



**POHMS Annual Spring Educational Conference**  
***Sheraton Valley Forge Hotel***

**March 21, 2024**  
***King of Prussia, PA***

Dear Exhibitor,

The Premier Oncology Hematology Management Society will be hosting its annual Spring Conference on **March 21, 2024, at Sheraton Valley Forge Hotel in King of Prussia, 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 40 POHMS attendees.

**Registration for exhibitors will open by January 5, 2024. Exhibit information is listed below.**

**Fees:**

**Corporate Sponsors:**

- **Platinum Sponsor:** exhibit fee included in sponsorship for up to **eight (8)** company representatives and **two (2) tables. Additional company representatives \$200 each**
- **Diamond Sponsor:** exhibit fee included in sponsorship for up to **four (4)** company representatives. **Additional company representatives \$200 each.**
- **Gold Sponsor:** exhibit fee included in sponsorship for up to **three (3)** company representatives. **Additional company representatives \$200 each.**
- **Silver Sponsor:** exhibit fee discounted to **\$625** for up to **two (2)** company representatives. **Additional company representatives \$200 each.**

**Exhibitors:**

- **\$1250 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: **\$200 each**
- **Additional company table** (limited quantity allowed) **\$1250 each** Reach out to Fran Spine at [fran@pohms.com](mailto:fran@pohms.com) for more information and to inquire about availability.

**Exhibit fee includes:**

- Attendance by two company representatives (Platinum, Diamond, and Gold Corporate members as per sponsorship level)
- 6' draped table with company name banner
- Two Chairs
- Wastebasket
- All meals included.
- Welcome reception on Wednesday, March 20, 2024

**Registration:**

Thursday, March 21, 2024  
Starting at 7:30 am

**Exhibit Set-up**

Wednesday, March 20, 2024  
After 7:00pm

Thursday, March 21, 2024  
6:00 am to 8:00 am

**Exhibit Hours**

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

Thursday, March 21, 2024  
7:30 am to 4:00 pm during vendor breaks

**Exhibit Tear-down**

Thursday, March 21, 2024  
After 4:00 pm

**Key Dates/Deadlines:**

- Last date for exhibitor registration is March 1, 2024 (*exhibitors who are confirmed as of this date will be included in conference printed materials*)
- Late fee after this date is: \$500, **THERE ARE NO EXCEPTIONS**
- Payment for all exhibits is due no later than March 10, 2024

**Refunds:**

**If cancellation is received by March 1, 2024, a full refund minus a 25% administration fee. After this date, all registration fees are non-refundable. No exceptions**

**SHIPPING INFORMATION:**

**Address your labels as follows:**

Name: (Recipient/POHMS)

Month/day/year (date of arrival)

Group: C/O Diana POHMS Spring Conference

Address: 480 N. Gulph Road King of Prussia, PA 19406

# of Boxes/Pkgs. \_\_\_\_\_

**Shipments cannot arrive more than three (3) days prior to the event**

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

POHMS has negotiated a hotel guest room rate of \$194 per night plus taxes. **The cut-off date is February 28, 2024.** After this date there is no guarantee of the negotiated room rate or availability.

To make a reservation: [Book your group rate for POHMS Annual Spring Conference March2024](#)

**Check-in time is 4:00 pm, check-out time is 11:00 am.**

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  
P. O. Box 5260  
Clinton, NJ 08809**

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

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

Best Regards,

Fran Spine  
POHMS Administrative Director