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July 30, 2019

LETTER OF REQUEST

The Alabama Gastroenterological Society is the only association representing gastroenterologists in the state of Alabama. We depend on the support of vendors like you to provide our members with an annual educational conference. The meeting is open to all member and non-member physicians and other professionals who work in the gastroenterology field.

**Our 2020 conference is February 28-March 1, 2020, at the Royal Sonesta, 300 Bourbon St. New Orleans, LA 70130.** You may reserve a room by calling (504) 553-2205 and asking for the Alabama Gastroenterological Society room block.

The exhibitor registration fee is \$2,000, with additional opportunities for sponsorships. This fee covers two reps, a display table, two chairs and a wastebasket. Each additional rep is \$250. Should you need power or internet access, however, please designate that on the registration form. Your representatives are also encouraged to attend all meals and the Saturday night reception. **Expand your brand outside the exhibit hall by sponsoring an event or item with your company logo!** All sponsors receive priority booth placement. Sponsorships are available on a first come first serve basis. See the Exhibitor Registration form for details.

AGS staff expects approximately 60 attendees. The event will be offered to members as an educational program. All display and marketing opportunities for our corporate friends are separate from the educational portion of the meetings and support a distinct portion of the event that does not include the educational program. If you have questions, please let me know. We greatly appreciate your continued support of the members of AGS, and we hope to see you in New Orleans in 2020.

Make checks payable to AGS and mail to:  
Alabama Gastroenterological Society  
Attn. Jill W. Smith  
P.O. Box 5527  
Dothan, AL 36302

Sincerely,

Jill W. Smith  
Executive Director



# **2020 Exhibitor Prospectus**

**Annual Meeting  
Feb. 28 - March 1  
Royal Sonesta  
New Orleans, LA**

**Alabama Gastroenterological Society  
P.O. Box 5527  
Dothan, AL 36302  
(334) 702-3535  
[www.alagastro.org](http://www.alagastro.org)**

# About the Alabama Gastroenterological Society...

The Alabama Gastroenterological Society is the only association representing gastroenterologists in Alabama. Our mission is to advance the medical treatment and scientific study of gastrointestinal disorders. The society's goals include:

- ▶ Promoting professional values and ethics in the practice of gastroenterology;
- ▶ Improving patient access to quality healthcare;
- ▶ Encouraging an environment of lifelong learning and professional development; and
- ▶ Supporting education and advocacy for our profession, our patients and their families.

The association's members gather for continuing medical education at our Annual Conference where companies may exhibit and/or sponsor events, such as breaks, lunch and receptions.

We encourage the participation of our corporate partners to allow our members to learn more about your products and services, and give you an opportunity to introduce new items into the Alabama market.

If you have questions about the conference and marketing opportunities, contact **Jill Smith** at 334-702-3535 or email at [alabamagastrology@gmail.com](mailto:alabamagastrology@gmail.com)

## Exhibitor Guidelines...

### Meeting Date and Location

**Annual Conference, Feb. 28-March 1, 2020, Royal Sonesta, New Orleans, LA.** Make hotel reservations by calling (504) 553-2205 and refer to the Alabama Gastroenterological Society. Rates begin at \$289 per night and applies for three days before and three days after the conference, based on availability. **Book your room early.**

### Exhibit Setup and Break Down

Exhibit space includes one six-foot display table, two chairs and trash can. Pipe and drape is not available. Exhibitors may use stand-alone or table-top exhibits. Set up will be Friday, Feb. 28, TBD and Saturday, Feb. 29, from 6:00 - 7:00 a.m. Exhibits may be removed after the morning break on Sunday, March 1.

### Special Requests

If you have a special request for booth placement in the Exhibit Hall to accommodate pop-up displays or other media, please let us know. We are happy to fulfill requests if we are able. **Please indicate on the reservation form if you need access to electrical or Internet service.** Representatives of AGS strive to make each event worthy of attendance by our members and patrons.

### Company Recognition

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than **February 14, 2020.**

### Exhibit Staff and Event Attendance

Exhibit registration includes attendance for up to **two representatives**, display time, meals and reception. Please update AGS staff as soon as possible if there is a change in your representative(s). Additional representatives are welcome for an additional fee of \$250 per representative.

Exhibitors may attend the educational portions of the conference but **MUST** remove all nametags or company logos before entering the classroom and **MAY NOT** participate in discussions. Failure to do so could jeopardize CME for attendees and result in vendor expulsion.

