

Windy City Conference

Exhibit Space Application

November 30 – December 1, 2018

Chicago Marriott Schaumburg
Schaumburg, IL

Please print neatly – illegible registrations may result in missing/incorrect information.

Registration received less than 2 weeks prior to meeting will not be included in conference materials.

Complete this exhibit space application promptly and fax it to 404-508-8539 with a charge card number, or mail it with your check to insure your space reservation. You are not considered registered until payment is received.

Exhibitor Fee (Table Top, No Sharing) = \$1250 by check, \$1288 by credit card. Full payment must accompany this completed form.

Payment Method

My Check in the amount of \$ _____ Payment enclosed

Please make check payable to: The Podiatry Institute ♦ Federal Tax ID #58-1906272

Charge Visa Master Card American Express Discover

Credit Card Number _____ Exp. Date ____ / ____

Cardholder Name _____ Signature _____

Mail Check & Application to: The Podiatry Institute
2675 North Decatur Rd. ♦ Suite 309 ♦ Decatur, GA 30033

The Following Company Information Will Be Printed In The Conference Program:

(Company Name) _____

(Street Address) _____

(City) _____ (State) _____ (Zip) _____

(Office Phone) _____ - _____ - _____ (Website) _____

25-word description of product or service _____

Representative(s) at Conference (limit 2 per day) _____

Primary Representative's email _____

Company Contact _____ Title _____

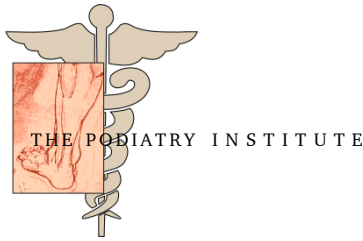
Email _____

Companies You Prefer Not To Exhibit Next To: _____

Electricity Required? Yes No

For more information contact: The Podiatry Institute ♦ 770-939-0393

k.daniel@podiatryinstitute.com



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Exhibitor Prospectus

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- ◆ All food functions will be held in the exhibit hall to maximize your contact with attendees.
- ◆ There are a number of opportunities available to sponsor conference events & speakers. Call Dan Vickers at 770-939-0393 for more information.
- ◆ **CANCELLATION POLICY:** Cancellation requests must be made in writing, via fax, mail or e-mail and postmarked no later than 2 weeks before the start date of the conference. All refund requests will be assessed a \$250 cancellation fee per booth. In lieu of a refund you may transfer the full amount to an alternate Podiatry Institute meeting within one year of cancellation. If canceling less than two weeks prior to the conference NO refund will be due to the exhibitor. Instead you may transfer \$1000 of the booth fee to an alternate meeting. All transferred funds must be used within one year of the original date of cancellation.
- ◆ The Podiatry Institute reserves the right to refuse exhibit space if the vendor's product, service, or display/booth is not consistent with the character of the event.

Exhibit Table Top Fee = \$1250 by check, \$1288 by credit card – Includes 6' draped table, two chairs and electricity if needed. No sharing.

Exhibit materials weighing 150 lbs. or more and/or being shipped via pallet/crate may be subject to additional charges from the hotel's receiving department.

Exhibit Registration Full payment for your exhibit must accompany space confirmation agreement. Applications will be accepted until space is sold out.

Move-in and Set-up Thursday, November 29 – 7:00 PM - 9:00 PM

Friday, November 30
7:30 AM – 8:00 AM – Doctor Registration and Continental Breakfast
10:00 AM – 10:45 AM – Break - Visit Exhibits
12:30 PM – 1:30 PM – Lunch Provided
4:00 PM – 4:45 PM – Break - Visit Exhibits

Saturday, December 1
7:30 AM – 8:00 AM – Continental Breakfast in the Exhibit Hall
10:00 AM – 10:45 AM – Break - Visit Exhibits
12:30 PM – 1:30 PM – Lunch Provided
4:00 PM – 4:45 PM – Break - Visit Exhibits
After 5:00 PM – Exhibitor Move-out

Sunday, December 2 Optional

Conference Hotel Chicago Marriott Schaumburg
50 North Martingale Road
Schaumburg, IL 60173
1-800-228-9290
Podiatry Institute Rate: \$112
Please make your reservation NOW! Cut-off date – 10-29-2018

Shipping Information
Chicago Marriott Schaumburg
50 North Martingale Road
Schaumburg, IL 60173
Attn: Dan Vickers, Podiatry Institute Conference
December 1-3, 2017

For Further Information
Dan Vickers, CAE
Executive Director
The Podiatry Institute
2675 North Decatur Rd., Suite 309
Decatur, GA 30033
770-939-0393

Please arrange ahead with your shipping company for pickup from the hotel at the end of the meeting.