

Exhibitor and Sponsor Prospectus



**New Dates
&
New Location!**

**77th
Scientific
Assembly**

August 21-22, 2024 | DoubleTree Hotel



**ARKANSAS ACADEMY OF
FAMILY PHYSICIANS**



**ARKANSAS ACADEMY OF
FAMILY PHYSICIANS
FOUNDATION**

2024 Annual Scientific Assembly Exhibitor Prospectus

August 21-22, 2024 | DoubleTree Hotel

You are Invited to Exhibit!

Exhibiting at the Annual Scientific Assembly grants you face-to-face access to family physicians, residents in training and medical students as well as allied healthcare professionals from all over our great state. We host a variety of frontline healthcare decision makers who have major prescribing and buying power. During our four day assembly you will have several opportunities to interact with our members including social and networking events to maximize your return on investment. We hope you will consider partnering with us and being a part of a great event.

Sponsorship Opportunities

Check out the opportunities to show your support, build relationships, increase your exposure and get the maximum return on investment. If you have an idea for a sponsorship that is not listed, please contact us and we can work together to create the best plan for you!

What is the Annual Scientific Assembly?

This annual event brings together Arkansas Family Physicians, residents and students to participate in our annual business meeting and earn valuable CME. Our members are interested in learning about your products and services and how they can effect or advance their work. This is our major event of the year and one that everyone looks forward to so we hope you will join us!

Exhibit Prospectus & Application

The application and payment of exhibit space fees are binding acceptance of the Rules and Regulations set forth below. The Rules & Regulations follow those used by the American Academy of Family Physicians. The Arkansas AFP reserves the right to restrict or evict exhibitors that do not follow the rules & regulations in order to maintain the integrity of the opportunity for our members and other exhibitors.

Exhibit Booth Details

Exhibit fee is \$1350.00.
Spaces are a set size and include a 6-foot table and 2 chairs.
Exhibits are allowed 2 representatives at any given time.
Booths are not assigned and are given on a first-come, first-serve basis.

Exhibitor Services

Shipping & Storage - Call our office at 501-316-4011
Electrical service is available upon request.
Wifi info will be provided at the event.

The Rules & Regs

Companies will be expected to maintain exhibit spaces during designated hours and follow set up and dismantle schedules. Exhibitors agree to refrain from invitations that interfere with attendees attendance during conference and display hours. Spaces may not be shared by multiple companies. ArAFP reserves the right to add/remove booths if needed. Content of space must fit this table, including banner signs and not impede surrounding spaces or interfere with traffic flow of the exhibit hall. Electrical available on request. Exhibitors will be provided an attendee list at the conclusion of the meeting. Security of space and contents are the responsibility of the exhibitor.

Payment & Cancellation

Exhibit Space secured with completed application and full payment. Exhibitors who have not paid in full by the event will not be allowed to exhibit. Location assignments are on a first-come, first-served basis with payment. Cancellations must be made in writing 30 days prior to event for a refund minus a \$100 administrative fee. No refunds will be given after July 1, 2024. There will be no refunds for a no-show. Arkansas AFP reserves the right to cancel or change the event as deemed necessary. In the event the meeting is cancelled due to causes beyond reasonable control, the Arkansas AFP will determine a reasonable basis for any refund of exhibit fees.

Liability

It is mutually agreed that the Arkansas AFP, the venue host hotel, or representatives of these assume no liability and are not responsible for damage, loss, injuries or claims of such except where they have acted willfully or negligently. The exhibitor assumes responsibility and liability for damages, losses, and claims from its activities while participating in the exhibit opportunity.

Important Dates

Move In:

Tuesday, August 20th from 1:00pm – 4:00pm

Exhibit Dates:

Wednesday, August 21 - 7:30am - 5:00pm

Thursday, August 22 - 7:30am - 4:00pm

**Times are subject to change*

Now Exhibiting on Wednesday & Thursday!

Hotel Reservations

DoubleTree Hotels special rate for our room is \$142.00 for double or king rooms. For reservations, please call 800-222-8733 and mention you are with the Arkansas Academy of Family Physicians. The room block ends Wednesday, July 24, 2024. You can also make reservations through the link on our website at arkansasafp.org.

Please make your checks payable to:

Arkansas Academy of Family Physicians

Address: 2101 Congo Road, Suite 500, Benton, AR 72015

Tax ID number: 71-0297796

We can accept credit card payments by calling our office at 501-316-4011.

Credit cards are subject to a 4% surcharge to cover processing fees.

SPONSORSHIP OPPORTUNITIES

BENEFITS OF SPONSORSHIP

We invite you to be a part of the largest gathering of primary care physicians in the state!

Our exhibitors get valuable facetime and multiple opportunities to network with Arkansas family physicians, residents and students. Check out the opportunities to show your support, build relationships, increase your exposure and get the maximum return on investment. If you have an idea for a sponsorship that is not listed below, please contact us and we can work together to create the best plan for you.

We are also planning fun contests to engage our members with exhibitors to give you even more opportunities to talk about your products and services. Be sure to take advantage of our sponsorships to get the most exposure from this event!



