

Dear _____

Thank you for agreeing to exhibit at the upcoming continuing medical education (CME) conference entitled: _____, being held on _____ in _____. We look forward to your participation and know that the registrants will enjoy it also.

The exhibit fee is _____. Set-up time begins at _____ on _____; teardown is at _____. Please make the check payable to Michigan State University and remit to the address below by (Date). Please be advised that there are FDA restrictions on the promotion of and pre-approved drugs and devices. You can obtain specific information from the FDA at this website. <https://www.accessdata.fda.gov/scripts/cder/daf/>.

This activity is CME certified, therefore, I bring your attention to the following Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support.

Standard 4. Appropriate Management of Associated Commercial Support

4.1 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities;

4.2 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.

In connection with your participation, we ask that you sign and return a copy of this letter to acknowledge that you agree to abide by the ACCME Standards for Commercial Support, will hold Michigan State University harmless from any liability, damages, or costs (including reasonable attorneys' fees) that may arise as a result of you exhibiting at this CME conference.

Without limiting the breadth of this hold harmless agreement, you acknowledge that it shall extend to include the loss, damage, or theft of any equipment or materials you bring to the conference site as well as injuries that any of your employees or agents may incur.

Again, thank you for your participation in what I know will be a successful conference.

Sincerely,

We acknowledge and agree to the hold harmless provisions set forth in this letter.

Company Name: _____

Signature: _____

Email Address: _____

Contact Name: _____

Phone Number: _____

Date: _____