

**REGIONAL OSTEOPATHIC
CONVENTION NEW YORK 2018
ROC - NY 2018**

Emerging Topics in the World of Medicine

April 12-15, 2018

EXHIBIT HALL APRIL 13 & 14, 2018

**Hyatt Regency Long Island Hotel
Hauppauge, New York**

PROSPECTUS

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INTRODUCTION

Thank you for your interest in the New York State Osteopathic Medical Society’s Regional Osteopathic Convention-New York (ROC - NY) CME Convention at the Hyatt Regency Long Island in Hauppauge, NY. The convention dates are April 12-15, 2018. **The Exhibit Hall will be open April 13 and 14.**

ROC - NY (Formerly EROC) is an annual educational program. Organizations may purchase exhibit space and/or sponsor events. This service kit is designed to provide much of the information necessary to plan the logistics of your exhibit space.

Barbara Greenwald will be your primary staff liaison in coordinating on-site logistics. Contact her at bgreenwa@nyit.edu or direct line (516) 686-3958 or NYSOMS office (800) 841-4131.

EXHIBIT OPPORTUNITIES

EXHIBIT HALL TABLE SPONSORSHIP

SINGLE TABLE- \$1,500

DOUBLE TABLE - \$2,500 (EACH ADDITIONAL TABLE \$1000)

INCLUDES:

- Tabletop exhibit in exhibit hall, adjacent to CME seminars from Friday, April 13, to Saturday, April 14.
- Contribution acknowledged at all major educational and networking events at ROC-NY Convention.
- Company name published in the convention program, website and NYSOMS newsletters
- Registration fee for exhibit representatives, which includes entrance into all educational sessions, breakfasts, lunches and Friday President's Reception.
- Because the daily raffles held the past few years were generally successful in increasing traffic into the exhibit hall and to all the booths, we will be holding them again at ROC – NY 2018. Exhibitors will give out raffle tickets to those who visit their booths, and the raffles will be held at the end of the day on Friday and Saturday. We will also hold a raffle for exhibitors.

OTHER SPONSORSHIP OPPORTUNITIES

PRESIDENTIAL SPONSOR: \$10,000 (ONE AVAILABLE)

PRESIDENTIAL CO-SPONSORSHIP \$5,000 (TWO AVAILABLE)

INCLUDES:

- Sponsorship/signage at President's Reception
- "Double" table in our exhibit hall (one table each for co-sponsorship)
- Contribution acknowledged at all major educational and networking events at ROC-NY convention
- Company name published in the convention program, website and NYSOMS newsletters
- Registration fee for exhibit representatives which includes entrance into all educational sessions, breakfasts, lunches and President's Reception

COFFEE/TEA SPONSORSHIP \$4,000 (ONE AVAILABLE)

INCLUDES:

- Sponsorship/signage in exhibit hall
- Exhibit table in conjunction with beverage (coffee break) buffet
- Contribution acknowledged at all major educational and networking events at ROC-NY convention
- Company name published in the convention program, website and NYSOMS newsletters
- Registration fee for exhibit representatives, which includes entrance into all educational sessions, breakfasts, lunches and President's Reception.

LUNCH BUFFET SPONSORSHIP \$4,000 (THREE AVAILABLE)

INCLUDES:

- Sponsorship/signage at President's Reception
- One table in our exhibit hall
- Contribution acknowledged at all major educational and networking events at ROC-NY convention
- Company name published in the convention program, website and NYSOMS newsletters
- Registration fee for exhibit representatives, which includes entrance into all educational sessions, breakfasts, lunches and President's Reception.

BREAKFAST SPONSORSHIP \$2,000 (FOUR AVAILABLE)

INCLUDES:

- Sponsorship/signage at corresponding breakfast
- Contribution acknowledged at all major educational and networking events at ROC-NY convention
- Company name published in the convention program, website and NYSOMS newsletters
- Registration fee for exhibit representatives, which includes entrance into all educational sessions, breakfasts, lunches and President's Reception.

