



Sponsor and Exhibitor Agreement

Exhibitor Staff

Please send exhibit staff information to Annie McSherry at amcsherry@cahon.org by September 2, 2024. Exhibit staff information includes full name, designations, email address, and dietary restrictions.

Exhibit Assignments

Exhibit placement will be assigned on a first-come, first-serve basis based on the date and time that the application is received. CAHON reserves the right to adjust assigned exhibit placement at any time.

Cancellation Policy

Cancellations received in writing by September 2, 2024 will be refunded, minus a \$75.00 administrative fee. Cancellations after this date will not receive a refund unless the booth space is resold in the case of exhibitors. If for any cause beyond the control of CAHON – such as, but not limited to, an act of God, the public enemy, authority of the law, fire, public health emergencies, or other force majeure—CAHON is unable to comply with the terms of this contract, this contract shall be considered terminated and any payments made hereunder by the supporter shall be refunded to the supporter in full. The supporter also reserves the right to carryover their support to CAHON's 2025 New York Oncology Forum.

Exhibitor Agreement Terms and Conditions

You are hereby authorized to reserve space for the company indicated to exhibit at the New York Oncology Forum to be held October 5-6, 2024, at the Sheraton LaGuardia East Hotel in Flushing, New York. We understand that the assigned space will be rented at the rate quoted in the New York Oncology Forum Opportunities guide. We understand further that all space must be paid for in full on or before September 2, 2024. If the assigned space is not paid for in full by the specified date, the space may be reassigned to another exhibitor at the discretion of the CAHON Executive Director. We agree to abide by all rules and regulations governing exhibitors set forth in the New York Oncology Forum Opportunities guide, which is made part of this contract by reference and fully incorporated herein.

Hold Harmless Clause: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's displays, equipment and other property brought upon the premises of the exhibit facility and shall indemnify and hold harmless the Chinese American Hematologist and Oncologist Network, the Sheraton LaGuardia East Hotel, and each of their employees and agents from any and all such losses, damages and claims. In addition, the exhibitor acknowledges that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Sheraton LaGuardia East Hotel, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Sheraton LaGuardia East Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Sheraton LaGuardia East Hotel or any part thereof.

Promotional Activities: Advertisements and promotional materials may not be displayed or distributed in the educational space immediately before, during, or after a Continuing Education activity. No product advertisements will be permitted in the same room as the educational activity. Exhibitor staff may attend an educational activity, but may not engage in sales activities while in the room where the activity takes place.

Privacy Policy: CAHON does not make names and contact information of attendees available to sponsors or exhibitors. We suggest you collect business cards or have a sign-up sheet available.



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Gratuities: CAHON prohibits the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Event Discrimination and Harassment

The Chinese American Hematologist and Oncologist Network (CAHON) is committed to providing a discrimination-, harassment-, and retaliation-free environment for all participants in society events. CAHON prohibits discrimination or harassment based on actual or perceived gender, gender identity, gender expression, sexual orientation, body size, disability, race, ethnicity, socioeconomic status, age, religion (or lack thereof), marital or parental status, or any other status protected by law (“protected status”). CAHON has zero tolerance for any form of harassment, discrimination, or retaliation at network meetings and events. This policy applies to all CAHON events, including those sponsored by other organizations held in conjunction with a CAHON event. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, staff (including venue staff), contractors, vendors and other service providers, and anyone else present at CAHON meetings or events, are expected to abide by this policy.

Unacceptable Behavior

Discrimination consists of material, adverse treatment based on a person’s protected status. Conduct can amount to prohibited discrimination even when a person does not specifically intend to harm someone else.

Harassment consists of unwelcome conduct of a demeaning, abusive, and/or offensive nature that either (1) constitutes a term or condition of a person’s participation in society events (quid pro quo harassment); or (2) substantially interferes with a person’s participation in society events or otherwise creates what a reasonable person would consider to be a hostile environment. Examples of harassment include, but are not limited to, physical or verbal abuse of any participant, stalking or threatening any participant, harassing photography or recording of any participant, the use of slurs and epithets, display of disparaging material, display of sexual imagery, inappropriate or unwelcome physical contact, and nonconsensual sexual advances.

