



POHMS Annual Spring Educational Conference

Hotel Hershey

March 20, 2025

Hershey, PA

January 6, 2025

Dear Exhibitor,

The Premier Oncology Hematology Management Society will be hosting its Annual Spring Conference on **March 20, 2025, at 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 40 POHMS attendees.

Registration for exhibitors will open by January 10, 2025. Exhibit information is listed below. You can register and find all necessary paperwork here: https://pohms.com/aws/POHMS/pt/sp/spring_conference

Fees:

Corporate Sponsors:

- **Platinum Sponsor:** exhibit fee included in sponsorship for up to **eight (8)** company representatives and **two (2) tables. Additional company representatives \$150 each**
- **Diamond Sponsor:** exhibit fee included in sponsorship for up to **four (4)** company representatives. **Additional company representatives \$150 each.**
- **Gold Sponsor:** exhibit fee included in sponsorship for up to **three (3)** company representatives. **Additional company representatives \$150 each.**
- **Silver Sponsor:** exhibit fee discounted to **\$625** for up to **two (2)** company representatives. **Additional company representatives \$150 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: **\$150 each**
- **Additional company table (limited quantity allowed) \$1250 each** Reach out to Veronica Caggiano at 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, March 19, 2025

Registration:

**Wednesday, March 19, 2025
4:00-6:00 PM**

**Thursday, March 20, 2025
Beginning at 7:00 AM**

Exhibit Set-up

**Wednesday, March 19, 2025
After 9:00pm**

**Thursday, March 20, 2025
Beginning at 6:00 AM**

Exhibit Hours

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

**Thursday, March 20, 2025
7:30 am to 4:00 pm during vendor breaks**

Exhibit Tear-down

**Thursday, March 20, 2025
After 12:00 pm**

Key Dates/Deadlines:

- **Last date for exhibitor registration is February 28, 2025 (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 February 28, 2025**

Refunds:

If cancellation is received by February 28, 2025, 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 2025 Spring 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 \$179 per night plus 11% taxes. The cut-off date is Friday, February 21, 2025. Please secure your room as soon as possible because the room blocks fills up quickly. After this date there is no guarantee of the negotiated room rate or availability.

To make a reservation: <https://www.thehotelhershey.com/qr/I395SXFSL6/>

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 Veronica Caggiano
1700 Sullivan Trail
Suite 7, #180
Easton, PA 18040**

Questions? Please contact Veronica Caggiano at 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,

Veronica Caggiano
POHMS Administrative Director