



OVBC 2027 Exhibitor Checklist

One-page action list for confirmed exhibitors

Orthopedic Value-Based Care Conference

• April 2-3, 2027

• Pendry Newport Beach

Use this checklist to track required submissions, orders, logistics, and compliance items before arriving onsite.

1. CONFIRM PARTICIPATION

Upon confirmation

- ☐ Submit signed Sponsor & Exhibitor Reservation Agreement.
- ☐ Complete payment or confirm invoice/payment plan with ACPM.
- ☐ Assign one primary logistics contact and one onsite lead.
- ☐ Review package benefits and included representatives.

2. COMPANY MATERIALS

Due Feb. 19, 2027

- ☐ Submit company logo: AI, EPS, SVG, or high-resolution PNG preferred.
- ☐ Submit company URL and approved company description.
- ☐ Confirm sponsor/exhibitor name exactly as it should appear.
- ☐ Check website listing and recognition details when posted.

3. ADS / HANDOUTS

Due Mar. 5-12, 2027

- ☐ Submit program ad artwork by March 5, if included or purchased.
- ☐ Submit registration handout materials by March 12, if applicable.
- ☐ Confirm all promotional content is approved by your compliance team.
- ☐ Do not reference CME content or imply influence over education.

4. BADGES / STAFFING

Due Mar. 12, 2027

- ☐ Submit names, titles, emails, and mobile numbers for representatives.
- ☐ Confirm additional representatives, if needed, at \$795 per person.
- ☐ Make hotel and travel arrangements for all representatives.
- ☐ Brief staff on onsite schedule, attire, conduct, and compliance rules.

5. EXHIBIT LOGISTICS

As released

- ☐ Review floor plan, exhibit hours, setup, and teardown instructions.
- ☐ Order electrical, AV, internet, and lead retrieval if needed/available.
- ☐ Review shipping/material handling instructions before sending freight.
- ☐ Submit certificate of insurance if requested by ACPM or venue.

6. ONSITE / COMPLIANCE

Before arrival

- ☐ Bring tracking numbers, onsite contact list, and copies of key orders.
- ☐ Keep product promotion outside accredited CME activity space/place.
- ☐ No attendee email addresses are provided unless separately authorized.
- ☐ Escalate urgent onsite issues to ACPM or venue operations contact.

Questions / submissions: Robert Stevenson, American College of Perioperative Medicine - rstevenson@acpm.health

Note: Final shipping, vendor-ordering, lead retrieval, and venue-specific requirements will be posted in the Exhibitor Resource Center when available.