

# A ASM 2024

Tulsa, Oklahoma • May 1-4, 2024

## Exhibitor Prospectus







## AMERICAN OSTEOPATHIC ACADEMY OF SPORTS MEDICINE

### Exhibitor Prospectus

39th Annual Clinical Conference

Hyatt Regency

Tulsa, Oklahoma

Meeting Dates: May 1-4 2024

**Exhibit Dates: May 1-3, 2024**

Exhibiting at the AOASM 39th Annual Clinical Conference provides you with exposure to the osteopathic sports medicine market. The AOASM Clinical Conference exposition will be held on May 1-4 2024, with an estimated attendance of over 350 sports medicine physicians.

### Purpose of the Conference

The American Osteopathic Academy of Sports Medicine (AOASM) is dedicated to the advancement of physicians' knowledge through education, research, and promotion of the art and science of sports medicine, emphasizing the use of osteopathic principles and concepts in the practice of comprehensive health care. AOASM will present an exciting four-day continuing medical education program for its members. The program is designed to provide a valuable source of current medical knowledge to the physicians treating active patients.

### Audience

The AOASM is the oldest multi-specialty physician sports medicine society in the United States. Family practitioners, orthopedists, internists, pediatricians, emergency medicine specialists, rehabilitation specialists, psychiatrists, etc., comprise the AOASM membership. The AOASM currently has over 400 members.

### Purpose of the Exposition

The exposition is designed to update sports medicine practitioners' knowledge of products, information, services, literature and equipment pertinent to the treatment of their patients. Exhibited materials must enhance the education of the attendees.

### Preliminary Program

A preliminary program will be available on the AOASM website in Spring 2024.

### Exhibitor Visibility

The AOASM conference offers exhibitors 11 hours of exposure. We recognize the value exhibitors add to the meeting and we will do all in our power to increase exposure opportunities. For example, the welcome reception and all refreshment breaks will be held in the exhibit area during open hours. There will be slow times when the meetings are in session, but there will be a steady flow of contacts during all breaks. Peak opportunities will occur during refreshment breaks.

### Installation of Exhibits

Wednesday, May 1 • 2:00 p.m. – 5:00 p.m.

The exposition is scheduled to open at 5:30 p.m. on Wednesday. We ask that your booth area be set by 5:00 p.m. so that the exhibit area can be cleaned prior to the opening. It is the responsibility of exhibitors to have their exhibits in place before the opening of the exposition. (Set-up cannot occur sooner than 2:00 p.m.)

### Dismantling of Exhibits

Friday, May 3 • 10:30 a.m. – 12:00 noon

All exhibits must be dismantled and removed by 12:00 noon. No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until all attendees have vacated the meeting space or at the official closing time of the show. Violators will not be invited to future meetings.

### Exhibit Hours\*

Wednesday, May 1 . . . . . 5:30 p.m. – 7:00 p.m.  
(Welcome Reception)

Thursday, May 2 . . . . . 9:30 a.m. – 3:30 p.m.

Friday, May 3 . . . . . 7:00 a.m. – 10:30 a.m.

*\* Times are subject to change*

### Benefits of Exhibiting

Why should your company choose to exhibit at the AOASM 39th Clinical Conference?

- Exposure to over 350 attendees that include sports medicine physicians, physical therapists, and athletic trainers. Place your company name in front of this specialty audience of buyers.
- The welcome reception on Wednesday evening will be your first chance to meet attendees during unopposed time.
- All refreshment breaks will be held in the exhibit area, providing your company with uninterrupted time to visit with the sports medicine audience.
- The on-site program will include each exhibiting company, contact information, and product descriptions. It will be distributed to each attendee.
- Exhibiting is more economical due to the inclusion of one 6' draped table, two chairs, one wastebasket, and a 7" x 44" identification sign in your booth rental price.
- Each exhibiting company's promotional listing will be included free of charge on AOASM's website.
- The economical and effective atmosphere of a trade show allows you to make many more contacts than personal sales calls.
- All vendors are welcome to also participate in social networking events outside of the exhibit hall to increase face-to-face time with attendees.

### Care of Exhibit Space

Exhibitors shall care for and keep in good order all space occupied by them. Special cleaning and dusting of tabletop, display equipment and material will be the exhibitor's responsibility, and shall be performed at the exhibitor's expense.



### Space Rates

Rates for exhibiting at the AOASM 39th Annual Clinical Conference:

\$1,000 per booth (For profit)

\$600 per booth (To receive the not-for-profit discounted vendor rate, please submit IRS determination letter with contract.)

The exhibit booths will be 8' x 10' and include piping, draping, one 6' draped table, two chairs, one wastebasket, and a 7" x 44" identification sign.

### Payment Schedule

A deposit of \$250 is requested with a completed exhibit application. (Full payment is also welcome with application).

An exhibitor service kit will be provided in late Spring 2024, and once a deposit with completed application has been received.

The balance for the booth space is due by Friday, March 31, 2024.

### Book Exhibit

Publishers may purchase their own booth for their company or they may submit book(s) for the Book Exhibit and not be present. The books will be displayed for a price of \$200 per title. Along with the publications, AOASM will accept order forms or brochures for that specific book. These publications will be available for perusal in the exhibit hall during open hours. Information on shipping will be sent to each publisher after receipt of the fee and application.

### Traffic

The exhibit area is located near all AOASM meeting rooms used during the annual conference. Special breaks in the morning and afternoon will be scheduled in the exhibit area to facilitate maximum traffic flow.

