



## 2010 Family Medicine Education Consortium NORTHEAST REGION MEETING



*We believe Family Medicine and primary care are critical to improving the health of the nation.  
We're working to achieve the full potential of Family Medicine and primary care.*

### Driven to Innovate!

Family Medicine Education Consortium

7795 Raintree • Dayton OH 45459 937-428-7866 • Fax 937-845-4108

[www.fmec.net](http://www.fmec.net)

### Host Committee 2010

Co-chairs:

Bruce Bushwick, MD

Stephen D. Ratcliffe, MD, MSPH

Dear Colleague,

### Participating Organizations

Altoona Family Physicians

Residency  
Altoona, PA

Commonwealth Medical College  
Department of Family Medicine  
Scranton, PA

Lancaster General Hospital  
Family Medicine Residency  
Lancaster, PA

Lehigh Valley Health Network  
Family Medicine Residency  
Allentown, PA

Montgomery Family  
Practice Residency  
Norristown, PA

Pennsylvania Academy of  
Family Physicians  
Harrisburg, PA

PSU/Good Samaritan Hospital  
Family Medicine Residency  
Lebanon, PA

Reading Hospital and Medical Cntr.  
Family Medicine Residency  
Reading, PA

St. Joseph's Medical Center  
Family Medicine Residency  
Reading, PA

Williamsport Hospital  
Family Medicine Residency  
Williamsport, PA

York Hospital  
Family Medicine Residency  
York, PA

**Planning Committee Chair**  
Laurence Bauer, MSW, MEd

We offer organizations and companies interested in Family Medicine and primary care an opportunity to participate as Exhibitors in the Family Medicine Education Consortium Northeast Region meeting from October 29 – 31, 2010, at the Hershey Lodge and Convention Center, Hershey, PA. We expect an attendance of 350 Family Physicians and 225 medical students from the northeast region of the US. The meeting serves Family Physicians from across the northeast region of the US (Ohio, to Maine to DC and Virginia).

Since 1992, the meeting has presented a combined educational program for family medicine faculty, residents, and medical students from more than 35 northeastern medical schools and 120 Family Practice Residency programs. The workshops and seminars address clinical and academic issues of interest in family practice and primary care. We also offer a clinical track on Saturday that is specifically intended for practicing Family Physicians from the community.

During the past 29 years, this meeting has been a major force in the development of family medicine in our region. In addition, our medical student program has been an enormous stimulus and support for students to develop and pursue family medicine careers.

The enclosed forms provide specific information about the costs associated with the Exhibit Booth Space. Please contact me if you are interested in this opportunity, if you have any questions, or if we can provide any other information.

Sincerely,

Laurence Bauer, MSW, MEd  
Chair, Planning Committee

**We bring people and ideas together to get things done!**

APPLICATION FOR EXHIBIT SPACE



www.fmec.net

29th Annual 2010 FMEC NE Region Meeting
Hershey Lodge and Convention Center, Hershey, PA
Exhibit Dates: October 29 - 30, 2010

By submitting a signed copy of this application for Exhibit Space in the 29th Annual FMEC Northeast Region Meeting, we accept the terms as described in the attached invitation.

This application must be accompanied by a check or credit card payment. Space will not be guaranteed without payment.

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

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

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company name for display sign: \_\_\_\_\_

Name of staff for booth (limit of 2): \_\_\_\_\_

Exhibit Announcement: In 50 words or less, describe the products and services that will be exhibited. This description will be included in the registration packet distributed to conference attendees:

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

- Full booth (6 ft. draped table) For Profit Organizations \$2,500/booth
Full booth (6 ft. draped table) Not-for-Profit Organizations \$750.00/booth
Electrical outlet for booth display \$65.00/booth

TOTAL DUE: \$ \_\_\_\_\_

PAYMENT

Check enclosed (payable to Family Medicine Education Consortium, Inc.)

Credit Card I hereby authorize use of my: Discover Visa MasterCard American Express

Card # \_\_\_\_\_ Signature \_\_\_\_\_

Expiration Date \_\_\_\_\_ PIN#: \_\_\_\_\_ Total \$ \_\_\_\_\_

Mail this form and check no later than October 1, 2010 to:
Lisa Schwieterman, Family Medicine Education Consortium, Inc.,
7150 Studebaker Road, Tipp City OH 45371
Phone: (937) 845-3503 Fax: (937) 845-4108 E-Mail: lisa.Schwieterman@fmec.net

Space will not be guaranteed without payment

REFUND POLICY: Written notification of cancellation must be received by October 1, 2010, to obtain a partial refund. (\$100.00 administrative fee is retained). NO registration refunds made after October 1, 2010.

Other questions? Please call Laurence Bauer, MSW/MEd, Chair Planning Committee @ (937) 428-7866 OR Email: laurence.bauer@fmec.net
All registrations must be received by October 1, 2010. (Rev. 03/17/10)



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### **Exhibitor Booth Invitation**

Each exhibitor booth will consist of a 6-ft. draped display table, identification sign, wastebasket and two chairs.

