



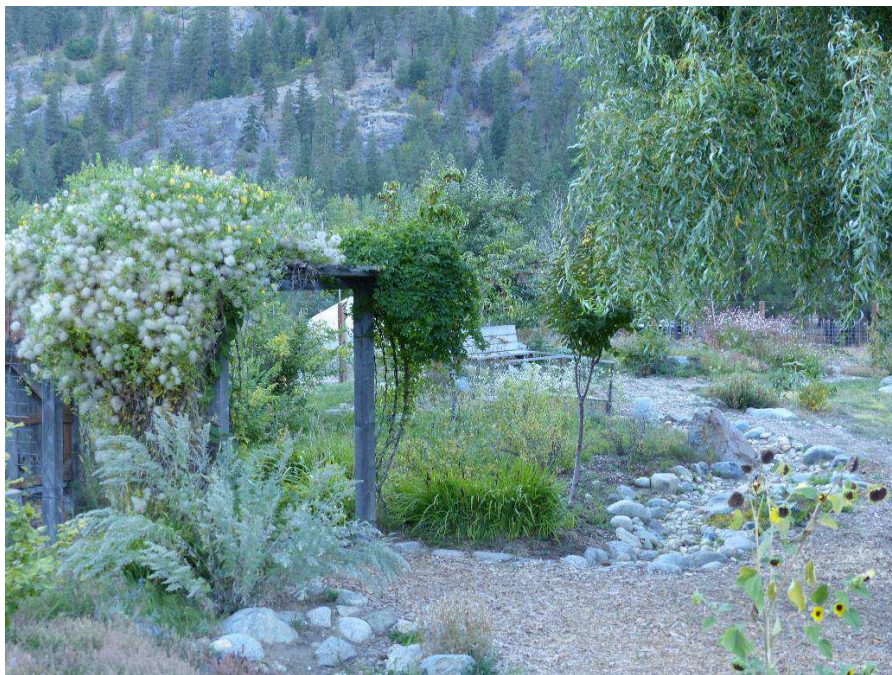
**Washington Rheumatology Alliance 12<sup>th</sup> Annual Conference**  
**September 14-16, 2018**

Sleeping Lady Resort and Conference Center  
Leavenworth, Washington

<http://warheumatology.org/annual-conference/>

**Exhibitor Prospectus**

*Updated 10-30-17*



Dear Industry Colleagues,

We once again invite you to participate in our Washington Rheumatology Alliance Annual Meeting. This meeting, held at the intimate and charming Sleeping Lady Resort in Washington State's Cascade Mountains, promises to be one of our best yet. Rheumatologists along with allied health professionals and practice administrators from across the state and beyond will gather to learn from top experts in their specialty as well as to gain insights into advocacy efforts and other activities of our organization. The cozy exhibitor hall and the entire weekend-long event is an ideal opportunity for your company's representatives to have personal conversations and develop relationships with physicians who represent virtually every rheumatology practice and healthcare system in Washington State. Each year industry feedback about our meeting is unanimously enthusiastic. We anticipate selling out our exhibit hall space and the two industry satellite symposium timeslots. So don't delay--register today. If you have any questions, please contact Debra Alderman, WRA Executive Director, at 206-956-3650 or email her: [debra@wsma.org](mailto:debra@wsma.org)

Looking forward to seeing you in September,

Jeff Peterson, MD  
President, Washington Rheumatology Alliance

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## Exhibitor Opportunities:

### Platinum Level: \$30,000

- 75% discount on Annual Meeting satellite symposium sponsorship (first come, first served basis)
- Exhibit space in a prominent location in the exhibit hall at the WRA Annual Meeting
- Complimentary registration for five representatives to attend WRA meeting sessions, the welcome reception and Saturday evening banquet.
- Featured acknowledgement in signage, on the e-syllabus and on the WRA website.
- Access to WRA Annual Meeting attendee list
- Semi-Annual conference calls with WRA executive director (upon request)
- Opportunity to sponsor one webinar on a legislative, regulatory or educational issue (not for CME) – topic and timing subject to WRA board approval.

