Dear Exhibitor and/or Sponsor,

The Society for Disaster Medicine and Public Health (SDMPH), was founded in 2013, with a mission to advance and promote excellence in education, training and research in disaster medicine and public health for all potential health system responders based on sound educational principles, scientific evidence and best clinical and public health practices. SDMPH is dedicated to the promotion and advancement of excellence in disaster medicine and public health across broad global, multi professional membership. SDMPH together with the Puerto Rico Science, Technology and Research Trust (PRSTRT) will host the summit *Caribbean Strong: Building Resilience with Equity* in San Juan, Puerto Rico between February 27 – March 1, 2019 with an expected attendance of over 300 professionals.

Why You Should Sponsor or Exhibit at *Caribbean Strong: Building Resilience with Equity*

- Opportunity to share your work in disaster response, medical management, preparedness and public health post hurricanes Irma and Maria.
- Present your findings as a poster abstract or oral presentation
- Share your latest products and services in an energized and focused setting
- Network and develop professional contacts in your field
- Create alliances and partnerships to improve preparedness in the region
- Take advantage of traffic builders, including advertising in the onsite program or having your brochure included in the attendees’ registration bag
- Enjoy multi-media exposure through printed programs, the SDMPH website and promotional materials
- Be recognized as a leader in your field.

Whether your company sells products or provides a service, *Caribbean Strong: Building Resilience with Equity* is the place to be!

We look forward to seeing you there!

*Caribbean Strong: Building Resilience with Equity* Schedule
The event officially opens Wednesday, February 27, 2019 at 7:30am with a continental breakfast for all registrants, and will adjourn on Friday, March 1 at around 5:00 pm.
Booth Fees (see exhibit hall map for locations):

Booths $2,500.00
Includes 8x10 space with electricity to set up your booth exhibition

Table top $500.00
Table includes one 6’ table and 2 chairs

In the event of two or more exhibitors requesting same preference for table location, there is a first-come, first-served policy.

Exhibit Schedule:

Tuesday, February 26
Booth set up ……………….6:00pm

Wednesday, February 27
Poster session set up…………………..7:00am
Starts exhibition and conferences…………7:30am
Ends exhibition and conferences…………5:30pm
Lunch……………………………………12:15pm

Thursday, February 28
Starts exhibition and conferences………7:30am
Ends exhibition and conferences…………5:30pm
Lunch……………………………………12:00pm

Friday, March 1
Starts exhibition and conferences………7:30am
Ends exhibition and conferences…………5:30pm
Lunch……………………………………12:00pm
Dismantle………………………………5:30pm

Please Note: Exhibitors may not tear down until the above dismantle time.

The above schedule is subject to change. An updated exhibitor schedule will be emailed if any change occurs.

The Exhibits offer many opportunities to interact with attendees. Exhibitors may sponsor breakfasts and/or breaks.

Sponsorship Opportunities: SDMPH and PRSTRT would like to give you the first opportunity to sponsor various events, including joining with other organizations to sponsor receptions, meals including refreshment breaks, overseas travel for guest speakers. Through sponsorship, you will gain further exposure to the SDMPH community.
Media Distribution: Reach each and every attendee by placing your brochure or flyer in the attendee registration bags.

Eligibility for Exhibiting
SDMPH and PRSTRT reserves the exclusive and total right to control all aspects of the conduct of the meeting and exhibits. SDMPH specifically reserves the right to determine the acceptability of applications for exhibit space. Applications must meet all of the following criteria:

a. The products or services to be exhibited are of professional or educational interest or benefit to the registrants and are directly related to scholarly communication.

b. The applicant is determined by SDMPH and PRSTRT to be ethical and reputable, and the goods and services to be exhibited are reasonably believed by SDMPH not to be harmful, ineffective or illegal.

c. The applicant agrees to comply with SDMPH and PRSTRT rules and regulations governing exhibits.

d. The application, fees and any required documents are received prior the event.

e. In the event of two or more exhibitors requesting same preference for space location, the exhibitor with a proven first come, first-served application will be granted the space.

