

APMA Region One Conference

# Exhibit Space Application

October 19 - 21, 2018

**Boston Marriott Quincy**  
Quincy, Massachusetts



*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)** = \$1400 check or credit card. Full payment must accompany this completed form. *Early bird discount* – Take \$100 off if you register before September 17, 2018.

### 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 \_\_\_\_\_

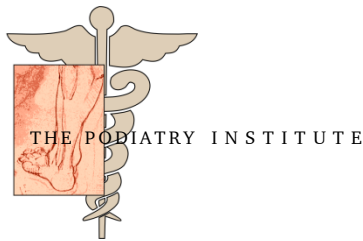
Email \_\_\_\_\_

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](mailto:k.daniel@podiatryinstitute.com)



# Exhibitor Prospectus

October 19 - 21, 2018  
Boston Marriott Quincy  
Quincy, Massachusetts



- ◆ Breakfasts and 45-minute breaks 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 \$750 of the booth fee to an alternate meeting. All transferred funds must be used within one year of the original date of cancellation.
- ◆ **FDA REGULATIONS:** Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations including, without limitation, FDA restrictions on the promotion of investigational and preapproved drug and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA approved for a particular use or not commercially available in the USA may be exhibited only if accompanied by easily visible signage indicating the status of the product. Exhibitors shall have available at the booth a letter from the FDA that describes the allowable use of any drug or device exhibited.
- ◆ 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.

**6' Exhibit Table Top Fee** = \$1400 by check or credit card – Includes 6' draped table, two chairs and electricity if needed. No sharing. \$100 discount (\$1300) if you register before 10-17-2018.

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, October 18 – 6:00 PM - 8:00 PM  
Friday, October 19 – 6:30 AM - 7:30 AM

**Exhibit Hours** Friday, October 19 Saturday, October 20  
7:30 AM - 6:00 PM 7:30 AM – 4:15 PM

**Exhibitor Move-out** Saturday, October 20 – 4:30 PM

**Conference Hotel** Boston Marriott Quincy  
1000 Marriott Drive  
Quincy, Massachusetts 02169-0940  
617-472-1000  
APMA Region One / Podiatry Institute Rate: TBA  
*Please make your reservation NOW!* Cut-off date is TBA

**Shipping Information – Please address as follows:**

Boston Marriott Quincy  
1000 Marriott Drive  
Quincy, Massachusetts 02169-0940

APMA Region One/Podiatry Institute Conference  
EXHIBITOR NAME  
October 19 – 21, 2018  
Dorothy Quincy/Foyer  
Box # of Total Boxes

**For Further Information**

Dan Vickers, CAE  
Executive Director  
The Podiatry Institute  
2675 North Decatur Road, Suite 309  
Decatur, GA 30033  
770-939-0393

**Additional Information:** Please be sure to include the return address as you are responsible for shipping any packages out of the hotel. The hotel is happy to hold them at loading dock, but you need to schedule pickup.