



AT THE FOREFRONT

UChicagoMedicine

Comprehensive Cancer Center

Organ Preservation and Survival in Head and Neck Cancer Conference

March 6, 2026

Exhibitor &
Corporate Advertising
Information Packet
(In-Person Only)



Please Join Us

The University of Chicago Organ Preservation and Survival in Head and Neck Cancer Conference is a continuing medical education activity sponsored by The University of Chicago Pritzker School of Medicine. The educational initiative is a one-day interactive live CME activity developed and delivered by thought leaders in the field of Otolaryngology, .

We are pleased to provide the following opportunities for organizations to advertise their products and services to conference attendees. Whether you are displaying your products in the exhibit space, interacting with physicians at one of the meal functions or gaining brand recognition for your company through program acknowledgements, your message will reach physicians and other healthcare professionals.

About the Conference

Title: The University of Chicago Organ Preservation and Survival in Head and Neck Cancer Conference

Date: March 6, 2025

Format: In-person only

Location: David Rubenstein Forum at the University of Chicago

1201 E 60th St
Chicago, IL 60637

Anticipated Attendance: 120

This activity is designed for medical oncologists, head and neck surgeons, radiation oncologists, as well as nurses, advanced practice practitioners, and supportive services engaged in treating patients with head and neck cancer.

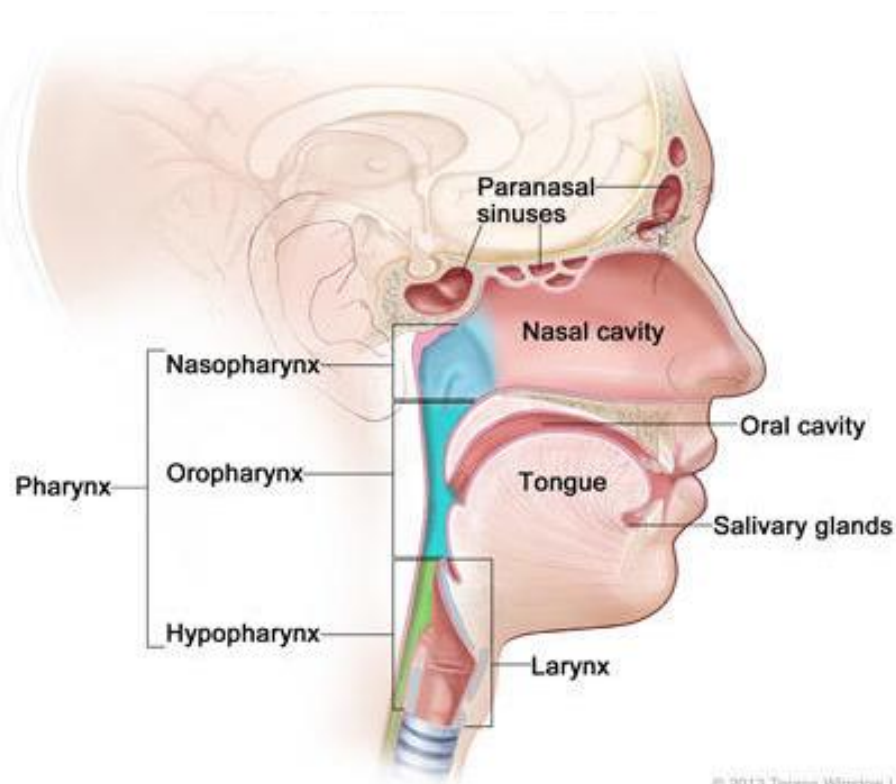


Exhibit Guide

General Exhibit Information

Exhibit Date: Friday, March 6, 2026

Exhibit Location: David Rubenstein Forum at the University of Chicago
1201 E 60th St
Chicago, IL 60637

Exhibit Setup: Friday, March 6 at 6:30am

Display Hours: 7:30 am – 4:45 pm
(Subject to Change)

Exhibitor Dismantle: All exhibits must be dismantled by 5:00 pm on Friday, March 6, 2026

Exhibitor Admission to General Sessions:
Your exhibit fee includes attendance to all sessions for which there are no optional fees.

Exhibit Representation:
At least one representative must be at the display during exhibit hours.

Electric & Shipping:
All exhibitors are responsible for their own shipping logistics and fees as well as arranging any electrical requirements.

How to Register for Exhibit Space:

Return the exhibitor application/contract with your method of payment via email to:
Rachel@meetingachievements.com

Exhibitors will be assigned by the symposium organizers. The University of Chicago reserves the right to change the space assignment should it be necessary in the best interest of the conference logistics.

