MAYO CLINIC

On behalf of course directors Samir Mardini, M.D., Steven L. Moran, M.D., Fu-Chan Wei, M.D. and Mayo Clinic School of Continuous Professional Development, I am inviting you to exhibit at the

Mayo Clinic/Chang Gung University Symposium in Reconstructive Surgery Course

The Symposium is June 12 - June 15, 2013 on the Mayo Clinic campus in Rochester, Minnesota.

The Symposium is an accredited program and offers *AMA PRA Category 1 Credits*™. This is an outstanding event providing substantial value to our colleagues. The program covers a broad range of topics highlighting:

- Craniofacial Surgery
- Breast Reconstruction
- Head and Neck Reconstruction
- Advances in Microsurgical Techniques

The program is specifically designed for established microsurgeons, fellows, and residents who have trained in plastic, orthopedic, or ENT surgery, as well as staff involved in the care and management of microsurgical reconstructive cases. We expect 150 participants to attend the Symposium.

Complete course details can be found on the course website:
http://www.mayo.edu/cme/surgical-specialties-2013r826
The program schedule is still in development and will be on the course website as soon as it is available.

The fee to display at this course is $2,000.

Attached is Mayo Clinic's required **Exhibitor Agreement** and Exhibitor Registration Form. In order to be listed as an exhibitor at this course, this signed letter must be returned to us, along with your check, before May 1, 2013. Please return the Exhibitor Agreement along with payment (made payable to Mayo Clinic, Federal ID #41-6011702) before *May 1, 2013* to Julie Reed, CME Specialist, Mayo School of Continuous Professional Development, Plummer Building 2-60, 200 1st Street SW, Rochester, MN 55905.

We look forward to your support. If you have any questions, please contact me by telephone at (507) 266-2821 or via e-mail, reed.julie1@mayo.edu.

Thank you for your consideration. We look forward to a favorable reply.

Sincerely,

Julie Reed

Julie Reed
CME Specialist
Mayo School of Continuous Professional Development

MAYO CLINIC

Mayo School of Continuous Professional Development

Exhibitor Agreement

Regarding the Terms and Conditions for a Commercial Exhibit

Activity Title Mayo Clinic/Chang Gung University Reconstructive Surgery Symposium
Location Mayo Clinic, Rochester, Minnesota Date(s) June 13-15, 2013

Agreement between: ACCREDITED PROVIDER (PROVIDER):
Mayo Clinic College of Medicine – Mayo School of CPD
AND

Commercial Company (EXHIBITOR): _____

Address: _____

Telephone _____ Fax _____ Email _____

The named EXHIBITOR wishes to exhibit at the above named activity for the amount of $2,000

TERMS AND CONDITIONS

- EXHIBITOR agrees to abide by ACCME Standards for Commercial Support as stated at www.accme.org:
  SCS 4.2: "Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME." "Live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after a CME activity. **Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or in the place of the CME activity."**
- EXHIBITOR may distribute promotional materials at their exhibit space only. Distribution of pharmaceuticals or other samples is prohibited.
- All commercial support associated with this activity will be given with the full knowledge of the PROVIDER. No additional payments, goods, services or events will be provided to the course director(s), planning committee members, faculty, joint sponsor, or any other party involved with the activity.
- Completion of this agreement represents a commitment and payment is due and collectible by the ACTIVITY DATE unless otherwise agreed upon by the PROVIDER. PROVIDER reserves the right to refuse exhibit space to EXHIBITOR in the event of nonpayment or Code of Conduct violation.
- PROVIDER agrees to provide exhibit space and may acknowledge EXHIBITOR in activity announcements. PROVIDER reserves the right to assign exhibit space or relocate exhibits at its discretion.
- PROVIDER **Federal Tax ID number is 41-6011702**.
  Please remit check payable to: Mayo Clinic- Mayo School of CPD. Please identify name of course on the check stub.

AGREED

EXHIBITOR Representative: _____ _____
(Name) (Signature)

PROVIDER Representative: Peggy Paulson _____
MSCPD Operations Manager (Signature)

MAYO CLINIC

Mayo Clinic/Chang Gung University
Reconstructive Surgery Symposium
June 13-15, 2013
Rochester, MN
Exhibit Representative Registration Form

Company Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Name of Representative in charge of exhibit: _____
(Please type or print name exactly as you want it to appear on the name tag)

Mailing Address: _____

City/State/Zip Code: _____

Business Telephone: _____

Fax Number: _____

E-mail address: _____

2nd Representative: _____

Email Address:

Display Information:
A 6' table will be provided for your exhibit ***(a maximum of two representatives are allowed per exhibit)***.

Please list additional requests here (i.e. power): _____

Complete and return this form **by May 1, 2013** to:

Cahty Schilling, CME Specialist Assistant – schilling.catherine@mayo.edu
Mayo School of Continuous Professional Development
Plummer 2-60
200 First Street SW
Rochester, Minnesota 55905