New England Parenteral Drug Association
Sponsorship Policy

Revision 1, Effective February 13, 2013

Author:	Laurie Masiello, Program Committee	Signature on file
Approvers:	Roland Bizanek, President	Signature on file
	Jonathan Morse, President-Elect	Signature on file
	Rusty Morrison, Member-at-Large	Signature on file
	John Masiello, Member-at-Large	Signature on file

1. A company may sponsor a vendor table at any NEPDA event for five hundred dollars ($500) per each event. Up to two (2) admissions are included for a normal dinner meeting.
2. Special exhibit requirements (electricity, internet, etc.) must be arranged through the host facility and may incur extra charges as dictated by and payable to the host facility.
3. Sponsors will be provided a list of the attendees and company affiliations at the scheduled event. Attendees' email addresses and contact phone numbers will not be provided.
4. Neither the NEPDA, nor the national PDA, nor their respective officers will be held liable for damages or losses incurred while at a NEPDA sponsored event.
5. Damages to the host facility as a direct result of vendor activities are the responsibility of the respective vendor.
6. Multiple vendor sponsors without prejudice are expected for each event up to a limit generally imposed by the size of the host facility.
7. Vendors may share tables if they choose; the table size and number of included admissions will be equivalent to the non-shared tables.
8. Vendor tables will be located in as accessible a location as possible (given the host facility constraints) to give adequate exposure to attendees (past locations have included the registration area, reception/social area or the actual meeting room).
9. We cannot assure or guarantee a minimum number of people at any particular event.
10. In case of dangerous travel conditions, extremely low number of registrations or other unforeseen events, the NEPDA board may cancel the event with as much advance notice as possible and refund four hundred dollars ($400) of the fee paid (see item 1). No refund will be issued for rescheduled events.
11. In the event the vendor is not able to attend, the payment to NEPDA will not be refunded.
12. Acknowledgement of the vendor's sponsorship and encouragement to the attendees to visit the vendor booth will be made at the event. Publication of the sponsorship on the event flyer will be based upon the time constraints of distributing the flyer in a timely manner to potential attendees.
13. The sponsor shall complete the lower portion of this policy and return the completed form to the NEPDA Program Committee.
14. The sponsor shall pay in full through the online registration process or send payment to the NEPDA Treasurer.

Sponsor acknowledges and accepts the above policy for sponsoring NEPDA events identified below.

☐ *May 8, 2013* ☐ *September 11, 2013* ☐ *November 13, 2013*

Number of Shows selected _____ Number of Shows @ $500 per show $ _____

Company _____ Phone # _____

Street Address _____ City, State, Zip Code _____

Sponsor representative approval

Print Name _____ Title _____ Sign & Date _____

Sponsor attendees

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

Special Exhibit Requirements _____