More than 900 attendees and 60 exhibitors will gather for 3 days.

- This year’s conference theme, *Educating Leaders for Integrated Health Systems*, is expected to bring together respected members of the medical education community and beyond to engage in an exciting program of presentations and discussion on timely issues facing our nation’s health care and medical education systems.
- The American Association of Colleges of Osteopathic Medicine (AACOM) was founded in 1898 to lend support and assistance to the nation’s osteopathic medical schools, and to serve as a unifying voice for osteopathic medical education. Having grown from a handful of college administrators a century ago, the organization today represents the administration, faculty and students of all of the osteopathic medical colleges in the United States.
- The American Association of Colleges of Osteopathic Medicine provides leadership for the osteopathic medical education community by promoting excellence in medical education, research and service, and by fostering innovation and quality across the continuum of osteopathic medical education to improve the health of the American public.
- AODME is a professional association that represents the interests of the entire continuum of osteopathic medical education. Our mission is to foster professional and leadership development opportunities on behalf of all our members; providing leadership, tools and advocacy to assist osteopathic educators in developing physicians who achieve excellence in patient care. We are committed to supporting our members as they strive each day to serve the osteopathic profession in every aspect of their education.
- AODME represents members from many medical education environments: Hospitals/Hospital Consortiums, Colleges, OPTIs, Specialty Colleges, Community-Based Healthcare Facilities, Ambulatory Care Clinics, Rehabilitation Centers, and Surgicenters.
- Within these settings, AODME members work as Directors of Medical Education (DMEs), Program Directors, Deans, Academic and Clinical Faculty, Academic and Administrative Officers, and Administrative Employees.
SPONSORSHIPS

Sponsoring an event or conference item provides valuable recognition to companies and organizations working with AACOM and AODME and its members. Many of our sponsors return year after year because they recognize the value of the face-to-face interactions afforded by the Annual Conference. Partial sponsorships are available.

Complete the application form today and secure your sponsorship by submitting it with payment to the American Association of Colleges of Osteopathic Medicine.

Platinum - $12,000

- Company/organization listing on the Annual Conference web site
- A sign with your company’s/organization’s name/logo at the event, if appropriate
- Recognition during Annual Conference plenary sessions
- Opportunity to deliver a brief welcome at the event, if appropriate
- One complimentary exhibit booth
- Two complimentary conference registrations (includes conference meals)
- A list of pre-registered attendees for pre-conference and a final list of all registered attendees for post-conference marketing purposes (USPS addresses only)

Grand Opening Reception
*Wednesday, April 26*
Attendees will have a chance to interact with exhibitors while enjoying hors d’oeuvres and beverages.

Mobile App
*Wednesday, April 26 through Saturday, April 29*
Includes the Welcome Page, Footer, company listing on the sponsor page with logo and URL.

Gold - $8,000

- Company/organization listing on the Annual Conference web site
- A sign with your company’s/organization’s name/logo at the event, if appropriate
- Recognition during Annual Conference plenary sessions
- One complimentary exhibit booth
- One complimentary conference registration (includes conference meals)
- A list of pre-registered attendees for pre-conference and a final list of all registered attendees for post-conference marketing purposes (USPS addresses only)

Continental Breakfast
*Available Wednesday, April 26, Thursday, April 27 and Friday, April 28*
The day begins with continental breakfast for all attendees and a chance to visit colleagues.

Morning Coffee Break
*Available Wednesday, April 26, Thursday, April 27 and Friday, April 28*
Between sessions, attendees gather for coffee and conversations.

Afternoon Refreshment Break
*Available Thursday, April 27*
Between sessions, attendees gather to rejuvenate with beverages and light snacks.
Silver - $5,000

- Company/organization listing on the Annual Conference website
- A sign with your company’s/organization’s name/logo at the event, if appropriate
- Recognition during Annual Conference plenary sessions
- A list of pre-registered attendees for pre-conference and a final list of all registered attendees for post-conference marketing purposes (USPS addresses only)

Conference Tote Bags
Your organization’s name and logo will be on the conference bag for all to see. Attendees will be reminded of your organization when they reuse the bag at home.

Conference Giveaway
We will help you make your selection from a variety of giveaways for attendees. Choose from a wide assortment of office supplies and accessories, novelty pieces, and personal use items, and then add your organization’s logo. This is a great way to keep your name in front of attendees.

goCharge - Cell Phone Charging Kiosk
The goCharge kiosks allow mobile device users the opportunity to charge virtually every model of cellphone, smartphone, and mp3 device on the go. Cell Phone Charging Stations will be located in the Annual Conference registration area.

