

Exhibitor Guidelines

Exhibiting at CE activities sponsored by these organizations requires compliance with the UPMC / University of Pittsburgh Schools of the Health Sciences Industry Relationship policy, <http://www.coi.pitt.edu/IndustryRelationships/index.htm> and adherence to the below guidelines.

Exhibitor Guidelines and Responsibilities:

1. Each exhibitor, this includes each individual, is required to complete the online training module, [Module Preview \(pitt.edu\)](#)
2. Complete and return the Exhibitor Agreement and payment for the displaying opportunity to the UPMC / University of Pittsburgh sponsoring department.
3. Exhibitors must set-up and tear-down their displays during the approved dates and times and following the directions set by the conference staff and the venue management.
4. Exhibitors may provide informational materials to conference attendees at the educational event.
5. Exhibitors may dialogue with conference attendees during the designated exhibit hall times and during meal breaks. Exhibitors may not distribute gifts of any kind (e.g. pens, note pads, golf balls, gift baskets, etc.).
 - a. Exhibitors must be open to interacting with all activity attendees without preference.
 - b. Exhibitors are restricted from discussing promotional matters to activity attendees or course faculty within the educational setting.
6. Exhibitors are restricted from congregating near the meeting room where the educational activity occurs.
7. Exhibitors must check-in with the conference staff at the activity registration table.
8. Each exhibiting representative must obtain and wear a conference name badge identifying the individual as an exhibitor.

UPMC
University of Pittsburgh School of Medicine
Center for Continuing Education in the Health Sciences

Exhibitor Agreement

This form is not for use in the provision of a grant.

Section 1:

COURSE INFORMATION

Course Title: 2025 Cardiovascular Update Conference

Course Date: 5/9/2025

Course Location: Bayfront Convention Center, 1 Sassafras Pier, Erie, PA

Course Director: Robert Maholic, DO, Quentin Orlando, DO

Exhibit Fee: \$750, \$1000, \$1500, \$5000

UPMC or University of Pittsburgh Sponsor: UPMC Hamot
(Financially responsible)

Section 2:

COMPANY INFORMATION

Company Name:

Headquarters' Address:

City:

State:

Zip:

CONTACT INFORMATION

Name:

Title:

Address:

City

State:

Zip:

Telephone Number:

Fax Number:

E-mail Address:

Company representative attending conference:

Section 3:

EXHIBIT SPACE

I agree to purchase:

- ☐ 1 table, limit 2 rep and 2 products, for \$750
- ☐ 1 table, limit 3 reps and 3 products, for \$1000
- ☐ 2 preferred placement tables, limit 4 reps and 4 products, for \$1500
- ☐ 2 preferred placement tables, limit 8 reps and 8 products, for \$5000

METHOD OF PAYMENT

Exhibit fee must be received within 1 day prior to the course.

Checks

Make checks payable to: UPMC Hamot. The tax ID is: 25-0965387.

Please send checks to:

Attn – UPMC Hamot Medical Education Department

100 State Street, Suite 320, Erie, Pa 16507

Please put the course name on check stub.

Credit Card Payments (preferred)

Visa/MasterCard/American Express/Discover

To pay using our online payment portal, please follow the below steps:

Step 1: Go to <http://cce.upmc.com/upmchamotexhibitorportal>

Step 2: Click “Register/Take Course,” and then select register

Step 3: Complete the questions and click on Continue.

You will get a message the registration was successful and redirected back to the exhibitor portal to process your payment

If you are not redirected back to the portal, please click on the link in step 1 to get back on the portal homepage

AGREEMENT

The company must complete, sign, and return this agreement.

Authorized Company Representative's Signature

Title

Date

Email Address:

espositoh@upmc.edu

(preferred)

Mail:

UPMC Hamot Medical Education Dept.

100 State St. Suite 320

Erie, PA 16507