



REGIONAL OSTEOPATHIC CONVENTION - NEW YORK

May 4 - 7, 2023



EXHIBIT HALL DATES:

Friday, May 5th – Saturday, May 6th

*Hyatt Regency of Long Island
Hauppauge, New York*

EXHIBITOR PROSPECTUS

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INTRODUCTION

Dear Prospective Exhibitor/Sponsor,

On behalf of the New York State Osteopathic Medical Society (NYSOMS) and the Convention Committee, we thank you for your interest in participating in the Regional Osteopathic Convention (ROC-NY), taking place May 4 through May 7, 2023, at the Hyatt Regency of Long Island in Hauppauge, NY. We look forward to welcoming our physician attendees to our largest CME event of the year and having them connect with our exhibitors in person. This event brings physicians, residents, faculty and students together from across the State and is an important networking opportunity and a chance to connect with colleagues, all while learning new ways to improve care to patients. Our goal is to provide quality educational offerings for them to continue to advance in their practice of medicine.

*The Exhibit Hall will be open **Friday, May 5th and Saturday, May 6th.**

ROC - NY is New York's largest osteopathic medical education conference. On average, our participant size is around 150-200 osteopathic physicians, medical faculty, physicians in training, and students. Educational topics will cover medical updates, research, osteopathic manipulative medicine and treatments, primary care, emergency medicine, pediatrics, psychiatry, prescription abuse, billing and coding, and more. Organizations may purchase exhibit space and/or sponsor breaks or events. This service kit is designed to provide much of the information necessary for you to plan the logistics of your participation.

If you have any questions, please contact:

STEPHANIE LABARBERA, MHA

Executive Director, NYSOMS

Email: stephanie.labarbera@nyit.edu

Phone: (516) 686-3952

Again, we thank you for your consideration in exhibiting at our annual convention. We hope to receive the opportunity in working with your organization at our upcoming event!



Stephanie LaBarbera, MHA,
Executive Director

State Affairs & Convention Committee

Bernadette Riley, DO, FACOFP, Chair

Barbara Capozzi, DO, CNS

Warren Chin, DO

Theodore Flaum, DO, FACOFP

Cindy Hoffman, DO, FAOCD

Claudwardyne Thevenin, DO

ABOUT US

NYSOMS is the non-profit professional association representing Osteopathic Physicians (D.O.'s) across the state of New York. Considered a large state for the profession, New York is comprised of over 7,000 Osteopathic Physicians and 4 Osteopathic Medical School Campuses. To learn more about our history, please visit www.nysoms.org/history

2023 EXHIBIT/SPONSOR OPPORTUNITIES

ROC-NY 2023 Sponsorship Package

ALL SPONSORSHIP OPPORTUNITIES INCLUDE:

- One (1) table in exhibit hall, adjacent to CME seminar room (Friday, May 5th AND Saturday, May 6th)
- Sponsorship & contribution acknowledged during all major educational and networking events at ROC-NY 2023.
- Company name / logo published within our convention promotional materials:
 - Program
 - Website
 - E-Newsletters, and
 - Conference Signage
- Registration fee for exhibit representatives (2 per day max), which includes access to all:
 - Educational Sessions
 - Breakfasts
 - Lunches, and;
 - President's Reception (Friday Evening, May 6th)

SPONSORSHIP OPPORTUNITIES	PACKAGE INCLUDES:	Price
EXHIBIT HALL TABLE SPONSOR (Single Table)	<ul style="list-style-type: none"> • ROC-NY 2023 Sponsorship Package 	\$1,500.00
EXHIBIT HALL TABLE SPONSOR (Double Table) *	<ul style="list-style-type: none"> • ROC-NY 2023 Sponsorship Package *Double table instead of single table 	\$2,500.00
*Each Additional Table		\$1,000.00
OTHER SPONSORSHIP OPPORTUNITIES		
COFFEE/TEA SPONSOR (3 Available)	<ul style="list-style-type: none"> • ROC-NY 2023 Sponsorship Package, PLUS • Promotional signage on corresponding coffee / tea station, in center of exhibitor room, on either Friday or Saturday. • Half page advertisement in convention program 	\$2,500.00
BREAKFAST SPONSOR (2 Available)	<ul style="list-style-type: none"> • ROC-NY 2023 Sponsorship Package, PLUS • Promotional signage on corresponding breakfast buffet either Friday or Saturday. • Half page advertisement in convention program 	\$3,500.00
LUNCH SPONSOR (2 Available)	<ul style="list-style-type: none"> • ROC-NY 2023 Sponsorship Package, PLUS • Promotional signage corresponding at lunch buffet either Friday or Saturday. • Full page advertisement in convention program • Advertisement in one (1) E-newsletter with embedded web link 	\$4,500.00
RECEPTION SPONSOR (1 Available)	<ul style="list-style-type: none"> • ROC-NY 2023 Sponsorship Package for exhibit hall, PLUS • One table & promotional signage in reception room, acknowledgement in reception materials & announcements during Presidents Reception (Friday, May 5th) • Full page advertisement in convention program • Advertisement in two (2) E-newsletters with embedded web links 	\$8,500.00