EXHIBIT HALL SCHEDULE

(tentative)

All exhibits **MUST** be assembled by 9:00 AM Friday*

Friday April 13, 2018	Location	Start Time	End Time
Registration & Information Desk	Lobby	7:30 AM	5:30 PM
Exhibit Hall Setup	Exhibit Hall	6:00 AM	9:00 PM
Exhibit Hall	Exhibit Hall	7:30 AM	5:30 PM
Breakfast	Lobby	7:30 AM	8:00 AM
Lectures	Lecture Hall	8:00 AM	5:30 PM
Poster Competition Setup	Lobby	10:00 AM	12:15 PM
BREAK AM	Exhibit Hall	10:00 AM	10:15 AM
NYSOMS Annual Meeting [LUNCH]	Lobby	12:15 PM	2:00 PM
Poster Competition	Lobby	2:00 PM	6:15 PM
BREAK PM	Exhibit Hall	4:00 PM	4:15 PM
Special programs	Classroom	2:00 PM	6:15 PM
President's Reception and Award Ceremony (exhibitors invited) This might change	Ballroom	6:30 PM	9:00 PM
Saturday April 14, 2018	Location	Start Time	End Time
Registration & Information Desk	Lobby	7:30 AM	5:30 PM
Exhibit Hall	Exhibit Hall	7:30 AM	5:30 PM
Light Breakfast	Lobby	7:30 AM	8:00 AM
Lectures	Lecture Hall	8:00 AM	4:30 PM
BREAK AM	Exhibit Hall	10:00 AM	10:15 AM
LUNCH	Lobby	12:15 PM	1:15 PM
PM BREAK	Exhibit Hall	2:15 PM	2:30 PM
Exhibit Hall Breakdown	Exhibit Hall	3:30 PM	4:30 PM

* No exceptions unless arrangements are made in advance.

EXHIBITOR & HOTEL INFORMATION

REGISTRATION FEES

Your organization's contribution to the NYSOMS CME Convention entitles you to a copy of the program and entrance to the breakfasts, breaks and lunches on exhibiting days, as indicated in the Exhibit Hall schedule.

Please return the exhibit space contract with payment to:

Fax: (212) 261-1786

Email: ROC-NY@nysoms.org

Mail:

ROC-NY 2018 Exhibits
NYSOMS at NYIT
1855 Broadway
New York, NY 10023-7606

SUBMIT CONTRACT BY March 12, 2018

STAFFING Exhibitors must open their exhibit on time and staff the tables at all times during scheduled show hours. All exhibitors must be registered as a convention participant in order to receive a badge.

All staff should submit a business card when picking up badges at the registration table.

CONVENTION BADGES A badge must be worn when entering and at all times while in the exhibit hall and at convention events.

HOTEL

The Hyatt Regency, Long Island
1717 Motor Parkway
Hauppauge, NY 11788;

For reservations, please access this dedicated Web site:

<https://aws.passkey.com/e/49391423>

You may also call (631) 784-1234.

Reference: NYS Osteopathic Medical Society 04/012/18 to 04/15/18

The convention room rate is \$135 for single or double occupancy, plus applicable state and local taxes. **Hotel reservations must be made by March 10, 2018, for the special convention room rate.** After that date, reservations are on a rate and space availability basis.

NO SMOKING: The NYSOMS ROC-NY 2018 CME Convention is designated as a non- smoking event. Smoking is prohibited in the Association's designated meeting rooms, social functions and exhibit hall.

EXHIBITOR SET-UP AND SHIPPING INFORMATION

STANDARD TABLE EQUIPMENT

Each tabletop exhibit includes a 6' table and 2 side chairs.

X-ray equipment and medical lasers may be displayed but not operated.

ELECTRICAL SERVICE

If your tabletop exhibit requires any electricity, we ask that you bring your own extension cords.

All cords must be of the 3-wire grounded type. Please contact Barbara Greenwald at

(516) 686-3958 if you plan on bringing an extension cord.

