

EXHIBITOR / SPONSORSHIP / ADVERTISING PROSPECTUS



Make your presence known at the COMSEP Annual Meeting!

The Council on Medical Student Education in Pediatrics (COMSEP) is an international community of educators who are passionate about advancing the art and science of medical student education in pediatrics. Members include pediatric educators, clerkship directors, program coordinators, administrators, and medical education leaders who come together at the COMSEP Annual Meeting to learn from each other through workshops, mentoring sessions, research presentations, collaborative meetings, as well as through networking and sharing ideas! Participants leave a COMSEP meeting energized by interactions with creative, enthusiastic, and like-minded educators, and carry great ideas back to their home institutions.

The COMSEP 2026 Annual Meeting will take place from March 25 – March 28, 2026, at the Westin Bayshore Vancouver hotel in Vancouver, BC Canada. We are now accepting applications for tabletop exhibits, sponsorships from commercial and non-profit entities, and advertisements. Space is limited and will be assigned on a first come, first served basis.

EXHIBITORS

EXHIBITOR BENEFITS

- Access to 300+ pediatric educators
- Each tabletop exhibitor receives 1 exhibitor badge. Additional exhibitor personnel fee \$100 each; maximum 2 representatives.
- Exhibitor registration permits you to the Exhibitor Foyer/Hall, the poster session(s) and non-accredited sessions.
- Your company/institution will be promoted in the Meeting Mobile APP (ability to upload graphics/information); in the online final program; and on COMSEP web site (meeting page).

BOOTH INFORMATION/RATES

Booth Size	One 6-foot table (skirted) with two chairs
Rate	\$1100

Note: any electrical accessibility, equipment, upgraded Wi-Fi, etc., will need to be contracted directly through the hotel. Logistics and information to follow.

KEY DATES

Exhibitor Application Deadline: **3/6/2026**

Exhibitor Check in, Set-up: **3/25/2026**

Exhibitor Cancellation Deadline: **3/13/2026**

Dismantling: **3/28/2026**

TENTATIVE Exhibit Hours – Local Vancouver time

A final timeline with exhibit hours will be available and distributed prior to the meeting.

Date	Exhibiting Hours	Function
Thursday, March 26, 2026	7:00 AM – 4:30 PM	Meeting starts/ Breaks
Thursday, March 26, 2026	6:00 PM – 7:30 PM	Poster Reception
Friday, March 27, 2026	7:00 AM – 4:30 PM	General Sessions/Breaks/Posters
Saturday, March 28, 2026	7:15 AM – 9:00 AM	General Sessions/Breaks

EXHIBITOR VALUE PACKAGES

Exhibitor Value Package 1 – \$1,500 (A \$200 savings!)

Includes exhibit space and one full page color ad. Only three packages are available.

Deadline for ad submissions is **3/10/2026** – additional advertising information below.

Exhibitor Value Package 2 – \$2,800 (A \$300 savings!)

Includes exhibit space and continental breakfast sponsorship during one of the breakfast sessions offered to all attendees. Only 2 packages are available.

SPONSORSHIP

COMSEP offers numerous sponsoring opportunities to promote your organization and/or products!

Poster Reception - \$4,000

The Poster Reception is an anticipated tradition that draws in all registered attendees and is a highly energetic event for friends and colleagues to reconnect and view the latest in science in a casual setting. *Tentatively scheduled for Thursday, March 26th at 6pm local Vancouver time.*

Includes:

- Access to 300+ pediatric educators
- On-site signage at your selected SPONSORED event.
- One complimentary meeting registration that permits entry to non-accredited sessions.
- Your company/institution in the Meeting APP and in the final online program and COMSEP website (meeting page).

Coffee/Refreshment Breaks - \$2,000 per break

Sponsorship of a refreshment break will ensure your visibility and allow attendees to grab a quick refreshment/snack as they make the most of their time networking and visiting exhibitors. Recognition will be provided with signage near each refreshment station and in the online program and meeting APP.

Includes:

- Access to 300+ pediatric educators
- On-site signage at your selected SPONSORED event.
- Your company/institution in the Meeting APP and in the final online program/COMSEP website (meeting page).

ADVERTISING

Looking to hire the perfect person for that newly opened position? Want to put your company or that new product in front of everyone at the meeting? Advertisements are the perfect solution! 4-color ads will be posted as part of

the online program on our COMSEP meetings website page and will be posted on the official meeting App. COMSEP must approve all advertisements. Deadline for submissions is **3/10/2026**.

Advertising Fee: \$600

1 page PDF - 8.5 inches wide x 11 inches high

TERMS AND CONDITIONS

Terms of Payment

Full payment to the Council on Medical Student Education in Pediatrics (COMSEP) is required upon approval of application/contract. Space will not be assigned or held without a completed contract and full payment.

Assignment of Space

Tables are assigned upon receipt of applications on a first-come, first-served basis and at the discretion of COMSEP management. Space is limited. Every effort is made to satisfy exhibitor space requests. COMSEP management reserves the right to make space assignment changes and reserves the right to transfer assignments when deemed to be in the best interest of the total exhibits. We do not provide table numbers. A tent card with the exhibitor's name will be placed on the table assigned to them.

Cancellation Policy

Exhibitors have until **3/10/2026 at 5pm eastern** to cancel their Exhibitor application. All cancellations must be received in writing by the cancellation deadline date. You can send your email to info@comsep.org. Please note that all refunds will be subject to a service charge of 50 percent of the net contract price. Cancellations received after 3/10/2026 will not be eligible for a refund.

Furniture Rental, Decorations, Labor

Each exhibitor will be provided with two chairs and a skirted table. Decorator services are not available through COMSEP. Electricity charges are the responsibility of the exhibitor. As the time gets closer to the meeting, confirmed exhibitors will receive communication from the COMSEP office that will include "Exhibitor Equipment Form", shipping information, exhibitor location (room name) and exhibitor schedule with any revisions.

Shipping

All costs associated with the shipping and receiving of exhibit materials are the exhibitor's responsibility. All exhibit materials can be shipped directly to the hotel. Information to follow.

Security

Each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. COMSEP and the Hotel are not responsible for loss or damage. COMSEP will not provide security personnel in Exhibitor or meeting space areas.

Notice of Disability

In compliance with the Americans with Disabilities Act, COMSEP will make reasonable efforts to accommodate persons with disabilities at the COMSEP Annual Meeting provided ample notice of a need is given to COMSEP. If you have special needs, please email info@comsep.org.

Housing Rates and Reservations

A block of rooms has been secured for COMSEP meeting attendees and exhibitors at a discounted rate. Visit the meeting website for updates and hotel booking information: [2026 Annual Meeting – COMSEP](#)

