

International Congress on Integrative Medicine & Health 2022

Application Guidelines

The Academic Consortium for Integrative Medicine & Health

(heretofore referred to as the Consortium) meetings are educational communication of new scientific knowledge and to advance the practice of integrative medicine. The foremost concern of the Consortium is preservation of the scientific integrity and educational value of our meetings. To this end, we invite organizations to support and participate in Consortium meetings in a manner that complies with the requirements described in this policy and related documents.

The Consortium has determined that including industry vendors as exhibitors and sponsors has several advantages:

- Supports the financial success and sustainability of the meeting.
- Provides a service to attendees by providing access to company representatives.
- Adds to the educational content of the Congress as vendors are encouraged to share scientific resources relevant to their product.

In order to ensure these goals are met in a way that is cohesive with the academic, philosophical and ethical mission of the Consortium, the following guidelines are proposed for consideration:

Eligibility to Sponsor and/or Exhibit:

The Consortium reserves the exclusive and total right to control all aspects of the conduct of its scientific conferences and specifically reserves the right to determine the acceptability of applications for sponsorship and/or exhibit space. Brands that exhibit at and/or underwrite our conference are not only a good philosophical fit but also represent the best products and services that can serve the health and wellness of our attendees and their patients.

1. Service Organizations will be Assessed on the Following Criteria:

- The applicant's products or services are of professional or educational interest or benefit to the registrants and are, in the opinion of the Consortium, related to the field of integrative medicine.
- The applicant's goods or services to be promoted or exhibited must be in line with the Consortium's scientific or public policies, positions, and statements or guidelines.
- The applicant is reasonably determined by the Consortium to be highly ethical and reputable, and the goods and services to be promoted or exhibited are reasonably believed by the Consortium not to be harmful, illegal, ineffective, fraudulent or based on non-proven science.

2. Applicants Providing Laboratory Testing Should:

- Be licensed by CLIA, the federal agency regulating laboratories and follow stringent quality assurance practices.
 - » Allow clinicians to tailor the tests based on clinical assessment and professional judgment.
 - » Follow ethical financial and marketing practices.
- Supplements, food items and topical preparations should:
 - » Provide evidence of strict attention to quality and good manufacturing practices.
- Be based on scientific rigor in their proposed use and dosing – any health or medical claims made in product promotion must be evidence based and in compliance with FDA and FTC regulations.
 - » Brand values and product/service quality should extend to applicant's parent and holding companies.

- » Companies should be in good standing with global regulating agencies, and have demonstrably good practices in quality, health, social and environmental regards.

- Supplements should meet requirements as set out by the Dietary Supplement and Health Education Act.

3. Supplements, Food Service Items and Topical Preparations Should:

- Provide evidence of strict attention to quality and good manufacturing practices.
- Be based on scientific rigor in their proposed use and dosing – any health or medical claims made in product promotion must be evidence-based, and in compliance with FDA and FTC regulations.
- Brand values and product/service quality should extend to applicant's parent and holding companies.
- Companies should be in good standing with global regulating agencies, and have demonstrably good practices in quality, health, social, and environmental regards.
- Supplements should meet requirements as set out by the Dietary Supplement and Health Education Act.
- Other criteria are as follows: no genetically modified soy, or other GMO products, soy protein isolate, hydrogenated trans fats, fructose or high fructose corn syrup, artificial flavors, artificial colors, artificial sweeteners, glandular ingredients in supplements, phthalates, parabens, nitrates, nitrites, or sulfites. Preference will be given to companies that meet the following standards: whole soy, whole foods, natural pressed oils, and organic.

4. All Applications Must Meet these Requirements:

- The applicant agrees to comply with the International Congress Rules and Regulations governing scientific conferences and be in compliance with ACCME Standards for Commercial Support.
- The application and required documents must be completely and accurately filled out. Incomplete applications will not be processed.
- Samples of brochures and scientific studies to be promoted or exhibited should be submitted with the application.
- Sales and order taking at exhibits are permitted if transactions are conducted in a manner consistent with the professional nature of the meeting. The exhibitor is responsible for any permits, occupational licenses and city/state sales taxes, if applicable. The Consortium reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Notification of intent to have sales transactions must be noted on the application.
- Sponsors and exhibitors may distribute non-pharmaceutical samples of their listed products to the International Congress attendees as outlined in the sponsor benefits and/or Rules & Regulations. Sponsors and/or exhibitors must have written approval from the International Congress in order to distribute items other than product samples or educational material.
- Applications may be refused or sponsorship category/exhibit space restricted due to limitations or other reasons determined by the Consortium.
- Upon submitting an application for sponsorship or exhibit space, the applicant agrees that the information contained in the Sponsor and Exhibit Opportunities brochure and the International Congress Rules and Regulations are an integral and binding part of the exhibit space contract and that it is the responsibility of the exhibiting company to distribute information to ensure that all individuals involved in the fulfillment are aware of the Sponsor & Exhibitor Rules and Regulations governing Consortium scientific conferences.

International Congress on Integrative Medicine & Health 2022

Sponsor & Exhibitor Rules and Regulations

OFFICIAL GENERAL CONTRACTOR: The Consortium has appointed Conference Solutions as the official General Contractor for the International Congress 2022. All references herein to the International Congress shall mean the International Congress, the Consortium and Conference Solutions.