Retaliation consists of material, adverse action taken against someone because the person reported discrimination or harassment (either on behalf of themselves or another) or because the person participated in the investigation and resolution of a report. Retaliation can occur even if the underlying report of discrimination or harassment is unsubstantiated.

Participants who are asked to stop discriminatory or harassing behavior are expected to comply immediately. Upon receipt of a report of prohibited conduct, CAHON retains the right to take any steps deemed necessary and appropriate, including immediate removal from the event without warning or refund, to end the conduct and maintain a safe and welcoming environment for participants. Further, CAHON reserves the right to prohibit anyone who violates this policy from attending any future CAHON meeting or event. Misconduct can also result in the revocation of CAHON membership, including fellow status.

Reporting Unacceptable Behavior

Any person subjected or witness to discrimination or harassment is encouraged to report such conduct to CAHON management as soon as possible and may be asked to file a written report. CAHON staff are available for consultation with any meeting or event participant or attendee who believes they have experienced any form of harassment while at any CAHON meeting or event. Reports should include identification of the offender (or description); behaviors or actions by that person; circumstances around the incident; day, time, and session; and others present. All written reports will be kept confidential.

Upon receipt of a report, CAHON will review the available information, which may include speaking with the persons involved, and determine whether a policy violation has occurred. To the extent any person experiences or witnesses conduct that is criminal in nature, CAHON strongly encourages the person to also make a report to law enforcement.



2024 NYOF—Sponsor/Exhibitor Application & Agreement

Organization Information

Organization Name (how it should appear in the program): _____

(First, MI, Last): _____ Email: _____

Institution/Company: _____ Position Title: _____

Mailing Address: _____

City: _____ State: _____ Postal Code: _____

Sponsor Opportunities

Bronze: \$15,000

- Recognition as Industry Supporter on CAHON website for 1 month; small sized logo & description; logo included in event communications; quarter page advertisement; 1 complimentary registration; complimentary display table.

Silver: \$20,000

- Recognition as Industry Supporter on CAHON website for 3 months; medium sized logo & description; logo included in event communications; half page advertisement; 2 complimentary registrations; complimentary display table.

Gold: \$25,000

- Recognition as Industry Supporter on CAHON website for 6 months; large sized logo & description; logo included in event communications; half page advertisement; 3 complimentary registrations; complimentary display table

Platinum: \$30,000

- Recognition as Industry Supporter on CAHON website for 9 months; prominent sized logo & description; logo included in event communications; full page advertisement; 4 complimentary registrations; complimentary display table; 2 minute company introduction.

Diamond: \$35,000

- Recognition as Industry Supporter on CAHON website for 12 months; most prominent sized logo & description; logo included in event communications; full advertisement; 5 complimentary registrations; complimentary display table; 2 minute company introduction.

Exhibit Opportunities

Exhibit Display Table: \$3,000

- 6' skirted table top with 2 chairs; Small-sized logo; recognition as an exhibitor on the CAHON event website and logo included in printed program; 2 complimentary registrations.

Exhibit Display COI

Please list all competitive hematology/oncology-based pharmaceutical companies that you would prefer not to be placed next to.

Agreement

To accept the terms of the sponsor agreement, please sign your signature and date below:

Signature

Date

Print a copy of this sponsor application and agreement for your records. **This is your contract.**



Sponsor/Exhibitor Application—CONTINUED

Payment Information

Full payment and completed application are due by **September 2, 2024**. Please retain a copy for your records.

TOTAL PAYMENT: \$_____

Payment Options

Check enclosed Wire Transfer

Please make checks payable to the Chinese American Hematologist and Oncologist Network

Visa Mastercard Discover AMEX

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Billing address same as organization address

Billing Address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

CAHON Contact Information

For all sponsorship and exhibit questions, contracts, and payment:

CAHON Meetings & Education Manager

Annie McSherry
Phone: (414) 231-8236
amcsherry@cahon.org

CAHON Executive Office

555 East Wells Street, Suite 1100
Milwaukee, WI 53202
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Fax: (414) 276-3349
Email: info@cahon.org
Website: www.cahon.org

CAHON is a 501(c)(3) not-for-profit organization