage, website and proceedings
- Priority identification as Silver Level sponsor

# **Bronze Level Sponsor** — \$2000

- 10 drink tickets
- Special recognition on conference signage, website and proceedings
- Priority identification as Bronze Level sponsor

# ADDITIONAL SPONSORSHIP OPPORTUNITIES

Each of the following includes recognition on conference signage, website, and proceedings. For event-based sponsorships, additional recognition will be made during the event as appropriate.

Sponsorship	Amount	#	Includes:	
Welcome	¢2000	1	Prominent signage and acknowledgement during	
Reception Sponsor	\$3000	1	Welcome Reception in Exhibit Hall.*	
	\$2500	1	Prominent recognition as flash drive sponsor throughout	
Flash Drive Sponsor			Conference. Priority placement of electronic marketing	
			materials within Proceedings and on flash drive.	
Poster Session	¢2000	2	Prominent signage and acknowledgement during poster	
Sponsor	\$2000	2	sessions in Exhibit Hall.*	
Student Mixer	Ć1F00	1	Prominent signage and acknowledgement during the	
Sponsor	\$1500	1	Student Mixer Event.*	
Coffee Break	\$1000	c	Prominent signage and acknowledgement during coffee	
Sponsor	\$1000	6	break in Exhibit Hall.*	
Student Travel	¢onn	No Limit	Special recognition during Student Awards session.	
Sponsor	\$800	No Limit		

Note: Sponsorship is considered commercial support and must comply with the ACCME Standards of Commercial Support. Availability of sponsorships will be determined based on the date that payment is received.

<sup>\*</sup> Logo napkins can be supplied at sponsor's own expense.

# **EXHIBIT RULES AND GUIDELINES**

The following rules and regulations have been established by the Gait and Clinical Movement Analysis Society ("GCMAS") and the Hilton Cincinnati Netherland Plaza (the "Hotel") for the 2013 Annual Conference (the "Meeting"). These rules and regulations, as well as those appearing in this prospectus, become binding upon acceptance of this Agreement between the applicant, their employees and agents, and GCMAS, and any additions and amendments thereto that may thereafter be established or put into effect by the Management.

#### **Application to Exhibit**

GCMAS reserves the right to determine eligibility of any exhibit at the Annual Meeting.

## **Booth Assignments**

Every effort will be made to give exhibitors their first choice of location. In case of conflicting requests, priority will be determined on the basis of:

- 1. Amount of booth space requested.
- 2. Participation in past GCMAS meetings.
- 3. Date the application was received by GCMAS.
- 4. Special needs of the exhibitors.

Booth assignments will be made when full payment is received.

#### **Cancellation Policy**

A written notice of requests for cancellation must be transmitted to: Jason Long, 3333 Burnet Ave, MLC 4007, Cincinnati, OH 45229-3039. The following regulations apply:

- a. Written cancellations received by March 8, 2013 will receive a refund of 80%.
- b. Written cancellations received between March 8 and April 5 will receive a refund of 25%.
- c. No refunds will be issued for cancellations received after April 5, 2013.

#### **Assignment of Space by Exhibitor**

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted nor exhibit therein any goods other than those manufactured or sold in the regular course of the business by the exhibitor. Only one vendor may exhibit in each booth for the duration of the conference. Booths may not be shared.

#### **Installation of Exhibits**

Set-up is from 11:30 am to 3:30 pm on Tuesday, May 14, 2013.

#### **Purpose**

GCMAS, in keeping with its stated purpose, encourages that exhibits be educational, communicative, and provide resourceful information.

#### **Rules Governing Exhibitors**

No combustible materials, such as crepe paper, tissue paper, cardboard, corrugated paper, shall be used at any time for construction or decoration. "Fireproofed" paper is not considered noncombustible as interpreted by fire inspectors. All muslin, velvet, silken or any other cloth decorations must stand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable must be kept in safety containers. All displays, exhibit equipment and merchandise to be displayed must conform to the requirements of the Fire Department of Cincinnati.

