

PROSPECTUS

2024

West Virginia Academy of Family Physicians

72nd Annual Scientific Assembly

MARCH 21-23, 2024

Embassy Suites, Charleston, WV



WEST VIRGINIA ACADEMY OF
FAMILY PHYSICIANS

STRONG MEDICINE FOR WEST VIRGINIA



WHY EXHIBIT?

Over 8 Hours of dedicated exhibit time with more than 300 Family Physicians

Great Exhibit Visitation-participants receive an exhibit visitation card for each day that must be initialed by exhibitors in order to be eligible for some great door prizes.

What's Provided: Skirted Table, Electric, Wireless Internet and Exhibit Description in assembly program. List of all conference attendees will be provided at the conclusion of the program.

Plan to participate! Great Attendance(300+), Great Food & Great Location!

\$2000-"PRIME LOCATION DISPLAY":

8' x 10' Ft. Prime Location Space to accommodate display

Special Recognition in the Assembly Program, Website, Newsletter and complete registration contact list.

Full page advertisement in the assembly program

\$1200-FLOOR DISPLAY 8 Ft. space to accommodate a floor standing display

\$1000-TABLE TOP DISPLAY 6 Ft. table top exhibit

\$2500-SILVER SUPPORTER: Exhibit Space, full page ad in assembly program, acknowledgement in Family Doc Newsletter, Webpage Acknowledgement, WVAFP Membership list (approx. 900+)

Other Sponsorship Opportunities:

Break, Breakfast or Lunch(Advertisement of Sponsorship in Assembly Program and Signage at event) \$2500

Advertising Opportunities: Portfolio Ad Insert -\$500(includes full color Printing

Assembly Program Advertising: Full Page-\$500/ Half Page-\$250/ Quarter Page-\$100

Contact: Trina Litton, Executive Assistant-

trina.litton@gmail.com

Phone: (304) 562-4433

We will be happy to discuss questions, concerns or special arrangements.

West Virginia Academy of Family Physicians

72nd Annual Scientific Assembly

March 21-23, 2024

Please complete this form or you can register online: www.wvafp.org

Phone: 304-562-4433 Fax: 304-562-4469 Mailing Address: WVAFP, 2632 Main Street, Hurricane, WV 25526

Company _____ PLEASE PRINT

Name: _____

COMPANY CONTACT INFORMATION:

Contact Name: _____ Title: _____

(Correspondence concerning the program will be forwarded to this person)

Street Address: _____

City, State & Zip _____ Email Address: _____

Exhibit Space:

Booths _____ \$1000 Table Top Display(6' table top)

Booths _____ \$1200 Floor Display (8' space)

Booths _____ \$2000 Prime Location

Exhibit Fee _____

☐ Additional Advertisement in Assembly Program(refer to information listing) _____

Total _____

What products, services or equipment will you be displaying, _____

Exhibit Description to be listed in Exhibit Program: 50 words or less. May attach under separate cover or on reverse.

Please make check payable to: WVAFP Tax ID# 55-0419-533 Online Registration www.wvafp.org

Payment: ☐ Check Enclosed ☐ Check will be mailed ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Note: You may also call WVAFP to have your card processed

Card# _____ Expiration Date _____ CVV 3 digit _____

Billing Address _____ Billing Zip Code _____

Signature _____

Or you may call 304-562-4433 to have card processed over the phone

ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR

We agree to accept the space assigned to us by the WVAFP in the event none of the spaces designated above are available. We understand that until you receive this contract properly executed, no definite reservations will be made. We understand that signing the contract binds us to a exhibit and payment. Payment is still due in the event of cancellation. CONTRACT MUST BE SIGNED BY RESPONSIBLE PERSON OF YOUR COMPANY.

Name: _____ Title: _____

(Please Print)

Signature: _____ Date: _____

Accepted by: _____ Date: _____

Need addition paperwork? Email trina.litton@gmail.com W-9 forms are available on our website: wvafp.org(under meeting tab)

West Virginia Academy of Family Physicians @ Embassy Suites, Charleston, WV
72nd Annual Scientific Assembly
March 21-23, 2024



- The Embassy Suites Hotel has reserved a block of suites at the rate of **\$149.00/single, \$149.00/double \$159.00/triple, \$169.00/quad**
- To reserve a suite at this rate, **please make your reservation by 03/01/24** by calling 1-800-EMBASSY or go online to www.embassysuitescharlestonwv.com or cut and paste the following link: **Booking Link:**
- **Booking Link:**
<https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=CRWEMES&arrivalDate=2024-03-21&departureDate=2024-03-23&groupCode=904&room1NumAdults=1&cid=OM%2CWW%2CHILTONLINK%2CEN%2CDirectLink>
- **After 03/01/2024 date the rooms will no longer be available @ the rate listed above.** Please note that the Embassy web site details points of interest in the Charleston area.
- You must use the **C-904 code** name when making reservations in order to receive the discounted rate. Online you will enter **C-904 code** in the group/convention code space.
- Check-In time is **4:00 PM** and Check-Out time is **12:00 PM**. Requests for early arrival, late departure, room type or floor assignments cannot be guaranteed. Reservations must be cancelled by **4:00 PM** the day of arrival to avoid charges.
- **The complimentary breakfast is available Weekdays 6:00 AM – 9:00 AM and Weekends 7:00 AM – 10:30 AM.**
- **Join us for the Manager's Reception from 5:30 PM – 7:30 PM each evening. This includes complimentary cocktails, non-alcoholic beverages tickets will be provided**

300 Court Street; Charleston, WV 25301

www.EmbassySuitesCharlestonWV.com Telephone: 304-347-8700 Fax: 304-345-8276

FROM I-64 East...HUNTINGTON, KENTUCKY & OHIO

Take the Lee Street Exit #58C. At the light turn RIGHT onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the LEFT.

FROM I-77 SOUTH...PARKERSBURG & OHIO

Take the Washington Street Exit #58C. Go through the 1st light. At the 2nd light turn LEFT onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the LEFT.

FROM I-79 SOUTH...PITTSBURGH, MORGANTOWN & FAIRMONT

Take the Washington Street Exit #58C. Go through the 1st light. At the 2nd light turn LEFT onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the LEFT.

FROM I-77 NORTH...BECKLEY, VIRGINIA & NORTH CAROLINA

On I-77 North you will veer RIGHT to I-64 West. From I-64 West take the Washington Street Exit #58C. Go through the 1st light. At the 2nd light turn LEFT onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the LEFT.

FROM YEAGER AIRPORT

Take Airport Road down to Greenbrier Street. Take I-64 West. Take the Leon Sullivan Way Exit. At light turn RIGHT on Washington Street. Follow Washington Street 3 blocks. Embassy Suites is on the LEFT.

Request for Taxpayer Identification Number and Certification

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

► Go to 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.

WVAFP

2 Business name/disregarded entity name, if different from above

West Virginia Academy of Family Physicians

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.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: 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.

☒ Other (see instructions) ►

Non-Profit Association

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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

2632 Main Street

6 City, state, and ZIP code

Hurricane, WV 25526

Requester's name and address (optional)

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

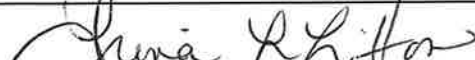
5 5 - 0 4 1 9 5 3 3

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 ► 1-18-24

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.

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.