American Headache Society
Scottsdale Headache Symposium ● November 21-24, 2019
JW Marriott Camelback Inn ● Scottsdale, AZ
NON-CME EVENT POLICY & GUIDELINES
APPLICATION DUE DATE: August 28, 2019

A sales/marketing presentation on your product or service, is the ultimate opportunity to deliver your message to attendees at the American Headache Society (AHS) 2019 Scottsdale Headache Symposium. Exhibitors are given the opportunity to present this non-CME event. To maximize attendance, presentations are scheduled without conflict of other non-CME events. The event will be advertised by the AHS in the Final Program and on the entrance, unit leading into the Exhibit Hall. These non- CME presentations allow you to showcase your product or service, however, they must remain within FDA guidelines. The event presentations are done in a designated area outside of the Exhibit Hall. **The events are available to companies with an FDA-approved product/service.**

The Society's President, President-elect and Meeting Program Chair cannot speak at an industry-supported CME or non-CME program.

Non-CME Event (60 Minutes)
Cost: $25,000 each

The Non-CME event support package includes:

- Room set in classroom or theater style (for maximum attendance). Room set is dictated by AHS due to multiple room use. Any changes to the room set may result in set-up fees and are the responsibility of the Non-CME event sponsor company.
- Pre-show promotion support to include pre-registrant mailing list (one-time use), attendee bag insert, and hotel room drop (arrangements and any hotel fees associated with room drop are the responsibility of the sponsoring company). **AHS must approve all materials prior to finalization. Once approved, the attendee bag insert must be sent to the hotel by November 15th, 2019.**

Each Non-CME sponsor is responsible for the following:

- Providing presentation title, content information, presenter(s) name(s) and a summary of the Non-CME for inclusion in the Final Program. Information must be received no later than **October 1, 2019** for inclusion in the Final Program.
- Food service, if offered, will be arranged with the JW Marriott Camelback Inn and will be at the expense of the sponsoring company.
- AV equipment, if needed, will be arranged by sponsoring company. AHS has contracted with GRUV Audio Visual. You are free to use your own AV vendor, however, coordination of room set-up, etc., must be done with GRUV Audio Visual.

Ownership
Copyright of the content presented at the Non-CME shall be owned by the Non-CME event sponsor with all rights intact. The Non-CME event sponsor is responsible for obtaining copyright permissions for previously copyrighted materials that will be part of the Non-CME event presentation.

NON-CME GUIDELINES

AHS 2019 **NON-CME EVENT** REGULATIONS, TERMS AND CONDITIONS

For the purposes of this agreement, "Exhibitor' is defined as the exhibiting company participating in a Non-CME event presentation.

1. Only current AHS meeting exhibitors and sponsors are eligible to submit a Non-CME event Contract and Application for consideration.

2. Exhibitors must provide AHS with a copy of the program outline/summary, session title and presenter names and credentials along with the completed Non-CME Contract and Application by **August 28, 2019**. Applications received after the deadline will not be considered. This is for review purposes. Hands-on courses will not be permitted.

3. The events are not eligible for CME, CEU or CDE under the ACCME guidelines. These events are not a part of the Scottsdale Program of the AHS Meeting and cannot be represented as such in Exhibitor promotional materials.

4. The Exhibitor Relations Committee will review submitted program outlines and participating exhibitors will be notified of their acceptance to host a Non-CME event.

5. An invoice will be sent upon acceptance of a Non-CME event. Full payment is due upon receipt of the invoice. Please make checks payable to AHS (American Headache Society). No refunds will be given after notification of acceptance by AHS.

6. Exhibitors are responsible for the promotion of their particular presentations. Copies of these materials must be submitted to the Meeting Manager for review and approval. All approved promotional and marketing material for the Non-CME event must contain the following statement: "The Event's content and the views expressed therein are those of the presenting corporate entity and not of AHS. The content is not part of the AHS Meeting."

7. Upon request and approval of promotion material, AHS will e-mail each host company the meeting attendee list to assist companies with their promotional efforts. This list will be available approximately 4-6 weeks prior to the meeting. Companies are prohibited from using the AHS logo in their promotional materials.

8. Exhibiting company representatives of the session planning entity may not be present in public spaces prior to the session start time.

9. Non-CME event hosts are responsible for any expenses related to food and beverage and audiovisual charges incurred.

10. AHS is not responsible for and does not guarantee attendance at the event. The host company is responsible for promotion. We encourage additional marketing of your event. AHS will provide a list of pre-registered attendees, only upon request and after approval of promotional material.

11. According to the Food and Drug Administration (FDA), any mention of pharmaceutical product names that is accompanied by information on use and indications will be viewed as a product advertisement and must comply with the full disclosure requirements. AHS is not responsible in any way for scientific or promotional content. It is recommended that all sponsoring exhibiting firms familiarize themselves with the FDA requirements to avoid being penalized by the FDA.

12. Session Final Program content is subject to editing for clarity.

13. All matters not specifically covered in the preceding regulations shall be subject solely to the decision of AHS. Unethical conduct or infraction of these rules by the sponsoring company or its contracted representatives will, without limitation of other sanctions, be subject to dismissal from the Non-CME event area. If such happens, no refund will be made, and the sponsoring company and/ or its representatives will make no demands for redress. It is the responsibility of the sponsoring company representative contracting for a Non-CME event to notify all on-site firm personnel of these regulations and ensure compliance herewith.

14. The sponsor assumes full responsibility for its equipment, merchandise, displays and its Non-CME premises during set-up, maintenance, occupancy and removal thereof. In addition, the sponsor shall be responsible for its own acts, errors and omissions, as well as any representations, warranties and agreements, made in conducting the Non-CME and the performance of this contract. Sponsor's responsibility shall include, but shall not be limited to, any injury or damage caused by or arising out of any work performed by the sponsor or its employees or any person hired by the sponsor or the failure of sponsor's equipment, defects in the premises caused by the sponsor or its employees or any person hired by the sponsor, or any sale or service of food and beverages by the sponsor.

15. The sponsor shall indemnify, hold harmless and defend the AHS, any employed security service, JW Marriott Camelback Inn and their respective trustees, directors, officers, employees and agents, and each of them (collectively referred to as "Indemnities"), from and against any and all demands, claims, causes of action, injury to persons or damage to property, liabilities, fines, penalties, costs and expenses, including reasonable attorney fees and litigation costs up through and including any appeal, arising solely out of or caused by the sponsor's negligent or willful acts, errors or omissions or failure of performance in connection with the Non-CME as contemplated by these regulations, terms and conditions. The terms of this indemnification shall survive the termination or expiration of the Non-CME contract.

16. The sponsor, at its own expense, shall carry adequate liability and other insurance protecting itself against any claims arising from any activities it conducts during or related to the Non-CME. All such insurance shall be with a carrier or carriers authorized to do business in the State of Arizona who has a Best's Rating of A-VII or better. The fact that the sponsor obtains such insurance shall not relieve or release the sponsor from or limit the sponsor's obligations to protect, indemnify, hold harmless and defend the Indemnities as required by these regulations. Proof of this insurance will be made available to AHS upon request.

Signature _____ **Date** _____