



# Exhibitor and Promotional Partnership Prospectus

April 20-23, 2022 • The Ritz Carlton, St. Louis, Missouri



# Exhibit Prospectus

## WELCOME

Thank you for your support and participation in the **2022 ARCH Symposium**. The following will provide you with important information about this year's symposium and your participation as a supporter. If you have any questions or need further assistance, please do not hesitate to contact Jennifer Berens, Gaffney Events at 425-442-1314 or [jennifer@gaffneyevents.com](mailto:jennifer@gaffneyevents.com).

With the goal of bringing healthcare professionals together in the spirit of camaraderie and interactive learning, we look forward to working with you and assisting to ensure a successful live and safe in person educational experience for your organization.

## HOTEL ACCOMMODATIONS

You are responsible for making your hotel room reservations for your company personnel. Please note that room reservations should be made in advance. To reserve a room, please contact the Ritz Carlton reservations department directly at 1-800-960-7056 and speak with a reservations agent mentioning the Group name: ARCH Symposium. You can also book your hotel reservations on-line by visiting the symposium website: <https://archsymposium.com/hoteltravel/>

**PLEASE NOTE:** In order to receive the discounted room rate, reservations must be made by Friday, March 18th. We have negotiated a group rate of \$225.00 single or double occupancy, per night, plus tax. Please be sure to call in your hotel reservations to the number listed above before the deadline to secure a hotel room for your company personnel.

[archsymposium.com/hoteltravel](https://archsymposium.com/hoteltravel)

## EXHIBIT SPACE, EQUIPMENT & STAFFING

**Exhibits will be located in the Ritz-Carlton Ballroom Pre-Function Room, Lobby Level.**

Please provide us with the names of the individuals who will be representing your company by completing and returning the Sponsorship Agreement and Badge Form, which is located on page 5 of this agreement. Each Bronze Level Exhibit will be entitled to 3 Complimentary Full-Meeting Badges, Silver Level Exhibit will be entitled to 6 Complimentary Full-Meeting Badges, Gold Level Exhibits will be entitled to 8 Complimentary Full-Meeting badges, and Platinum will be entitled to 10 Complimentary Full-Meeting Badges. Additional badges are \$250.00 each.

**The following will be provided for your use at no additional charge:**

- 1 Skirted exhibit table measuring 6'x30"
- 2 Side Chairs
- 1 Wastebasket

## ELECTRICITY

You will be responsible for arranging electricity for your exhibit booth. Please see the Ritz Vendor Service Form on the last page of the prospectus for ordering information.

## EXHIBIT SET-UP

Exhibit set up will take place on Wednesday, April 20th between 12:00 pm and 3:00 pm. Exhibits **MUST** be set by 3:00 pm on the 20th, prior to the start of the course. If you are unable to set your exhibit during this time, please contact [jennifer@gaffneyevents.com](mailto:jennifer@gaffneyevents.com) to make additional arrangements.



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## EXHIBIT HOURS

<b>Wednesday, April 20th</b>	12:00 p.m. – 3:00 p.m.	Exhibit Set-Up
<b>Thursday, April 21st</b>	7:30 a.m. – 5:45 p.m.	Exhibits Open
<b>Thursday, April 21st</b>	5:45 p.m. – 6:30 p.m.	Exhibits Open   Welcome Reception “Industry Meet the Experts”
<b>Friday, April 22nd</b>	7:30 a.m. – 5:45 p.m.	Exhibits Open
<b>Saturday, April 23rd</b>	7:30 a.m. – 3:30 p.m.	Exhibits Open
	3:30 p.m. – 5:00 p.m.	Exhibit Dismantle

## SHIPPING

If you will be shipping any materials to the hotel please note, materials may begin to arrive on Monday, April 18th.

**THE RITZ CARLTON HOTEL**  
100 Carondelet Plaza  
St. Louis, Missouri 63105

HOLD FOR: Alichka Jarrett  
DELIVER TO: ARCH 2022  
[YOUR COMPANY NAME]  
[YOUR NAME]  
Ritz Carlton Ballroom– April 20, 2022  
Lobby Level  
If you have more than one box, please number each box.  
Example: Box 1 of 3, 2 of 3, etc.

## SHIPMENT CONFIRMATION

**GAFFNEY EVENTS** will not assume responsibility for the confirmation of shipped materials or equipment. The exhibitor is solely responsible for their property including loss, damage, or failure to arrive in a timely manner from the initial shipment, up to and including the final shipment to the final destination.

