



ARKANSAS NURSE PRACTITIONER ASSOCIATION

4th Annual Spring Conference April 12-13, 2019

Exhibitor Prospectus

Exhibit Hall Vendors

- Drug Companies
- Colleges – (DNP)
- DME companies
- NP Recruiters
- Product Sales

- 200 Arkansas Nurse Practitioners
- Nurse Practitioner Students
- Booth Rental included with lunch sponsorship
- Special Advertising in program

**LOCATION: Little Rock State House Convention Center
Little Rock, AR**

Call Little Rock Marriott at 501 906-4000 for hotel reservations



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PRODUCT THEATER APPLICATION & CONTRACT
APRIL 12-13, 2019 | LITTLE ROCK CONVENTION CENTER, AR**

Conference Information

The ANPA Annual Conference is the premiere event for Arkansas Nurse Practitioners across the state. The conference is located centrally for the state annually to encourage participation and features two days of continuing education specific to advanced practice registered nurses. Networking events surround the educational sessions to encourage communication between peers and opportunities to learn from one another. ANPA anticipates 200 attendees for our 4th Annual Spring Conference.

Product Theater Information

Information	This is an opportunity to provide information and demonstrations from recent research on products and/or drugs to a targeted group. Due to the promotional aspect of these 60-minute sessions, continuing education contact hours are not provided. There are no ANPA educational sessions held during the scheduled Product Theater times. Only one Product Theater is available at a time, giving your company exclusive presentation rights during that time. The sponsoring company must appoint a speaker to present content related to the company's products and/or services. Because these sessions are promotional, information can address a specific drug or product.
Fees	\$10,000 (Lunch)
Fee Inclusions	<ul style="list-style-type: none">➤ A meeting room at the convention.➤ Up to two complimentary one-day conference registrations to be distributed to the speaker(s) of the Product Theater.➤ Information posting about the Product Theater on the ANPA website, Brochure, & Agenda.➤ One email invitation sent to conference registrants. Email must be sent to ANPA for approval by January 2, 2019.➤ One tote bag insert from the sponsoring company. The tote bag insert must be approved by ANPA by February 28, 2019 and no larger than 8 ½" x 11".

Available Product Theaters

Lunch	Friday, April 12: 12:00 – 1:15 p.m. Saturday, April 13: 11:30 – 12:30 p.m. <i>Finalization of conference schedule may require edits to timing.</i>
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Product Theater Guidelines

To Apply: Use the attached form to submit a Product Theater application. All applications and payments must be received by January 2, 2019. Complete applications will be reviewed in the order they are received. Applications will be approved by ANPA to ensure information is suitable for conference attendees. ANPA's approval of the application will be sent via email including the assigned date and time. To be included in ANPA's conference brochure a title and description for the product theater must be received by February 28, 2019. ***This is an application only. Time and date preferences are not guaranteed.***



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Cancellation Policy: A written cancellation notice must be received on or before January 31, 2019 to receive a refund, less \$500 administrative fee. No refunds will be issued for cancellations received after February 1, 2019.

Logistics & Catering: ANPA will assign a meeting room for the Product Theater. ANPA will not provide an office or speaker ready room. All food and beverages must be ordered through ANPA. The sponsoring company must provide a meal for each attendee who attends the Product Theater. Accommodations must be provided for conference registrants who wish to attend the Product Theater without eating a meal.

Email Invitation: Product Theater invitation will be hosted on the ANPA Annual Conference website. The email invitation must include instructions about signing into the product theater. *Email instructions are subject to change.*

Additional Costs Borne by Product Theater Sponsoring Company:

- Full management and related expenses of the Product Theater, including but not limited to, all pre-conference logistical support and materials production and distribution, on-site conference support, and registration requirements and post-conference support. ANPA does not provide logistical support or management.
- Additional audio/visual costs related to management, labor, equipment, etc. ANPA's contracted audio/visual provider must be utilized for all Product Theaters audio/visual needs.
- Any service outside of the listed "Fee Inclusions", including but not limited to, telephone and internet services, electrical needs, additional technician services, modifications to ANPA's meeting room sets (with prior approval from ANPA), charges related to shipping, receiving and delivery of materials.
- A method to check-in pre-registered attendees on-site to participate in the Product Theater.