### Concurrent Events

No exhibitor may hold any event at the same time as any AGS-sponsored event. However, there are no restrictions on exhibitors that would like to provide dinners and events – on-site or off-site – during “free” times.

### Booth Sharing

No subletting or sharing exhibit space by more than one company or organization, and who also promotes the same product, will be permitted. Two companies who desire to exhibit together must pay for two booths. Upon request, AGS staff will make every effort to place companies next to each other in the exhibit hall.

### Shipping Booth and Exhibit Materials

Exhibitors should make arrangements with host hotels for receiving and shipping of exhibit materials. Prior to the meeting, AGS staff will send shipping and dryage information to all confirmed exhibitors. **AGS staff will not be liable for storing, transporting or retrieving any exhibitor materials to or from the hotel or other facility.**

At the end of the event, please make sure you have made arrangements for your booth materials before you leave the venue. AGS will not be responsible for anything left in the Exhibit Hall at the end of the day. AGS is not responsible for any shipping or storage charges.

### Cancellation Policy

The deadline to cancel exhibit space is **30 days prior** to the date of the event. Cancellations must be in writing by mail or e-mail and will not be accepted by telephone. If a company fails to cancel by the 30-day cut-off, it will be listed as a “No show” and the company will not receive a refund.

### Suitcasing Policy

Suitcasing is the action of soliciting business during the AGS conference, including another company's booth, the conference facility lobby, or general meeting and event areas. Please note that while all meeting attendees are invited to the Exhibit Hall, any person(s) who **HAS NOT** paid for an Exhibit Booth at the conference that is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied.

# 2020 AGS Exhibitor Registration Form (page I)

## COMPANY INFORMATION PLEASE PRINT CLEARLY

Exhibiting Company Name to appear on promotions: \_\_\_\_\_

Company Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Business Type: \_\_\_\_\_  
 Office  Office

Primary Phone:  Cell \_\_\_\_\_ Alternate Phone:  Cell \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

## EXHIBITOR OPPORTUNITIES

**Registration deadline for Annual Conference (Feb. 28- March 1,) is February 14 .....  \$2,000**

First Attending Rep's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Second Attending Rep's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name \_\_\_\_\_ E-mail \_\_\_\_\_  \$250

Fourth Attending Rep's Name \_\_\_\_\_ E-mail \_\_\_\_\_  \$250

## SPONSORSHIP OPPORTUNITIES

**Expand your brand outside the exhibit hall by sponsoring an event or item with your company logo!  
All sponsors receive priority booth placement. Sponsorships are available on a first come first serve basis.**

Saturday Reception .....  \$1,000

Breakfast with Exhibitors Saturday Morning .....  \$ 750

Breakfast with Exhibitors Sunday Morning .....  \$ 750

Saturday Morning Break.....  \$ 500

Sunday Morning Break .....  \$ 500

Hotel Room Key Cards with company logo .....  \$1,000

Program Jump Drives with company logo .....  \$1,000

Hotel Room Drop (Company promotional items placed in attendee rooms)  Friday or  Saturday.....  \$2,000

Conference Attendee Bags with company logo .....  \$2,000

**Grand Total Due (Exhibit Fee and Sponsorships) ..... \$ \_\_\_\_\_**

## EXHIBIT PLACEMENT

**Exhibit space allows for a 6-foot table and two chairs.**

Check here if you need additional space for a large display or equipment. Our staff will contact you for details.

Will you need electricity?  Yes  No Will you need Internet?  Yes  No

List competitors not to be located near. \_\_\_\_\_

# 2020 AGS Exhibitor Registration Form (page 2)

Company Name \_\_\_\_\_

## METHOD OF PAYMENT

VISA    MasterCard    American Express    Check made payable to AGS

Cardholder Name \_\_\_\_\_ Email address for receipt: \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_ City, State ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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Your signature acknowledges your understanding that exhibitors assume all responsibilities and agree to protect against all claims, losses and damages to persons or property; and guarantees payment in full as indicated on this form. AGS shall not be held responsible for any claims, losses and/or damages to persons or property. AGS reserves the right to reject a company or agency as an exhibitor without explanation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## INSTRUCTIONS

Return signed form (**both pages**) with your payment to Jill W. Smith, P.O. Box 5527 Dothan, AL 36302. Or, to pre-reserve your booth (recommended), e-mail it to [alabamagastrocity@gmail.com](mailto:alabamagastrocity@gmail.com) and note that payment will follow under a separate cover.

**AGS Tax ID#: 46-3482650**

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