

August 28, 2013

Dear Potential Exhibitor -

On behalf of Mayo Clinic, Mayo School of Continuous Professional Development, and course directors, Karen F. Mauck, M.D., and Christopher M. Wittich, M.D., I am pleased to announce the 26th Annual Selected Topics in Internal Medicine course which will be held January 27-31, 2014 at the Grand Hyatt Kauai Resort & Spa, on the Island of Kauai, Hawaii. We are also offering several pre-course modules on Sunday, January 26

Selected Topics in Internal Medicine is a course designed to update general internists, internist subspecialists, family medicine physicians, and other primary health care providers on selected internal medicine topics. Our expert faculty will present timely updates on some of the most important topics in practice. The lectures are clinically focused and relevant to the generalist practice. Last year, attendance surpassed 600 participants.

As you know, any opportunity for physicians to meet with industry representatives and discuss products and services is very valuable. Please review the following opportunity to exhibit at Selected Topics in Internal Medicine.

Industry Display ~ \$3,000.00

This is for the exhibit only.

Industry exhibitors are provided a draped 6 foot table with 2 chairs.
 Exhibits will be placed outside the meeting room where the program is taking place.
 Exhibit space is limited and located near the Food and Beverage area for optimal contact during breakfast and breaks.

Course details and the full program schedule can be found on the course web site: http://www.mayo.edu/cme/internal-medicine-and-subspecialties-2014r755

If you are interested in participating in our course, please complete the enclosed Exhibitor Registration form and the Letter of Agreement. Please send the signed letter of agreement along with the completed exhibitor registration form and payment (made payable to Mayo Clinic, Federal ID #41-6011702) before *January 1*, *2014* to Shannon Wiebold, Education Administration Coordinator, Mayo School of Continuous Professional Development, Mayo Building 17-56E, 200 First St SW, Rochester, MN, 55905.

We look forward to your participation. If you have any questions or your company requires completion of a web-based application, please contact me by telephone (507) 293-2103 or via e-mail, wiebold.shannon@mayo.edu.

Sincerely,

Shannon Wiebold Education Administration Coordinator

Enclosures



Mayo Clinic **26th Annual Selected Topics in Internal Medicine**

January 27-31, 2014 Grand Hyatt Kauai Spa & Resort Koloa, Hawaii **Exhibitor Registration Form**

Please indicate your interest in exhibiting at the 26th Annual Selected Topics in Internal Medicine by completing and returning this application before *January 1*, 2014.

Display Fee: \$3,000.00 per table Please make the check payable to Mayo Clinic, Federal ID # 41-6011702		
Company Name:		
Please provide a brief description of	your company, stating any specific products	s or services.
Title		
Address		
City	State	Zip
Telephone ()	Fax ()	
E-mail address		
(Signature)		(Title)

Please return the completed application to:

Shannon Wiebold Mayo School of Continuous Professional Development Mayo Building 17-56E 200 First St SW Rochester, MN 55905

Fax: 507-284-5370

If you have questions, please call 507-293-2103 or email wiebold.shannon@mayo.edu



Mayo School of Continuous Professional Development

Exhibitor Agreement			
Regarding the Terms and Conditions for a Commercial Exhibit			
Activity Title: 26 th Annual Selected Topics in Internal Medicine Location: Grand Hyatt Kauai Resort & Spa, Koloa, (Kauai) Hawaii Date(s) January 27-31, 2014 (January 26 Pre-Course) Agreement between: ACCREDITED PROVIDER (PROVIDER): College of Medicine, Mayo Clinic – Mayo School of CPD AND			
Commercial Company (EXHIBITOR):			
Address: TelephoneEmail			
Telephone Email			
The named EXHIBITOR wishes to exhibit at the above named activity for the amount of \$3,000.00			
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 identify name of course on the check stub. 			
EXHIBITOR Representative:			
(Name)	(Signature)		
PROVIDER Representative: _Sarah Myren	(0)		
(Name)	(Signature)		

Rochester, MN 55905
Telephone: 507-266-9928 Fax: 507-284-5370

200 First Street SW