



Exhibit Space Application



October 25 – 27, 2019

Framingham Sheraton Hotel & Conference Center
Framingham, 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. Full payment must accompany this completed form.
You are not considered registered until payment is received.

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 List your 5 booth location preferences _____
(See diagram on page 6, sponsors will have priority – first come, first serve after that)

Registration Fee – *Early bird discount* – Take \$100 off if you register before September 2, 2019.

\$1400 Grand South \$1500 – Foyer

Sponsorship Opportunity Requested (See pages 3-4) _____

Payment – Registration Fee _____

Early bird discount:
(if before 9-2-19) _____

Sponsorship Fee _____

TOTAL \$ _____

Payment Method -

My Check in the amount of \$ _____ Payment enclosed

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

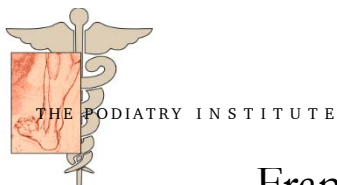
Charge Visa Master Card American Express Discover

Credit Card Number _____ Exp. Date ____ / ____

Cardholder Name _____ Signature _____

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

For more information contact: The Podiatry Institute ♦ 770-939-0393 ♦ k.daniel@podiatryinstitute.com



Exhibitor Prospectus



October 25 – 27, 2019

Framingham Sheraton Hotel & Conference Center

Framingham, 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 – Grand South, \$1500 – Foyer
 Includes 6' draped table, two chairs and electricity if needed. No sharing.
 \$100 discount if you register before September 2, 2019.

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 Friday, October 25 – 5:30 AM - 7:00 AM

Exhibit Hours Friday, October 25 Saturday, October 26
 7:00 AM - 6:00 PM 7:00 AM – 2:00 PM

Exhibitor Move-out Saturday, October 26 – 2:00 PM

Conference Hotel Sheraton Framingham Hotel
 1657 Worcester Rd
 Framingham, MA 01701
 508-879-7200
 APMA Region One / Podiatry Institute Rate: \$159.00
Please make your reservation NOW! Cut-off date is 10-03-19

Shipping Information – Please address as follows:
 Framingham Sheraton Hotel & Conference Center
 1657 Worcester Rd
 Framingham, MA 01701

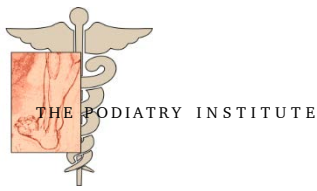
For Further Information
 Dan Vickers, CAE
 Executive Director
 The Podiatry Institute
 2675 North Decatur Road, Suite 309
 Decatur, GA 30033
 770-939-0393

APMA Region One/Podiatry Institute Conference
EXHIBITOR NAME

October 25 – 27, 2019

Box ___ of ___ Please complete form on page 5

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.



2019 APMA Region One Conference



Sponsorship Opportunities

Saturday Evening Reception - \$3000 (limit 2), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Opportunity to provide paper products with your logo at the reception
- Opportunity to do a raffle at the reception (prize to be provided by sponsor)
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on signage at the reception
- Recognition on lecture slides following Q&A slide

Mobile App - \$2500 (limit 1 – deadline dates apply), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Your branded banner ad on the mobile app
- 1 pre-scheduled push notification to go out via the mobile app
- Your branded splash-screen
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on lecture slides following Q&A slide

Breakfast Sponsor - \$2000 (limit 3, one sponsor per day), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Opportunity to provide paper products with your logo at the Breakfast
- Opportunity to make 1-2 minute remarks
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on signage at breakfast
- Recognition on lecture slides following Q&A slide

Lunch Sponsor - \$2000 (limit 2, one sponsor per day), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Opportunity to provide paper products with your logo at the lunch
- Opportunity to make 1-2 minute remarks
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on signage at lunch
- Recognition on lecture slides following Q&A slide

Attendee Name Badge Sponsor - \$2000 (limit 1), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Opportunity to have your logo on the attendee name badges
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on lecture slides following Q&A slide

Attendee Bags - \$2000 (limit 1), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Opportunity to supply your branded bag to all attendees
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on lecture slides following Q&A slide
- Includes 1 insert in the bag
 - *Sponsor to supply bags with inserts pre-stuffed*

Refreshment Break Sponsor - \$1800 (limit 4, one sponsor per session break), includes the following:

- Exhibit space
- Rotating banner on the Region One Event Mobile App
- Opportunity to provide paper products with your logo at the break
- Special sponsor recognition on event signage and in the onsite Conference Program
- Recognition on signage at break
- Recognition on lecture slides following Q&A slide

ADD-ON SPONSORSHIPS

*These are available to Region One Exhibitors only and **do not include the cost to exhibit**. Exhibit space must be purchased in order to be eligible for the below sponsorships.*

Registration - \$750 (limit 3), includes the following:

- Have 1 piece / attendee of marketing material at the Registration Desk
- Rotating banner on the Region One Event Mobile App
- Special sponsor recognition on event signage and in the onsite Conference Program

Mobile App Banner Ads - \$200

- Your rotating banner ad scrolling across the mobile app

**SHERATON FRAMINGHAM HOTEL & CONFERENCE CENTER
FRAMINGHAM, MA
SHIPPING FORM**

**THIS FORM MUST BE COMPLETED FOR EACH SHIPMENT AND SENT VIA EMAIL TO
dstoico@sheratonframingham.com NO LATER THAN 1 WEEK PRIOR TO SHOW.**

NAME: _____ BUSINESS PHONE: _____

CELL: _____ EMAIL: _____

ADDRESS: _____

NUMBER OF BOXES: _____ ESTIMATED TOTAL WEIGHT: _____

**** PLEASE NOTE: UP TO 5 BOXES CAN BE SHIPPED TO THE HOTEL COMPLIMENTARY, THERE WILL BE A \$5.00 FEE FOR EACH ADDITIONAL BOX RECEIVED.**

CONTENTS OF BOXES: _____

SHIPMENT DATE: _____ TRACKING NUMBERS: _____

SHIPPING CARRIER (FedEx, UPS etc.): _____

BOXES MUST BE LABELED IN THE FORMAT BELOW AND SHIPPED IN ADVANCE TO:

**Sheraton Framingham Hotel & Conference Center
1657 Worcester Road
Framingham, MA 01701
ATTN: Danielle Stoico / Name of Event / Date of Event**

BOXES: BE SURE TO NUMBER ALL BOXES (BOX 1 OF 3/2 OF 3/3 OF 3 ETC.)

***Boxes may be shipped to the hotel no earlier than 3 business days prior to the start date of the event.**

DISTRIBUTION OF MATERIALS AT MEETING

ONSITE CONTACT: _____ CELL: _____

COMPANY NAME: _____ BOOTH #: _____

SHIPPING MATERIALS AT THE END OF THE EVENT

PERSON IN CHARGE OF SHIPPING: _____

SHIPPING CARRIER: _____

The Sheraton Framingham Hotel & Conference Center will not be responsible for shipping materials at the end of the event. All pick-ups must be scheduled by the person shipping the box, the hotel is not authorized to schedule pick-ups.

APMA Region One

Sheraton Framingham Hotel
& Conference Center

