



August 30, 2023

TO: Our Industry Colleagues  
FROM: Jessie Clements, CSHP Meeting Planner  
RE: Exhibiting at the 2023 Catch the Wave & Greg Gousse Residency Conference

We are pleased to invite you to participate in the 34th Annual *Catch the Wave* (CTW) Conference being held on Thursday, November 9, 2023 at the DoubleTree Hotel in Bristol, CT. CTW is the premier educational (offering 5 continuing education credits) and networking event for Connecticut health-system pharmacists. The Greg Gousse Residency Conference, a fully integrated part of *Catch the Wave*, will be presented simultaneously. The conference attracts pharmacists, pharmacy technicians and graduate pharmacy students from across the region.

During the conference, we provide 2 blocks of dedicated exhibitor visitation time. The exhibits are open to multiple vendors\sponsors and are held in a separate pre-function space just outside the conference ballrooms with the educational programming.

The cost to exhibit, including registration for 2 company representatives, is \$1,500 for each 6' table (\$1,750 after October 6th). All the details follow on the next pages. Exhibiting company representatives are invited to enjoy meals and site in on presentations when not staffing their exhibit.

Space is limited and likely to sell out, so we urge you to respond quickly by sending in your completed reservation form by [registering](#) as soon as possible; payment can follow. Please note: If additional people from your company would like to attend the conference, they may register as non-exhibitor online as an Associate attendee.

***New this year is the Director's Forum.*** Immediately after the conclusion of the educational programming, participants in the Director's Forum are invited to an exclusive social hour with a small group of program directors and other decision-makers from the area that is separate from the general networking reception. Following the short reception, the directors will form a panel, with our industry partners in the audience asking questions about needs, decisions, outlooks, and other useful information. Having this type of format will allow for a larger variety of questions, and a deeper, more organic conversation.

Please look over the attached material to see how you can “catch” the “CSHP Wave”. If you have any questions, please contact the CSHP office. With your support, CSHP will present a very successful, 34th annual *Catch the Wave & Greg Gousse Residency Conference*.



## **DATES and LOCATION**

Wednesday, November 9, 2023: Full Day of CE Programs, Exhibits, Posters and Awards Luncheon at the [DoubleTree Hotel](#) - 42 Century Dr Bristol, CT 06010 - (860) 589-7766

## **EXHIBIT HALL**

**7 - 7:45 a.m. 10:00 - 11:00 a.m. 12:00 - 1:30 p.m. (continues through lunch)**

**Move in begins at 6:15 a.m. Exhibitors must check-in at the exhibitor registration desk prior to set-up to receive booth location and official name badges.** Volunteers will be available to help you.

Please be sure to indicate on your registration material if you need electricity and if you have preferences as to which exhibiting companies you would like to be away from or near.

## **FEES (CSHP tax ID #061052212)**

It's easy to register on-line using our secure credit card payment system or by indicating payment will follow by check. <https://cshponline.org/event-5356205> Early Bird rate ends October 6th.

**Note: If payment isn't received by November 3, your table space may be given to an exhibitor on our wait list so please be sure to stay in touch with us about the progress of your payment.**

**Space is reserved on a first-come, first-serve basis. Availability is limited so please do not delay.**

We will do our best to avoid placing companies with similar products next to one another unless they request adjacent space. Electrical access is available for \$25 - to be included in registration.

### **1. Exhibit Display (\$1,500/\$1,750 after 10/6/2023)**

Registration includes: six-foot skirted table with two chairs, and conference registration for two (2) company representatives. Registered company representatives are invited to join us for meals & refreshments, & if they chose, to sit in on educational programs but does not include CE credit.

Representatives are also invited to attend the General Networking Reception at the conclusion of the programming sessions. Electrical access is available for an additional \$25 to be indicated during registration.

### **2. Director's Forum (\$1,500/\$1,750 after 10/6/2023)**

Registration includes up to two (2) representatives to participate in the Director's Forum. Participants are encouraged to arrive early for the exclusive social hour preceding the forum.

## **CANCELLATION POLICY**

Written cancellation requests received by **November 3, 2023** will receive a 50% refund of the exhibitor registration fee. Cancellations received after this date will receive no refund. Please submit any representative name substitutions before November 3 to ensure proper registration credentials are prepared.

**\*\*Exhibitors and sponsors will be credited on the CSHP website with hotlinks to their web site if their website URL is provided when registering.**

## **ELECTRICITY**

Electricity is available upon request. There is no charge for standard outlets which are defined as 110 volt, 15- amp alternating current with a maximum of 1,000 watts. An additional charge will be assessed on all circuits that exceed 110 Volt-15 Amps. If you will need electric or have special electrical needs, be sure to

inform the CSHP management no later than Oct. 25<sup>th</sup>.

