



Presents

Steven R. Hall, MD Trauma Symposium

OCT 2, 3, & 4, 2023

BIG CEDAR LODGE

RIDGEDALE, MISSOURI (BRANSON)

Dear Valued Colleagues:

We are pleased to have this opportunity to invite you to participate as an exhibitor, in our upcoming **Steven R. Hall, MD Trauma Symposium**. The lineup for the symposium will feature many known speakers. The expected daily attendance is approximately 100 with approximately 30 physicians, 60 nurses, 15 pre-hospital, and 10 other healthcare professionals. We feel confident that you and/or your agency would benefit tremendously from the exposure this event will offer.

The Steven R. Hall, MD Trauma Symposium has been widely marketed throughout Arkansas, Iowa, Illinois, Kansas, Missouri, Oklahoma and Texas to the following target audience: physicians, surgeons, nurses, pre-hospitals, and all others caring for the trauma patient. Your company/agency's product(s) or material would be a tremendous supplement to the wealth of information that this conference promises.

The exhibitor hall will be open beginning Monday, Oct. 2 through Wednesday, Oct. 4 with opportunities for attendees to peruse offerings built into the schedule. Display locations will be determined by the level of vendor support and are available on a first-come, first-served basis. Should spots fill up, potential exhibitors will be placed on a waiting list in the order the registration was received so early registration is encouraged. Please take a moment to review the attached exhibitor information and registration form. If you have any questions, or need additional information, please do not hesitate to contact Pam Jackson, Trauma Program Manager at Saint Luke's Hospital of Kansas City at pjackson@saintlukeskc.org.

Please register by visiting the exhibitor page at <https://conferences.saintlukeskc.org/trauma/exhibitors/>. Thank you for your consideration of this invitation and for your continued efforts to enrich the lives of individuals and families who care for our trauma patient population.

Sincerely,

The Steven R. Hall, MD Trauma Symposium Planning Committee

Steven R. Hall, MD Trauma Symposium

October 2, 3, & 4, 2023

Big Cedar Lodge, Ridgedale, Missouri

Presented by

Saint Luke's Hospital of Kansas City

CoxHealth of Springfield

Barnes-Jewish Hospital of St. Louis

Washington University of St. Louis Physicians

University of Missouri Health Care - Columbia

EXHIBITOR REGISTRATION PACKET

DATES, LOCATION & HOURS

Conference	Steven R. Hall, MD Trauma Symposium
Dates & times:	October 2, 2023, 12:30 p.m. to 4:30 p.m. with Reception following at 6:30 p.m. October 3, 2023, 7 a.m. to 2 p.m. October 4, 2023, 7 a.m. to 2 p.m.
Convention	Big Cedar Lodge Grandview Conference Center
Site address	612 Devil's Pool Road, Ridgedale, Missouri 65739
& phone:	Phone: 1-800-225-6343 Fax: 417-339-5069
Site Contact:	Groups Coordinator, Group # 62B3E6
Site Email:	group@passpro.com
Exhibit locale:	Big Cedar Lodge, Grandview Conference Center
Exhibit hall:	Main Foyer
Visibility:	Exhibits will be near the daily registration and welcome. This is a high traffic area for registrants and speakers staying at Big Cedar Lodge.
Exhibit set-up:	Begins Monday, October 2, 2023, at 8 a.m.
Exhibit tear-down:	Wednesday, October 4, 2023, from 2 to 4 p.m.

CONTACT INFORMATION

Pam Jackson, Trauma Program Manager, Saint Luke's: pjackson@saintlukeskc.org, 816-932-2459

BOOTH RATES* October 2, 2023 to October 4, 2023

Medical for-profit vendors will receive premium placement based on level.

\$500	3 days	This rate only applied to 501(c)3 Not-For-Profit Exhibits
\$500	1 day	Applies to all other For-Profit entities
\$1000	2 days	Applies to all other For-Profit entities
\$1500 +	3 days	Applies to all other For-Profit entities

BOOTH CONTENTS

Included: Exhibitor space includes one skirted table and two chairs. If you need more than one table, contact the Trauma Program Manager at Saint Luke's regarding additional space: pjackson@saintlukeskc.org

BOOTH OPERATION & GUIDELINES

Exhibitors not set up by the deadline will forfeit their booth space with no refund, unless prior arrangements have been made.

Paid vendor exhibits **MUST** be manned during **ALL** open exhibit hours. Any children accompanying exhibitors must always remain with parents.

It is at the discretion of the exhibitor whether to leave merchandise and/or materials on display during off hours; however, no cash, credit card information, expensive equipment or other valuables should be left unattended at any time. An Exhibitor badge must always be worn and no one will be admitted to the exhibit area during off hours without conference personnel or hotel security. Conference hosts assume no responsibility for lost, stolen or damaged goods or materials.

Booths must be torn down by the deadline without exception.

Exhibitors are required to clean up their booth space including empty boxes; additional fees may be imposed if extra clean-up is required.

