

Continuing Education Exhibitor (Sponsor) Agreement

Excellence in Wound Care
Carmel, Indiana
November 15, 2022

Suburban Health Organization (SHO) is committed to presenting Continuing Education (CE) activities that promote improvements or quality in healthcare and that are independent of the control or influence of an ACCME defined Ineligible Company (commercial interests). As a CE accredited/approved provider, this agreement outlines the terms, conditions, and purposes of exhibitor (sponsorship) support for this activity. Exhibitor (sponsor) support is financial or in-kind contributions given by an Exhibitor (sponsor) in exchange for the right to set-up a promotional or marketing exhibit in a non-education designated area before, during, or after a CE activity. Exhibit events may not take precedence over the educational portion of the activity. Proceeds from the Exhibitor (Sponsor) Support may be used to pay all or part of the costs of a CE activity but must be placed in a general fund and controlled by SHO, a SHO member hospital, or a joint provider. Exhibitor (Sponsor) support may be received from commercial or non-commercial entities interested in promoting health care education and must adhere to SHO's contractual guidelines. An Ineligible Company is defined as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

All exhibitors (sponsors) are required to sign an agreement prior to setting up an exhibit. Exhibitors (Sponsors) failing to abide by regulations set forth by the CE provider will be asked to leave the area at once. No refunds will be made available for breach of agreement. Further, exhibitors agree to abide by any Exhibitor (Sponsorship) Booth Guidelines as provided by SHO, SHO member hospital, the Joint Provider, or the hosting facility.

Terms, Conditions, and Purpose

Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.

1. Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
 - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
 - b. Interfere with the presentation of the education.
 - c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
2. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
 - a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
 - b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
 - c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
 - d. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
3. Ineligible companies may not provide access to, or distribute, accredited education to learners.

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The Exhibitor (Sponsor), SHO member hospital (if applicable), Joint Provider (if applicable), and SHO agree to abide by the Accreditation Council for Continuing Medical Education’s (ACCME) [Standards for Integrity and Independence in Accredited Continuing Education](#). The ANCC has adopted the ACCME *Standards for Integrity and Independence in Accredited Continuing Education*.

Name of Accredited / Approved CE Provider	Suburban Health Organization		
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Contact Person	Terri Neaderhiser	Telephone Number	317-295-5283
E-mail Address	terrin@suburbanhealth.com	Fax Number	317-692-5233

SHO Member Hospital	Riverview Health		
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Contact Person		Telephone Number	
E-mail Address		Fax Number	

Exhibitor (Sponsor)	<Exhibitor Name>		
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Contact Person		Telephone Number	
E-mail Address		Fax Number	

_____ SHO hereby authorizes the SHO member hospital or Joint Provider, if applicable, to collect exhibitor fees and place in a general fund to pay the speaker honoraria and out-of-pocket expenses, or other identified meeting expenses, and to track revenue and expenses related to the educational activity.

Liability

Reasonable precautions to safeguard exhibitor’s (sponsor’s) property will be taken; however, SHO, SHO member hospital, and the Joint Provider, if applicable, will not be responsible for damage to, loss, theft of property belonging to the Exhibitor, his agent, employee, visitors, or guests. Each Exhibitor (Sponsor) is expected to carry his and/or her own appropriate insurance. Exhibitors (Sponsors) may not assign, sublet, or share their exhibit space with another business or firm unless approval from the CE provider has been obtained in writing. The Exhibitor (Sponsor) shall be liable for any damage caused to the building, floors, walls, standard booth equipment, or other Exhibitor’s (Sponsor’s) standard booth equipment. An exhibitor’s (Sponsor’s) display shall not be dismantled or packed in preparation for removal prior to the official closing of the show, or designated closing of the exhibits, without prior approval from SHO, SHO member hospital, or the joint provider, if applicable.

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Failure to Exhibit

Any organization which, having signed a contract for sponsorship or exhibit hall space, fails to exhibit and has not been released from the contract by SHO, SHO member hospital, or the joint provider, if applicable, will be liable for the full cost stated in the contract, plus any additional costs incurred by SHO, SHO member hospital, or the joint provider, if applicable, because of failure to participate.

Agreed by Authorized Representatives

I agree, accept, and understand the Exhibitor (Sponsorship) Agreement as outlined on pages 1-3. Exhibitors (Sponsors) are not allowed to set up their display prior to returning a signed agreement.

Exhibitor's (Sponsor's) Organization Name

Exhibitor (Sponsor) Authorized Representative

Title

Signature

Date

Riverview Health

SHO Member Hospital's Name

SHO Member Hospital Authorized Representative

Title

Signature

Date

Suburban Health Organization

Accredited / Approved CE Provider

Terri Neaderhiser

SHO Authorized Representative

Signature

CE Program Administrator

Title

Date

Signature

Date