



Society of Gastroenterology Nurses and Associates, Inc.

SGNA 33rd ANNUAL COURSE - VENDOR PROGRAM

SGNA is pleased to offer exhibitors the opportunity to participate in a Vendor Program at the 33rd Annual Course. As host of an SGNA Vendor Program, your company is entitled to present a conference session dedicated exclusively to your organization and its products. Our membership has expressed great interest in learning more about product innovations and enhancements, new services, and in-depth explanations of applications and product benefits. This is your forum for providing more than just a sales pitch. It's your chance to educate SGNA members on the value, benefit, and uses of your products in a full presentation.

All Vendor Programs will take place at the Henry B. Gonzalez Convention Center. Exhibitors will be permitted to purchase up to two program time slots. Additionally, exhibitors may be interested in structuring the content of their Vendor Program such that attendees will be eligible to earn contact hours for attendance. For additional information on how to secure contact hours for your Vendor Program, please call SGNA Headquarters at 800/245-7462.

To help ensure maximum attendance at your session(s), it is highly recommended that you promote your program to SGNA registrants. To help you in this effort, all Vendor Program participants will be provided with a full list of pre-registered attendees approximately six (6) weeks prior to the meeting so that you may send a pre-show mailing to highlight the value and importance of your Vendor Program.

All rooms will be set classroom style and will range from 100 – 250 attendees based on room assignments. Note: All requests for large rooms are first-come, first-served. SGNA reserves the right to change the room assignments of the Vendor Programs as needed. Once the Vendor Program reaches room capacity, attendees will be asked to attend another Vendor Program.

All applications and session descriptions received by September 30, 2005 will be included in the Annual Course Advance Program. You can include a contact name and number or email for attendees to RSVP. In addition, your Vendor Program description (100 words or less) will be printed in on-site materials. This will provide SGNA attendees with complete details about your presentation when they pick up their registration materials.

You will receive contact information from the Henry B. Gonzalez Convention Center regarding your room set-up and food and beverage needs. SGNA reserves the right to manage the Vendor Program food and beverage functions to ensure smooth program transitions.

Your Vendor Program includes the following standard audio/visual equipment: LCD Projector, screen, podium, lavalier microphone, laser pointer, and sound system. You will receive an A/V order form if you want to order additional equipment.

Cost is \$2,500 per Vendor Program (limited availability). Participants are welcome to provide additional audio/visual, food and beverage, and decorating enhancements to the room; however, all related costs, including any room resets, will be the responsibility of the vendor. Vendor Programs are assigned on a first-come, first-served basis. Vendors may also hold a full day of educational classes at the Henry B. Gonzalez Convention Center on Thursday, May 18, 2006. For more information on these exciting opportunities, contact Jennifer Ososky at 312/673-5742 or jososky@smithbucklin.com. Or, complete and return the attached application to reserve your space.



Society of Gastroenterology Nurses and Associates, Inc.

SGNA 33rd ANNUAL COURSE - VENDOR PROGRAM APPLICATION

Company Name:	
Contact:	
Address:	
City/State/Zip:	
Phone:	
Fax:	
Email:	

Please specify preferred time slot from 1 – 5 (with 1 being the most preferred). If you are requesting two program slots, please indicate these with an asterisk next to the time slot. Time slots will be assigned on a first-come, first-served basis.

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| _____ 9:00 a.m. – 5:00 p.m. Thursday, May 18 | _____ 8:00 – 9:30 a.m. Sunday, May 21 |
| _____ 5:00 – 6:30 p.m. Friday, May 19 | _____ 10:00 – 11:30 a.m. Sunday, May 21 |
| _____ 5:00 – 6:30 p.m. Saturday, May 20 | _____ 6:00 – 7:30 p.m. Monday, May 22 |

Program times will be confirmed in August 2005.

Vendors may host a full-day of educational class at the Henry B. Gonzalez Convention Center, one day prior to the official conference. Please contact Jennifer Ososky for more information.

Please EMAIL Alesha Irvin at airvin@smithbucklin.com listing the following:

- Title of session (to be printed in on-site materials) and name of presenter(s)
- Description of session (to be printed in on-site materials) and RSVP information for your program

PAYMENT INFORMATION

Total Due for Vendor Forums: # of programs _____ @ \$2,500 each = \$ _____

All Day Vendor Program – Please contact Jennifer Ososky for more details.

- Our check is enclosed (made payable to SGNA)
- Please charge this amount to this credit card: \$ _____
- Amex Visa MasterCard

Card Number: _____
 Expiration Date: _____
 Name on Card: _____
 Signature: _____

Cancellation of Vendor Programs: If notice is received prior to July 1, 2005, exhibitors are responsible for a \$100 processing fee. If notice is received after July 1, 2005, and prior to Sept. 30, 2005, exhibitors are responsible for 50% of the total Vendor Program cost. If notice is received after Sept. 30, 2005, no refunds are issued.

Return form to: SGNA Headquarters, Attn: Jennifer Ososky
401 N. Michigan Ave. • Chicago, IL 60611-4267
Ph: 312/673-5742 • Fax: 312/644-0575 • EMAIL: jososky@smithbucklin.com

If you would like a name, phone number and/or email listed in the advance program for RSVP purposes, please submit this completed application and the following information by **September 30, 2005.**

Contact Name: _____ Phone: _____ Email: _____

TO ENSURE INCLUSION OF YOUR VENDOR PROGRAM IN THE EXHIBIT GUIDE, ALL COPY MUST BE SUBMITTED PRIOR TO FEBRUARY 24, 2006.