



Exhibitor and Promotional Partnership Prospectus

April 17-20, 2024 • The Ritz Carlton, St. Louis, Missouri



Exhibit Prospectus

WELCOME

Thank you for your support and participation in the **2024 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 22nd. We have negotiated a group rate of \$246.00 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. You may also use this direct link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1696611131299&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. Each Bronze Exhibits will be entitled to 3 Complimentary Full Meeting Badges, Silver Exhibits will be entitled to 6 Complimentary Full Meeting Badges, Gold 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 16th between 2:00 pm and 6:00 pm. Exhibits **MUST** be set by 6:00 pm on the 16th, 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 16th	2:00 p.m. - 6:00 p.m.	Exhibit Set-Up
Wednesday, April 17th	7:30 a.m. – 5:45 p.m.	Exhibit Open
Thursday, April 18th	7:30 a.m. – 5:45 p.m.	Exhibits Open
Friday, April 19th	7:30 a.m. – 5:00 p.m.	Exhibits Open
	5:00 p.m.	Exhibit Dismantle



Exhibit Prospectus

SHIPPING

CONTRACTED MEETING EXPO COMPANY

SourceOne has been selected as the official service contractor for ARCH 2024. It is strongly recommended that you coordinate shipping of all exhibit materials through SourceOne to ensure that your materials are handled properly. To obtain the Service Kit please reach out to Trinity Campbell at trinity@gaffneyevents.com or at 425-354-8937.

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 no earlier than Monday, April 15th. Due to limited storage space, materials will **NOT** be accepted if arriving prior to April 15th. It is **STRONGLY** recommended that you **ship directly to the SourceOne warehouse**. Ritz-Carlton will charge higher handling fees if shipping directly to the hotel, and you will be responsible for scheduling your own truck for outbound shipping at the conclusion of the show. 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 2024

[YOUR COMPANY NAME]

[YOUR NAME]

Ritz Carlton Ballroom– April 17, 2024

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 2024 ARCH Symposium, the exhibiting company will be responsible for 50% of the exhibit fee if cancelling after April 1, 2024. 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 2024 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 \$7,500
<p align="center">8' x 20' EXHIBIT BOOTH SPACE</p> <ul style="list-style-type: none"> • Premium Booth Location in Exhibit Hall • 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 	<p align="center">8' x 10' EXHIBIT BOOTH SPACE</p> <ul style="list-style-type: none"> • Preferred Booth Location in Exhibit Hall • 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 	<p align="center">8' x 10' EXHIBIT BOOTH SPACE</p> <ul style="list-style-type: none"> • Recognition as Silver Level supporter on slides & on-site signage • Includes 6 Full Symposium Badges 	<p align="center">6' TABLE TOP EXHIBIT BOOTH SPACE</p> <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

\$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.

\$20,000 (Exclusive) | Breakfast or Lunch Symposium

Exclusive Opportunity to showcase your company products or message to attendees of the course.

- Includes Room Rental & Audio-Visual Equipment, Food and Beverages
- Includes Recognition Signage
- 6 Available

\$20,000 (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.

\$20,000 (Exclusive) | Attendee Lanyards

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

\$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.

ARCH 2024 FELLOWS COURSE SPONSORSHIP

The ARCH Fellows Course will be held on Saturday, April 20th. 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.

\$15,000 (3 Available) | Eblast Advertisements

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

\$10,000 (1 Available) | Water Bottle Sponsorship

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

\$5,000 (1 Available) | Branded Hand Sanitizing Wipes

Prominently display your company logo on ARCH branded personal hand sanitizers which will be distributed to all attendees.

\$5,000 (10 Available) | Floor Decals

Company Logo or Product Advertisement prominently displayed on the floor in the ARCH conference space.

SPONSORSHIP AGREEMENT & BADGE FORM

2024 ARCH SYMPOSIUM • April 17-20, 2024

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 \$7,500

ADDITIONAL SPONSORSHIPS OPPORTUNITIES

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

BADGES NEEDED

Representative Name (First, Last)

Email Address

Phone

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 3.5% service fee added to all credit card charges.

EIN #: 47-3109028

Phone: (425) 442-1314

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

TOTAL Sponsorship \$ _____ Signature _____

All exhibit and sponsorship payments must be paid no later than 30 days post conference (May 20, 2024). All payments received after this date are subject to a late payment fee of 3% interest, per month, until paid in full.

*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
	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 (Must supply own pigtailed)	\$ 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
	Wireless Internet Connection	\$ 15.00	\$ 15.00	Per Conn.
	Add'l Labor - 8:00 AM to 4:00 PM Monday-Friday	\$ 25.00	\$ 25.00	Hour
	Add'l Labor - 4:00 PM to 8:00 AM Monday - Friday	\$ 50.00	\$ 50.00	Hour
	Add'l 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.)