

## Sponsorship, Exhibitor, and Advertiser Agreement Form

Organization: \_\_\_\_\_ Website: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Prefer to complete the entire process through our new Sponsor Portal? [Click here!](#)**

### Annual Conference Sponsorship Packages: (see full Sponsorship Prospectus for details)

#### Conference Sponsorship Packages:

- Premier - \$65,000
- Platinum - \$30,000
- Gold - \$20,000
- Silver: \$12,000
- Bronze: \$7,500

#### Non-Profit/Government/School Packages:

- Platinum - \$20,000
- Gold - \$13,500
- Silver: \$8,000
- Bronze: \$5,000

#### Special Conference Event Opportunities:

- New Attendee Orientation - \$2,000
- Coffee Breaks & Sweet Treats - \$8,000
- Nursing Section Luncheon - \$8,000
- Conference Receptions - \$10,000
- GLMA Member Luncheon - \$10,000
- Networking Sessions - \$10,000
- VIP & Major Donor Event - \$15,000
- Product Theater & Special Sessions - \$20,000 to \$40,000

#### Exclusive Event Opportunities:

- Lanyard Sponsor - \$10,000
- Hotel Key Sponsor - \$10,000
- Wifi Sponsor - \$10,000
- Charging Station Sponsor - \$6,000
- Photo Booth Sponsor - \$8,500
- Hydration Station Sponsor - \$5,000
- Step & Repeat Banner Sponsor - \$7,500
- Hand Sanitizer Sponsor - \$2,000

#### Add-Ons (indicate any pre-arranged discounts here):

- Additional Registrations for Employees - \_\_\_\_\_ x \$575 = \_\_\_\_\_
- 1/4 Page Advertisement in Program Guide - \$1,000
- 1/2 Page Advertisement in Program Guide - \$1,500
- Full Page Advertisement in Program Guide - \$2,000
- Other (please specify add-on and cost) - \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

#### **PAYMENT INFORMATION ON NEXT PAGE**

If you have any questions, please contact GLMA's Executive Director, Alex Sheldon:  
asheldon@glma.org, (833) 456-2202 ex. 700

**Payment Options:**

**Pay by Credit Card:**

Select:  Visa  Mastercard  American Express

Name of Cardholder: \_\_\_\_\_ Card Number: \_\_\_\_\_

Exp. Date: (Month) \_\_\_\_\_ (Year) \_\_\_\_\_ Security Code: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**RETURN THIS FORM BY EMAIL TO SPONSORS@GLMA.ORG**

**Pay by Check:**

**RETURN THIS FORM WITH YOUR CHECK TO:**

GLMA: Health Professionals Advancing LGBTQ+ Equality  
1629 K St, NW, Ste 300  
Washington, DC 20006

**Pay by ACH Transfer:**

**RETURN THIS FORM BY EMAIL TO  
SPONSORS@GLMA.ORG**

Include in email a request for GLMA's w9, banking information, and any additional information you may need.

**Commitment to Sponsor Terms and Conditions:**

GLMA is committed to presenting CME/CE activities that promote improvements or quality in healthcare and are independent of the control of ineligible companies. As part of this commitment, GLMA has outlined the terms, conditions and purposes of commercial support for its CME/CE activities (*found on the next page*). Commercial Support is defined as financial or in-kind support from an ineligible company.

I hereby agree to abide by the terms and conditions set forth in this agreement.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Significant Dates and Deadlines:**

*Dates flexible depending on sponsorship package.*

<b>August 1</b>	<ul style="list-style-type: none"> <li>• Sponsorship &amp; Exhibitor agreement due</li> <li>• Confirmed Sponsors receive sponsor guides</li> </ul>
<b>August 15</b>	<ul style="list-style-type: none"> <li>• Full payment due</li> <li>• Advertisement artwork &amp; copy due</li> </ul>
<b>September 29</b>	<ul style="list-style-type: none"> <li>• Registration deadline</li> </ul>
<b>September 30 - October 2</b>	<ul style="list-style-type: none"> <li>• Exhibits staffed by sponsors</li> </ul>

## Exhibitor & Sponsor Terms and Conditions:

*Commercial Support Terms, Conditions and Purposes for CME/CE Activities*

### Prevent Commercial Bias and Marketing in Continuing Education

Accredited continuing education must protect learners from commercial bias and marketing.

1. GLMA will ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of the Annual Conference ("activity") are made without influence or involvement from the owners and employees of ineligible companies, defined as those whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients.
2. The activity will be free of marketing and sales of products or services. Faculty may not actively promote or sell products or services that serve their professional or financial interests during the activity.
3. GLMA will not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.
4. GLMA, as the Accredited Provider, is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the accredited education, selection of education methods, and the evaluation of the activity.
5. All planning and implementation of educational content and activities must be independent of any influence from any ineligible company. GLMA will not allow introduction of commercial influence or bias into its education.

