

Terms & Conditions

Application Guidelines

The Academic Consortium for Integrative Medicine & Health (hereto after 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, Exhibit and/or Market:

We want sponsoring and exhibiting to be beneficial to our attendees and to those sponsoring and exhibiting. 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, exhibit space and/ or marketing. Brands that exhibit or market 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 and relevant to our attendees.
- 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 nonproven 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 should meet requirements as set out by the Dietary Supplement and Health Education Act.

3. 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.
- 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. Payment must be submitted when applying. Incomplete applications will not be processed.
- Samples of brochures and scientific studies representing the applicant's relevant products or services should be submitted with the application.
- Applications may be refused or sponsorship, exhibit space and/ or marketing restricted due to limitations or other reasons determined by the Consortium.

FOR EXHIBIT APPLICANTS:

- Sales and order taking at exhibits to Congress participants 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.
- 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. Exhibitors must have written approval from the Academic Consortium in order to distribute items other than product samples or educational material.
- Upon submitting an application for sponsorship, exhibit space or marketing, the applicant agrees that the information contained in the Sponsor, Exhibit and Marketing Opportunities brochure and the International Congress Sponsor, Exhibit & Marketing Rules and Regulations are an integral and binding part of the contract and that it is the responsibility of the applicant to distribute information to ensure that all individuals involved in the fulfillment are aware of the International Congress Sponsor, Exhibit & Marketing Rules and Regulations governing Consortium conferences.

Sponsor, Exhibit & Marketing Rules and Regulations

OFFICIAL GENERAL CONTRACTOR: The Consortium has appointed Conference Solutions as the official General Contractor for the 2025 International Congress. All references herein to the International Congress shall mean the International Congress, the Consortium and Conference Solutions.

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

SELECTION OF SPONSOR, EXHIBIT AND/OR MARKETING ORGANIZATIONS: Only applicants whose activities are appropriately related to the purpose of the International Congress shall be permitted to apply to sponsor, exhibit or market. All applications are subject to approval, and any company that does not meet the above requirements will not be approved. 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.

FEES AND PAYMENT: Exhibitors will not be confirmed nor space assigned without the required payment. Receipt of payment does not obligate the International Congress to accept a contract as binding. The International Congress retains the option of returning funds.

CANCELLATION: Once application has been approved, cancellation of sponsorships is not permitted. Cancellations of an exhibit table must be directed by email to alexandra.resto@imconsortium.org. Refunds, less a 20% administrative fee per table (\$500 for non-profit tables, \$600 for commercial tables), will be made at the discretion of the International Congress, but no refund will be given for a cancellation received after January 22, 2025. Cancellation of marketing opportunities are not allowed after January 22, 2025.

BENEFITS: Benefits as outlined in the Sponsor, Exhibit and Marketing Opportunities brochure will be confirmed 90 days prior to the International Congress. Failure to utilize benefits does not constitute a reduction in fees. The International Congress will provide shipping information to each sponsor, exhibitor and/ or marketing organization (as relevant), approximately 45 days prior to the International Congress, on or by January 19, 2025.

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 sponsoring/exhibiting/ marketing organization beyond the cost of the original sponsor, exhibit or marketing fee, minus expenses related to the fulfillment of benefits.

For Exhibitors

ASSIGNMENT OF EXHIBIT SPACE: Assignment of exhibit space will be onsite by the conference organizers. 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 exhibit floor plan/layout as may be deemed necessary. Attendees are not permitted to change their booth location upon arrival at The Westin Seattle.

Exhibit space not occupied by the close of the exhibit installation period as specified in these rules and regulations will be forfeited by the exhibiting organization. This space may be resold, reassigned or used by the International Congress.

EXHIBITOR REPRESENTATIVES' REGISTRATION: Purchase of an exhibit table includes one (1) complimentary Exhibit Representative registration. Exhibit Representative registration includes access to the exhibit area and all Congress meal functions held during exhibit hours. Additional Exhibit Representative registrations can be purchased for \$250 each. There are no name badge-only options. There is no limit on the number of full Congress or Exhibit Representative registrations that can be purchased (based on availability); however, only two representatives are allowed at an exhibit at any given time.

EXHIBITS: Exhibits will take place at The Westin Seattle, 1900 5th Avenue, Seattle, Washington, USA 98101. The exhibit table area will be comprised of six-foot skirted tables and two side chairs.

EXHIBITOR INSTALL: Tuesday, March 4, 2025 | 14:00 - 17:00

EXHIBITOR HOURS: Exhibitors are welcome to staff their booth at any time during the International Congress. However, we anticipate the highest traffic within the following windows of time. Morning times include refreshment hours, the morning plenary session, and breaks, while afternoon hours include breaks, the afternoon plenary session, and poster hall hours.

Wednesday, March 5, 2025 07:00 - 10:00
 16:30 - 19:30

Thursday, March 6, 2025 07:30 - 11:00
 16:00 - 19:30

Friday, March 7, 2025 07:30 - 10:00

EXHIBITOR DISMANTLE: Friday, March 7, 2025 | 10:00 - 12:00

Dismantling of exhibit may begin no earlier than 10:00 on Friday, March 7, and the area must be completely cleared by 12:00 that same day.

Schedule is subject to change.

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.

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

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 CONDUCT: Aggressive sales tactics/methods to engage attendees are strictly prohibited. Prohibited or unethical conduct will subject the exhibiting company to dismissal from the Congress premises. In addition, the exhibiting company will be deemed to have forfeited all exhibit space fees and any other fees paid/due by the exhibiting company.

EXHIBITOR LIABILITY: The International Congress and The Westin Seattle 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 Westin Seattle 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 Westin Seattle and security will be not provided. Neither the International Congress nor The Westin Seattle can be held responsible for any lost, damaged or stolen exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials.

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.

