

Logo of Your Department  
Or Event Logo

NOTE: THIS IS A SAMPLE OF HOW TO GENERATE A CONTRACT FOR YOUR SPONSORS.  
THE FIRST PART IS WHAT YOUR EVENT OFFERS THEM (THE PROSPECTUS).

**NAME OF YOUR EVENT**

**DATE OF YOUR EVENT**

Location of your event

## Prospectus

*Don't miss this important program.*

### Educational Grants

<b>Platinum</b>	\$15,000
<b>Gold</b>	\$10,000
<b>Silver</b>	\$ 5,000
<b>Bronze</b>	\$ 2,000

These are suggested  
amounts – use your  
own!

All of the above include a display space with 6' table.

Please note that there is no opportunity to purchase such space separately.

Please confirm your participation as early as possible using the enclosed reservation form to ensure listing in the program brochure. If you are not in a position to commit your organization to this event, your assistance in passing the relevant information along as appropriate will be very much appreciated.

Questions? Contact **Your Contact Person (his/her phone number and e-mail address)**

We look forward to hearing from you soon!

Please make all cheques payable to **Your Department**

**Important!**

Please review carefully the exhibitor terms of agreement, below.

Please consider your exhibit space needs carefully and communicate your reservation information to all concerned. In the event that display units shipped exceed the dimensions of the contracted space, and/or interfere with neighbouring exhibits, Dalhousie reserves the right to refuse such units. If such units are accommodated, the applicable fee for a larger space will be assessed.

Subsequent correspondence about your company's involvement will be directed to the individual(s) signing the reservation form(s). Please provide, with your reservation form, the contact information for exhibit setup details, if other than the signing representative. Include full name, company, mailing address and e-mail address. If alternative contacts are not provided, we assume that the signing representative will ensure all necessary information is communicated to any third parties involved.

In administering the trade show portion of the conference, **YOUR Department or Event Name** adheres to the Rx&D Code of Conduct and applies it to all exhibitors unless expressly exempted. In particular, please note the following:

**Rx&D Code of Conduct (excerpts<sup>1</sup>)**

- 16.2.1 *For the purpose of this Code, a Clinical Evaluation Package (or CEP) is: a package containing a limited quantity of a pharmaceutical product sufficient to evaluate clinical response, distributed to authorized Health Care Professionals through different methods of distribution, free of charge, for patient treatment.*
- 16.3.4 ***Giving out CEPs at convention/clinic displays, business meeting and event or at learning programs is prohibited.***
- 11.2.1 *At least one qualified representative of the Member must be on site during congress hours.*
- 11.2.2 *Promotional and educational material available at the display must be consistent with the approved product monograph(s). Reprints of scientific and medical papers may be distributed at the display, provided they are reprinted verbatim, and are not presented in a manner which differs in any way from the approved product monograph(s).*
- 15.1.2 *Members may distribute acceptable service-oriented items to Stakeholders. Reasonable service-oriented items are defined as items whose primary goal is to enhance the Health Care professional understanding of a condition or its treatment or Stakeholders to better perform their professional activities. Items intended for distribution to patients via a Health Care Professional must be useful as aids to patients' understanding of, or adaptation to, their condition(s) or for encouraging adherence with recommended therapy. Such items may bear the corporate name and logo of the Member Company, but must not bear the name of any product.<sup>2</sup>*

<sup>1</sup> Excerpt from the RX&D Code of Conduct (Revised July 2016)

<http://www.canadapharma.org/commitment-to-ethics-with-healthcare-professionals/code-of-ethical-practices>

<sup>2</sup> See CODE OF CONDUCT, P 35 for some examples of SOIs that have been consistently ruled by the Industry Practices Review Committee (IPRC) to be in contravention of the Code. These include items such as pens, post-it notes, notepads, mouse pads...

Each exhibitor is entitled to have a maximum of two representatives in the exhibit room at a time. For the purpose of this policy a "representative" is any company employee or agent. Rotation of staffing duties is quite acceptable, but all representatives must sign in and wear name badges provided by **Your Department or Event**.

Exhibitors agree to abide by the conditions published in this prospectus. Exhibitors further accept responsibility for informing their employees, suppliers or agents, and temporary staff, involved with their exhibit activities of these conditions and agree that their employees, suppliers or agents, and temporary staff will abide by these condition.

# NAME OF YOUR EVENT and its date/location

[Please use your own information below]

	Bronze	Silver	Gold	Platinum
Amount	2000	5000	10000	15000
# available	unlimited	3	2	1
Complementary registrations for scientific sessions (in addition to exhibit staff)	0	1	2	3
One 8' wide exhibit space with 6' table <sup>1</sup>	✓	✓	✓	✓
Ribbons to identify your staff at the conference as contributors (incl. exhibit staff if applicable)	✓	✓	✓	✓
<b>All acknowledgements listed below will reflect level of support:</b>				
Program signage	✓	✓	✓	✓
Official support level sign which may be used at your exhibit booth	✓	✓	✓	✓
Listing in conference invitation - no logo	✓	✓		
Listing in conference invitation - with logo			✓	✓
Listing in participant handout - no logo	✓	✓		
Listing in participant handout - with logo			✓	✓
Recognition in meeting room via rolling slide presentation - no logo	✓	✓		
Recognition in meeting room via rolling slide presentation - with logo			✓	✓
Verbal acknowledgement by session chairs at beginning and end of program			✓	✓
Plaque acknowledging Platinum level; presented at opening session				✓
Certificate acknowledging Gold level			✓	

**THIS IS THE BASIC CONTRACT: Note the terms of agreement are pages 2-3 of this.**

Your  
Logo

**Your Event Name and  
Date**

**RESERVATION FORM**

This will confirm that \_\_\_\_\_ will participate as  
*Company Name (please print full name exactly as it should appear in brochure, etc.)*  
indicated below:

**EDUCATIONAL GRANTS**

Again, use your own  
information here →

Level	Amount
<input type="checkbox"/> Platinum	\$15,000
<input type="checkbox"/> Gold	\$10,000
<input type="checkbox"/> Silver	\$5,000
<input type="checkbox"/> Bronze	\$2,000

All grant levels listed above include a display space with 6' table.

**Grant Authorization:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

please send exhibit setup information to our decorating company or other individual listed below.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Return to: Give your full information for who will receive the payment and handle any details – full name, mailing address, phone number and e-mail address**

**Please make cheques payable to: Your organization or event**