



POHMS Annual Fall Educational Conference

Premier Oncology Hematology Management Society

November 16-17, 2023

The Hotel Hershey

Hershey, Pennsylvania

Dear Vendor,

The Premier Oncology Hematology Management Society will be hosting its annual Fall Conference on **November 16-17, 2023, at The Hotel Hershey in Hershey, PA.** The target audience for this meeting is Practice Administrators/Office Managers, Oncologists, and Allied Health professionals including registered nurses, billing staff and other health care professionals involved in the care of patients with cancer. We are expecting approximately 50 POHMS attendees.

This letter contains ALL exhibitor information. Please review entirely.

If you are interested in exhibiting during this conference, please visit

<http://www.pohms.com> and click the link for

https://pohms.com/aws/POHMS/registration/add_registrations_prompt?event_id=73532&host=retain

You will receive a confirmation email of your registration after it has been processed. ALL vendors and attendees MUST register.

FEES:

Exhibitors:

- \$2000 for two (2) company representatives. Not subject to accounting or reconciliation of expenses after the event. This fee is inclusive of the items listed below.
- Additional company representatives: **\$300 each**
- Additional company table (limited quantity allowed): \$1000 for two (2) company representatives. Not subject to accounting or reconciliation of expenses after the event. This fee is inclusive of the items listed below.

Exhibit fee includes:

- Attendance by two company representatives
- 6' draped table with company name banner
- Two Chairs
- Wastebasket
- All meals included

POHMS Corporate Sponsors:

- All Corporate Members must register for an exhibit even if it is included in your membership
- Diamond Membership: includes up to four (4) company representatives
- Gold Membership: includes up to three (3) company representatives
- Silver Membership: exhibit rate is discounted to \$1000, and this includes up to two (2) company representatives
- The fee for All additional representatives attending is \$300 each
- Corporate Membership dues must be received no later than October 15, 2023, for Calendar Year 2023
- **ALL Corporate Members MUST designate ONE MAIN CONTACT to coordinate your exhibit.**

REGISTRATION:

Check-In:

Wednesday, November 15, 2023 4:00 pm to 6:00 pm in The Garden Terrace Lounge
Thursday, November 16, 2023 Starting at 7:00 am in the Garden Terrace Lounge

Exhibit Set-up:

Thursday, November 16, 2023 6:00 am to 7:30 am

**Additional set-up times may become available as we get closer to the event*

Exhibit Hours **Please note events and breaks noted in the program in relation to exhibit hours*

Thursday, November 16, 2023 7:30 am to 4:30 pm * (see agenda)

Friday, November 17, 2023 8:00 am to 11:50 am * (see agenda)

Exhibit Tear-down Friday:

November 17, 2023 at 11:50 AM

KEY DATES/DEADLINES:

- Last date for exhibitor registration is October 30, 2023
(*exhibitors who are confirmed as of October 30, 2023 will be included in conference printed materials*)
- Late fee after this date is: \$500; **NO EXCEPTIONS**
- No exhibitor registrations can be accepted after October 30, 2023
- If using a third-party vendor to complete your exhibit registration, a notice must be sent to Fran Spine at fran@pohms.com indicating you are using a third-party vendor, including the vendor's name.
- Payment for all exhibits is due no later than October 30, 2023. If payments are not received by this date, exhibits will be cancelled.

Refunds: If cancellation is received by October 15, 2023, you will receive a full refund minus a 25% administration fee. After this date, all registration fees are non-refundable. No exceptions

SHIPPING INFORMATION:

When shipping materials to the hotel prior to the conference, please see important shipping information below.

Ship to address:

The Hotel Hershey
Attn: Convention Services (Melvin Morales)
RE: POHMS 2022 Fall Conference
100 Hotel Road
Hershey, PA 17033

Please do not have any items shipped to arrive any earlier than three (3) days prior to the conference, not before, Monday, November 13, 2023

POHMS is not responsible for items shipped to the hotel. Please be sure ALL packages are labeled correctly for your company.

HOTEL INFORMATION:

POHMS has negotiated a hotel guest room rate of \$252 per night at the hotel, plus taxes. The cut-off date is October 16, 2023, unless sold out beforehand.

To make a reservation, call the hotel directly for 2023 POHMS Fall Conference at 855-729-3108 for your room reservation.

Check-in: 4 pm check-out: 12 noon

POHMS is a Pennsylvania non-profit 501c (6) organization. **POHMS federal identification number is 25-1767622** (W-9 attached).

Please make your check payable to POHMS and mail to:

**POHMS - Administrative Office
C/O Fran Spine
PO Box 5260
Clinton, NJ 08809**

Questions? Please contact Fran Spine at fran@pohms.com or call (908) 442-7156.

We are looking forward to another successful event. Thank you for your continued support of our society and our mission.

Best Regards,
Fran Spine and **The POHMS Board of Directors**