Space is limited, so booths will be reserved when full payment is received. Specific display spaces will be assigned on a first-come, first-served basis. If booth cancellation is necessary and written notice is received by FMEC by October 1, 2010, and a \$100 processing fee will be assessed and the balance refunded.

Exhibitor Booths will be located near the entrance into the 2010 FMEC NE Region Meeting in the Hershey Lodge and Convention Center, Hershey, PA Friday, October 29<sup>th</sup> – Saturday, Oct. 30<sup>th</sup>

<p><b>Exhibit Hours:</b> <u>Friday, October 29<sup>th</sup> :</u> 10:00 am - Noon Exhibit Setup Noon – 6:00 pm Open Hours Afternoon Break Included</p> <p><u>Saturday, Oct. 30<sup>th</sup> :</u> 7:00am – 9:00am Exhibit Setup 7:00am Buffet Breakfast Included 9:00am – 6:00pm Open Hours Morning and Afternoon Break Included Lunch Included 6:00pm – Exhibits close and teardown</p>
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#### **Questions?**

Contact Ms. Lisa Schwieterman, administrative assistant, at 937-845-3503, [lisa.Schwieterman@fmec.net](mailto:lisa.Schwieterman@fmec.net) for more information.

#### **Eligibility and Staffing:**

FMEC reserves the right to determine the eligibility of any company or product for exhibit or giveaways. Displays should be staffed during open exhibit hours. By signing the Application for Exhibit Space, each exhibitor assumes responsibility and agrees to indemnify and defend the Family Medicine Education Consortium, Inc. and the Hershey Lodge and Convention Center and their respective employees and agents against any claims or expenses arising out of the use of exhibition premises. The exhibitor is also hereby notified that neither the FMEC nor the Hershey Lodge and Convention Center maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

#### **Liability and Insurance:**

Exhibitor hereby assumes entire responsibility and agrees to protect, defend, indemnify and save the hotel, its owners operator, FMEC, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel or FMEC and their employees and agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage. The Hotel, its owners and operator, Hershey Lodge and Convention Center, and FMEC shall be included in such policies as additional named insured. In addition, Exhibitor acknowledges that neither FMEC, the hotel, nor its owners and operators maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.



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To: All Exhibitor Participants of 29<sup>th</sup> Annual FMEC Northeast Region Meeting  
From: Laurence Bauer, Chair, Planning Committee  
RE: Shipping Instructions for Exhibitor Booth Materials

Please find below shipping to/from instructions for your Exhibitor booth materials.

If you have any questions or concerns, please contact me,

[Laurence.bauer@fmecl.net](mailto:Laurence.bauer@fmecl.net) or my assistant, Lisa Schwieterman: [lisa.schwieterman@fmec.net](mailto:lisa.schwieterman@fmec.net)

**SHIP TO ARRIVE BY THURSDAY AFTERNOON, OCTOBER 28, 2010**

Your shipping label should read:

**SHIP TO:**

Hershey Lodge & Convention Center  
325 University Drive  
Hershey, PA 17033  
ATTN: Ms. Sarah M. Foust, Convention Svcs. Mgr.

**FOR:**

2010 FMEC NE Region Meeting  
October 29 - 31, 2010

FOR:

EXHIBITOR BOOTH: (Name of Exhibitor)

**RETURN SHIPMENT OF EXHIBITOR OR RESIDENCY FAIR DISPLAY BOOTHS:**

**If you would like to have your materials shipped back to you after the Conference, please prepare the materials for shipment immediately: A) After Exhibitor hours end at 6:00pm Saturday, for all Exhibitors, or B) After the Residency Fair Saturday evening, Nov. 1st for all Residency Fair Programs.**

- Tightly package and clearly address your materials to your location.
- Leave your materials in your Exhibitor or Residency Fair Booth for hotel staff pick up on Sunday, Oct 31st.
- The hotel staff will pick-up the materials from your Exhibitor or Residency Fair Booth and store them in a secure location until Monday, Nov. 1<sup>st</sup>.
- Each Exhibitor and Residency Director is responsible for arranging pick-up of their booth materials, per their shipping instructions on Monday, Nov. 1<sup>st</sup>.
- If you have a Federal Express, or other shipping account, please bring the completed shipping form with your account number, credit card number, or billing instructions filled in. The Hershey Lodge and Convention Center and the 2010 FMEC NE Region Meeting are not responsible for shipping charges to your location.

**If you do not want your booth materials shipped back to you by the Hershey Lodge and Convention Center staff:** Take all materials from your booth at the end of the Residency Fair Saturday evening, Oct. 31<sup>st</sup>.

**The Hershey Lodge and Convention Center staff is not responsible for items left in the Exhibitor Booth after the Conference closes at 12:00 noon October 31<sup>st</sup>.**