LECTURE SCHEDULE

Please note that in order to give attendees more time to visit the exhibit hall, breaks have been extended to 30 minutes on Friday and the lunch break on Saturday is free time with no speakers or meetings conflicting. There is no afternoon break on Saturday because the program ends early. All coffee break stations on Friday and Saturday will be set up within the exhibit hall.

FRIDAY, MAY 5TH

7:00 AM	6:00 PM	Registration / Information Desk
7:30 AM	5:30 PM	Exhibit Hall Open
8:00 AM	9:00 AM	Lecture 10
9:00 AM	10:00 AM	Lecture 11
10:00 AM	10:30 AM	Morning Break--exhibit hall
10:30 AM	11:30AM	Lecture 12
11:30AM	12:30 PM	Lecture 13
12:30 PM	2:00 PM	Lunch: NYSOMS Business Meeting
2:00 PM	3:00 PM	Lecture 14
3:00 PM	4:00 PM	Lecture 15
4:00 PM	4:30 PM	Afternoon break--exhibit hall
4:30 PM	5:30 PM	Lecture 16
5:30 PM	6:30 PM	Lecture 17
6:30 PM	9:00 PM	Reception

SATURDAY, MAY 6TH

7:00 AM	6:00 PM	Registration / Information Desk
7:30 AM	5:30 PM	Exhibit Hall Open
8:00 AM	9:00 AM	Lecture 18
9:00 AM	10:00 AM	Lecture 19
10:00 AM	10:30 AM	Morning Break—exhibit hall
10:30 AM	11:30 AM	Lecture 20
11:30 AM	12:30 PM	Lecture 21
12:30 PM	1:30 PM	Lunch (no speaker conflict)
1:30 PM	2:30 PM	Lecture 22
2:30 PM	3:30 PM	Lecture 23
3:30 PM	4:30 PM	Lecture 24
4:30 PM	5:30 PM	Lecture 25

EXHIBIT SCHEDULE

(Tentative)

FRIDAY, MAY 5 TH	LOCATION	START	END
Registration & Information Desk	Lobby	7:00 AM	5:30 PM
Exhibit Hall Setup	Salons F, G, & H	7:00 AM	7:30 AM
Exhibit Hall	Salons F, G, & H	7:30 AM	5:30 PM
Breakfast	Lobby	7:30 AM	8:00 AM
Lectures	Salons D & E	8:00 AM	5:30 PM
Break- AM	Salons F, G, & H	10:00 AM	10:30 AM
Poster Competition Setup	Salons A, B, & C	10:00 AM	12:00 PM
NYSOMS Annual Meeting & LUNCH	Salons D & E	12:15 PM	2:00 PM
Poster Competition	Salons A, B, & C	2:00 PM	6:00 PM
Break- PM	Salons F, G, & H	4:00 PM	4:30 PM
President's Reception & Award Ceremony (exhibitors invited)	Terrace Ballroom	6:30 PM	9:00 PM
SATURDAY, MAY 6 TH	LOCATION	START	END
Registration & Information Desk	Lobby	7:00 AM	5:30 PM
Exhibit Hall	Salons F, G, & H	7:30 AM	5:30 PM
Breakfast	Lobby	7:30 AM	8:00 AM
Lectures	Salons D & E	8:00 AM	5:30 PM
Break- AM	Salons F, G, & H	10:00 AM	10:30 AM
Lunch (No Speaker Conflict)	Lobby Outside Exhibit Hall	12:30 PM	1:30 PM
Exhibit Hall Breakdown	Salons F, G, & H	3:30 PM	4:30 PM

EXHIBITOR RULES & REGULATION

EXHIBIT PURPOSE: Exhibits are intended for educational and informational purposes to improve osteopathic education, practice and research. All materials/equipment should not contain any inaccurate or misleading information. NYSOMS reserves the right to determine if an exhibit meets the objectives and standards of NYSOMS. Exhibits should complement the meetings and sessions by enabling registrants to see, hear, examine, question and evaluate the latest developments in equipment, supplies and services relevant to osteopathic physicians.