## CANCELLATION POLICY

In the event that an exhibitor must cancel their participation in the 2022 ARCH Symposium, the exhibiting company will be responsible for 50% of the exhibit fee if cancelling after April 1, 2022. Cancellations must be made in writing.

## LIABILITY

**GAFFNEY EVENTS** is not responsible, and the “Exhibitor” hereby waives all claims against the aforementioned, for loss, damage, destruction of property, or bodily injury occurring at or in connection with the exhibit or conference. Further, the exhibitor agrees to hold harmless **GAFFNEY EVENTS** and its employees and agents with respect to such claims and indemnify them against such claims brought by third parties arising out of the actions of exhibitor or its employees. Each exhibitor is responsible for obtaining its own insurance for bodily injury or property loss or damage occurring in connection with the exhibit.

## ADDITIONAL INFORMATION

If you have any questions or concerns regarding exhibiting at the 2022 ARCH Symposium, please feel free to contact Jennifer Berens at [jennifer@gaffneyevents.com](mailto:jennifer@gaffneyevents.com) or 425.442.1314.



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## SPONSORSHIP OPPORTUNITIES

PLATINUM SUPPORTER \$50,000	GOLD SUPPORTER \$25,000	SILVER SUPPORTER \$15,000	BRONZE SUPPORTER \$5,000
<b>10' x 20' EXHIBIT BOOTH SPACE</b> <ul style="list-style-type: none"> <li>Premium Booth Location in Exhibit Hall</li> <li>Banner Advertisement on ARCH Symposium Website</li> <li>Company Advertising Inclusion in 1 ARCH Promotional eblast*</li> <li>Coffee Break Sponsorship – Choose one am or pm break. Includes signage recognition and custom logo napkins*</li> <li>Recognition as Platinum Level supporter on slides &amp; on-site signage</li> <li>Includes 10 Full Symposium Badges</li> </ul>	<b>10' x 10' EXHIBIT BOOTH SPACE</b> <ul style="list-style-type: none"> <li>Preferred Booth Location in Exhibit Hall</li> <li>Banner Advertisement on ARCH Symposium Website</li> <li>Coffee Break Sponsorship – Choose one am or pm break. Includes signage recognition and custom logo napkins*</li> <li>Recognition as Gold Level supporter on slides &amp; on-site signage</li> <li>Includes 8 Full Symposium Badges</li> </ul>	<b>10' x 10' EXHIBIT BOOTH SPACE</b> <ul style="list-style-type: none"> <li>Recognition as Silver Level supporter on slides &amp; on-site signage</li> <li>Includes 6 Full Symposium Badges</li> </ul>	<b>6' TABLE TOP EXHIBIT BOOTH SPACE</b> <ul style="list-style-type: none"> <li>Recognition as Bronze Level supporter on slides &amp; on-site signage</li> <li>Includes 3 Full Symposium Badges</li> </ul>

\*Vendor to supply artwork

## ADDITIONAL SPONSORSHIPS

### "Meet the Experts" Welcome Reception

Sponsorship of the Thursday Evening Welcome Reception. Highlight your company product and devices through Case Reviews.

#### **Sponsorship Includes:**

- Company logo recognition of sponsorship on slides, signage and print materials
- All audio visual equipment
- Food & beverage
- Selection of ARCH Faculty for Case Presentations.

**\$20,000 (3 Available)**

### **Attendee Wi-Fi**

Keep ARCH In-Person attendees connected with exclusive sponsorship of the symposium wi-fi. Includes custom network SSID and password.

**\$15,000 (Exclusive)**

### **Faculty Lounge / Speaker Ready Room Sponsorship**

Display your company Logo as screensavers on the ARCH Faculty Lounge Computers. Includes a recognition pull-up banner with artwork of your choice placed at the entrance of the lounge.

**\$15,000 (Exclusive)**

### **Hotel Key Cards and Sleeves**

Includes company supplied artwork on custom ARCH hotel key cards and security sleeves given to all ARCH Faculty & Attendees staying at the Ritz Carlton, St. Louis.

**\$15,000 (Exclusive)**

### **Eblast Advertisements**

Banner Advertisement in one ARCH Promotional eblast, either pre- or post-conference.

