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| C:\Users\swartzm\Cedars-Sinai\JPG Files\Cedars-Sinai_Vert_4C_KO.gif | Continuing Medical Education8797 Beverly Boulevard, Suite 250, Los Angeles, California 90048OFFICE: (310) 423-5548 ◼ FAX: (310) 423-0309 ◼ EMAIL: cme@cshs.org |
| **EXHIBIT REGISTRATION FORM** |

This agreement confirms the participation of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** as an **Exhibitor** at **2018 Pediatric State of the Art**scheduled for**, September 22, 2018** at Cedars-Sinai Harvey Morse Conference Center in Los Angeles, California.

All companies permitted by Cedars-Sinai Office of CME to complement the conference must strictly adhere to the following guidelines regarding their participation as an exhibitor:

* When commercial exhibits are part of the program, arrangements for these shall not influence planning or interfere with the presentation of CME activities;
* Exhibit placement shall not be a condition of support for a CME activity;
* No commercial promotional materials shall be displayed or distributed in the same room immediately before, during, or immediately after an educational activity certified for credit; and,
* Representatives of commercial supporters may attend an educational activity, but may not engage in sales activities while in the room where the activity takes place, and are strictly prohibited from the sale of and/or discussion of products while attending the educational activity.

You will be provided a table and two chairs for use during the meeting. In accordance with ACCME guidelines and CSMC policies, all exhibits will be located in the pre-function area outside the educational area. Please select your payment option below and fax or mail this form to the Office of CME at the address at the top of this form.

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| **Exhibitor** |
| [ ]  **$1,500** |

**Select your payment option below:**

[ ]  **OPTION A** Please charge my credit card for the exhibit fee.

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| 🞎 VISA 🞎 MasterCard 🞎 American Express |
| Credit Card #: |  |
| CVV Security #: |  | Exp. Date: |  |
| Billing Address: |  |
| Name on card: |  |
| Authorized Signature: |  |

[ ]  **OPTION B** A check was mailed to CSMC Office of CME, 8797 Beverly Blvd., Ste. 250, Los Angeles, CA 90048, Attention: Ani Mardakhanian

Name/Address to which receipt should be mailed:

|  |  |
| --- | --- |
| Contact Name: |  |
| E-mail: |  |

Please list below the two representatives who will be staffing the exhibit table. A badge will be available at the registration desk on the day of the conference.

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|  | **Representative Name** | **E-mail Address** |
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| **CME USE ONLY** |
| Exhibit Fee: \_\_\_\_\_\_\_\_\_\_\_ | Amount Paid: \_\_\_\_\_\_\_\_\_\_\_  | Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

# Exhibitor Information at a Glance

## Conference Location

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| --- | --- |
| Cedars-Sinai Medical CenterHarvey Morse Conference Center | Plaza Level, South Tower 8701 Gracie Allen DriveLos Angeles, CA 90048 |

## Conference & Exhibit Hours

Please refer to the program agenda provided for exact times for registration times and meal breaks.

Symposium attendees will be encouraged to visit exhibitors during breakfast, lunch, and all break times. Exhibitors are welcome to audit the program at their discretion.

## Exhibitor Registration

Your Exhibit Registration Form (provided on page 1 of this document) must be on file with the CME Office prior to setting up for the symposium. The form should include the names of all company representatives who plan to attend.

The CME Office is required to provide the Cedars-Sinai Security Department with the names of all company representatives to ensure access to the medical center.

Questions regarding exhibitor status should be address to Ani Mardakhanian at 310-423-4635.

## Accommodations

**Sofitel LA**

8555 Beverly Boulevard

Los Angeles, CA 90048

310-278-5444 or 800-521-7772

## Directions

**From LAX:** Merge onto West Century Blvd from World Way. Take I-405 ramp North for 8 miles. Exit CA-2/Santa Monica Blvd, merge onto Cotner Ave, and turn right onto Santa Monica Blvd, continuing on for 3.6 mi. Turn right onto Beverly Blvd. Cedars-Sinai will be on the right.

**From the Santa Monica Freeway (I-10)**: Exit La Cienega Blvd (No). Proceed to Beverly Blvd and turn left. At San Vicente, turn left. Make right on Gracie Allen.

**From the San Diego Freeway (I-405)**: Exit Wilshire Blvd (Westwood). Proceed to Robertson Blvd and turn left. Turn right on Alden Drive. Alden Drive becomes Gracie Allen Drive at George Burns Drive.

**From the Hollywood Freeway heading South (US 101)**: Exit Highland Ave and head south. Turn right onto Beverly Blvd. Go left on San Vicente, then right on Gracie Allen Dr.

**From the Sofitel Hotel:** A short 3 minute walk West on Beverly Blvd will bring you to Cedars-Sinai. A complimentary shuttle service to/from the Sofitel and the medical center will also be available.

## Parking at CSMC

Self-parking is available in the following CSMC parking lots including:

* **P1** on George Burns Road, North Tower, between Beverly Blvd and Alden Drive
* **P2** on George Burns Road, Spielberg Building, between Beverly Blvd and Alden Drive
* **P4** on Sherbourne Drive between 3rd St & Gracie Allen

## Shipment of Exhibit Materials

Cedars-Sinai is no longer accepting shipped materials, so please plan to bring them on the day.

Please note that Cedars-Sinai is not responsible for any loss or damage to the exhibitor’s property. Materials left after the conference will be discarded.

## Booth Furnishings & Set-Up

Exhibitors will be provided with a **6ft.** **table and 2 chair(s)**. A tent card with your company name will be on each exhibit table. Please note that draping/table coverings are your responsibility and will not be provided. All booth locations have access to power, but extension cords and surge protectors are your responsibility. **If you have any special electrical power requirements, contact Ani Mardakhanian at 310-423-4635.**

Wi-Fi is available when you sign on as a C-S guest.

## Booth Tear Down

Exhibitors are encouraged to tear down by 3:30 pm on Saturday, September 22, 2018.

Please note that Cedars-Sinai will not be responsible for any loss or damage to the exhibitor’s property. Materials left after this time will be discarded.

# Agenda

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