### Gold Level: \$20,000

- 50% discount on Annual Meeting satellite symposium sponsorship (first come, first served basis)
- Exhibit space in a prominent location in the exhibit hall at the WRA Annual Meeting
- Complimentary registration for three representatives to attend WRA meeting sessions, the welcome reception and Saturday evening banquet.
- Acknowledgement in signage, on the e-syllabus and on the WRA website.
- Access to WRA Annual Meeting attendee list
- Annual conference call with WRA executive director (upon request)

### Silver Level: \$10,000

- 25% discount on Annual Meeting satellite symposium sponsorship (first come, first served basis)
- Exhibit space at the WRA Annual Meeting
- Complimentary registration for two representatives to attend WRA meeting sessions, the welcome reception and Saturday evening banquet.
- Acknowledgement in signage, on the e-syllabus and on the WRA website.
- Access to WRA Annual Meeting attendee list

### Bronze Level: \$5,000

- Exhibit space at the WRA Annual Meeting
- Complimentary registration for one representative to attend WRA meeting sessions, the welcome reception and Saturday evening banquet.
- Acknowledgement in signage, on the e-syllabus and on the WRA website.
- Access to WRA Annual Meeting attendee list

### Satellite Symposia:

This year we will offer two exhibiting companies the opportunity to sponsor the satellite symposia to be held at breakfast and at lunch on Saturday, 9/15/18. These are prime opportunities for select companies to present an educational speaker (not for CME credit) at a meal-time symposium just for physician attendees. Full price to present each of these symposia is \$20,000. For those companies in the platinum, gold and silver exhibitor levels, the cost to sponsor one of the symposia is discounted. See benefits at each level (above). To request one of these symposium sponsorship opportunities, please contact Debra Alderman, WRA Executive Director, as soon as possible. Her contact information is at the end of this prospectus brochure. *Note that the opportunities to sponsor a satellite symposium sell out very quickly so a firm commitment is necessary and reservations are taken on a first come, first served basis.*

## How to book your booth:

Please fill out the accompanying Exhibitor Registration Form and return it to the WRA office. Please include payment with the form or contact the WRA office to make other payment arrangements.

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## Details for Exhibiting Companies:

The exhibitor hall is located in the Salmon Gallery, on the lower level of the Chapel Theatre building where the main physician program sessions will take place. Refreshment breaks will all take place in the exhibitor hall. Registered industry representatives are invited to participate in the welcome reception in the exhibitor area from 7-9 p.m. Friday evening as well as the Saturday evening banquet. They may also attend educational sessions.

### Schedule:

Move in: Friday, 9/14/18 from 5-7 p.m. and 9-10 p.m.; Saturday from 6-7 a.m.

Move out: Sunday, 9/16/18 between 10:15 a.m. and noon.

### Exhibit Hours:

#### Friday evening:

During the welcome reception from 7-9 p.m.

#### Saturday:

7 a.m. until 7:30 p.m.

#### Peak traffic periods:

8-8:15 a.m. prior to the first CME program of the day

10:15 to 10:45 a.m. - mid-morning refreshment break

1-1:15 p.m. prior to afternoon CME program

7 – 7:30 p.m. - cocktail hour in the exhibit hall prior to banquet

#### Sunday:

7 a.m. to 10:15 a.m.

#### Peak traffic periods:

7-8 a.m. - continental breakfast in the exhibit hall

10 – 10:30 a.m. - mid-morning break in the exhibit hall

Exhibitors may move out after the mid-morning break on Sunday.

## How Many Representatives Can Attend?

All exhibitor representatives must be registered and wear the official WRA conference badge throughout the weekend. The number of representatives included in your package depends on your exhibitor level. There is a \$150.00 fee for each additional representative. Please contact the WRA office if you have questions.

## Where Can Industry Representatives Stay?

We request that industry representatives not plan to stay at the Sleeping Lady Resort, as we need to reserve the rooms there for attendees and guest speakers. We will be arranging for a discounted room block at the **Icicle Village Resort** (just a few miles away from the conference venue) in the charming Bavarian-themed village of Leavenworth.

The Icicle Village room block includes a variety of rooms from basic to deluxe. Rooms will be available until the block is sold out or until August 14, whichever comes first. More information about booking a room at the Icicle Village Inn will be available on our website hotel page in early 2018:

<http://warheumatology.org/events/annual-conference/hotel-information/>

## Exhibit Guidelines:

This is a very tight space and we anticipate selling out the booth spaces early as we have in past years. We are offering table top exhibit space only. Pop up displays cannot be placed on either side of your table, nor block the view of other exhibit tables. Please be considerate of attendees and other exhibitors and be sure not to block pathways and exits.