Bronze & Friend of the Conference - $2,000

- Company/organization listing on the Annual Conference website
- A sign with your company’s/organization’s name at the conference
- Recognition during Annual Conference plenary sessions
- A list of pre-registered attendees for pre-conference and a final list of all registered attendees for post-conference marketing purposes (USPS addresses only)

Door Prizes
Available Thursday or Friday during the scheduled refreshment breaks in the exhibit hall
This sponsorship opportunity gives your company outstanding visibility throughout the conference and beyond – choose between an Apple gift card or iPad engraved with your company’s name.

Marketing Materials
Reach all attendees by having your marketing piece included in the registration packet. Marketing materials cannot be larger than 8 1/2” x 11” in size and may not be more than 4 pages.

Lanyards
Reach all attendees by giving them a lanyard with your company logo on it. The lanyard will be handed out to all attendees when they register.

Friend of the Conference

- There is no limit to the amount of contribution. Recognition will be given during the conference and in the Final Program.
- Your contribution will help defray general conference operating costs.

AACOM/AODME reserves the right to determine the eligibility of any company or organization to serve as a sponsor, and further reserves the right to reject any sponsorship application. Early reservations and payment will secure your first choice among these opportunities, as specific requests are fulfilled in order of reservation. Ensure your choice of options by contacting us now.

Deadlines:
- Sponsorship and exhibitor applications: February 24, 2017
- All marketing materials must be shipped to AACOM’s office by April 7, 2017
CHECKLIST

Submit by February 24, 2017:

- Exhibit Booth Registration (identifying one complimentary conference registration and one complimentary exhibitor badge contact)
- Booth Preference (up to three)
- Sponsorship Reservation (if applicable)
- Payment (Visa, MasterCard, AMEX or check)
- Logo for Annual Conference website and Signage (email to bmartino@aacom.org)
- All marketing materials shipped to AACOM’s office by April 7, 2017 (if sponsorship item is purchased)

### Exhibit Schedule (including move-in/move-out)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 26</td>
<td>Exhibitor Registration and Setup</td>
<td>10:00 am – 4:30 pm</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Hours</td>
<td>5:00 – 6:30 pm</td>
</tr>
<tr>
<td>Thursday, April 27</td>
<td>Exhibit Hours</td>
<td>9:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Friday, April 28</td>
<td>Exhibit Hours</td>
<td>9:30 – 11:30 am</td>
</tr>
<tr>
<td></td>
<td>Tear-down</td>
<td>11:30 am – 3:00 pm</td>
</tr>
</tbody>
</table>

### Booth Fee

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW! Premium booths</td>
<td>$3,000</td>
</tr>
<tr>
<td>For-profit vendor</td>
<td>$2,000</td>
</tr>
<tr>
<td>Non-profit &amp; gov’t agencies</td>
<td>$1,250</td>
</tr>
<tr>
<td>AACOM member colleges</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

April 26-29, 2017 • Baltimore Marriott Waterfront Hotel
http://www.aacom.org/news-and-events/conference

Cancellation /Refund Deadline: February 24, 2017

Contact:

Beth Martino, AACOM  
Manager of Meetings and Events  
301-968-4189 or bmartino@aacom.org

Alexis Curtis, AODME  
Executive Director  
312-202-8016 or acurtis@osteopathic.org
EXHIBITORS

Exhibit fee includes:

- Exhibit space in a high-traffic area with a reception and refreshment breaks scheduled in the hall
- One complimentary conference registration (includes conference meals)
- One complimentary exhibitor badge
- A list of pre-registered attendees for pre-conference and a final list of all registered attendees for post-conference marketing purposes (USPS addresses only)
- Company/organization listing on the Annual Conference web site

Exhibit Booth Specifications

All exhibit spaces are 8’ x 10’ and include a 6’ draped table, two side chairs, a wastepaper basket and one identification sign (44” x 7”). Exhibitors may not erect any walls, partitions, decorations or obstructions that interfere with the view of any other exhibit.

Exhibit Rental Fees and Booth Assignments

AACOM/AODME requires full payment of the total booth cost with the submission of the application. Booth space in the Exhibit Hall is assigned based upon the order in which exhibit applications/payments are received. AACOM/AODME will make every effort to provide exhibitors/sponsors with their first choice; however, if this is not possible, we will assign a space in close proximity. In the event that you must submit a check as form of payment, it should reach AACOM’s office within 2 weeks of your exhibit/sponsor application being submitted. Checks not received by this time, will result in AACOM/AODME selecting the best exhibit space possible on your behalf. AACOM reserves the right to revise the exhibit hall floor plan and/or move assigned exhibitors as necessary.

Space not occupied by the close of the exhibit installation period as specified in these terms and conditions will be forfeited by the exhibitor. This space may be resold, reassigned or used by the exhibit manager.