OUTSIDE ACTIVITIES: Sponsors and exhibitors shall not foster or conduct outside activities which would take qualified attendees from official congress functions and/or exhibit during nonscheduled hours. Use of meeting facilities or the International Congress' contracted hotels by exhibitors/sponsors or companies or sales or business meetings during International Congress and exhibit dates must be approved in advance by the International Congress. Hospitality suites shall not be open during exhibit hours or International Congress hours.

SELECTION OF SPONSORS & EXHIBITORS: Only applicants whose activities are appropriately related to the purpose of the International Congress shall be permitted to sponsor or exhibit. All applications are subject to approval, and any company that does not meet the above requirements will not be permitted to sponsor and/or exhibit. The International Congress reserves the right to decline or prohibit any applicant which in its sole judgment is inappropriate, this reservation being all inclusive as to person, things, printed matter, products and conduct.

ASSIGNMENT OF SPACE: Assignment of space will be on a first-paid, first-served basis. Every effort will be made to accommodate requests for space assignments (near or away from other organizations). The International Congress reserves the right to make such changes to the floor plan of exhibit tables as may be deemed necessary.

FEES AND PAYMENT: Applications will NOT be processed or space assigned without the required payment. Payment is due within 30 days of application. Receipt of payment does not obligate the International Congress to accept a contract as binding. The International Congress retains the option of returning funds.

EXHIBITOR REPRESENTATIVES REGISTRATION: Purchase of an exhibit table includes up to two exhibitor name badges. Exhibitor names badges allow access to the exhibit area space, but does not include International Congress meals or access to sessions. Full International Congress registration can be purchased separately.

CANCELLATION: No cancellation of sponsorships is permitted. Cancellations of an exhibit table must be directed by email to: Register@ConferenceSolutionsInc.com. Refunds, less an administrative fee of \$500 per table, will be made at the discretion of the International Congress, but no refund will be given for a cancellation made within 90 days of the installation day.

EXHIBITS: Exhibits will take place at the Sheraton Grand at Wild Horse Pass, 5594 W Wild Horse Pass Blvd., Chandler, Arizona, 85226 USA. The exhibit table area will be comprised of six-foot skirted tables and two side chairs.

EXHIBITOR INSTALL:

- » Monday, May 23, 2022, 15:00 – 17:00
- » Tuesday May 24, 2022, 06:00 – 07:00

EXHIBITOR DISMANTLE:

- » Thursday, May 26, 2022, 08:30 – 10:30

Dismantling of exhibit may begin no earlier than 08:30 on Thursday, May 26 and the area must be completely cleared by 10:30 that same day.

EXHIBITOR MATERIALS: We suggest you provide reprints or preprints of studies documenting the efficacy of the products on display.

EXHIBITOR USE OF SPACE: Exhibitors shall not assign, share or sublet any space without written consent of the International Congress. Care must be taken that no display extends more than 8' above the floor, interferes with the view or disadvantageously affects the display of other Exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

EXHIBIT AREA FOOD & BEVERAGE POLICY: No food or beverage may be brought from an outside source. If you wish to serve anything from

your exhibit space, please contact the International Congress Planner to discuss what arrangements, if any, can be made through the venue.

EXHIBITOR LIABILITY: The International Congress and the Sheraton Grand at Wild Horse Pass will not be held responsible for the safety of Exhibitor's property from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold the International Congress and the Sheraton Grand at Wild Horse Pass and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those operating under the Exhibitor. Further, Exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees and business invitee which arises from or out of or by reason of said Exhibitor's occupancy and use of the Exhibit premises or a part thereof.

EXHIBIT AREA SAFETY REGULATIONS: Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings and other materials must comply with fire department regulations.

EXHIBIT AREA SECURITY: The exhibit area is being held in the Sheraton Grand at Wild Horse Pass and security will be not provided. Neither the International Congress nor the Sheraton Grand at Wild Horse Pass can be held responsible for any lost, damaged or stolen exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials. The Sheraton Grand at Wild Horse Pass recommends removing valuable materials when not at your display.

BENEFITS: Benefits as outlined in the Sponsor and Exhibitor Opportunities brochure will be confirmed 90 days prior to the International Congress. Failure to utilize benefits does not constitute a reduction in fees. Exhibit space not occupied by the close of the exhibit installation period as specified in these rules and regulations will be forfeited by the Exhibitor. This space may be resold, reassigned or used by the International Congress.

SHIPPING: The International Congress will provide shipping information to each sponsor and exhibitor (as relevant), approximately 45 days prior to the International Congress.

SHOW CANCELLATION: If the International Congress or exhibits are cancelled due to circumstances beyond the control of the International Congress, the International Congress will not be held liable for any expenses incurred by the Exhibitor beyond the cost of the exhibit registration fee.

VIOLATION OF RULES & REGULATIONS: Any violation by a sponsor and/or exhibitor of the official Rules and Regulations herein may, in the International Congress's sole determination, constitute a breach of the Agreement resulting in termination and forfeiture of any monies paid on account. Upon due notice of such termination, the International Congress shall have the right to revoke benefits and take possession of the exhibitor's space, remove all persons and properties, and hold the sponsor and/or exhibitor accountable for all liability, expenses, and damages arising from sponsor and/or exhibitor's breach/violation of official Rules and Regulations.

Lab Testing References:

<http://www.wsj.com/articles/a-fast-growing-medical-lab-tests-anti-kickback-law-1410143403>

Dietary Supplement References:

<http://www.nytimes.com/2013/11/05/science/herbal-supplements-are-often-not-what-they-seem.html>

Quality Assurance Programs:

<https://www.consumerlab.com>

<https://ods.od.nih.gov/Research/AMRMQualityAssuranceProgram.aspx>