INSTALLATION/DISMANTLING

Exhibitors may set up their tables from

6:00 am – 9:00 am on Friday April 13, 2018. Early set up will be available starting at 8 p.m.

Thursday, April 14. Please make arrangements with Barbara Greenwald (516) 686-3958 to request earlier or later installation.

Exhibits must be dismantled on Saturday, April 14, 2016, by 4:00 pm with no exceptions.

ASSIGNMENT OF TABLE SPACE

NYSOMS will make every effort to assign exhibitors the table of their choice. Historically, tables have been assigned on a first-come, first- served basis. However, NYSOMS reserves the right to assign tables in the best interests of the convention. No table will be assigned until a completed registration form is received.

SHIPPING/MATERIAL HANDLING

Arrangement for transporting goods to and from the hotel and the exhibit hall is the responsibility of the exhibitor.

The Hyatt Long Island Hotel will accept shipments ***no earlier than April 12, 2018****.

***NOTE:** The hotel will provide storage and deliver **up to 3 boxes** to the exhibit hall at **\$5 per box**, payable by the exhibitor.

Material should be clearly labeled:

“EXHIBITOR”

(Your name and/or company name) C/O Miriam Lucas

NYSOMS ROC-NY 2018

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Hyatt Regency Long Island Hotel 1717 Motor Parkway

Hauppauge, NY 11788

Arrangement and payment for transporting goods to and from the exhibit hall, receiving and removal of exhibits are the responsibility of the exhibitor.

LIABILITY

Exhibitors assume responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, or other property brought upon the premises of the hotel and shall indemnify and hold harmless NYSOMS, the Hyatt Regency Hotel and any authorized representative of any and all losses, damages, and claims from any cause whatsoever by reason of the use or occupancy of the exhibit space. Exhibitors are advised to carry insurance against loss or damage.

EXHIBIT SPACE CONTRACT ROC - NY 2018

New York State Osteopathic Medical Society, Inc. 1855 Broadway, New York 10023-7606
(212) 261-1784 phone / (212) 261-1786 fax **Federal ID # 15-0583377**

ROC - NY presented by NYSOMS to be held at the Hyatt Regency Long Island Hotel April 12-15, 2018. **Exhibit Hall is open April 13-14, 2018.**

Space to be assigned by the Conference Program and Exhibit Chairperson. Exhibitors agree to abide by the rules and regulations of the conference as set forth in the prospectus, which is considered a part of this agreement. Exhibitors agree to accept a change of booth location if it should become necessary for causes beyond the control of the chairperson.

Name of company (Exhibitor): _____

Products or Services exhibited: _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Our contact person for this booth space is:

Name/Title: _____

Phone (C): _____ Phone (W): _____

Email Address: _____

Representing our company will be (list additional names on back):

Badge Name 1: _____

Badge Name 2: _____

Number of booth space units:

____ One (\$1500) or ____ Two (\$2500) or ____ Three (\$3500)

Event Sponsorship Opportunities: call Barbara Greenwald at (516) 686-3958.

Our Payment in the amount of \$ _____ is enclosed for Exhibit Hall space.

Payment Method: ___ Check payable to **NYSOMS**

Charge my: _____ AMEX _____ MasterCard _____ VISA _____ Discover Card

Name and address on Credit Card if different than above:

Credit Card # _____ Exp _____

Email Address **for credit card notification:** _____

The Exhibitor agrees to the terms and conditions as set in the Prospectus for ROC-NY 2018

We acknowledge that we are responsible for the **\$5/box/ for storage of up to 3 boxes that are shipped to the hotel and that there may be penalty if boxes are delivered prior to April 6, 2018.**

Signature: _____

Print Name and Title: _____ **Date:** _____

Any special services should be requested in writing to:

ROC - NY Exhibits, NYSOMS at NYIT, 1855 Broadway, New York, NY 10023-7606

QUESTIONS? CALL (516) 686-3958

RETURN SIGNED WITH PAYMENT BEFORE March 12, 2018