### Management of Commercial Support for Accredited Continuing Education

Decision-making and disbursement: GLMA will make all decisions regarding the receipt and disbursement of commercial support.

1. An ineligible company may not pay directly for any of the expenses related to the education or learners.
2. GLMA may use commercial support to fund honoraria or travel expenses of planners, faculty, and other in control of content for those roles only.
3. GLMA will not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in the accredited education.
4. GLMA will use the commercial support to defray or eliminate the cost of education for all learners.

**Agreement:** This agreement (or any other for commercial support) must be executed prior to the start date of the accredited education.

**Accountability:** GLMA will keep a record of the amount or kind of commercial support received and how it was used, and will produce this accounting, on request, by the accrediting body or ineligible company providing commercial support.

**Disclosure to learners:** GLMA will disclose to learners the name(s) of the ineligible company(ies) that provided commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. The disclosure will not include the ineligible companies' corporate or product logos, trade names, or product group messages.

### Management of Ancillary Activities in Conjunction with Accredited Continuing Education

GLMA will ensure education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with the accredited continuing education.

1. Ineligible companies that market or exhibit in association with the activity may not: (a) influence any decisions related to the planning, delivery, and evaluation of the education; (b) interfere with the presentation of the education; and (c) be a condition of the provision of financial or in-kind support from ineligible companies for the activity.
2. GLMA will ensure that learners can easily distinguish between accredited education and other activities, including by ensuring marketing, exhibits, and nonaccredited education developed with the influence of an ineligible company or faculty with unmitigated financial relationships not occur in education spaces within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education will be clearly labeled and communicated as such.
3. Educational materials that are part of the accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure

information) will not contain any marketing produced by or for an ineligible company, including corporate logos, trade names, or product group messages.

4. However, information distributed about accredited education that does not include education content, such as schedules and logistical information, may include marketing by or for an ineligible company.
5. Ineligible companies may not provide access to, or distribute, accredited education to learners.

### General Terms and Conditions

**Agreement for Space:** The receipt of this signed agreement by GLMA, in conjunction with payment for space in the Exhibitor Area, will constitute an agreement for the right to use the space that will be assigned to Exhibitor. Set up in the Exhibitor Area cannot be allowed unless a signed copy of this Agreement is on file with GLMA. Your space consists of one Exhibit Booth (exact size TBD), two chairs, and the number of registrations articulated in the prospectus. GLMA will assign specific spaces based on level of sponsorship and date when the agreement was received.

**Set-Up, Exhibiting and Dismantling Times:** Exhibitors must adhere to the scheduled set-up, exhibiting and dismantling times. Failure to do so will jeopardize the organization's future ability to exhibit at a GLMA event. Exhibitors who are not set up prior to the start of the exhibitor hours will forfeit their right to exhibit space.

**Restrictions on Use of Exhibiting Space:** Displays must be placed in a manner so as not to interfere with other Exhibitors. If you have concerns that your display materials may be oversized, please contact a member of the GLMA staff. All demonstrations, discussions, solicitations or other activities, such as the distribution of literature, must take place within the confines of the Exhibitor's assigned space. No Exhibitor shall assign, sublet or share the whole or part of their assigned space without prior approval from GLMA.

**Concession Sales:** Exhibitor may only sell items that represent Exhibitor's product(s) or services. Food and beverage items may not be sold, though small samples of such items may be offered without charge to conference attendees.

**Security:** Exhibitors are responsible for the security of their property. The exhibit area is not secured and is accessible to the general public. Neither the Conference platform nor the legal entities that own, lease and/or operate the Conference platform, nor GLMA, nor its members, officers, directors or employees, will be obligated for any loss or damage to merchandise, equipment or any other property left unattended by Exhibitor.

**Bond Required:** Exhibitors may be required to be bonded under special or unusual circumstances.

**Liability:** Neither the Conference hotel, nor the legal entities which own, lease, and/or operate the Conference hotel, nor GLMA, nor its members, officers, directors or employees, are responsible or liable for injury to any person or persons for the loss of, or damage to, any property belonging to Exhibitor while in transit to or from the Conference hotel or while in the Conference hotel. Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the Conference hotel premises and will indemnify, defend and hold harmless the Conference hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims. Exhibitor also assumes full responsibility and liability for all injury to any and all persons and property on or in any way connected with Exhibitor's display caused by the Exhibitor, its agents, representatives or employees. Exhibitor indemnifies and holds harmless the Conference hotel and the legal entities which own, lease and/or operate the Conference hotel, GLMA and its members, officers, directors and employees, against any and all liability whatsoever arising from any and all damage to property or personal injury caused by Exhibitor or its agents, representatives or employees.