



National Organization of
Rheumatology Management

2024

Sponsor and Exhibitor Prospectus



**2024 NORM Conference | Grapevine, TX
September 12 - 14, 2024**

2024 Conference Policies

Logos are due to NORM no later than June 1, 2024. They must be in EPS format. (anyone inside your organization with graphic design experience will know how to convert your logo into the EPS format).

Scheduled Events Policies

Corporate Members will not plan any event that conflicts in **ANY** way with NORM scheduled events. Choosing to plan an event that conflicts with a NORM scheduled event will result in the organization not being invited to join us at our next event.

An event is any activity from dinner with one conference attendee to several attendees, also including ad boards, or any other organized group meetings.

Exhibit Hall Policies

Each Corporate Member, Sponsor, and Exhibitor will respect the exhibit set-up hours established by NORM. Exhibit set-up and shipping information will be shared minimum 30 days before the event with all exhibitors. The sponsor/exhibitor will follow instructions regarding shipping items to the venue. NORM is not responsible for shipping delays, missing exhibit items, or handling/receiving fees.

Exhibits must be installed within the parameters of your exhibit space with no components extending beyond. Your installation may not block other exhibitors. If your organization will not need the tables provided, your space will be noted on the floor. You must notify NORM that you will not be using your table(s) no later than August 1, 2024. No banners, signs or other material may be nailed, taped, hung to any hotel property.

Exhibit space will be provided as indicated in the Prospectus. Corporate Members may request a smaller booth or to divide the booth. Request must be received by June 1, 2024.

The NORM Board works hard to encourage attendees to visit corporate members, sponsors, and exhibitors during exhibiting times. Thus, everyone must have at least one representative at their booth when the exhibit hall is open (breakfast, lunch and breaks each day). No one will break down their booth early. The agenda will be shared and will be posted on the NORM website.

Each corporate member, sponsor, and exhibitor will receive the number of name badges appropriate for their level of support. Additional name badges may be purchased.

Distribution of literature/advertising materials may only occur in your exhibit space. No literature / advertising materials may be left on dining tables in the exhibit hall. Interviews, focus groups, etc. are to occur within your exhibit space. If you wish to hold additional sessions, you must notify NORM's Event Planner (the times and locations) and await approval before moving forward with plans.

Insuring Exhibits

While the exhibit hall will be monitored during the day and locked after our sessions end, all are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. NORM is not responsible for any damage to or theft of the exhibits.

Attendance for Educational Sessions Policies

Corporate Members, Sponsors and Exhibitors are welcome to attend the general sessions unless they are for members' only and this is indicated on the conference brochure. Chairs will be set in the back of the general session space for their use. You may not sit with the membership. Please respect our attendees and speakers and do NOT carry on a conversation with your colleagues. If conversations become a problem you will be asked to leave the room.

If there is space, representatives may attend the breakout sessions. Corporate Members, Sponsors and Exhibitors are not to enter the breakout rooms until all attendees have entered.

The NORM annual membership meeting is for NORM members only and corporate members, sponsors and exhibitors may not attend this session.

Guest Rooms for Corporate Members, Sponsors and Exhibitors

Hotel rooms are the responsibility of the Corporate Members, Sponsors, and Exhibitors. We have negotiated a guest room block at the host hotel. Detailed information regarding guest room reservations are available in our registration system.

Indemnification

Corporate Members, Sponsors, and Exhibitors agree to abide by these terms, and any applicable provisions under NORM's agreement with the management of the Gaylord Texan Hotel Grapevine.

Corporate Members, Sponsors and Exhibitors assume full responsibility and liability for any loss, damage or claims arising out of injury or damage to sponsor and exhibitor's displays/materials.