ELIGIBILITY TO EXHIBIT: Exhibitors must agree to meet the objectives stated above. Exhibitors may sell merchandise or services in the exhibit area. No product, apparatus, instrument, device or drug that is subject of litigation pending before the Food and Drug Administration may be exhibited. In cases of pending compliance or noncompliance with the FDA items can only be exhibited if a disclaimer is posted stating: FDA LISTING PENDING. All products or services exhibited must comply with all state and local regulations and with all FDA regulations for such products and services, except as provided above.

PROMOTIONAL ACTIVITY: Promotional activities and/or product advertisements will NOT be permitted in the lecture hall or within the educational sessions and/or activities of the convention.

REGISTRATION FEES: Your organization's contribution to the NYSOMS Regional Osteopathic Convention entitles you to a copy of the program and entrance to the coffee breaks, breakfasts, and lunches on exhibiting days, as indicated in the Exhibit Hall schedule.

Please return the exhibit space contract with payment to:

Fax: (516) 686-3767

Email: Stephanie.labarbera@nyit.edu

Mailing Address:

NYSOMS

Attention: ROC-NY 2023 Exhibits

NYIT deSeversky Mansion, Room 107 Northern Boulevard / Route 25 A

Old Westbury, NY, 11568

CONTRACT DEADLINE: Monday, April 3, 2023

*All exhibitor contracts following this date will depend on the amount of space required for that exhibitor.

STAFFING: Exhibitors must open their exhibit on time and staff the tables at all times during scheduled show hours. All exhibitors must be registered as a convention participant in order to receive a badge. Each exhibitor will be allowed two (2) representatives per table per day.

CONVENTION BADGES: A badge must be worn when entering and at all times while in the exhibit hall and at convention events.

ASSIGNMENT OF TABLE SPACE:

Contracts and payments in full for table space are accepted on a first come, first served basis. To ensure that space has been reserved, your application and payment in full should be submitted as soon as possible. Reservations are not assured until both are received. NYSOMS reserves the right to assign tables in the best interests of the convention.

NO SMOKING: The NYSOMS ROC-NY 2023 CME Convention is designated as a non- smoking event. Smoking is prohibited in the Association's designated meeting rooms, social functions and exhibit hall.

COVID-19 PROTOCOLS: NYSOMS and the Hyatt Regency Hotel are focused on the safety and wellbeing of all attendees and guests, and will continuously monitor the COVID-19 situations closely as well as recommendations from the CDC and NYSDOH. NYSOMS will update exhibitors/sponsors of its safety guidelines as the event grows closer to make sure we have the most up to date information.

CANCELLATIONS: Should any situation beyond the control of NYSOMS arise to prevent the 2023 Regional Osteopathic Convention from occurring, NYSOMS will not be held liable for any expenses incurred by the exhibitor except the rental cost of the exhibitor booth, which will be refunded in full. NYSOMS must be notified of an exhibitor/sponsor cancellation in writing on company letterhead, **on or before April 4, 2023**. No refund will be made for cancellations after that date.

NYSOMS reserves the right to make such amendments and additions to these rules and regulations as shall be considered necessary for the proper conduct of the convention. All such rules are made in the best interest of all exhibitors. NYSOMS reserves the right to adjust and add or delete exhibit space, if necessary.

HOTEL INFORMATION

HOTEL

The Hyatt Regency, Long Island - 1717 Motor Parkway Hauppauge, NY 11788 - (631) 784-1234

The convention room rate is **\$159** for single or double occupancy, plus applicable state and local taxes. Hotel reservations must be made by **March 31, 2023** to receive the special convention room rate. After that date, reservations are on a rate and space availability basis. Make a reservation with our group rate online [HERE](#). Or call and make sure to mention **2023 NYSOMS Regional Osteopathic Convention** when booking.

EXHIBITOR SETUP AND SHIPPING INFORMATION

STANDARD TABLE EQUIPMENT

Each tabletop exhibit includes a 6' table and 2 chairs.

X-ray equipment and medical lasers may be displayed but not operated.

ELECTRICAL SERVICE

If your tabletop exhibit requires any electricity, we ask that you bring your own extension cords. All cords must be of the 3-wire grounded type. Please contact Stephanie LaBarbera if you plan on bringing an extension cord.

INSTALLATION/DISMANTLING

Exhibitors may set up their tables between 6:00 am – 7:00 am on Friday May 5th. Early set up will be available starting at 7 p.m. Thursday, May 4th. Should you need to request an earlier or later set up, please let Stephanie LaBarbera know no later than one week prior to the event. Exhibits must be dismantled on Saturday, May 6th, by 5:00 pm with no exceptions.