### Connections

Make meaningful connections on and off the show floor at AOASM 2024! Be social and don't forget to also connect by joining the attendee conversations on these social media sites:



### Exhibitor Floor Plan

The AOASM 2024 Exhibitor Floor Plan will be emailed in March to all exhibitors that have turned in their completed application and whose deposit has been received. Exhibit space preferences will be requested per company/organization at that time.

### Exhibit Assignments

Booths will be assigned in April. Companies will be notified of their assignment via email. Exhibit spaces will be assigned based on a point system and the receipt date of the application. Past exhibitors will receive one point per booth rented at previous meetings. In addition, past sponsors will receive one point per annual sponsorship at previous meetings.

Exhibit management reserves the right to change location assignments at any time as deemed necessary. The exhibitor will be informed of any such change immediately and given the option to cancel with a full refund if the reassigned space is not acceptable.

### Exhibit Registration

Each person working in the exhibit area is required to pre-register and wear an identification badge. An AOASM exhibitor registration form will be emailed to each registered company in early April. Exhibitor identification badges must be picked up at the conference registration booth prior to setting up your booth.

AOASM allows up to two complimentary conference registrations per company for multiple representatives to be present in the booth or to share shifts during the long exhibit hours. Additional registrations are \$50 per person. Representatives are welcome to attend the sessions as long as their booth is staffed by at least one representative during exhibit hours. However, an exhibitor registration does not receive the same benefits as a regular attendee. Each exhibiting company will receive one set of conference materials per booth rented upon arriving at the conference.

### Cancellation

Cancellation of exhibit space must be submitted in writing to the AOASM office. From the time of contract submission until March 31, 2024, a 50% refund will be given for all booth cancellations. After April 1, 2024, there will be no refund for cancellation of booth space.

### Commercial Support Opportunities

Sponsorships are also a good way to increase your visibility. For more information regarding opportunities for commercial support levels during the Annual Clinical Conference, please contact Susan Rees, AOASM Executive Director, via email at: [srees@aoasm.org](mailto:srees@aoasm.org).

### Exhibiting Questions

For further exhibiting questions, please contact Brooke Miller, AOASM Senior Meeting Planner, via email at: [bmiller@reesgroupinc.com](mailto:bmiller@reesgroupinc.com).





**Meeting Dates:** May 1-4, 2024 • **Exhibit Dates:** May 1-3, 2024

**Location:** Hyatt Regency • Tulsa, Oklahoma

**CONTRACT APPLICATION FOR EXHIBIT SPACE**

List your company name and company contact information as you would like it to appear on any promotions. (Please print or type.)

Firm Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Company Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Company Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

Detailed company profile description or promotional description of equipment, products, or services to be displayed in the AOASM program (40 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_  
(person who receives all correspondence and exhibit kit)

Contact Person's Telephone #: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_  
(if different from above)

On-Site Contact Person's Telephone #: \_\_\_\_\_

On-Site Contact Person's Email: \_\_\_\_\_

**Exhibit Space Preference**

The 2024 Floor Plan will be available in March 2024.

List competitors you do NOT wish to be near:  
\_\_\_\_\_  
\_\_\_\_\_

**Book Exhibit**

(not applicable to companies renting a booth space)

We will be exhibiting \_\_\_\_\_ titles at the Book Exhibit. The cost for each book is \$200. Please list below the title(s) and author(s) of the book(s) that will be exhibited. Include the entire fee with this application.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Cancellation Policy**

Cancellations received before March 31, 2024, will receive a 50% refund. Please check the prospectus for cancellation penalty fees after that date.

**Terms and Conditions**

1. Payment Schedule

- We will exhibit at the AOASM Clinical Conference.
- 8' x 10' booth (For-Profit) \$1,000\*
- 8' x 10' booth (Not-For-Profit) \$600\*\*
- Deposit required with application \$250
- Book Exhibit \$200

Number of booths requested: \_\_\_\_\_

**\* Full Payment is welcome with application, otherwise required by March 31, 2024.**

**\*\* Submit IRS determination letter with contract & deposit. Full payment is welcome with application, otherwise, required by March 31, 2024.**

- 2. Make the check payable to the **AOASM**. Forms not accompanied by proper fees will be returned.
- 3. The AOASM will have the right of interpretation and approval on all matters pertaining to the contract rules and regulations.

This application is made with the understanding that the applicant agrees to abide by all rules and regulations outlined in the exhibit prospectus, which become a part of the accepted contract along with other rules and directives, which may be issued by the AOASM in connection with this exposition.

\_\_\_\_\_  
Name of Authorizing Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorizing Officer

\_\_\_\_\_  
Date

**Payment**

Check: Please make checks payable in US funds to: **AOASM**

Visa/MC Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Amt. Authorized: \$ \_\_\_\_\_

CVV #: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

**Please sign and return with the deposit via fax, email, or mail to:**  
**AOASM**  
**2424 American Lane**  
**Madison, WI 53704**

**Phone:** 1-608-443-2477  
**Fax:** 1-608-333-0310  
**Email:** [bmiller@reesgroupinc.com](mailto:bmiller@reesgroupinc.com)  
**Website:** [aoasm.org](http://aoasm.org)

**AOASM use only**

Deposit Received \_\_\_\_\_ Full Payment Received \_\_\_\_\_

Confirmation Sent \_\_\_\_\_ Booth(s) Assigned \_\_\_\_\_

Service Kit Sent \_\_\_\_\_ Final Confirmation Sent \_\_\_\_\_

Final Balance Received \_\_\_\_\_