

## Exhibits for CME Activities

- Exhibits are separate and distinct from Commercial Support (financial or in-kind).
- Exhibitors will not influence any decisions related to the planning, delivery, and evaluation of the education.
- Exhibitors will not be allowed to interfere with the presentation of the educational activity.
- Exhibitors will not be allowed to participate in the educational activity – including participation as audience members.
- Exhibiting will not be a condition of the provision of financial or in-kind support from ineligible companies for educational activities.
- Exhibits must be placed in a space separate from the educational activity space. Participants must have the ability to choose to enter the commercial exhibit space.
- Funds that are provided to rent exhibit space are considered to be a business transaction and not commercial support.
- Exhibit space must be paid for, and all exhibitors must pay the same fee for the same amount of space, i.e., one table each.
- The CME Activity Director and/or CME Associate must produce accurate documentation detailing the receipt and use of exhibit funds. This must be included in the budget that the CME Activity Director and/or CME Associate submits to OCPD.
- An agreement to Exhibit at a CME Activity must be signed by the exhibitor and submitted to OCPD at least 5 business days before the start date of the accredited educational activity.
- Exhibits are allowed off campus only and exhibit materials must be educational in nature.
- OCPD prohibits the sharing of names or contact information of learners with any ineligible company or its agents.

## Standard Procedure for Exhibits

1. This standard procedure applies only to Exhibits. This does not apply to Commercial Support (financial or in-kind).
2. CME Associate notifies OCPD of interest in requesting Exhibits when they complete the activity application in Cloud-CME.
3. CME Associate sends requests to Exhibit to potential Exhibitors.
4. CME Associate sends the complete list of Exhibitors to [commsupp@vumc.org](mailto:commsupp@vumc.org) for OCPD approval at least 5 business days prior to the start date of the accredited educational activity.
5. An agreement to Exhibit at a CME Activity must be signed by the exhibitor and submitted to OCPD at [commsupp@vumc.org](mailto:commsupp@vumc.org) at least 5 business days before the start date of the accredited educational activity.
6. All exhibits, ads, or promotion must be kept separate from the CME activity.
7. The CME Activity Director and/or CME Associate must produce accurate documentation detailing the receipt and use of exhibit funds. This must be included in the budget that the CME Activity Director and/or CME Associate submits to OCPD.
8. Any questions regarding these procedures should be directed to OCPD at [commsupp@vumc.org](mailto:commsupp@vumc.org).