SHIPPING/MATERIAL HANDLING

Arrangement for transporting goods to and from the hotel and the exhibit hall is the responsibility of the exhibitor. The Hyatt Long Island Hotel will accept shipments *no earlier than April 28, 2023**.

***NOTE:** The hotel will provide storage and deliver up to 3 boxes to the exhibit hall, after which the charge is \$5 per box, payable by the exhibitor.

Material should be clearly labeled:

“EXHIBITOR”

(Your name and/or company name) C/O Nick Wilson NYSOMS ROC-NY 2023 May 4 - 7, 2023, Hyatt Regency Long Island Hotel, 1717 Motor Parkway Hauppauge, NY 11788

Arrangement and payment for transporting goods to and from the exhibit hall, receiving and removal of exhibits are the responsibility of the exhibitor.

LIABILITY

Exhibitors assume responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, or other property brought upon the premises of the hotel and shall indemnify and hold harmless NYSOMS, the Hyatt Regency Hotel and any authorized representative of any and all losses, damages, and claims from any cause whatsoever by reason of the use or occupancy of the exhibit space.

Exhibitors are advised to carry insurance against loss or damage.

EXHIBIT SPACE CONTRACT ROC - NY 2023

May 4 – May 7, 2023 / Exhibit Hall Dates: May 5 & 6
Hyatt Regency of Long Island, Hauppauge, NY

EXHIBITOR REGISTRATION DEADLINE: MONDAY, APRIL 3, 2023

Space to be assigned by the Executive Director. Exhibitors agree to abide by the rules and regulations of the conference as set forth in the prospectus, which is considered a part of this agreement. Exhibitors agree to accept a change of booth location if it should become necessary for causes beyond the control of the chairperson. To ensure that we have all of your correct information, please write everything clearly and return your completed contract to stephanie.labarbera@nyit.edu.

Name of company (EXHIBITOR): _____

Products or Services exhibited: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Company Website or Landing Page: _____

Point of Contact (Name & Title): _____

Phone (C): _____ Phone (W): _____

Email Address: _____

Exhibitor Representatives (please list any additional names on the following page):

Badge Name 1: _____ Title: _____

Badge Name 2: _____ Title: _____

****All exhibitor representative names must be finalized one (1) week prior to event.***

Company Logo: For marketing purposes, please provide us with your official logo by email in a high-resolution format (png or jpeg) with your application.

Company Website: The website listed above will be embedded in your logo image on our website and in our newsletter. This will allow for our members and prospective attendees to find out more information about your company.

(CONTINUE TO NEXT PAGE)

PLEASE Check off your selection:

SPONSORSHIP OPPORTUNITIES	Price	Select
EXHIBIT HALL TABLE SPONSOR (Single Table)	\$1,500.00	<input type="checkbox"/>
EXHIBIT HALL TABLE SPONSOR (Double Table) *	\$2,500.00	<input type="checkbox"/>
Additional Table	\$1,000 per table	<input type="checkbox"/> How Many? _____
COFFEE/TEA SPONSOR (4 Available)	\$2,500.00	<input type="checkbox"/>
BREAKFAST SPONSOR (2 Available)	\$3,500.00	<input type="checkbox"/>
LUNCH SPONSOR (2 Available)	\$4,500.00	<input type="checkbox"/>
RECEPTION SPONSOR (1 Available)	\$8,500.00	<input type="checkbox"/>

Our payment in the amount of \$_____ is enclosed for Exhibit/Sponsor Package.

Payment Method: CHECK payable to **NYSOMS** check # _____ **OR**
 AMEX Visa MasterCard Discover

Name & address on Credit Card if different than above: _____

Credit Card #: _____ Expiration Date: ____/____/____ CCV: _____

Email Address for credit card notification: _____

The NYSOMS Tax ID number is 15-0583377.

The Exhibitor agrees to the terms and conditions as set in the Prospectus for ROC-NY 2022 and acknowledges they are responsible for the \$5/box for storage for more than 3 boxes that are shipped to the hotel and that there may be penalty if boxes are delivered prior to April 28, 2023.

Signature: _____

Print Name and Title: _____ **Date:** _____

Any special requests should be made in writing to Stephanie.labarbera@nyit.edu by no later than **Monday, April 3, 2023.**

By signing this document, I acknowledge and agree that if submitting my contract and payment following the required deadline (**April 3, 2023**), it may be canceled or rejected due to space limitations.