Oklahoma State University
COLLEGE OF OSTEOPATHIC MEDICINE

CME Office
Exhibitor Prospectus
34th Annual Primary Care Update
Nov. 10-12, 2017
DoubleTree by Hilton Hotel—Downtown
Tulsa, Okla.
Exhibit Space Application and Agreement

Oklahoma State University College of Osteopathic Medicine
Continuing Medical Education Office
34th Annual Primary Care Update, Nov. 10-12, 2017
DoubleTree by Hilton Hotel—Downtown, Tulsa, Okla.

Exhibit Options

Exhibit cost:  
- $500 (one 6-foot table)
- $750 (two 6-foot tables)
- $1,000 (three 6-foot tables)

Exhibit days:  
- Friday, Nov. 10
- Saturday, Nov. 11

Exhibit set-up time/date:  
- 1-5 p.m., Thurs., Nov. 9
- After 7 a.m., Friday, Nov. 10

Electrical outlet needed:  
- Yes
- No

Exhibitor Information (please type or print)

Contact Name: ____________________________________________
Company: __________________________________________________
E-mail: ___________________________________________________
Mailing Address: ___________________________________________
City: __________________________________ State: ____________ Zip: ___________
Cell/Office Phone: (_____) __________________________ Fax: (_____) __________________________

Names for exhibitor badge(s). (For additional badges, please fax all names of exhibiting personnel.)
1. ____________________ 2. ____________________ 3. ____________________ 4. ____________________

Exhibitor Agreement

This application constitutes an understanding and agreement to comply with the OSU-COM exhibit guidelines as stated in this prospectus.

Name: __________________________________ Company: ______________________________
Signature: __________________________________ Date: _______________________

Please keep a copy of this form for your files.
Questions: 1-800-274-1972, 918-561-1411 or beverly.minock@okstate.edu
Submit to: OSU-COM CME Office with form of payment by Oct. 27 to secure your exhibit space.
Fax: 918-531-1433 Mail: OSU-COM
CME Office
1111 W. 17th St.
Tulsa, OK 74107-1898

Exhibit space will not be reserved until signed application and payment are received.
Cancellations made after Nov. 3, 2017 will not be eligible for a refund.

Exhibit Fee: Payment Information

Credit card:  
- Visa
- MasterCard
- Check # ___________ in the amount of $______________

Please make checks payable to OSU-COM, Federal Tax ID #73-1383996.

Amount: $______________ Card number: _____________________________
Exp. date: ______________ Security code (3 digits) __________
Conference Information
• The 34th Annual Primary Care Update is planned for physicians and other healthcare professionals with emphasis on problems encountered by the primary care practitioner on a daily basis. The goal of this conference is to enhance the knowledge of providers, thereby improving patient care outcomes. Participants in this program will become aware of new updates in family medicine, pediatrics, internal medicine, psychiatry, osteopathic manipulative medicine, etc. In Nov. 2016, 283 physicians and other health care professionals from 16 states attended the 33rd Primary Care Update. Seventy-seven percent of the conference attendees were physicians in family medicine. Seventy-six percent were from Oklahoma. Twenty-four percent of our conference attendees were from out-of-state.

Exhibit Information
• Exhibit spaces consist of one 6-foot table, skirted with two chairs.
• The cost of each exhibit table is $500. Additional tables are available at the discounted price of $250 each.
• All exhibitors will be recognized in the program syllabus if signed application and payment are received by Oct. 27, 2017.
• Two representatives of the exhibiting company are invited to attend all meal functions.
• Exhibitors will receive two parking passes for parking in the garage connected to the DoubleTree by Hilton Hotel—Downtown Tulsa, OK.
• To apply for exhibit space, complete and return the Exhibit Space Application and Agreement along with payment by Oct. 27, 2017. In addition to exhibiting, there are opportunities to sponsor speakers and conference events. Please contact the CME office at 1-800-274-1972 for further information.

Exhibit Guidelines
As a courtesy to those exhibiting and attending, we ask the following guidelines be observed in the exhibit hall.
• Exhibit tables are available on a first come, first served basis.
• Exhibitors should wear the name badge provided in their exhibitor packet at all times in the exhibit hall.
• Exhibitors will be responsible for setting up and dismantling their own exhibits.
• Security cameras are located in the conference center at DoubleTree by Hilton Hotel—Downtown Tulsa. However, the hotel and the OSU-COM CME Office are not responsible for any items left unattended.
• DoubleTree by Hilton Hotel—Downtown Tulsa is unable to store display material. All items must be removed from the exhibit area at the conclusion of the conference.

Exhibit Location
Exhibitors will be located in the International Ballroom Foyers. These areas are just outside the main conference room. Meal functions and refreshments are located in these areas to facilitate circulation around the exhibits. Drawings or giveaways are highly encouraged to increase visitations to your exhibit booth.

Exhibit Schedule
• Exhibits can be set up in the International Ballroom Foyers on Thursday, Nov. 9 from 1-5 p.m.
• Upon arrival, check in at the Registration Desk and receive your exhibitor packet.
• The exhibit hall is open during conference hours. Actual time is allotted during the program for participants to visit the exhibit hall:
  7–8 a.m. Friday and Saturday
  10–10:15 a.m. Friday and Saturday
  12:15–1:15 p.m. Friday and Saturday
  3:15–3:30 p.m. Friday and Saturday
*Exhibits must be dismantled by 6 p.m. on Saturday, Nov. 11.

Hotel Information
DoubleTree by Hilton Hotel—Downtown Tulsa, OK
616 West 7th Street., Tulsa, OK 74127, 1-800-838-7914
When making your room reservations by phone, use group code APC for the OSU 34th Annual Primary Care Update conference rate.
Online reservations available at www.tulsadowntown.doubletree.com
• Complete the dates and preferences section.
• Click on “Add special rate codes”.
• Enter APC in the group code section then click on “CHECK AVAILABILITY”.
• After completing the reservation a confirmation number will be emailed to your guest.
In order to receive our special meeting rate of $119 per night (+ tax) for single room hotel reservations should be made no later than Oct. 26, 2017 at 11:59 p.m., CT.