Regulations: Annual Conference Product Theaters are considered an extension of ANPA's exhibits program at the Annual Conference. Thus, all Product Theaters must abide by the regulations and rules included in the exhibitor prospectus for the ANPA 4th Annual Conference. Below are further regulations and rules relating to Product Theaters

1. **Logistics & On-Site Staffing:** The Product Theater's sponsoring company must pay any additional expenses affiliated with the Product Theater which may include electrical, additional catering needs, audio/visual equipment, phone, internet, on-site support, etc. ANPA does not provide on-site staffing or support. All guest rooms are booked on a first-come, first served basis. There is an ANPA conference block at Little Rock Marriott, call (501) 906-4000 for reservations.
2. **Marketing & Promotional Materials:** ANPA must approve all promotional and marketing materials before distribution. The sponsor is responsible for collaboration with ANPA to obtain material and document approval.
 - a. This ANPA-approved statement is required for all documents and materials distributed or displayed in connection with the Product Theater: *"The Product Theater content and the views expressed therein are those of the sponsor and not of ANPA. The Product Theaters are a part of ANPA's Exhibit Program. This program is not intended or eligible for continuing education (CE) credits and does not meet guidelines governing CE."*
 - b. One sign may be displayed on the day of the program. The sign may be placed outside of the meeting room at the time of the function. Please note: Signage for breakfast programs can be placed in the ANPA registration area on the day prior to the function. No sign may be posted more than 24 hours prior to the program.
3. **Material Distribution:** ANPA's mission statement is at the forefront of this conference, therefore all products and services discussed at the Annual Conference are required to be directly relatable to the ANPA mission. Additionally, products and services are required to be of educational or professional value to conference registrants. Eligibility of potential sponsoring companies will be determined by ANPA. Materials may not be distributed to conference registrants outside of the Product Theater.



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4. Changes to Materials: After ANPA approves an application and corresponding materials, no changes will be permitted to those materials without written approval from ANPA.
5. Limitation of Liability: ANPA will not be responsible for any loss, injury, damage claims or attorney's fees incurred by the sponsoring company and/or its associates in connection with the Product Theater.
6. Meeting Facility: Materials must not be in any way adhered to any area of the meeting space, including but not limited to: walls, floors, ceilings, railings and columns. All program related staff must abide by the guidelines of the corresponding facility.
7. Time Allotment: The time allotted for Product Theaters is 60 minutes and is not allowed to be extended or surpassed.
8. Insurance and Security: Meeting or foyer areas will not be locked or secured. ANPA will not be responsible for any loss of or damage to the property of the sponsoring company.
9. Amendments: ANPA has authority to interpret and enforce all contractual items as listed above. Additionally, ANPA will make contractual amendments or rules as needed to maintain a productive and educational environment.
10. Agreement to Conditions: All involved companies and parties, together with their associates and employees, agree to adhere to all conditions listed in the ANPA Product Theater Application and Contract.

Company Information

Sponsoring Company _____
Company Name _____
Primary Contact _____ Title _____
Street _____ City _____ State _____
Zip _____ Telephone _____ E-mail _____

Payment Information

Payment Method Check Credit Card Credit Card Type _____ Payment Amount \$ _____
Name on Card _____ Credit Card Number _____ Expiration Date (MM/YYYY) _____
Billing Address (If different from above) _____
Signature _____ Date _____

Cancellations received prior to January 31, 2019 are subject to a \$500.00 administrative fee. No refunds will be provided after February 1, 2019. Full payment is required with the completed Product Theater Application and Contract. Credit card or check payments from a U.S. bank, in U.S. dollars are accepted. Please make checks payable to "ANPA." Tax ID 47-2136580

Application Inclusions

The below information must be included with the completed Product Theater Application:

- The title of the Product Theater
- Faculty disclosure(s)
- The faculty CV(s)/Bio(s)
- An agenda and a short description of the Product Theater
- The product and/or research being presented at the Product Theater



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Product Theater Selection

Please rank your desired time slot 1, 2 with 1 being your first choice. Finalization of the conference schedule may require edits to specific Product Theater times.

Lunch:

____ Friday, April 12: 12:00 – 1:00 p.m.

____ Saturday, April 13: 11:30 – 12:30 p.m.

Schedule is subject to change.

This is an application only. Time and date preferences are not guaranteed. The application is considered complete when payment is received. Time/day slots will not be put on hold without a completed application and payment.

By signing below, I, my company, and affiliated associates agree to all contractual obligations provided herein.

Signature _____ Date _____

**ANPA's Product Theater Contact
Ronette Wise, ANPA Immediate Past President
Email: rwise@anpassociation.org
Direct: 870.239.1463**

**Send completed application and payment to:
Arkansas Nurse Practitioner Association
P.O. Box 7887
Little Rock, AR 72117
or via email to rwise@anpassociation.org**