

French Quarter Conference

Exhibit Space Application

March 5 – 8, 2020

Astor Crowne Plaza New Orleans
New Orleans, LA

THIS FORM MUST ACCOMPANY YOUR PAYMENT

To confirm your reservation submit this form to Karen Daniel at k.daniel@podiatryinstitute.com or fax to 404-508-8539.
Registration received less than 2 weeks prior to meeting will not be included in conference materials.

Exhibitor Fee (Table Top, No Sharing) = \$1250 by check, \$1288 by credit card. Full payment must accompany this completed form. \$1500 if application received after February 20, 2020.

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: Name _____ Email _____
Name _____ Email _____

Send email to k.daniel@podiatryinstitute.com names/emails of any additional representatives

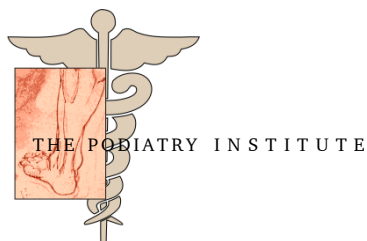
Company Contact _____ Title _____

Email _____

Companies You Prefer Not To Exhibit Next To: _____

Electricity Required? Yes No

For more sponsorship information contact: Dan Vickers at The Podiatry Institute ♦ 770-939-0393
dvickers@mindspring.com



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Exhibitor Prospectus

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- ◆ Breakfasts, lunch 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 \$1000 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.

Exhibit Table Top Fee = \$1250 by check, \$1288 by credit card – Includes 6' draped table, two chairs and electricity if needed. \$1500 if application received after February 20, 2020. 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.

Exhibit Schedule:	Thursday, March 5	10:00 AM - 12:00 PM	Setup
		3:15 PM - 4:00 PM	Exhibit Hall Opens
		4:00 PM - 5:30 PM	Afternoon Break
			Exhibit Hall Closes
	Friday, March 6	7:00 AM - 7:30 AM	Breakfast in Exhibit Hall
		10:00 AM - 10:45 AM	Morning Break
		12:45 PM - 1:30 PM	Lunch with Exhibitors
		4:00 PM - 4:45 PM	Afternoon Break
			6:00 PM Exhibit Hall Closes
	Saturday, March 7	7:00 AM - 7:30 AM	Breakfast in Exhibit Hall
		9:30 AM - 10:15 AM	Morning Break
		12:10 PM - 12:55 PM	Lunch with Exhibitors
		2:35 PM - 3:20 PM	Afternoon Break
	Sunday, March 8	7:30 AM - 11:00 AM	(Optional)

Exhibitor Move-out Saturday, March 7 – After PM Break

Conference Hotel Astor Crowne Plaza – New Orleans French Quarter
739 Canal Street
New Orleans, LA 70130
504-962-0500
Podiatry Institute Rate: \$189
Please make your reservation NOW! Cut-off date is 1/09/20

Shipping Information

Forward Materials to:
Attn: Dan Vickers, Podiatry Institute Conference
Crowne Plaza – New Orleans French Quarter
739 Canal Street
New Orleans, LA 70130
504-962-0500

For Further Information

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