### **OVERNIGHT ACCOMMODATIONS**

A small number of rooms are available at a discounted rate of \$150 for a standard single room the nights of Wednesday, November 8, and Thursday, November 9. Reservations can be made by calling 1(800)774-1500 and referencing the CT Society of Health-System Pharmacists block, or online at [www.doubletreebristol.com](http://www.doubletreebristol.com) and using code "GRC" to receive the group rate. Discounted rate ends Tuesday, October 10.

### **PACKAGES AND DELIVERIES**

**RECEIVING** - Packages may be sent to the DoubleTree to be received no earlier than Monday, November 6, 2023. Neither CSHP or the DoubleTree is responsible for the storage and/or shipping of materials upon the conclusion of the event. The DoubleTree does not accept COD (cash on delivery) shipments. ALL Packages should be addressed:

DoubleTree by Hilton Bristol  
Attn: Elizabeth Goslee  
C/O: 11/09 CSHP Conference {YOUR COMPANY NAME}  
42 Century Drive  
Bristol, CT 06010

**SENDING** - The following steps are required for shipping packages back out:  
Print & tape the return label to the shipment(s). Contact the shipper (FedEx, UPS, etc...) and schedule a pickup of the shipment(s) from the Hotel for the next business day (November 10). Bringing shipment(s) to the Hotel's front desk staff in the Front Lobby. *\*Please make sure to keep of the tracking number as the Hotel staff will be unable to track the items once they are shipped out*

### **WIFI**

Public WiFi is complimentary in all meeting spaces and guestrooms.

### **Event Contact**

Jessie Clements, CSHP Meeting Planner  
CSHPEvents@gmail.com  
203-489-9861  
1502 W Broadway, Ste 102, Madison, WI 53713

**EXHIBITORS** - *Please note the following terms and conditions for exhibiting:*

**Note: Submission of an exhibit registration form (paper or online) indicates acceptance of the following terms and conditions for exhibiting at CTW.**

1. The Exhibitor agrees to be responsible for his/her own property, through insurance or self-insurance.
2. Exhibit space cannot be reassigned, sublet or shared, in whole or part, without the advance approval of the Conference Management.
3. No part of any exhibit, including signage, should be pasted, nailed or otherwise affixed to the walls, doors, etc. in any way that might cause damage. The Exhibitor is responsible for any payments to the facility for damage, losses, expenses and/or costs resulting (including but not limited to attorney's fees).
4. The Society agrees to indemnify, defend and hold harmless, the exhibitors, its owners and employees and managers from and against any and all damages, losses, costs, expenses and liabilities arising directly or indirectly from or in any way connected to this Agreement, excluding liability caused directly by the negligence of exhibitor or its employees. The exhibiting company agrees to indemnify, defend and hold harmless, the Society, from and against any and all damages, losses, costs, expenses and liabilities arising directly or indirectly from or in any way connected to this Agreement, excluding liability caused directly by the negligence of Society, its representatives, members, guests and managers.
5. This agreement can be terminated if any circumstance beyond the control of either party – such as acts of God, government regulations, national disaster, strikes (except those involving the employees or agents or the party seeking the protection of this clause), civil disorder, curtailment of transportation facilities –make it illegal or impossible to provide or use the Hotel facilities and conduct the meeting. Written notification of termination to the other party must be made as soon as reasonably practical but in no longer than ten (10) days after the cause for cancellation arises.

**TO SECURE YOUR EXHIBIT SPACE, YOU MUST COMPLETE THE ONLINE REGISTRATION.**

<https://cshponline.org/event-5356205>

### Schedule At-A-Glance

Time	Session	Location
6:30 am	Registration/Check-In/Breakfast	Atrium
7:00 am	Catch-The-Wave: Welcome/Opening Remarks	Golden/White Oak
8:00 am	Catch-The-Wave: CE 1	English Oak
	Exhibitor Registration & Check-In/Load-In Begins	Atrium
9:00 am	Catch-The-Wave: CE 2	Golden/White Oak
10:00 am	Exhibitor Visitation, Poster Presentations, Refreshment Break	Atrium
11:00 am	Catch-The-Wave: CE 3	Golden/White Oak
	Greg Gousse - Opening Remarks & Clinical Pearls	English Oak
12:00 pm	Exhibitor Visitation, Poster Presentations, Lunch	Atrium
1:30 pm	Catch-The-Wave: CE 4	Golden/White Oak
	Greg Gousse - Clinical Pearls	English Oak
	Exhibitor Load-Out	Atrium
2:30 pm	Catch-The-Wave: CE 5	Golden/White Oak
	Greg Gousse - Clinical Pearls	English Oak
3:30 pm	General Networking Break/Dessert	Atrium
4:15 pm	Director's Forum	English Oak
5:15 pm	Conference Concludes	

\* Schedule subject to change.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Connecticut Society of Health System Pharmacists Inc.</b>	
2 Business name/disregarded entity name, if different from above <b>also known as CSHP</b>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501(c)6</b>	
4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3) Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>1502 W. Broadway, Suite 102</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Madison, WI 53713</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
0	6	-	1	0	5	2	2	1	2

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/1/2022
-----------	----------------------------	-----------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.