



American College of Oncology Administrators

A College of the American Academy of Medical Administrators

701 Lee Street, Ste. 600 • Des Plaines, Illinois 60016-4516

Ph: 630/323-1079 • Fax: 630/323-6989 • Email: gen@aameda.org

Website: www.aameda.org

2010 ACOA Oncology Update: Positioning For Success Exhibit/Sponsor Prospectus

Course Description/Location

The American College of Oncology Administrators (ACOA) is proud to offer the 3rd Annual Oncology Update, to be held June 16-18, 2010, at the American College of Surgeons Conference Center, 633 North St. Clair, Chicago, IL 60611. The Update brings together oncology program executives, administrators and managers as well as leaders in related healthcare fields. A copy of the program brochure is enclosed.

Attendance

Projected attendance is limited at 75 oncology program executives, administrators, managers and other healthcare related leaders.

Hotel Accommodations

A block of rooms is available at The Allerton Hotel, 701 N. Michigan Avenue, Chicago, IL 60611. Please contact the hotel directly at 877/701-8111 and indicate the Group Code ACOA Room Block. The discounted rate of \$169.00 Single/Double is available until May 19, 2010.

Vendor Participation

Vendors may show their support for the oncology community by participating in the 2010 ACOA Oncology Update as a sponsor.

Exhibits: A limited number of tabletop exhibits are available on a first come, first served basis. The Exhibit Area will be located convenient to the educational sessions. The continental breakfasts, coffee breaks and lunch will be held in the exhibit area. Cost per tabletop exhibit is \$1,000 for commercial companies and \$500 for not-for-profit organizations. The price includes an 8ft table, one chair, a company identification sign and complimentary registration for one individual. An exhibit application is attached as part of this prospectus. PLEASE NOTE: There is no electricity available for your tabletop exhibit.

Sponsorships: Sponsorship opportunities exist for meal functions, social events, general faculty support and other meeting components. For specific information on the costs and benefits of the sponsorship opportunities, please review the 2010 ACOA Oncology Update attached to this packet.

Meeting Schedule

Exhibit Set-up	Thursday, June 17	7:00 am – 8:00 am
Exhibit Hours	Thursday, June 17	8:00 am – 3:00 pm
	Friday, June 18	8:00 am – 10:15 am
Dismantle	Friday, June 18	10:15 am – 12:00 pm

Application

Applications for sponsorship and exhibiting are attached as part of this prospectus. To register, please complete and return the applications to the address above along with payment for the total due. **The AAMA tax ID number is 04-2231340.**

Questions?

For additional information concerning the meeting, contact AAMA at 847/759-8601 or by email at education@aameda.org.



EXHIBIT APPLICATION/CONTRACT
American College of Oncology Administrators (ACOA)
2010 Oncology Update: Positioning for Success
American College of Surgeons Conference Center
 622 North St. Clair

Application will not be processed without...

- Read the Terms and Conditions on the reverse side of this application
- Payment in full in U.S. funds
- Complete the Exhibitor Requirements section before signing
- Signature of official representative
- Retain a copy for your files

Mail to: ACOA Exhibit Office
 475 S. Frontage Road, Ste. 101
 Burr Ridge, IL 60527

Telephone: 630/323-1079
 Fax: 630/323-6989

EXHIBITOR INFORMATION – Company/organization name and address information should be completed exactly as they should appear in the ACOA Conference Program and on your Booth I.D. sign.

Company			Telephone
Address			Fax
City	State/Province	Zip/Postal code	Web Site
Official contact	Title	Telephone	Email
Additional contact	Title	Telephone	Email

TABLETOP EXHIBIT SPACE

One 8 ft table, one chair, company sign and one complimentary registration are included with each exhibit. Please indicate your requirement below.

Check one:

- Corporate Exhibitor _____ Tabletop @ \$1,000 each \$_____ Total due \$_____ Enclosed
- Not-for-Profit Exhibitor _____ Tabletop @ \$500 each \$_____ Total due \$_____ Enclosed

Payment Method:

Check enclosed for \$ _____

Charge to my credit card: _____ Amex _____ Visa _____ MasterCard _____ Discover

Amount: \$ _____

Card # _____ Exp. Date _____
 Name as it appears on credit card _____
 Signature _____ Date _____

Exhibitor agrees to abide by the terms and conditions on the back of this application/contract. The undersigned is empowered to enter into contracts on behalf of the exhibiting company. This is not a binding contract until signed by the President of the American Academy of Medical Administrators (AAMA).

Agreed to:

Accepted, AAMA/ACOA by:

 Company Representative

 Renee Schleicher, CAE, President

 Date

 Date

Exhibit Terms and Conditions

1. Application for Exhibit Space

This contract/application must be accompanied by a check for full payment. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

2. Exhibit Eligibility

Product brochures for medical devices and/or drugs which are subject to approval by the United States Food and Drug Administration or other government agency and which are to be exhibited at the AAMA/ACOA meeting must be approved by FDA or the appropriate agencies or authorities of the federal, state, or local government. All products and services to be exhibited must be directly related to oncology or broad healthcare. Exhibitors may display only those product brochures, products and services that they regularly manufacture or distribute.