Please also note that any special events (i.e. any organized social events or technical programs and seminars during and around the symposium date) must be in consultation with, and formally pre-approved by the symposium Course Director. Without exception, all exhibitors and attendees to the symposium are required to strictly adhere to this condition.



2026 Exhibit Opportunities

Organ Preservation and Survival in Head and Neck Cancer

\$20,000 PLATINUM

(1 spot available)

All Gold Level Benefits PLUS:

- Lunch Product Theater Opportunity
- 4 complimentary conference registrations
- Lunch featured sponsorship with company name/logo included on break signage
- Complimentary email blast highlighting the product theater sent to conference registrants (email contents to be provided by exhibiting company – PDF preferred)

\$10,000 GOLD

- Premium location for (1) 6' tabletop display in exhibit hall space
 - 3 complimentary conference registrations
- Featured listing in pre-conference exhibit hall email blast to all conference registrants – company logo needs to be provided by 2/6/2026

\$7,500 SILVER

- (1) 6' tabletop display in exhibit hall space
- Better booth location in exhibit space
- 2 complimentary conference registrations

\$4,500 BRONZE

- (1) 6' tabletop display in exhibit hall space
- 1 complimentary conference registration

Benefits of Exhibiting

- Company name listed in program materials and acknowledgement from podium
 - Build recognition of your company and awareness of your products
- Multiple opportunities to meet with influential decision makers in a direct sales environment

Additional Conference Registrations may be purchased for Industry Representatives at \$595 per person. <https://cme.uchicago.edu/OPSHNC26>

2026 Sponsorship Opportunities

Organ Preservation and Survival in Head and Neck Cancer

Branded Coffee Cup Sleeves **\$1,500**

- Custom branded coffee cup sleeves personalized with your company's logo to be available all day at the conference
- Includes 1 complimentary registration
- *Need 21 business days for design, compliance, processing and shipping*

Lanyards **\$1,500**

- Company can provide branded lanyards of choice that will be made available to attendees
- Includes 1 complimentary conference registration

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Application & Payment Form

Please print clearly.

CONTACT INFORMATION		
Company Name		
Main Contact		
Email		

EXHIBIT OPPORTUNITIES		
_____	PLATINUM	\$20,000 USD
_____	GOLD	\$10,000 USD
_____	SILVER	\$7,500 USD
_____	BRONZE	\$4,000 USD
SPONSORSHIP OPPORTUNITIES		
_____	Branded Coffee Cup Sleeves	\$1,500 USD
_____	Branded Lanyards	\$1,500 USD

TOTAL AMOUNT: \$ _____

*Please sign and return pages 6-10

Exhibit space is limited!

Deadline for exhibitor support/space is **February 13, 2026** or when space reaches capacity (whichever comes first).

Deadline for sponsorship opportunities is **February 6, 2026**.

All exhibitors & sponsors will receive an exhibitor guide with additional logistic details, and the exhibitor know-before-you-go document **72 hours pre-conference**.

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Payment Options

☐ **Check/Money OrderPayment**

Please email back pages 6-10 to Rachel Lenz (Rachel@meetingachievements.com) and request an invoice to pay via check. **Invoice number or copy of invoice must be sent with check.**

☐ **ACH or Bank Transfer**

Please email back pages 6-10 to Rachel Lenz (Rachel@meetingachievements.com) and request an invoice and bank transfer information. A remittance advice is required with your payment, please send remittance advise, referencing invoice number to accounting@meetingachievements.com.

☐ **Credit Card Payment**

(Charge willbe processed by Meeting Achievements through CVENT)

Check one: VISA_____ Mastercard_____ AmericanExpress _____

Credit Card Number	
Expiration Date	
CID	
Cardholder's Name	
Billing Address	
City	
State/Province	
Postal Code	
Telephone	
Signature	

Please email back pages 6-10 to Rachel Lenz (Rachel@meetingachievements.com).

A receipt/confirmation and the exhibitor guide will be sent to the email address provided upon receipt of full payment and ALL completed forms: application, payment form, signed exhibitor agreement (i.e.pages 6-10).

- Thank you for your support of this important conference!

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Exhibitor/Support Agreement

Exhibit Rules and Regulations

Only one company may exhibit in a single space. Items or services exhibited or referred to must be those normally provided or manufactured by the exhibitor. No application form will be processed without payment in full.

Due to the nature of the conference, no refunds will be offered.

All representatives who will be staffing exhibit booths must be registered for the meeting. Supporting companies are allowed a set number of complimentary registration(s) based on their supporter level. Additional booth personnel may register for an additional fee.