**\$10,000 (3 Available)**

### **Hand Sanitizer Stations**

Company Logo or Product Advertisement on on-site sanitizing stations throughout the ARCH conference space.

**\$10,000 (6 Available)**

### **Attendee Lanyards**

Customized with your company logo &/or product message. Given to all onsite attendees.

**\$10,000 (Exclusive)**

### **On-Site Health and Safety Item Sponsorship**

Company Logo and/or recognition on one of the on-site personal health & safety items given to all in-person attendees:

- Pocket Hand Sanitizer
- Facemasks

**\$7,500 (2 Available)**



# SPONSORSHIP AGREEMENT & BADGE FORM

2022 ARCH SYMPOSIUM • April 20-23, 2022		
Company Name (As it should appear on printed material)		
Contact Person (Individual to whom all exhibitor information will be forwarded)	Title	
Street Address		
City	State	Zip
Telephone	Fax	Email
Product		
EXHIBIT LEVELS		
<input type="checkbox"/> PLATINUM \$50,000	<input type="checkbox"/> GOLD \$25,000	<input type="checkbox"/> SILVER \$15,000 <input type="checkbox"/> BRONZE \$5,000
ADDITIONAL SPONSORSHIPS OPPORTUNITIES		
_____ \$ _____	_____ \$ _____	
_____ \$ _____	_____ \$ _____	
BADGES NEEDED		
Representative Name (First, Last)	Email Address	Phone
PAYMENT		
Make checks payable to: <b>Gaffney Events Educational Trust</b> Mail: Gaffney Events, 27322 NE 143rd Place, Duvall, WA 98019 <b>Please note: There will be a 3% service fee added to all credit card charges.</b>		EIN #: 47-3109028 Fax: (425) 788-0668 Phone: (425) 442-1314
Credit Card Number _____	CVC Code _____	Exp. Date _____
TOTAL Sponsorship \$ _____		Signature _____

\*For all sponsorship-related questions, please contact Jennifer Berens at 425-442-1314 or via email at [jennifer@gaffneyevents.com](mailto:jennifer@gaffneyevents.com)

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THE RITZ-CARLTON

ST. LOUIS

## Vendor Services Order Sheet

Group Name \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotel Representative: Alichka Jarrett alichka.jarrett@ritzcarlton.com Phone: 314-719-1414

Meeting Room Name \_\_\_\_\_ Booth #: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time: \_\_\_\_\_

Billing: Credit Card link sent with email provided Order Type: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tear Down Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Please note all requests require a fourteen day advance notice.*

*Any requests for electrical power or services not listed may incur additional costs and will be quoted upon request.*

Qty	Description	Advance Order	Floor Order	Priced Per	Total Cost
	115 V, 20 AMPS (wall outlet) (Computer lines)	\$ 35.00	\$ 40.00	Circuit	\$ -
	208 V, Single Phase (2 Hot legs)	\$ 50.00	\$ 60.00	Circuit	\$ -
	208 V, 3 Phase, 100-175 AMPS ( <i>Must supply own pigtails</i> )	\$ 200.00	\$ 225.00	Each	\$ -
	Break Out Box (All bands must order)	\$ 75.00	\$ 90.00	Each	\$ -
	Power Strips	\$ 15.00	\$ 15.00	Each	\$ -
	Hang Banner	\$ 50.00	\$ 50.00	Each	\$ -
	Television	\$ 100.00	\$ 100.00	Each	\$ -
	Wireless Internet Connection	\$ 15.00	\$ 15.00	Per Conn.	\$ -
	Labor - 8:00 AM to 4:00 PM Monday-Friday	\$ 25.00	\$ 25.00	Hour	\$ -
	Labor - 4:00 PM to 8:00 AM Monday - Friday	\$ 50.00	\$ 50.00	Hour	\$ -
	Labor - Saturday, Sunday and all Holidays	\$ 75.00	\$ 75.00	Hour	\$ -
Total:					\$ -

Special Instructions:

**A Taxable 25% Service Charge and 9.238% State Sales Tax Will be Applied to All Fees.**

Authorized Signature: \_\_\_\_\_

**To Deliver any Shipments Use the Following Label**

Please mark all boxes as follows:

C/O: Alichka Jarrett  
The Ritz-Carlton, St. Louis  
100 Carondelet Plaza  
St. Louis, MO 63105  
Hold For:

\*Internal Use: (When completed send copies to RC, St. Louis Banquets, Engineering & Acct.)