In instances where shipping items to the exhibition hall is necessary, exhibitors are required to pay all related shipping and handling costs. Please advise the Catering Office of your intent to ship packages, the number of packages to be shipped and the day they are anticipated to arrive. Handling fees may be assessed by the Hotel for accepting and storing packages. Consult Catering Sales Manager for applicable charges. The following information must be included on all packages to ensure proper delivery: (1) Group Name; (2) Date of Function; (3) Catering Sales Manager Name. **Package delivery is determined by the hotel; please check with Big Cedar Lodge directly.**

The Accreditation Council on Continuing Medical Education Standards for Commercial Support includes the following stipulations for management of funds from commercial sources:

1. Independent of the accredited provider and the collaborative planner in the use of contributed funds.
 - a. Vendor/exhibitor booth fees are NOT considered commercial support and payment should be made payable to the accredited sponsor.
 - b. In the event an educational grant is submitted by the accredited sponsor for review and approved, grant funds should be in the form of an unrestricted educational grant made payable to the Saint Luke's Hospital of Kansas City for the Steven R. Hall, MD Trauma Symposium for the support of programming.
 - c. All funds from Commercial sources shall be paid to Saint Luke's Hospital of Kansas City and not directly to the director, faculty, participant or others involved with the activity.
2. Payments to faculty of reasonable honoraria and reimbursement of out-of-pocket expenses are customary and proper.
3. Acknowledgement of commercial support may be made in printed announcements not containing educational content and must be announced to the participants prior to the beginning of the educational activity with no reference to specific products.
4. Saint Luke's Hospital of Kansas City, Barnes Jewish Hospital, Washington University in St. Louis, CoxHealth, and MU Health Care will not be required by a commercial interest to accept advice or services concerning faculty/lecturers, authors, participants or other education matters, including content from a commercial interest as condition of securing/accepting contributing funds or services.
5. Upon request, the planning entities will report to the commercial supporter information concerning disbursement of funds provided for the educational activity.
6. Product-promotion material or product-specific advertisement of any type is prohibited in or during CME/CE activities. Live or enduring promotional activities must be kept separate from CME/CE.
7. Educational materials that are part of a CME/CE activity, such as slides, abstracts and handouts, cannot contain any advertising, logo, trade name or a product-group message.

By completing the Exhibitor Agreement, the exhibitor agrees to abide by the ACCME Standards for Commercial Support of Continuing Medical Education and the AMA regulations regarding the Physicians' Recognition Award.

RESERVATIONS, DEADLINES & CANCELLATION POLICIES

- Reservations: Booth spaces are reserved only after the application is reviewed and payment in full is received. Any application received after the registration deadline will be considered dependent upon availability.
- Application deadline: Booths will be sold until all space is filled; booths are on a first-come, first-served basis.
- Payment: <https://conferences.saintlukeskc.org/trauma/event-information/registration/>
- Cancellation and Reimbursement Policy: If the conference is canceled, we will reimburse the Exhibitor the full amount of the paid fee, within 30 days of the cancellation date.
- If Exhibitor cancels exhibit more than five working days prior to the date of the conference, we will reimburse all fees charged with the exception of \$50 per table to the Exhibitor within 30 days of the Exhibitor's cancellation.
- If the Exhibitor cancels within five working days or less of the conference, we will not reimburse any fees.
- Cancel notification must be made by letter or email to: pjackson@saintlukeskc.org

Saint Luke's Hospital, Trauma Services
Attention: Pam Jackson
4401 Wornall Road
Kansas City, MO 64111



BIG CEDAR[®] LODGE

✦ AMERICA'S PREMIER WILDERNESS RESORT ✦

April 12, 2023

Dear Vendor,

On behalf of Saint Luke's Hospital of Kansas City and Big Cedar Lodge, we would like to welcome you to the resort for the upcoming event. As an exhibitor/vendor for this event, we would like to inform you of a few logistics that could be helpful for this event.

Should you choose to mail your packages in advance, please ship them at least 3-5 days prior to the event. Big Cedar Lodge does receive regular shipments, Monday-Friday, from UPS, U.S. Postal System, and Fed Ex, and does NOT receive over-night or weekend deliveries.

Please address all boxes to myself and reference the event you will be attending, and ship the packages to:

Big Cedar Receiving
1220 Ridgedale Road
Ridgedale, MO 65739

Attn: Bartholomew Handwerker - Saint Luke's Hospital of Kansas City

All packages are received into our Shipping & Receiving department at Big Cedar Lodge. If you are attending with a group, the packages will be moved to the Grandview Conference Center. The boxes will be available during the designated set-up time. If it is a personal package addressed to you, it will be delivered to your guest room.

An Outgoing Shipping Form will be available for your return shipments when you are at the resort. Please see your Conference Services Manager or a Banquet Captain while you are on-site. Please complete the return shipping form, and our staff will then move the packages back to our Purchasing Department and be shipped out promptly the next business day.

Thank you again for your participation with the Saint Luke's Hospital of Kansas City event, and we look forward to your arrival to the Ozarks and Big Cedar Lodge.

Sincerely,

Bartholomew Handwerker
Conference Services Manager