All packing containers, excelsior, and wrapping paper must be removed from the floor and must not be stored under tables or behind displays. Exhibitors must observe the following regulations for setting up exhibits:

- a. Nothing will be tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, furniture or other properties of the building. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.
- b. It is mutually agreed that it is the duty and responsibility of each exhibitor to install and put his exhibit into place before the show and to dismantle and remove his exhibit immediately after the close of the show. In addition, property shipped to or from the hall by the exhibitor for installation or display at the meeting is at the sole risk of the exhibitor.
- c. Exhibitors are permitted to exhibit only products of their own lines (manufactured or distributed by them). Other material, equipment, apparatus, and systems not of their own lines but necessary for demonstration of the exhibitor's products are permitted. Distribution of food or beverages of any kind is prohibited. Orders may be taken in the Exhibit area; however, no money (cash, check or credit card) may be exchanged.
- d. Distribution by exhibitors of any printed matter, souvenirs, or other articles shall be restricted to the space occupied by their exhibit. Booth attendants, manufacturer's salesmen or representatives, including models or other supportive personnel, must remain within the space assigned to the

- exhibitor, and must be knowledgeable with the company's products/services.
- Exhibits must be staffed at all times during exhibit hours.
- f. Distribution of "giveaways" must have written approval by GCMAS no later than April 30, 2013.
- g. Prizes, awards, lotteries, drawings or contests by exhibitors are authorized only by GCMAS and must be approved by April 30, 2013.
- h. No goods may be displayed in any part of the Hotel except within the limits of the exhibit space contracted for with the GCMAS and assigned to the exhibitor.
- Hospitality Rooms and Exhibitor Events: It is requested that exhibitors confine these activities to times when no educational sessions are in progress. Private rooms for entertainment will be available only to companies which have contracted for exhibit space. All activities must be approved by the GCMAS.
- j. Distribution of Literature and Promotional Items: Exhibitors may not distribute any promotional literature or other items of this type in hotel corridors, under guest room doors, or guest mail boxes, without written permission from the GCMAS.
- k. Exhibitor Attendance/Registration: The exhibit area is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for booth space, and whose products are in keeping with the educational interests of the GCMAS. Representatives of nonexhibiting firms will not be allowed in the exhibit area, nor will they be permitted to display their products or services.

## Signage

Only professionally made signs are permitted in the Hotel, and must be displayed on Hotel approved easels. Sign placement and the use of flipchart sheets or other signage on walls or doors is coordinated through the Conference Services Contractor (Ashley McNary, amcnary@fernexpo.com). Advertising material may be distributed only from those firms who have engaged space. The use of nails, pins, staples, and tape adhesives, are not permitted. Only blue painter tape is allowed in the meeting rooms. Adhesive-backed (stick-on) decals or similar items should not be distributed.

#### **Lighting and Sound Devices**

The use of devices for mechanical reproduction of sound or music shall not be permitted in the exhibition areas at any time. In general, the employment of any method to project sound beyond the confines of any exhibitor's booth, whether naturally or mechanically, is prohibited.

No objectionable lights or noises will be permitted in exhibitors' booths. GCMAS reserves the right to exclude or to remove any objectionable equipment or exhibitor.

#### **Removal of Exhibits**

Exhibitors expressly agree not to begin packing or dismantling displays until after the official closing of the Exhibit Hall on Thursday, May 16, 2013.

#### **Conference Services**

The Conference Services Contractor will provide an exhibitor service kit prior to the event after the confirmation of exhibit space. Relevant information (shipping, drayage, furniture, telephone, electrical, A/V needs, etc.) will be in this kit. Labor will be available from the Conference Services Contractor in accordance with advance orders. Prevailing labor rates and local union requirements will apply. A service center will be open throughout the conference.

#### **Parking**

Loading dock space is reserved for loading and unloading only. Valet parking with in-and-out privileges is available at a rate of \$24.00 per day. Additional surface and garage parking is available near the Hotel.

#### Cleaning

The hotel will provide general lighting, heat or air conditioning and daily cleaning of the aisles.

#### Liability

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

#### Security

Exhibitors must make provisions for the safeguarding of goods, material, equipment and displays at all times. The Exhibit Hall will be locked when the meeting is not in session. Security will be provided for the exhibit area during off hours. GCMAS, the Hotel, and the Conference Services Contractor do not guarantee or protect exhibitors against loss or damage of any kind incurred by exhibitors.

## Indemnification

Exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless Cincinnati Children's Hospital Medical Center, its officers, directors, trustees, employees, agents and contractors, from any and all claims, liabilities, losses, costs and expenses (including attorneys' fees) arising from or in connection with Exhibitor's participation in the Activity.



