



ARKANSAS ACADEMY OF
FAMILY PHYSICIANS

STRONG MEDICINE FOR ARKANSAS

2023

Annual Scientific Assembly

August 9-12, 2023

Little Rock Embassy Suites

EXHIBITOR PROSPECTUS



ARKANSASAFP.ORG

2023 Annual Scientific Assembly Exhibitor Prospectus

August 9-12, 2023 | Little Rock Embassy Suites

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 relationship, 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. The event is typically held in early August in central Arkansas. 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. Preferential booth space offered for exhibitors who add certain sponsorships.

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, 2023. 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:

Wednesday, August 9 from 1:00pm – 4:00pm

Exhibit Dates:

Thursday, August 10 - 7:30am - 5:00pm

Friday, August 11 - 7:30am - 1:00pm

**Times are subject to change*

Hotel Reservations

Embassy Suites special rate for our room is \$133.00 for double or king rooms. For reservations, please call 501-312-9000 and mention you are with the Arkansas Academy of Family Physicians. The room block ends Wednesday, July 19, 2023. Our group code is: AFP. 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. This year we will be moving exhibitors back into a dedicated exhibitor area. Check out the sponsorship list for sponsorships that qualify for preferred exhibit areas. Be sure to take advantage of our sponsorships to get the most exposure from this event!

Folder Insert - \$300

If you want to make sure your promotional material is seen by every attendee, this is the sponsorship for you. You provide a one page insert, tri-fold brochure or even your business card to be included in every attendee folder. Super easy and very effective! Materials are due no later than 6/30.

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! Option to have exhibitor table located either in the main exhibit room or in the foyer. Multiple sponsors accepted.

Break Sponsorship - \$750

Save us from the usual cookie and brownie break! Let's do something special. Embassy Suites 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. Option to have your exhibitor table located either in the main exhibit room or in the foyer. One dedicated social media post will be made to recognize your sponsorship. Multiple sponsors accepted.

President's Reception - \$2,000

Join us as we celebrate our newly installed president with a special reception in the Atrium! 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 with direct links to your website included. Option to have your exhibitor table located in the main exhibit area or in the foyer. Your sponsorship will be recognized during conference announcements and in the conference program.

Breakfast Sponsor - SOLD

Installation Lunch Sponsor - SOLD

CME Lunch Sponsor - SOLD

2023 ANNUAL SCIENTIFIC ASSEMBLY EXHIBIT APPLICATION

August 9-12, 2023 | Little Rock Embassy Suites

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 2023 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
- Folder Insert - \$300
- Coffee Sponsorship - \$500
- Break Sponsorship - \$750
- President's Reception - \$2,000

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