

Otolaryngology - Sinus & Skull Course 2024

Exhibitor Prospectus

Saturday, September 14, 2024

Course Director:

[Omar Ahmed, MD](#)

Assistant Clinical Member, Academic Institute
Assistant Professor of Otolaryngology, Research Institute
Houston Methodist
Weill Cornell Medical College



THE MANY BENEFITS OF EXHIBITING

Discuss your products and services with target audiences who will attend this meeting. Further benefits at the **Otolaryngology - Sinus & Skull** include:

- Exposure to 50 attendees including Otolaryngology primary care physicians, and residents.
- Building visibility for your company in a competitive marketplace.
- Expanding your prospective position and strengthening existing customer relationships.
- Recognition in the program syllabus and other conference materials.
- The exhibitors will be able to showcase their technology and provide learners with educational resources.

CONFERENCE AND EXHIBIT DETAILS

Conference/Exhibit Date & Time

Saturday, September 14, 2024

- 7:00 AM – 5:00 PM (CST)

Exhibit Location

Houston Methodist Hospital
Dunn Tower - Comal Conference Room, D1-064
6565 Fannin Street
Houston, Texas 77030

EXHIBIT FEE: \$1,800.00

- One 6' x 3' table-top exhibit with two chairs
- Exhibiting companies may send a maximum of two (2) representatives to staff their exhibit table.
- Recognition in program agenda and marketing materials, as well as slides and signage displayed throughout the duration of the event.

SPONSORSHIP FEE OPTIONS:

- **BREAK SPONSOR: \$600** - Recognition in activity materials and signage during break as Sponsor
- **BREAKFAST SPONSOR: \$900** - Recognition in activity materials and signage during breakfast as Sponsor
- **LUNCH SPONSOR: \$1,500** - Recognition in activity materials and signage during lunch as Sponsor

*Companies may purchase one exhibit and one sponsorship type.

EXHIBIT INSTALLATION

Date: Friday, September 13, 2024
Time: 1:00 PM – 4:00 PM

EXHIBIT DISMANTLING

Date: Saturday, September 14, 2024
Time: 2:00 PM – 5:00 PM

Exhibitor/Sponsorship Registration Deadline: August 16, 2024

Payment and Confirmation

Exhibit opportunities for this event are limited to first-come, first-served basis. Sponsors/exhibitors are not confirmed until registration is complete and full payment is received.

Please indicate “**Otolaryngology - Sinus & Skull Course 2024**” on the payment

Credit Card payments should be made to:

Mr. Connor Price
Senior Financial Analyst
Houston Methodist Institute for Technology, Innovation & Education (MITIE)
Houston Methodist Academic Institute
6670 Bertner Ave.
Houston, TX 77030
832-470-7090
icprice@houstonmethodist.org

Shipping to Houston Methodist Research Institute

Please contact both in same email chain mlabu@houstonmethodist.org and rschnur@houstonmethodist.org if you plan to ship any materials. You are responsible for providing all necessary shipping materials as well as all related expenses.

Failure to Occupy Space

Any exhibit space not occupied 30 minutes after the start of the activity will be forfeited by the exhibitor. This space may be reassigned or used without refund. Exhibitors who anticipate delays setting up their space must notify the meeting coordinator.

Guests

Under no circumstances may children/spouses/guests of representatives be in the exhibit area or conference areas unless they are registered attendees.

Security

A security guard will not be present during the program. Houston Methodist will not be held responsible for any items left unattended at exhibit tables. All items are left at the risk of the exhibiting organization.

Exhibitor Eligibility Requirements

For an exhibit application to be accepted by Houston Methodist, the products and services must be educational in nature and relate to the educational activity content. The conference reserves the right to accept or reject a potential exhibitor based on its assessment of whether the company/organization's products and/or services are relevant to the conference content. All exhibits will be reviewed.

Exhibit Space Cancellations

Cancellations must be received at least five business days prior to the start of the course. If a cancellation is received after this time, no refund will be provided.

Attendee Lists

The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner. If consent is given, only limited attendee contact information will be provided to exhibiting companies (name, affiliation, city and state) when requested. Telephone, fax, email and street addresses will not be distributed.

Promotional Activities and Standards for Commercial Support

In compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education, you must refrain from holding any commercial discussions in the educational ballroom. All promotional activities including interviews, demonstrations, distribution of literature or samples must be made within the exhibitor's space. Canvassing or distributing promotional materials outside the exhibitor's rented exhibit space is not permitted.

Physician Payment Sunshine Act

Applicable manufacturers providing payments or transfers of value to physicians are responsible for recording and maintaining reporting information of participating physicians. Houston Methodist will not collect, record, nor provide reporting information from physicians that choose to participate by accepting payments or transfers of value from applicable manufacturers.

COVID-19 DISCLAIMER

The format of this activity is subject to change due to extenuating circumstances resulting from the COVID-19 pandemic. Should the activity be cancelled or changed to a new format (i.e. virtual only or some combination of virtual/in-person), Houston Methodist may cancel or modify your registration accordingly. We will make every effort to notify you of a change of format and your registration status before the activity date. Thank you for your understanding.

OUR SHIPPING ADDRESS:

Houston Methodist Hospital, Research Institute Building
Methodist Institute for Technology, Innovation & Education (MITIE)
6670 Bertner Avenue, 5th floor
Houston, TX 77030

**Our loading dock's operating hours are Monday through Friday from 8:00 AM to 2:00 PM (CST) ONLY. Please keep in mind any type of equipment, consumables or supplies cannot be left at the loading dock unattended as it is subjected a liability risk.*