



Exhibitor and Promotional Partnership Prospectus

April 12-15, 2023 • The Ritz Carlton, St. Louis, Missouri



Exhibit Prospectus

WELCOME

Thank you for your support and participation in the **2023 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 Trinity Campbell, Gaffney Events at 425-354-8937 or trinity@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. 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 10th. We have negotiated a group rate of \$232.00 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 or www.marriott.com/event-reservations/reservation-link.mi?id=1671233287391&key=GRP&app=resvlink

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. Bronze Exhibits will be entitled to 3 Complimentary Full Meeting Badges, Gold Exhibits will be entitled to 6 Complimentary Full Meeting Badges, Silver Exhibits will be entitled to 8 Full Meeting Badges, and Platinum exhibits will be entitled to 10 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 Tuesday, April 11th between 2:00 pm and 6:00 pm. Exhibits **MUST** be set by 6:00 pm on the 11th, prior to the start of the course. If you are unable to set your exhibit during this time, please contact trinity@gaffneyevents.com to make additional arrangements.

EXHIBIT HOURS

Tuesday, April 11th	2:00 p.m. - 6:00 p.m.	Exhibit Set-Up
Wednesday, April 12th	7:30 p.m. – 5:45 p.m.	Exhibit Open
Thursday, April 13th	7:30 a.m. – 5:45 p.m.	Exhibits Open
Friday, April 14th	7:30 a.m. – 5:00 p.m.	Exhibits Open
	5:00 p.m.	Exhibit Dismantle



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SHIPPING

CONTRACTED MEETING EXPO COMPANY

LES Expo Services has been selected as the official service contractor for ARCH2023. It is strongly recommended that you coordinate shipping of all exhibit materials through LES Expo to ensure that your materials are handled properly. To obtain the LES Expo Service Kit please reach out to Trinity Campbell at trinity@gaffneyevents.com

SHIPPING DIRECT TO HOTEL

If you choose to ship directly to the Ritz-Carlton please note, materials may begin to arrive at the Ritz-Carlton on Monday, April 10th. Due to limited storage space, materials arriving before April 10th will not be accepted. Ritz-Carlton Shipping and handling fees may apply. If you choose to ship your materials directly to the hotel please address packages to:

THE RITZ CARLTON HOTEL

100 Carondelet Plaza
St. Louis, Missouri 63105

HOLD FOR: Alichka Jarrett

DELIVER TO: ARCH 2023

[YOUR COMPANY NAME]

[YOUR NAME]

Ritz Carlton Ballroom– April 12, 2023

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 2023 ARCH Symposium, the exhibiting company will be responsible for 50% of the exhibit fee if cancelling after April 1, 2023. 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 2023 ARCH Symposium, please feel free to contact Trinity Campbell at trinity@gaffneyevents.com or 425-354-8937.



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SPONSORSHIP OPPORTUNITIES

PLATINUM SUPPORTER \$50,000	GOLD SUPPORTER \$25,000	SILVER SUPPORTER \$15,000	BRONZE SUPPORTER \$5,000
10' x 20' EXHIBIT BOOTH SPACE <ul style="list-style-type: none"> Premium Booth Location in Exhibit Hall Banner Advertisement on ARCH Symposium Website Company Advertising Inclusion in 1 ARCH Promotional eblast* Coffee Break Sponsorship – Choose one am or pm break. Includes signage recognition and custom logo napkins* Recognition as Platinum Level supporter on slides & on-site signage Includes 10 Full Symposium Badges 2 Available 	10' x 10' EXHIBIT BOOTH SPACE <ul style="list-style-type: none"> Preferred Booth Location in Exhibit Hall Banner Advertisement on ARCH Symposium Website Coffee Break Sponsorship – Choose one am or pm break. Includes signage recognition and custom logo napkins* Recognition as Gold Level supporter on slides & on-site signage Includes 8 Full Symposium Badges 8 Available 	10' x 10' EXHIBIT BOOTH SPACE <ul style="list-style-type: none"> Recognition as Silver Level supporter on slides & on-site signage Includes 6 Full Symposium Badges 	6' TABLE TOP EXHIBIT BOOTH SPACE <ul style="list-style-type: none"> Recognition as Bronze Level supporter on slides & on-site signage Includes 3 Full Symposium Badges

*Vendor to supply artwork

ADDITIONAL SPONSORSHIPS

"Meet the Experts" Welcome Reception

Exclusive 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 (Exclusive)

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 and Facemasks

\$7,500 (2 Available)

Water Bottle Sponsorship

Co-Branded ARCH & Your Company Logo Water Bottles to be distributed during breaks and meals.

\$7,500 (1 Available)

ARCH 2023 FELLOWS COURSE SPONSORSHIP

The ARCH Fellows Course will be held on Saturday, April 15th. Supporters of the ARCH Fellows Course will be invited to participate in the dedicated Hands-On & Simulator Sessions and have the opportunity to engage with 40+ Fellows-in-Training. If you are interested in participating in the ARCH Fellows Course please reach out to jennifer@gaffneyevents.com for additional information.

SPONSORSHIP AGREEMENT & BADGE FORM

2023 ARCH SYMPOSIUM • April 12-15, 2023

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

☐ PLATINUM \$50,000

☐ GOLD \$25,000

☐ SILVER \$15,000

☐ BRONZE \$5,000

ADDITIONAL SPONSORSHIPS OPPORTUNITIES

_____ \$ _____ \$ _____
_____ \$ _____ \$ _____

BADGES NEEDED

Representative Name (First, Last)

Email Address

Phone

PAYMENT

Make checks payable to: **Gaffney Events Educational Trust**

Mail: Gaffney Events, 27322 NE 143rd Place, Duvall, WA 98019

Please note: There will be a 4% service fee added to all credit card charges.

EIN #: 47-3109028

Fax: (425) 788-0668

Phone: (425) 442-1314

Credit Card Number _____ CVC Code _____ Exp. Date _____ Billing Zip Code _____

TOTAL Sponsorship \$ _____ Signature _____

*For all sponsorship-related questions, please contact Trinity Campbell at 425-354-8937 or via email at trinity@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.)