Corporate Members, Sponsors, and Exhibitors agree to defend, indemnify, and hold harmless the Gaylord Texan Hotel Grapevine from and against all claims, actions, causes of actions, or liabilities, including reasonable attorney's fees arising out of or resulting from any act undertaken or committed by Corporate Members, Sponsors or Exhibitors or any contractors hired or engaged by the Exhibitor or Sponsor in connection with the conference. Corporate Members, Sponsors, and Exhibitors also agree to defend, indemnify, and hold harmless the Gaylord Texan Hotel Grapevine from any liability resulting from any claims, or actions, which may be asserted by third parties arising out of the performance of the Corporate Member, Sponsor or Exhibitor's obligations pursuant to this agreement, except those which are due to misconduct or negligence of the Gaylord Texan Hotel Grapevine.

Corporate Member, Sponsor, & Exhibitor Responsibility Clause

To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless the Gaylord Texan Hotel Grapevine ("Hotel"), managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as National Organization of Rheumatology Management ("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises.

2024 Sponsor and Exhibitor Policies

\$9,750 Sponsorship Opportunities

- **Friday Morning Beverage or Snack Service**
- **Saturday Morning Beverage or Snack Service**
- **Friday Afternoon Beverage or Snack Service**
- **Saturday Afternoon Beverage or Snack Service**
- **Swag Item**
- **Additional Opportunities - See Last Page**

\$6,500 Sponsorship Opportunities

- **Additional Opportunities - See Last Page**

\$9,750 Sponsorships

Sponsorship opportunities at this level include:

- **Friday Morning Beverage or Snack Service**
- **Saturday Morning Beverage or Snack Service**
- **Friday Afternoon Beverage or Snack Service**
- **Saturday Afternoon Beverage or Snack Service**
- **Swag Item**
- **Additional Opportunities - See Last Page**

Your sponsorship would include:

- **three (3) name badges which allow**
 - **entrance into exhibit hall and general session,**
 - **entrance into the Thursday welcome reception, Friday and Saturday, breaks and lunch, and Friday lunch.**
- **your corporate logo with NORM's logo on conference signage**
- **name on 2024 Conference Exhibitors' page on website from receipt of funds**
- **recognition in our conference materials, podium recognition, & banner recognition**
- **acknowledgment on conference app**
- **three (3) copies of conference materials, and**
- **one 6ft Tabletop, and electrical capabilities**
 - **sponsors will be able to choose their tentative location when they purchase their sponsorship**

\$ 6,500 Sponsorships

Sponsorship opportunities at this level include:

- **Additional Opportunities - See Last Page**

Your sponsorship would include:

- **two (2) name badges which allow**
 - **entrance into exhibit hall and general sessions,**
 - **entrance into the Thursday welcome reception, Friday and Saturday breakfast, breaks and lunch, and Friday lunch.**
- **your corporate logo with NORM's logo on conference signage**
- **name on 2024 Conference Exhibitors' page on website from receipt of funds**
- **recognition in our conference materials, podium recognition, & banner recognition**
- **acknowledgment on conference app**
- **two (2) copies of conference materials and**
- **one 6ft Tabletop, and electrical capabilities**
 - **sponsors will be able to choose their tentative location when they purchase their sponsorship.**

Additional Opportunities for Sponsors & Exhibitors

Additional Attendees: \$650 per person

This add-on to your exhibit fee will allow an additional attendee at your booth. There is a maximum of two (2) additional attendees.

Booth Upgrade: \$2,000

All requests for an upgrade to a 10 X 10 booth must be received by June 1st. If request is received after June 1st you will incur an additional fee of \$1,000.

Conference Digital Magazine Advertisement

\$1,000 Quarter Page Advertisement

\$2,000 Half Page Advertisement

\$3,500 Full Page Advertisement

This add-on would allow you to advertise in the conference magazine. NORM would place you in the magazine based on NORM's design needs. Full page placed 1st, half page placed 2nd, quarter page placed 3rd. Your color advertisement in PDF format must be received no later than July 1, 2023.