Exhibit Area/Table Information
All tabletops are as specified on the layout.
Each table includes a 6’ table, drape and two side chairs. Each location will be marked and identified.

Tables include one 6-foot table and two side chairs. The table is draped.

Exhibit Shipping Information
Exhibitors are responsible for any handling charges associated with their packages. All shipments are the responsibility of the exhibitor to reach the meeting. SDMPH and PRSTRT, the decorator, its employees and agents are not responsible for the shipping of stored materials. The hotel will not accept any exhibit material shipments.

Exhibit Installation
Set up: tables and chairs already provided. The hotel does not supply security. Nothing of value should be placed on tables unattended, exhibitor leaves anything on tables or space at the exhibitor’s own risk.

Dismantling/Removal of Exhibits
Each exhibitor will complete arrangements for removal of material from the Sheraton Convention Center in accordance with these rules. No packing or dismantling of exhibits will be allowed until the official closing of the event on Friday, March 1, 2019.
All space occupied by an exhibitor must be surrendered in the same condition as originally leased at the commencement of occupation.

**Care of Table**
The exhibitor must, at its own expense, maintain and keep the booth and exhibit in clean and good order in accordance with these rules and regulations and all other applicable rules and ordinances.

**Subleasing**
Subleasing of the tabletop space is NOT permitted, and two or more companies may not share a single leased space. Two small non-profits may share a booth.

**Utilities**
Utilities (e.g. electrical, telephone, etc.) must be ordered directly from the designated vendors and are not included in the tabletop fee. Order forms will be supplied upon exhibitor’s request.

**Security**
Each exhibiting company is responsible for safeguarding its goods, materials, equipment and tabletop at all times. General security service will be provided by hotel for the exhibition period, but neither the security service nor SDMPH will be responsible for loss of or damage to any property.

**Exhibit Area Attendance**
Exhibit area attendance is restricted to registrants at the SDMPH meeting.

List of employees / staff working at the booth must be submitted to access the event.

Please provide name of vendor or staff setting up the booth / table top so we can inform the hotel.

Exhibitors must provide a layout of your booth or brief description.

**Fire Regulations**
All doors and openings must be kept clear. Exhibits signs, fire alarms and extinguishers must be visible at all times. Combustible decorations shall not be used. All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. All decorations must be able to stand a flameproof test.

**Liability and Insurance**
Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnity and save SDMPH, PRSTRT, Sheraton Convention Center, San Juan, its owners, its operator, and each of their respective parent, subsidiaries, affiliates,
employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole for gross negligence of SDMPH, PRSTRT, Sheraton Convention Center, San Juan, and its employees or agents.

Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Exhibitor Agreement, in an amount not less than $2,000,000 combined single limit for personal injury and property damage. Did we collect insurance policy letters last year?

SDMPH, PRSTRT, Sheraton Convention Center, San Juan, its owners, its operator, shall be included in such policies as additional named insured's. In addition, exhibitor acknowledges that neither SDMPH, PRSTRT, Sheraton Convention Center, San Juan, its owners, its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

**Accommodations**
The meeting will be held at the Sheraton Convention Center, san Juan, Puerto Rico. A special rate (plus applicable taxes) has been arranged. Please call the hotel directly at Carmen Tamayo 787-340-6564 and identify yourself as *Caribbean Strong: Building Resilience with Equity* attendee to receive the special rate. The hotel will accept reservations on a space-available basis.

**Hotel Use**
SDMPH reserves the right to control suite reservations at the hotel. No potential exhibitor will be allowed access to a hotel suite for the express purpose of circumventing the SDMPH exhibitor area space and its attendant costs.

**Sponsorship Opportunities**
See sponsorship page and/or proposal on our website at: https://prsciencetrust.org/caribbeanstrong/

**Contact Information**
All exhibit inquiries for the *Caribbean Strong: Building Resilience with Equity* should be addressed to:

Maria C. Agueros  
The Big Think Group  
Phone: 787-478-5282  
menchu@bigthinkgrooup.com
Exhibit Hall Map.

Booth Setup