Exhibit Area Security

AACOM/AODME will not provide 24-hour security for exhibitors. The safekeeping of exhibitors’ property shall remain the responsibility of the exhibitor. AACOM/AODME advises exhibitors to consult their insurance brokers for proper coverage of display material from the time it is shipped from their premises until the time it is returned.

Decorator Services, Shipping, and Drayage

Alliance Exposition Services will send a service kit containing complete shipping instructions, production information, and other forms for all services needed during the installation, show period and removal of exhibits about 45 days before the opening of the show. Please note: Do not ship exhibits directly to the hotel. Shipments will not be accepted. Shipping instructions and drayage fees will be included in the exhibitor service kit.

Exhibitor Name Badges

One complimentary conference registration, including conference meals and one exhibitor name badge are included with each booth.

Exhibitor Visibility

In order to maximize your visibility, we encourage all exhibitors to schedule their breaks and lunches, during which times when the exhibit hall has the least amount of traffic (such as during sessions).
TERMS AND CONDITIONS

Eligibility
AACOM/AODME reserves the right to determine the eligibility of any company or organization to exhibit, sponsor and/or advertise at this conference, and further reserves the right to reject any application and/or limit space assigned. Those submitting applications will receive confirmation of acceptance or rejection from annualconf@aacom.org.

Scope
AACOM/AODME will provide appropriate acknowledgement and recognition of Exhibitor or Sponsor in accordance with advertised exhibitor and sponsorship benefits, and with applicable laws and Internal Revenue Service rules and regulations. AACOM/AODME and Exhibitor or Sponsor agree that the purpose of the Annual Conference is educational in nature, that Exhibitor or Sponsor participation in the Annual Conference does not convey AACOM/AODME’s approval, endorsement, certification, acceptance or referral of any product or service of Exhibitor or Sponsor. No materials developed or intended for use in connection with the Annual Conference will be distributed or otherwise used prior to advance review and written approval by AACOM/AODME.

Deadlines – Application, Cancellation or Withdrawal
Deadline for sponsor/exhibit space applications: February 24, 2017
All sponsor/exhibitor cancellations and refund requests must be made in writing by Friday, February 24, 2017. A refund of the sponsor/exhibitor fee, less a $100 processing fee, will be given for cancellations received by that date. Refunds will not be issued if the request is received after Friday, February 24, 2017. Submit all requests via email to annualconf@aacom.org or Beth Martino at bmartino@aacom.org. They may also be faxed to 301-968-4101. Refunds are not given to those who are “no-shows” to the conference after said deadline.

Termination of Annual Conference
AACOM/AODME reserves the right to cancel this conference and any group activity that does not meet minimal group requirements.
If AACOM/AODME determines that the premises where the Annual Conference is to be held have become unfit for occupancy, or if the premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, terrorist attack or threat, any other emergency, or any act or event not the fault or beyond the control of AACOM/AODME, the Agreement may be terminated by AACOM/AODME. In the event of such termination, the Exhibitor or Sponsor waives any and all damages and agrees that AACOM/AODME may, after deducting all costs and expenses, including a reserve for claims, refund to Exhibitor or Sponsor as a complete settlement and discharge of Exhibitor’s or Sponsor’s claim and demands, its pro rata amount of all monies paid by all Exhibitors and Sponsors, if other Exhibitors or Sponsors are involved in the Annual Conference.

Names and Trademarks
AACOM/AODME shall have the right to use Exhibitor’s or Sponsor’s name, trademark, and logo, limited to the terms of this Agreement. Exhibitor or Sponsor shall not have the right to use any of AACOM/AODME’s names, trademarks, logos, or copyrights without prior written approval.

Limitation of Liability
Exhibitor or Sponsor agrees to make no claim for any reason whatsoever against AACOM/AODME, the hotel, or the city and/or state where the Annual Conference is held for any loss, including theft, damage or destruction of goods, or for any injury to Exhibitor or Sponsor or its employees, including while the Annual Conference is in progress, being set up or being taken down. Exhibitor or Sponsor agrees to indemnify and hold harmless AACOM/AODME and its officers, directors, employees, and agents from and against any and all claims of any person arising out of acts, omissions or negligence of Exhibitor or Sponsor, its agents or employees.