☐ **Perk Me Up! Coffee Sponsorship - \$500**

Meeting attendees love their coffee and we go through several gallons a day! We will include signage with your logo at both coffee stations, your exhibitor table and the conference website. One dedicated social media post will be made to recognize your sponsorship. Talk about exposure! Multiple sponsors accepted.



☐ **Break Sponsorship - \$750**

Save us from the usual cookie and brownie break! Let's do something special. The DoubleTree offers several great options like ice cream, yogurt parfaits and more. Signage with your logo will be placed at the break station, your exhibitor table and listed on the conference website. One dedicated social media post will be made to recognize your sponsorship. Multiple sponsors accepted.



☐ **President's "Play it Forward" Reception - \$2,500**

Join us as we celebrate our newly installed president with a special reception. This event will double as a pre-party for the Foundation fundraising event. Join us for a night of music that will be little county, a little rock-n-roll and a lot of fun! We want to make this an extraordinary night to mark the occasion and we need your support to do it. We will provide signage with your logo to go along with the theme, signage at your exhibitor booth and listed on the conference website. Two dedicated social media posts included.



☐ **Let's Do Lunch on Wednesday Sponsor - \$4,000**

As a lunch sponsor you will have the unique opportunity to network with family physicians and demonstrate your commitment to them. We have expanded our CME programming to a full day on Wednesday and will be providing lunch for all of our attendees. This is a great opportunity to make a smart investment and connect with family physicians across the state. You will receive recognition through signage, social media shoutouts and more.

☐ **Breakfast Sponsor - SOLD**

☐ **Installation Lunch Sponsor - SOLD**

☐ **Thursday Lunch Sponsor - SOLD**

SPONSORSHIP OPPORTUNITIES



PLAY IT FORWARD!

A Night of Unforgettable Music and Fun



The Arkansas AFP Foundation invites you to sponsor our “Play it Forward” live music event featuring the industries hottest up-and-coming musical acts Erin Enderlin and Cliff & Susan benefitting the Foundation’s Family Medicine Endowment. This exciting event will be held on Friday, August 23, 2024 at the Robinson Still Ballroom. Join us in celebrating the Future of Family Medicine with proceeds going to the establishment of the endowment.

□ Student Resident Concert Ticket Sponsorship - \$200

Let’s treat the next generation of Family Physicians to a fun evening concert. We would love for every student and resident to have a free ticket. Your Company Logo will be prominently displayed on promotional material, signage and two tickets to event. Multiple sponsors accepted.

□ Concert Food/Drink Sponsorship - \$750

Welcome to the Waterin’ Hole—the country version of a hydration station!

We will offer a variety of refreshing drinks and snacks, perfect for keeping our guests happy and energized throughout the event. Our water stations come complete with signage featuring your logo and promotional materials ensuring that your brand gets the attention it deserves. And as a special bonus, we'll even throw in two tickets to the event, giving you the chance to experience the excitement firsthand.

□ VIP Table Sponsorship - \$2000

Make a lasting impression and invite physicians and colleagues to sit at your Premium table at the front of the stage! Your logo will be prominently showcased on your table and included in promotional materials. In addition to a premium VIP table you will have 10 tickets to this event so you can invite and network with your friends, colleagues and family physicians.

□ Event Sponsor - \$5000

Get everything you need to make a big impact at the Assembly this year and experience the ultimate network experience! Your support will provide attendees with a fun social event while raising money for the endowment. Your sponsorship includes an exhibit booth at the Assembly, your company logo prominently on promotional materials and signage. And to top it all off, we'll give you a VIP table at the event with 10 tickets, so you and your team can enjoy the festivities in style.



2024 ANNUAL SCIENTIFIC ASSEMBLY EXHIBIT APPLICATION

August 21-22, 2024 | DoubleTree Little Rock

Company: _____

Primary Contact: _____

Address: _____

City, State & Zip: _____

Office Phone: (_____) _____ Cell Phone: (_____) _____

Email: _____

Website: _____

Additional Contact:

Name: _____ Phone: (_____) _____

I hereby make application for exhibit space at the 2024 Annual Scientific Assembly of the Arkansas Academy of Family Physicians (ArAFP). I understand that this application becomes a binding contract when ArAFP accepts payment. By signing below, I acknowledge that I have read and fully understand the Exhibit Prospectus and agree to abide by the rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Exhibit & Sponsorship Options

- Exhibitor Table - \$1,350
- Coffee Sponsorship - \$500
- Break Sponsorship - \$750
- President's Reception - \$2,500
- Concert Ticket Sponsor - \$200
- Concert Food/Drink Sponsor - \$750
- VIP Table Sponsor - \$2000
- Lunch Sponsor - \$4,000
- Event Sponsor
(Includes Exhibitor Table) - \$5,000

Credit Card Authorization Form

- MasterCard Visa Discover American Express Other

Cardholder Name (as shown on card): _____

Card # _____ CCV: _____

Expiration Date: (mm/yy) ____/____ Billing Zip Code: _____

**Your total charge will include a credit card processing fee.*

Return contract with your payment to: Arkansas Academy of Family Physicians
2101 Congo Road, Suite 500, Benton, AR 72015
Questions: 501-316-4011 Email: michelle@arkansasafp.org