### Electricity and Internet Access

These are provided free of charge by the conference venue. Wi-fi is available without a password throughout the property. The exhibit hall has a number of electrical outlets. The resort has a number of power strips and extension cords to accommodate exhibitors not located near an outlet. Please request electricity from the WRA staff ahead of time so that we can convey these needs to the resort.

### Attendee Lists

Exhibitors will receive a list of pre-registered attendees approximately two weeks prior to the meeting. A final list of attendees including their practice names and locations will be sent out electronically about a week after the meeting.

### Confirmation /Booth Assignments:

We will assign booths by September 1. You do not need your booth number for shipping purposes.

### Shipping:

Advance shipments can be made directly to Sleeping Lady. Due to the small size of the storage space available at the resort, please be sure that shipments arrive no more than one week prior to the meeting.

Be aware that our conference is held at a small venue in a remote location, so please review the shipping instructions below and follow them carefully. Sleeping Lady and WRA are unable to take responsibility for damaged or lost shipments.

### Shipping / Receiving Instructions:

1. Sleeping Lady's preferred carrier is UPS-- [www.ups.com](http://www.ups.com) /1-800-PICK-UPS
2. If your package contains perishable/ time sensitive material, FedEx is recommended <http://www.fedex.com/us/> / 888-GO-FEDEX; however be aware that due to the rural location overnight deliveries may still take 2 days.
3. DHL does not have a local route in this location or make regularly scheduled stops here so it is not recommended.
4. When preparing shipping documents, the following format must be adhered to for proper delivery to occur at the conference venue:  
**Sleeping Lady Mountain Resort**  
WRA Conference, Sept. 14-16,2018, Group #: 10298  
Attn: (name of your company & primary booth representative)  
7375 Icicle Road  
Leavenworth, WA 98826
5. All shipments will be secured in the conference services storeroom. Due to limited storage space, **all boxes must be shipped no earlier than one week prior to group arrival.** Boxes received more than one week prior will be returned to sender.
6. **Return shipments** must be properly labeled, called in to the carrier, and brought to the front desk for pickup.

For assistance, notify your Conference Coordinator prior to departure to ensure the boxes are moved to a proper pickup location. Sleeping Lady is not responsible for shipping boxes left in conference spaces.

## Exhibit Practices and Regulations:

- Washington Rheumatology Alliance (WRA) reserves the right to restrict exhibits, without refund, which may be falsely entered.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without the consent of Debra Alderman, WRA Executive Director: [debra@wsma.org](mailto:debra@wsma.org)
- Social/educational activities sponsored by an exhibitor that conflict with the conference schedule are not permitted.
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- Cancellations: WRA requires all cancellations to be made in writing. Cancellation on/prior to August 17, 2018: Fees refunded minus \$500 administrative fee. Cancellation after August 17, 2018: No refund.
- WRA and Sleeping Lady do not guarantee against theft, vandalism or other damage to exhibitor booths. The exhibitor hall building is locked up overnight, however.
- It is expressly understood that exhibitors shall indemnify and hold harmless WRA and Sleeping Lady of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that WRA will not pay for special equipment, facilities and services ordered by exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by him/her, the exhibiting company will be held responsible.
- Use of the name "Washington Rheumatology Alliance" or that of any officer or staff member of WRA, in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by the close of the exhibit installation period as specified above (7 a.m. Saturday, September 14, 2018), will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management (unless special arrangements have been made with the WRA meeting management).
- If for any reason exhibitor representatives need to reach the WRA staff from Friday, 9/14/18 through the weekend, they should get a message to Debra Alderman, WRA conference coordinator, via the resort's main switchboard: (509) 548-6344. Cell phone service is not strong at Sleeping Lady, so this is the best way of reaching Debra.

### Show Management Questions:

Debra Alderman, WRA Executive Director

Office Phone: 206-956-3650; Cell: 206-898-4377 (note that cell phone coverage is not strong at Sleeping Lady)

Fax: 206-441-5863 Email: [debra@wsma.org](mailto:debra@wsma.org)

Payments should be made payable to:

**Washington Rheumatology Alliance** (Tax ID #: 20-1766864)

Mailing address:

2001 6<sup>th</sup> Ave., Suite 2700, Seattle, WA 98121