



Collier County Medical Society Event Co-Hosting Program

About the Program

CCMS offers the opportunity for sponsors to co-host in-person networking or educational events, and webinars/podcasts for CCMS members. Events include our "After 5 Socials" networking events, dinner meetings with educational presentations, or webinars featuring a variety of topics. These events allow the sponsors direct access to the physicians of CCMS who attend, as well as exposure to the entire membership. For a fee of \$200, CCMS will market the event, manage RSVPs, and provide on-site attendee check-in. This admin fee is waived for CCMS Circle of Friends vendors and medical practices where all physicians are members of CCMS.

Sponsor responsibilities:

- For in-person events, provide/contract with and cover fees for the venue for at least a 2-hour event (plus set-up/breakdown), and sufficient parking. Venue subject to approval by CCMS (suggestions provided upon request).
- Arrange and pay all food & beverage expenses, providing at minimum appetizers and approximately 2 alcoholic beverages (having non-alcoholic beverages available), with appropriate catering supplies and service.
- For After 5 Socials, allow for at least 50-75 members, including 1 guest each.
- Carry all necessary insurance and assume liability for event if not provided by venue.
- Prepare all educational presentations and provide an outline to CCMS in advance (does not apply to After 5 Socials).
- Pay one fee of \$200 per event to CCMS (while up to 3 sponsors may co-host, fee must be provided in one payment).
- Optional: share logo for use on CCMS event marketing materials, provide handouts/promo materials for in-person events.

CCMS responsibilities:

- Work with the sponsor to select a date and time appropriate for both the sponsor and CCMS members.
- Create digital marketing materials to publicize the event to CCMS members, with sponsor logo(s) displayed on materials (if provided), and sponsor(s) listed as "co-host(s)". CCMS will offer a printable version to sponsor(s), sponsor(s) would be responsible for all printing costs.
- Manage attendee sign-up and registration tracking, and provide staff to coordinate check-in at event, plus attendee sponsor thank you sign, attendee name-tags, and sign-in sheet for in-person events.
- List of attendees provided to sponsor upon request, allowing at least two weeks post-event. List will include active CCMS members' office address and office phone. CCMS cannot provide emails; sponsor may ask attendees on-site.

Sponsors assume entire responsibility and hereby agrees to protect, indemnify, and defend the Collier County Medical Society (CCMS), the affiliates, officers, employees, and partners of each harmless against all claims, losses and damages; including negligence to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Sponsors' installation, removal, maintenance, occupancy or use of the event premises or a part thereof. In addition, Sponsors acknowledge that the indemnified parties do not maintain insurance covering Sponsors' property and that it is the sole responsibility of the Sponsors to obtain business interruption, property damage and comprehensive general liability insurance. We/I have read and agree to abide by all requirements, restrictions and obligations set forth in this form. We/I further acknowledge that the CCMS reserves the right to reject, at its discretion, any application to sponsor.

Event Date: _____ Time Frame: _____ Location: _____

Sponsoring Company(ies): _____

Sponsor Signature (1) _____ Date _____ Sponsor Signature (2) _____ Date _____

Sponsor Signature (3) _____ Date _____ Total Payment: ☐ \$200 ☐ \$0 CCMS Circle of Friends or Practice w/100% Members

☐ Check to CCMS ☐ AMEX ☐ VISA ☐ MasterCard Card #: _____ Exp. Date: _____

Cardholder: _____ Signature: _____

*Fee is non-refundable if event is canceled after first invitation is distributed to CCMS members.
Return your completed form to: Fax (239) 435-7790, info@ccmsonline.org (please encrypt if credit card info is included, or pay at ccmsonline.org/payments) or mail to 88 12th St N Unit 200, Naples FL 34102*