



## **FMF Policies and Guidelines**

### **Eligibility to Exhibit**

All businesses and associations who offer knowledge, products and/or services pertaining to family medicine professionals are welcome to apply to exhibit at Family Medicine Forum. The Family Medicine Forum Committee (FMFC) determines the overall criteria for eligibility to exhibit. The CFPC reserves the right, even after an application to exhibit has been approved, to restrict and/or cancel any booked exhibit it deems undesirable or objectionable.

### **Conditions of Contract to Exhibit**

The policies and guidelines outlined in this manual are applicable to every exhibitor. The CFPC retains full authority in the interpretation and enforcement of all rules and regulations governing exhibitors. These regulations may be amended at any time by the CFPC. Exhibitors agree to abide by all conditions in this document and by all conditions under which space has been leased to the CFPC. Exhibitors further accept responsibility for informing all their employees, suppliers, agents, staff, and volunteers involved with their exhibit of these conditions and agree that these individuals will also abide by these conditions. Exhibitors and their representatives hereby agree to indemnify and hold the CFPC harmless, and all its official suppliers, employees, agents, and affiliates against all claims for loss, damage, theft, or injury. Indemnification includes the move in and move out period prior to and following FMF. The exhibitor, upon signing the application form contract, releases the foregoing parties from all claims for loss, theft, damage, or injury. Under no circumstance is the CFPC responsible for an exhibitor's expenses or any other incidental or consequential damages.

### **Payment Terms**

- 50% due within 30 days of submitting the application
- Full payment is required by September 1, 2020
- Invoice will be sent once application is accepted
- FMF accepts cheques, credit cards and bank transfers
- Email [fmfexhibits@cfpc.ca](mailto:fmfexhibits@cfpc.ca) for additional payment details

### **Cancellation**

- All requests for cancellations must be made in writing and emailed to [fmfexhibits@cfpc.ca](mailto:fmfexhibits@cfpc.ca)
- A fee of 50% of the contracted amount will apply between March 1st and August 31st, 2020
- As of September 1st, 2020, all contracts are payable at 100% and are non-refundable

### **Exhibit Hall Hours**

Daily 9 am – 4 pm

### **Privacy Policy**

The collection of registrants' personal information is subject to Canadian privacy laws (PIPEDA). Your corporate privacy policy must be available for review by registrants. The CFPC does not provide full registrant lists to exhibitors. Attendee info will be provided if they interact with your exhibit and opt-in to share info.



## FMF Policies and Guidelines

### Subletting Space

Subletting space in the Exhibit Hall is not permitted. Two or more organizations may not exhibit in a single space unless these arrangements have been submitted in writing to the CFPC and approved prior to the conference. Any violations may result in immediate expulsion without compensation or refund.

### Unauthorized Promotion and solicitations

Anyone aggressively soliciting attendees and / or promoting their goods and services outside of the exhibits area without the express written permission of FMF will not be permitted further access to the event. Only Exhibitors and Sponsors have the exclusive right to promote or sell goods and services at FMF.

### IMPORTANT GUIDELINES

The College of Family Physicians of Canada adheres to supports all relevant industry guidelines for FMF. All exhibitors and sponsors are required to read, know, understand, and follow all guidelines. All exhibitors must review and comply with the following industry guidelines:

- [Canadian Medical Association's Guidelines for Physicians in Interactions with Industry](#)
- [The National Standard for Support of Accredited CPD Activities](#)
- [Innovative Medicines Canada's Code of Ethical Practices](#); where applicable.
- FMF Policies and Guidelines (this document) and any changes or amendments as required

### GUIDELINES FOR SAMPLES, INCENTIVES/GIVEAWAYS, AND CONTESTS

**SAMPLES** - Samples are permitted, with approval only, submitted in writing a minimum of 30 days prior for approval by FMF Management. Samples must adhere to all guidelines as specified by FMF Policies & Guidelines, CMA Guidelines, National Standard, and Innovative Medicines Canada (as applicable).

#### **Canadian Medical Association Policy – Guidelines for Physicians in interaction with Industry:**

42. The distribution of samples should not involve any form of material gain for the physician or for the practice with which he or she is associated.