Formatting:

- Quarter Page: 4.25 x 5.5 (with a .25" white margin)
- Half Page: 8.5 x 5.5 (with a .25" white margin)
- Full Page: 8.5 x 11 (with .50" white margins)

Tote Bag Insert: \$750

This add-on to your sponsorship or exhibit fee will provide one (1) item inserted into the conference tote bag given to all attendees. Inserts must not exceed 8.5" X 11" and be received at the site no later than Friday, September 1, 2024. If document arrives after September 8 or Exhibitor does not follow instructions for shipping, NORM cannot guarantee inclusion in tote bag. Shipping cost paid by exhibitor/sponsor. Shipping information provided on NORM website.

Note: tote bag inserts are not available for Non-Profit Organizations.

For Additional Information, contact:

Kara Fulsang, Event Director

407-592-9662

kara@gingermeetings.com

2024 NORM Annual Conference
Grapevine, TX – September 12-14, 2024
Tentative Topics –
Note: Exhibit Hall Times

Wednesday, September 11						
8:00am – 12:00pm	AAPC – CRHC Test – Review Course Kathy Rock					
Thursday, September 12						
8:00am – 3:00pm	Bootcamp Managers – Jay & Team					
7:00am – 12:00pm	AAPC – CHRC Test – Kathy Rock					
10:00am – 5:00pm	Conference Attendee Registration					
10:am – 5:00pm	Exhibit Hall set-up					
3:30pm – 5:00pm	New Member/New Attendee Orientation – Membership Committee					
5:00pm – 6:30pm	Welcome Reception					
Friday, September 13						
6:30am – 8:00am	Breakfast in Exhibit Hall					
8:00am - 8:45am	Welcome & Review of Conference					
8:45am – 9:45am	Keynote: <i>Stress Management – Self Doubt</i>					
9:45am – 10:45am	General Session: HR – Regulation Based - Attorney					
10:45am – 11:40am	Break in Exhibit Hall					
11:30am – 11:45am	Transition					
11:45am – 12:45am	General Session: - MFN Speaker					
12:45am – 2:15pm	Lunch in Exhibit Hall					
2:12pm – 3:15pm	Breakout Sessions A <table border="1"><tr><td>Breakout 1</td></tr><tr><td>Breakout 2</td></tr><tr><td>Breakout 3</td></tr><tr><td>Breakout 4</td></tr></table>	Breakout 1	Breakout 2	Breakout 3	Breakout 4	
Breakout 1						
Breakout 2						
Breakout 3						
Breakout 4						
3:15pm - 4:00pm	Break/Networking in Exhibit Hall					
4:00pm – 5:00pm	Breakout Sessions B <table border="1"><tr><td>Breakout 1</td></tr><tr><td>Breakout 2</td></tr><tr><td>Breakout 3</td></tr><tr><td>Roundtable Discussion:</td></tr></table>	Breakout 1	Breakout 2	Breakout 3	Roundtable Discussion:	
Breakout 1						
Breakout 2						
Breakout 3						
Roundtable Discussion:						
6:00pm – 7:00pm	Friday Reception –					
7:00pm - 9:30pm	Friday Dinner –					

Saturday, September 14		
7:00am – 8:00am	Breakfast in Exhibit Hall	
8:00am – 9:00am	General Session:	
9:00am – 10:00am	Membership Annual Meeting	
10:00am – 10:45am	Break/Networking in Exhibit Hall	
10:45am – 11:45am	General Session:	
11:45am – 1:15pm	Lunch in Exhibit Hall	
1:15pm	Exhibitors break down @ 1:15pm	
1:15pm – 2:15pm	Breakouts Sessions C	
	Breakout 1	
	Breakout 2	
	Breakout 3	
	Breakout 4	
2:15pm – 2:30pm	Transition -	
2:30pm – 3:30pm	General Session: NEC-	
3:30pm – 4:40pm	Closing General Session:	
4:45pm	Prizes must be present to win	
5:30pm	Saturday Night Event	