Applications deemed ineligible by the Program Committee Chairperson will be returned with exhibit space payment.

3. Exhibitors' Representatives

The application signatory or his designee shall be the official representative of the exhibitor, certify representatives and act on behalf of the exhibitor in all negotiations.

4. Tabletop Exhibit Space Rental Rates

Exhibit space will be rented for \$1,000 to Corporate Exhibitors and \$500 to Not-for-Profit Organizations. Pricing includes exhibit floor space, one 8 ft table, one chair, a company sign and one complimentary registration.

5. Acceptance of Exhibit Space Applications

Applications will be accepted on a first-come, first-served basis. AAMA/ACOA will assign all space and reserves the right to rearrange the floor plan at any time. AAMA/ACOA reserves the right to relocate exhibitors should it become necessary for causes beyond the control of AAMA/ACOA or advisable in the best judgment of AAMA/ACOA.

6. Exhibit Space Payment Schedule

Application must be accompanied by full payment in U.S. funds. Checks should be payable to "AAMA".

7. Cancellation/Refund of Exhibit Space Fees

Written notification of cancellation must be received by AAMA/ACOA on or before the dates specified. If space is canceled prior to May 1, 2010, a refund less a 20% cancellation fee will be issued. If space is canceled after May 1, 2010, the exhibitor shall remain liable to AAMA/ACOA for the total rental fee for the space canceled. Space not claimed and occupied prior to 8:00 am, Thursday, June 17, 2010, for which no special arrangements have been made with AAMA/ACOA, may be resold or reassigned by AAMA/ACOA without obligation on the part of AAMA/ACOA to refund exhibit fees, and without obligation to assign the exhibitor to other space.

8. Subletting of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by them or their subsidiaries.

9. Insurance & Liability

The exhibitor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an inquiry to any person, or any loss of or damage to property where such inquiry, loss or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the exhibition (except as otherwise provided in the agreement between AAMA/ACOA and the American College of Surgeons Conference Center. It is the exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Chicago ordinances for any activities conducted in association with, or as part of, the ACOA Oncology Update. The exhibitor shall protect, indemnify, hold harmless and defend AAMA/ACOA, its officers, directors, and agents against all such claims, liabilities, losses, damages and expenses, including reasonable attorney's fees, and costs of litigation, provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AAMA/ACOA, its officers, directors and agents. Exhibitors should maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of, or in any way connected with the exhibitor's participation in the exhibition, in an amount of not less than one million dollars (\$1,000,000) for personal injury, death or property damage in any one occurrence. Such insurance should include coverage of the indemnification obligations of the exhibitor under these terms and conditions and should cover AAMA/ACOA as an additional named insured. Each exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against AAMA/ACOA, its officers, directors and agents.

All agents or representatives performing services at the American College of Surgeons Conference Center directly for an exhibitor, other than the exhibitor's employees, must provide AAMA/ACOA with original certificates of insurance. In the event any part of the exhibit area is destroyed or damaged so as to prevent AAMA/ACOA from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, Acts of God, national emergency or other cause beyond the control of AAMA/ACOA the exhibitor will be charged for space during the period it was or could have been occupied by exhibitor, and exhibitor hereby waives any claim against AAMA/ACOA, its directors, officers and agents for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against AAMA/ACOA being for a refund of rent paid for the period it was prevented from using the space.

10. Exhibitor Terms and Conditions

The exhibitor understands and agrees that these Terms and Conditions are an integral and binding part of this contract.



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2010 ACOA Oncology Update: Positioning For Success Sponsorship Application

The 2010 ACOA Oncology Update will be held June 16-18, 2010 at the American College of Surgeons Conference Center, 633 North St. Clair, Chicago, IL 60611. This meeting offers a variety of sponsorship opportunities for your company. Play a vital role in supporting the ACOA Oncology Update while raising your company profile with oncology program executives, administrators and managers.

For your sponsorship dollars, ACOA will recognize your company/organization in the following ways:

- Recognition in the Conference Program
- Recognition on appropriate signage
- Recognition in the session meeting room
- Participate in "Ask the Experts" roundtable discussion

Take a moment to review the various levels of sponsorship. We ask that you let us know your commitment to sponsor by **May 1, 2010**, so that we may include your company/organization name in the conference program and on appropriate signage. Commitments submitted after this date cannot be assured inclusion in the program.

We hope that you will seriously consider becoming an ACOA Oncology Update sponsor. We would be more than happy to answer any questions you may have regarding the activities available for sponsorship or about any additional sponsorship opportunities you may have in mind. Please feel free to contact Genevieve Hedland-Hill, Exhibit and Sponsorship Manager at (630) 323-1079, or by email at gen@aameda.org. Thank you in advance for your consideration

Please complete the information below and return to the AAMA/ACOA office by May 1, 2010. Completed forms should be faxed to 630/323-6989, emailed to gen@aameda.org or mailed to the address above.

Company/Organization Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

SPONSORSHIP LEVELS...check the item(s) you wish to sponsor:

_____ Speaker Support	\$ 1,000
_____ Networking Lunch	\$ 1,000
_____ Conference Program Book	\$ 500
_____ Continental Breakfast	\$ 500

Signature: _____ Date: _____