43. Physicians who accept samples or other health care products are responsible for recording the type and amount of medication or product dispensed. They are also responsible for ensuring their age-related quality and security and their proper disposal.

#### **Innovative Medicines Canada - Code of Ethical Practices: (for applicable members)**

10.1.3.2.5 a Member is not allowed to distribute samples at a conference or congress.

**FMF Policies & Guidelines:** Exhibitors may not distribute drugs, devices, products, or other healthcare goods, services or therapies that may be prescribed to patients or ordered by doctors in the diagnosis, treatment, monitoring, management, or palliation of health conditions.

**INCENTIVES / GIVEAWAYS** - Incentives/Giveaways of nominal value are permitted with a maximum value of approximately \$20 and can include items such as pens, USB drives, etc. Any unusual items must be submitted in writing a minimum of 30 days prior for approval by FMF Management. Incentives/Giveaways must follow all guidelines as specified by FMF Policies & Guidelines, CMA Guidelines, National Standard, and Innovative Medicines Canada (as applicable).

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### **Canadian Medical Association Guidelines for Physicians in Interaction with Industry:**

44. Practicing physicians should not accept personal gifts of any significant monetary or other value from industry. Physicians should be aware that acceptance of gifts of any value has been shown to have the potential to influence clinical decision making.

### **Innovative Medicines Canada - Code of Ethical Practices: (for applicable members)**

10.1.3.2.2 It is appropriate for the Member to set up a booth or display in the exhibit hall of the conference or congress. In doing so, a Member must respect the conditions set out in Section 11 of this Code. Gifts, offers or enticements provided by a Member to encourage a stakeholder to visit a display are prohibited.

### **National Standard for Support of Accredited CPD Activities**

6.5 Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization

**FMF Policies & Guidelines:** Incentive-based opportunities are not applicable to exhibitors who aim to influence patient care decision-making by family physicians.

**CONTESTS** - Contests are permitted, with approval only, submitted in writing a minimum of 30 days prior for approval by FMF Management. Prizes must be educational in nature. Exhibitors are required to follow all national and provincial contest and raffle rules and regulations as well as all guidelines as specified by FMF Policies & Guidelines, CMA Guidelines, National Standard, and Innovative Medicines Canada (as applicable).

### **Innovative Medicines Canada - Code of Ethical Practices: (for applicable members)**

10.1.3.2.2 It is appropriate for the Member to set up a booth or display in the exhibit hall of the conference or congress. In doing so, a Member must respect the conditions set out in Section 11 of this Code. Gifts, offers or enticements provided by a Member to encourage a stakeholder to visit a display are prohibited.

### **National Standard for Support of Accredited CPD Activities**

6.5 Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization

### **FMF Policies & Guidelines:**

1. Exhibitors / sponsors must agree to follow all national and provincial contest policies and guidelines
2. Exhibitors / sponsors must agree to adhere to all CASL and PIPEDA regulations
3. Exhibitors / sponsors are prohibited from assigning CFPC or FMF names or logos to their contests
4. All contests must be approved by FMF Show Management 30 days prior to FMF
5. Any additional restrictions imposed by CFPC, national and provincial changes will supersede these guidelines

## GUIDELINES FOR SPONSORSHIP

- Any sponsorship received for FMF must be documented in a written agreement and signed by an authorized representative of the sponsoring organization.

## FMF Policies and Guidelines

- All sponsorship of FMF must meet professional and legal standards including the protection of privacy, confidentiality and copyright and contractual law regulations.
- Sponsors must follow all guidelines as specified by FMF Policies & Guidelines, CMA Guidelines, National Standard, and Innovative Medicines Canada (as applicable).
- Sponsors are prohibited to have any direct or indirect influence of any aspect of the development, delivery, or evaluation of any certified CPD activity.
- Sponsorship requests from commercial interests are subject to enhanced vetting guidelines

### GUIDELINES FOR COMMERCIAL INTERESTS

In January 2018 the National Standard for support of Accredited CPD Activities was released by the Royal College, the Collège des médecins du Québec (CMQ) and College of Family Physicians of Canada (CFPC) to safeguard the integrity of certified CPD activities from the influence of sponsoring organizations that could lead to bias. The Standard provides a definition of Commercial Interests. This definition will be utilized in determining eligibility to participate in some sponsorship and / or incentive-based opportunities.