For more information on exhibiting or sponsoring at the Joint AACOM & AODME 2017 Annual Conference, please contact:

- **Beth Martino**
  bmartino@aacom.org
  AACOM
  Manager of Meetings and Events
  5550 Friendship Blvd, Suite 310
  Chevy Chase, MD 20815
  Phone: (301) 968-4189
  Fax: (301) 968-4101

- **Alexis Curtis**
  acurtis@osteopathic.org
  AODME
  Executive Director
  142 East Ontario Street
  Chicago, IL 60611
  Phone: (312) 202-8016
  Fax: (312) 202-8224
EXHIBITOR AND SPONSOR APPLICATION & AGREEMENT

Company Name: __________________________________________________________________________________________

Web Site Address: __________________________________________________________________________________________

Contact: __________________________________ Title: _____________________________________________________________

Complimentary Exhibit Staff: ______________________________________________________________________________

On-Site Exhibit Staff: _______________________________________________________________________________________

________________________________________________________________________________________________________

Address: __________________________________________________________________________________________________

City: ______________________________________________________________________________________________________

State: __________________________________________________________________________________ Zip: __________________________

E-mail Address: ______________________________________________________________________________________________

Phone: __________________________________ Fax: ________________________________________________________________

Unless you indicate otherwise, the address, web site, and company name provided on this application will appear with your description in the Final Program. Please email a company description (no more than 75 words) to Beth Martino at bmartino@aacom.org.

EXHIBIT SPACE

Completion of the following section confirms your organization’s request for exhibit space at the Joint AACOM & AODME 2017 Annual Conference. This application is subject to conditions specified on the conference web site. For confirmation of exhibit space, this application must be signed by a representative of AACOM, available space must be confirmed, and payment must be received by AACOM. Please describe products/services to be exhibited, in 75 words or fewer, for inclusion in the Conference Program.

Booth Fee: 

NEW! Premium booths $3,000 x _____ Number of Booths = $ ______________

For-profit vendors $2,000 x _____ Number of Booths = $ ______________

Non-profit & gov’t agencies $1,250 x _____ Number of Booths = $ ______________

AACOM member colleges $1,000 x _____ Number of Booths = $ ______________

Booth Preferences: 1st Choice ________ 2nd Choice ________ 3rd Choice ________

Floor plan subject to change without notice

AACOM/AODME requires full payment of the total booth cost with the submission of the application. Booth space in the Exhibit Hall is assigned based upon the order in which exhibit applications/payments are received. AACOM/AODME will make every effort to provide exhibitors/sponsors with their first choice; however, if this is not possible, we will assign a space in close proximity. In the event that you must submit a check as form of payment, it should reach AACOM’s office within 2 weeks of your exhibit/sponsor application being submitted. Checks not received by this time, will result in AACOM/AODME selecting the best exhibit space possible on your behalf. AACOM reserves the right to revise the exhibit hall floor plan and/or move assigned exhibitors as necessary. Deadline for exhibitor space is February 24, 2017. AACOM/AODME reserves the right to reject any application. Please note that only a limited number of booths are available; reserve yours today.
SPONSORSHIP RESERVATION

By completing the following section, you will reserve a sponsorship for your company/organization at the AACOM/AODME Joint Annual Conference. This reservation is subject to conditions specified on the conference web site. If you would like to discuss sponsorship options, call Beth Martino, AACOM Manager of Meetings and Events, at (301) 968-4189 or Alexis Curtis, AODME Executive Director, at (312) 202-8016.

SPONSORSHIP LEVEL
Please select an item or event to sponsor from the Sponsorship Opportunities on AACOM’s website.

☐ Platinum ☐ Gold ☐ Silver ☐ Bronze ☐ Friend of the Conference

Item/Event(s) to be Sponsored _____________________________________________________________

Total Amount of Sponsorship $ __________________________________________________________

Sponsorship will be reserved upon full payment of the total sponsorship cost with the submission of the application. AACOM/AODME reserves the right to reject any sponsorship.

No cancellation of this agreement will be accepted, or refund made, after February 24, 2017.

METHOD OF PAYMENT

☐ Check ☐ Visa ☐ MasterCard ☐ American Express

Name on Credit Card: _________________________________________________________________

Card No.___________________________________________Expiration Date:______________________Security Code: __________

Signature of card holder: ______________________________________________________________

Make checks payable to the American Association of Colleges of Osteopathic Medicine.

Return form with payment to: AACOM-Finance Department, 5550 Friendship Blvd., Suite 310, Chevy Chase, MD 20815.

Questions regarding exhibits and/or sponsorships? Contact:

Beth Martino   bmartino@aacom.org
AACOM
Manager of Meetings and Events
5550 Friendship Blvd, Suite 310
Chevy Chase, MD 20815
Phone: (301) 968-4189
Fax: (301) 968-4101

Alexis Curtis   acurtis@osteopathic.org
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Fax: (312) 202-8224

FOR AACOM USE ONLY

Space Assigned:_________________________Total Cost: _____________________________

Payment Received_______________________________________________________________

Check #: _______________________________________________________________________

Balance Due________________________________________________________________________

Representative of AACOM __________________________________________________________