

**Memorial Hermann Health System
Continuing Education**

Exhibit Agreement

Exhibit space consists of one draped table plus two chairs. Additional exhibit space may be purchased if space is available. Contact the conference organizers for information. See **GUIDELINES** below and **EXHIBIT FEE** next page.

Event Information (to be completed by conference organizers)

Activity Name	5 th Annual Advance Practice Provider Conference		
Date(s)	10/23/2026 – 10/24/2026		
Location	Memorial Hermann TMC – Hermann Conference Center		
Set Up Hours	10/22 12:00 p.m.	Dismantle Hours	10/24 2:00 p.m.
Shipping Address	Please bring all items with you to set up		
Shipping Contact	n/a	Phone:	713-932-5655
Other information	Heather.mahon@memorialhermann.org		

GUIDELINES

1. The **Exhibit Agreement** must be on file with Continuing Education Office at least 7 business days before the activity is scheduled, unless other arrangements have been made. Space is provided on a first-come, first-served basis, with location usually randomly assigned by the conference organizers. Exhibitors will be acknowledged on signage.
2. The **Exhibit Fee** must be paid before the exhibitor is allowed to set up, unless other arrangements have been made in writing with conference organizers in advance. Fees are non-refundable.
3. Representatives must check in at the registration desk. Name badges will be issued by the conference organizers. Company/ Organization badges may not be worn.
4. Memorial Hermann Health System Continuing Education Office and the conference organizers reserves the right to refuse exhibits, curtail activities, or close exhibits that do not comply with Memorial Hermann Health System, TMA, ANCC and/or the ACCME standards.
5. If Company/Organization requests additional exhibit requirements (electrical, Internet connection, extra chairs, etc.), the conference organizer will use reasonable efforts to accommodate such request. The conference organizers will invoice company/organization for additional charges, if any, for such specified requirements.

Instructions: Complete company/organization information; list the representatives planning to attend; specify exhibit requirements (electrical, Internet connection, extra chairs, etc.); and indicate payment method. Return the signed **Exhibit Agreement** with payment as indicated below.

COMPANY/ORGANIZATION (“EXHIBITOR”) INFORMATION (to be completed by Exhibitor)

Entity Name			
Address			
City/State/Zip			
Contact Person		Email	
Phone No.		FAX	

Reps to Attend	
Name:	
Name:	

Products/Services	
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Exhibit Agreement

Requirements	
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Accredited educational activity must be separate from marketing by ineligible companies including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.

Exhibitor agrees to comply with the following terms and conditions:

1. Exhibitor will comply with the [ACCME Standards for Integrity and Independence in Accredited Continuing Education](#)
2. Exhibitor will not:
 - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
 - b. Interfere with the presentation of the education.
 - c. Require exclusivity as a condition of exhibiting at the educational activity.
 - d. Communicate with MHHS conference organizers with the intent of influencing purchasing decisions.
3. Exhibitor attests that the purpose of exhibiting is not intended to induce referrals.
4. Learners must be able to 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. Learners must not be presented with marketing while engaged in the accredited education activity.
 - 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.
5. Ineligible companies may not provide access to, or distribute, accredited education to learners.

EXHIBIT FEE AMOUNT

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AGREED

I attest that I am authorized to enter into this Agreement on behalf of Exhibitor, and that I have complied with applicable company/organization policies. I represent and warrant that when this Agreement is executed and delivered, this Agreement will constitute the legal, valid and binding obligation of Exhibitor, enforceable against Exhibitor in accordance with its terms. Exhibitor understands that if another company/organization (e.g., co-promotion partner) is to be involved, Memorial Hermann Health System Continuing Education Office and the conference organizers must be notified in writing in advance. If the Continuing Education Office and the conference organizers are not notified, the other party will not be acknowledged, and its representative(s) will not be permitted to attend.

Exhibitor agrees to comply with the guidelines set forth in this Agreement.

Name/Title	
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Exhibit Agreement

Signature		Date	
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