# **EXHIBITOR/SPONSOR REGISTRATION FORM**

This is the Exhibitor and Sponsorship registration form for the 2013 GCMAS Annual Meeting in Cincinnati, OH. If you have questions, please contact Jason Long at (513) 803-3595 or jason.long@gcmas.org.

After December 3, 2012, this form will be available online at **www.gcmas.org/conference2013**.

complimentary attendees after exhibit booth space is confirmed.

Exhibitor Information						
Company/Organi Please list <b>exactly</b> of appear in promotion	as name should					
Address:						
City:						
State:						
Postal Code:						
Country:						
Website:						
Exhibit Description	on:					
Exhibit Represen The Exhibit Represe conference will be	entative will be of	ficially responsible for this exhibit. All communications regarding the exhibit and the rson.				
Name:						
Title:						
Email:						
Phone:						
Indicate Exhibit Booth Selection		Please Note:				
Single \$2000		<ul> <li>Each single booth includes two complimentary attendees.</li> <li>Each double booth includes four complimentary attendees.</li> <li>You will receive a coupon code for online registration of</li> </ul>				
		Tou will receive a coupon code for offille registration of				

\$4000

Double

# **Major Sponsorships**

Details of Major Sponsorships are available on page 7.

If you are interested in providing a major sponsorship, please check the appropriate box.

Gold Level	<ul> <li>50 drink tickets</li> <li>Logo printed on bags</li> <li>Special recognition on conference signage, website and proceedings</li> <li>Priority identification as Gold Level sponsor</li> </ul>	\$6000	
Silver Level Limit 2	<ul> <li>25 drink tickets</li> <li>Logo printed on lanyards or notepads (choose one)</li> <li>Special recognition on conference signage, website and proceedings</li> <li>Priority identification as Silver Level sponsor</li> </ul>	\$4000	
Bronze Level	<ul> <li>10 drink tickets</li> <li>Special recognition on conference signage, website and proceedings</li> <li>Priority identification as Bronze Level sponsor</li> </ul>	\$2000	

# **Additional Sponsorships**

Details of Additional Sponsorships are available on page 7.

If you are interested in providing an Additional Sponsorship, please check the appropriate box.

Welcome Reception Sponsor  Limit 1	Prominent signage and acknowledgement during Welcome Reception in Exhibit Hall.*		
Flash Drive Sponsor  Limit 1	Prominent recognition as flash drive sponsor throughout Conference. Priority placement of electronic marketing materials within Proceedings and on flash drive.		
Poster Session Sponsor  Limit 2	Prominent signage and acknowledgement during poster sessions in Exhibit Hall.*	\$2000	
Student Mixer Sponsor  Limit 1	Prominent signage and acknowledgement during the Student Mixer Event.*	\$1500	
Coffee Break Sponsor Limit 6	Prominent signage and acknowledgement during coffee break in Exhibit Hall.*	\$1000	
Student Travel Sponsor	Special recognition during Student Awards session.	\$800	

<sup>\*</sup> Logo napkins can be supplied at sponsor's own expense.

Amount Due				
Exhibit Booth Total				
Major Sponsorship Total				
Additional Sponsorship Total				
Grand Total				

The completed registration form (pages 10-12 of this packet) and a check made out to GCMAS should be mailed to:

GCMAS 2013 ATTN: JoAnn Roth HelmsBriscoe ResourceOne 10133 Waterbrook Ln Charlotte, NC 28277

A service fee of \$35.00 will be assessed for all checks returned for insufficient funds or for charges made to closed accounts.

# **Online Registration**

After December 3, 2012, this form will be available online at www.gcmas.org/conference2013.

## Confirmation

If you register for an exhibition booth and/or a sponsorship online, the Exhibit Representative will receive confirmation via email after completing the application and submitting payment.

If you register for an exhibition booth and/or a sponsorship via postal mail, the Exhibit Representative will receive confirmation via email no later than 2 weeks from the date and we receive payment.

If you do not receive a confirmation, please contact Jason Long at jason.long@gcmas.org or (513) 803-3595.

# Follow-Up

After your payment is received by GCMAS, a member of the conference planning team will contact the Exhibit Representative to discuss booth selection and sponsorship details as appropriate. You will also receive documentation from the CCHMC Office of Continuing Medical Education that must be completed and returned prior to the confirmation of any exhibit space or sponsorship.

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- a. Written cancellations received by March 8, 2013 will receive a refund of 80%.
- b. Written cancellations received between March 8 and April 5 will receive a refund of 25%.
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## **Questions?**

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