Display materials that may be deemed by the conference organizers to detract from the dignity of the exhibit show will not be permitted.

All signage, and logos, to be provided by supporting company, must adhere to conference specifications.

All exhibit tables and support services will be provided by the hotel. Note: electrical access may not be available. Any additional support costs are the responsibility of the exhibitor.

Security will NOT be provided. The property of the exhibitors shall at all times remain in the sole possession, custody, and responsibility of each exhibitor.

Industry Guidelines

In recent years, much attention has been given to the relationships between the pharmaceutical and device/equipment industry and medical/health care professionals. Gifts, individual relations, and professional education have been topics at the forefront of discussion. It is the responsibility of all exhibitors to be aware of and abide by all applicable association codes including but not limited to, those listed below:

Advanced Medical Technology Association (AdvaMed) Code of Ethics for Interactions with Health Care

Professionals – approved 2003, additional FAQs 2005

American Medical Association Opinion 8.06 Gifts to Physicians from Industry and Clarifying Addendum

Compliance Program Guidance for Pharmaceutical Manufacturers
Pharmaceutical Research and Manufacturers of America (PhRMA) Code of Interaction with Healthcare Professionals – revised July 2008

It is the company's responsibility to collect any data to fulfill their requirements for the Sunshine Act.

Distribution of Product:

FDA Regulations

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations. This information may be obtained from the FDA at this website: <http://www.fda.gov/cder/ddmac/>. Exhibitors are reminded that the FDA generally prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also forbids the promotion of approved drugs or devices for unapproved uses. All products that have not been FDA approved for a particular use in humans or that are not commercially available in the United States will be permitted to be exhibited only when accompanied by appropriate signage indicating the device's clearing status. The signs must be easily visible and placed near the products themselves and on any graphics depicting the product. The exhibitor shall have available at the booth a letter from the FDA, which describes the allowable use status of the product(s).

Exhibitors are cautioned about the FDA's prohibition on promoting cleared-for-marketing devices for unapproved uses. Requests for information and guidance should be directed to the FDA.

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Exhibitor/Support Agreement (continued)

Selling of Products or Services

Exhibitors may display products that they have manufactured. Exhibitors may not accept cash, checks or credit cards for merchandise in the exhibition Hall; however, orders may be taken. Exhibitors electing to take orders must do so in a manner consistent with the professional nature of the exhibit.

Use of the UofC Name, Insignia, Logo or Acronym

The University of Chicago (UofC) and Meeting Achievements names, insignias, logos and acronyms are proprietary marks and may not be used in signs, advertising, or promotions in any media or product literature either inside or outside of the exhibit area unless prior written approval has been received from the conference organizers.

Terms and Conditions

If applicable, as a condition for exhibiting, each exhibitor shall agree to observe all stated policies in this document. UofC reserves the right to refuse exhibit space to any applicant at its sole discretion. *If exhibiting at the conference, the undersigned has read the enclosed Exhibit/Support Agreement and agrees to abide by these regulations. Failure to abide by these regulations will result in forfeiture of all monies paid or due under the terms of the agreement.*

The exhibitor and the provider agree to abide by all requirements of the Accreditation Council for Continuing Medical Education's Standards for Integrity and Independence in Accredited Continuing Education as stated at www.accme.org, including Standard 4.2: "The accredited provider must ensure that learners can easily distinguish between accredited education and other activities."

Company Name: _____

Signature: _____ Date: _____

Name (print): _____

Email: _____

***Please sign and return along with all other required pages (6-10).**

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Exhibitor/Supporter Registration Form

Please list the names of ALL representatives scheduled to work your booth.

Company Representative 1: Platinum / Gold / Silver / Bronze

*Name _____

*Title _____ *Degree _____

*Email _____

*Allergies and/or Dietary Restrictions _____

*Accessibility Accommodations _____

Company Representative 2: Platinum / Gold / Silver

*Name _____

*Title _____ *Degree _____

*Email _____

*Allergies and/or Dietary Restrictions _____

*Accessibility Accommodations _____

Company Representative 3: Platinum / Gold

*Name _____

*Title _____ *Degree _____

*Email _____

*Allergies and/or Dietary Restrictions _____

*Accessibility Accommodations _____

Company Representative 4: Platinum

*Name _____

*Title _____ *Degree _____

*Email _____

*Allergies and/or Dietary Restrictions _____

*Accessibility Accommodations _____

Additional conference registrations may be purchased at an industry rate of \$595 on the event website: <https://cme.uchicago.edu/OPSHNC26>