



**MARSHALL UNIVERSITY®**  
Joan C. Edwards School of Medicine

Office of Continuing Medical Education  
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## Vendor/Exhibitor Application

Marshall University Joan C. Edwards School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

### CME Activity Information

Activity title: \_\_\_\_\_

Activity date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Department/Course director: \_\_\_\_\_

### Vendor/Organization Information

Company/Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Exhibit/Sponsorship Information

Type of participation (check one):

- Vendor exhibit/display
- Educational sponsorship
- Non-profit information table
- Other: \_\_\_\_\_

Description of exhibit or materials to be displayed:

## Vendor Compliance Attestation

By signing this form, the vendor/exhibitor agrees to comply with the following requirements:

- Exhibits and promotional activities must be physically separated from CME educational space.
- The vendor/exhibitor must not enter the education room at any time.
- Vendors may not influence the planning, content or speakers of the CME activity.
- Promotional materials may only be displayed in designated exhibit areas in no way, shape or form may distribute any materials inside the education room.
- Vendor/exhibitors representatives may not engage in promotional activities within the educational space.
- Vendors/Exhibitors acknowledge that they will not receive the list or details of attendees.

ACCME Eligibility Statement (check one):

- Our organization does NOT produce, market, sell, re-sell or distribute healthcare goods or services used on patients and therefore does not meet the ACCME definition of an ineligible company.
- Our organization is an ACCME defined ineligible company and will complete a Commercial Support Agreement if providing educational funding.

## Fees / Payment Information

Vendor exhibit fee: \$ \_\_\_\_\_

Payment due by: \_\_\_\_\_

Payment payable to: Marshall University Joan C. Edwards School of Medicine

## Agreement and Signatures

Vendor representative name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
CME Activity Chair                      Date

\_\_\_\_\_  
CME Committee Chair                      Date  
Mohammed Ranavaya, MD, JD, MS  
Senior Associate Dean, CME, MUSOM

Updated March 2026 by Mohammed Ranavaya, MD, JD, MS, FRCPI, FFOM Senior Associate Dean, CME