



POLICY AND PROCEDURE

VENDOR FAIR GUIDELINES

Policy

It shall be the policy of the Ohio Association Medical Staff Services (OAMSS) to maintain a professional business relationship with Vendors who are invited to donate at OAMSS sponsored events.

The Vendor Chair will, with collaboration from the President-Elect/President:

1. Call on the Vendor List from previous year.
2. Invite vendor to donate via phone call or written communication. Notify vendor of Room Block availability for hotel accommodations, which include cost to the Vendor. Send "Application for Vendor Fair" with communications.
3. Document activity level on spreadsheet to track financial commitments & vendor set up needs. Levels of donation include:
 - a. **Platinum \$1000:**
 - Complimentary Exhibit Table
 - Complimentary invitation to social networking events
 - 15 minute opportunity to address our attendees during conference
 - Advanced recognition as a conference sponsor on OAMSS Website and Attendees and registration information
 - Recognition on OAMSS Website for 1 year
 - List of all conference attendees
 - b. **Gold \$750**
 - Complimentary Exhibit Table
 - Advanced recognition as a conference sponsor on OAMSS Website and Attendees and registration information
 - Recognition on OAMSS Website for 6 months
 - List of all conference attendees
 - c. **Silver \$500:**
 - Complimentary Exhibit Table
 - Sponsorship recognition on conference materials
 - Recognition on OAMSS Website for 3 months
 - d. **Exhibitor Sponsor \$125:**
 - Complimentary Exhibit Table

**** Non-related business vendors are allowed on a first come/first serve (as space allows), prefer non-compete environment.***

*****OAMSS members: Exhibitor Table is \$50 with an active membership and paid conference registration***

4. When donation is confirmed, verify logo, contact information, set-up requirements, anticipated arrival time, and receipt of payment. Notify and forward payment to Treasurer.
5. Create Vendor Fair flyer with vendor information & donation levels as appropriate. Confirm list with Program Chair and President prior to distribution. Make enough copies for conference attendees.
6. Provide "Program Break" listing for vendors the day of conference.
7. Confirm table placement & vendor set-up times with hotel representative. Tables should be set the night before; some vendors arrive early day of conference. *(a secured area may not be available for valuables overnight)*
8. Greet vendors at site and assist as needed.
9. Send thank you and list of attendees to all vendors who donated.

Approved by Board: 5/2011
Revised 2/1/2019; 2/1/2022; 02/05/2024