A Commercial interest (CI) is defined as: *For-profit entities that develop, produce, market, re-sells or distribute drugs, devices, products, or other healthcare goods, services or therapies that may be prescribed to patients or ordered by doctors in the diagnosis, treatment, monitoring, management or palliation of health conditions.*

This section of the National Standard defines the requirements related to exhibits and sponsors:

- 6.1 Product-specific advertising, promotional materials or branding strategies cannot be included on, appear within, or be adjacent to:
  - any educational materials, slides, abstracts, and handouts used as part of an accredited CPD activity.
  - activity agendas, programs, or calendars of events (preliminary and final).
  - any webpages or electronic media containing educational material.
- 6.2 Product-specific advertising, promotional materials or branding strategies cannot be included on/appear within locations where accredited CPD sessions are occurring (e.g. lecture halls, small group discussion rooms) immediately before, during or immediately after an accredited CPD activity.
- 6.3 Commercial exhibits or advertisements must be arranged in a location that is clearly and completely separated from the accredited CPD activity.
- 6.4 The SPC cannot be required by an exhibitor or advertiser to accept advice concerning the CPD activity development, delivery, or evaluation as a condition of their exhibit or advertisement. Specific interests of any exhibitor or advertiser must have no direct or indirect influence on any aspect of the CPD activity development, delivery, or evaluation.
- 6.5 Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization or scientific planning committee.



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## Commercial Interests may be required to supply the following materials:

- Exhibitor/sponsor to provide statements of key messaging, branding, and all disclosures
- Exhibitor/sponsor to provide a listing of all products or services planned for promotion at FMF
- Exhibitor/sponsor to provide copies of all print materials planned for distribution at FMF
- Exhibitor/sponsor may be asked to provide proofs of signage or displays related to FMF
- All Promotional messaging must follow all guidelines as specified by FMF Policies & Guidelines, CMA Guidelines, National Standard, and Innovative Medicines Canada (as applicable).

**Thank you for reviewing and adhering to all guidelines. We appreciate your support and dedication to family medicine!**

## FMF EXHIBITOR | SPONSOR CODE OF CONDUCT

- Exhibitors and sponsors agree to abide by all the conditions set forth here, and as published in the FMF Policies & Guidelines Manual and by all conditions specified by FMF and the CFPC.
- Your organization and all representatives agree to strictly follow all guidelines as specified by FMF Policies & Guidelines, CMA Guidelines, National Standard, and Innovative Medicines Canada amendments as required.
- The College of Family Physicians of Canada retains full authority in the interpretation and enforcement of all rules and regulations and these regulations may be amended at any time by the CFPC.
- The CFPC reserves the right, even after an application to exhibit or sponsor has been approved, to restrict and/or to cancel any booked exhibit or sponsor which it deems to be undesirable or objectionable.
- In certain instances, it may be necessary for the CFPC to request additional information from the exhibitor or sponsor regarding their corporate affiliations and practices.
- Exhibitors and sponsors may be required to supply some of the following materials upon request: a listing of all products being promoted at FMF, copies of all print materials for distribution at FMF, proofs of signage and/or displays related to FMF, details regarding any contests, incentives or samples at FMF, key messaging and all disclosure statements. From time to time the CFPC may restrict certain categories of exhibitors and sponsors.
- During the event exhibitors and sponsors are expected to conduct themselves in a professional manner.
- Lead retrieval / attendee solicitation should be conducted in a polite and professional manner.
- Exhibitors and sponsors accept full responsibility for informing all employees of all conditions and agree that their employees, suppliers, or agents will also abide by these conditions.
- The expected code of conduct as outlined will be observed and enforced. Any infractions or inappropriate conduct may result in immediate removal, without remuneration, and exclusion from future opportunities.

Agreed to and accepted by: \_\_\_\_\_

Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send to [fmfexhibits@cfpc.ca](mailto:fmfexhibits@cfpc.ca)