



**POHMS Annual Spring Educational Conference**  
**Hotel Hershey**

**November 14-15, 2024**  
**Hershey, PA**

May 14, 2024

Dear Exhibitor,

The Premier Oncology Hematology Management Society will be hosting its 30<sup>th</sup> Annual Fall Conference on **November 14-15, 2024, at Hotel Hershey in King of 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 40 POHMS attendees.

**Registration for exhibitors will open by May 8, 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 \$300 each**
- **Diamond Sponsor:** exhibit fee included in sponsorship for up to **four (4)** company representatives. **Additional company representatives \$300 each.**
- **Gold Sponsor:** exhibit fee included in sponsorship for up to **three (3)** company representatives. **Additional company representatives \$300 each.**
- **Silver Sponsor:** exhibit fee discounted to **\$1000** for up to **two (2)** company representatives. **Additional company representatives \$300 each.**

**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) \$2000 each** Reach out to Veronica Caggiano at [veronica@pohms.com](mailto:veronica@pohms.com) for more information and to inquire about availability. 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 (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, November 13, 2024

**Registration:**

**Wednesday, November 13, 2024  
4:00-6:00 PM**

**Thursday, November 14, 2024  
Beginning at 7:00 AM**

**Exhibit Set-up**

**Wednesday, November 13, 2024  
After 9:00pm**

**Thursday, November 14, 2024  
Beginning at 6:00 AM**

**Exhibit Hours**

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

**Thursday, November 14, 2024  
7:30 am to 4:00 pm during vendor breaks**

**Friday, November 15, 2024  
7:30 am to 12:00 pm during vendor breaks**

**Exhibit Tear-down**

**Friday, November 15, 2024  
After 12:00 pm**

**Key Dates/Deadlines:**

- **Last date for exhibitor registration is October 25, 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 October 25, 2024**

**Refunds:**

**If cancellation is received by October 25, 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: The Hotel Hershey Attn: Convention Services (Melvin Morales) RE: POHMS  
2024 Fall Conference  
Address: 100 Hotel Road Hershey, PA 17033  
# 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 \$252 per night plus taxes. The cut-off date is October 11, 2024. After this date there is no guarantee of the negotiated room rate or availability.**

**To make a reservation: <https://www.thehotelhershey.com/qr/U2UUHF2YL7/>**

**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 [veronica@pohms.com](mailto:veronica@pohms.com) or call (908) 442-8172.

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