

**Baylor College of Medicine  
Office of Continuing Medical Education**

**Exhibit Agreement**

To be completed by OCME

<b>Activity</b>	<b>Environmental Health Is a VERB! Building Healthy Children</b>		
<b>Date(s)</b>	<b>March 15-16, 2007</b>	<b>Location</b>	<b>Denton A. Cooley Auditorium, Houston, Texas</b>
<b>Exhibit Hours</b>	<b>Thursday, March 15: 6:00–8:00 pm; Friday, March 16: 7:30 am–5:30 pm</b>		
<b>Set Up Hours</b>	<b>3/15: 4:00–6:00 pm (see comments), or 3/16: 6:00–7:30 am</b>	<b>Dismantle Hours</b>	<b>Friday, March 16, 2007 5:30 pm–7:30 pm</b>
<b>Other Exhibit Info</b>			
<b>Shipping Contact</b>	<b>N/A. Please bring exhibit supplies with you, as advanced shipment to conference site is not available.</b>		
<b>Shipping Address</b>			
<b>Comments</b>	<b>It is preferred that exhibits be set up Thursday, March 15, to be available for the 6–8 pm reception. Exhibits can remain set up overnight. There will be locked storage available for materials. Alternatively, exhibitors can exhibit only on Friday, March 16. Preferential placing will be given to those who set up Thursday and remain through Friday.</b>		

**Exhibit space** is one 6' x 30" draped table plus two chairs. Additional exhibit space may be purchased if space is available. Contact the Office of Continuing Medical Education (OCME) for information. See **Guidelines** and **Exhibit Fee**.

**GUIDELINES**

1. The **Exhibit Agreement** must be on file with OCME at least 7 business days before the activity is scheduled, unless other arrangements have been made with OCME. Space is provided on a first-come, first-served basis, with location usually randomly assigned. Exhibitors will be acknowledged on signage.
2. The **Exhibit Fee** must be paid before the exhibitor is allowed to set up, unless other arrangements have been made in writing with OCME in advance. Fees are non-refundable.
3. Representatives must check in at the registration desk. OCME name badges will be issued. Company/Organization badges may not be worn.
4. OCME reserves the right to refuse exhibits, curtail activities, or close exhibits that do not comply with Baylor College of Medicine and/or the Accreditation Council for Continuing Medical Education policies.
5. OCME will invoice company/organization for additional charges, if any, for specified requirements.

**Instructions:** Complete company/organization information; list the representatives planning to attend; specify exhibit requirements (electrical, Internet connection, extra chairs, etc.); and indicate payment method. Return the signed **Exhibit Agreement** with payment as indicated below.

**COMPANY/ORGANIZATION INFORMATION** (to be completed by Exhibitor)

<b>Entity Name</b>			
<b>Address</b>			
<b>City/State/Zip</b>			
<b>Contact Person</b>		<b>Email</b>	
<b>Phone No.</b>		<b>FAX</b>	
<b>Reps to Attend</b>			
<b>Products/Services</b>			
<b>Requirements</b>			

**Exhibit Agreement**

**EXHIBIT FEE** [NOTE: For qualified nonprofit community groups, the fee is \$0; please note below.]

**PAYMENT METHOD**

**Check**

Make check payable to Baylor College of Medicine (Tax ID # 74-1613878) and reference the activity on the check.

**Credit Card**

Visa<sup>®</sup>    MasterCard<sup>®</sup>    Discover<sup>®</sup>    AMEX<sup>®</sup>

**AGREED**

I verify that I am authorized to enter into this Agreement on behalf of the company/organization, and that I have complied with applicable company/organization policies. I agree to comply with the guidelines set forth in this Agreement. I understand and agree that OCME will invoice the company/organization for additional charges, if any, for specified requirements.

<b>Name/Title</b>			
<b>Signature</b>		<b>Date</b>	

**Return agreement with check to:**

Baylor College of Medicine  
Office of Continuing Medical Education  
Attention: **Tamara C. Greiner, MA**  
One Baylor Plaza – MS: BCM 155  
Houston, TX 77030-3411

**Credit Card Payment:** Fax information to 713-798-7955 or 6600.

**Questions?** Contact **Tamara C. Greiner, MA** at 713-798-5602 for assistance.