

Insights and Advancements In  
Foot & Ankle Surgery

# Exhibit Space Application

September 11 – 13, 2020

DoubleTree by Hilton Hotel  
Philadelphia Center City  
Philadelphia, Pennsylvania

## THIS FORM MUST ACCOMPANY YOUR PAYMENT

To confirm your reservation submit this form to Karen Daniel at [k.daniel@podiatryinstitute.com](mailto: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)** = \$1350 by check or credit card. Full payment must accompany this completed form. \$1500 if application received after September 1, 2020 or onsite.

### 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](mailto:k.daniel@podiatryinstitute.com) names/emails of any additional representatives

Primary Representative's email \_\_\_\_\_

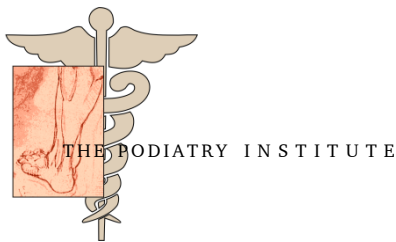
Company Contact \_\_\_\_\_ Title \_\_\_\_\_

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](mailto:dvickers@mindspring.com)



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## Exhibitor Prospectus

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Philadelphia, Pennsylvania

- ◆ Breakfasts and 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:** All cancellation/rescheduling requests must be made in writing. Cancellation requests can be sent via fax to 404-508-8539 or email to [k.daniel@podiatryinstitute.com](mailto:k.daniel@podiatryinstitute.com). Cancellations requiring a refund will be assessed a \$250 cancellation fee. Transfer requests are not subject to a cancellation fee and will be valid for a period of one year from the date of issue. Registration fees are non-refundable/non-transferrable within two weeks of the conference start date.
- ◆ **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** = \$1350 by check or credit card – Includes 6' draped table, two chairs and electricity if needed. \$1500 if application received after September 1, 2020 or onsite. *Please, no table 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, September 10 – 6:00 PM

**Exhibit Hours** Friday, September 11 7:00 AM – 7:00 PM      Saturday, September 12 7:00 AM – 4:00 PM      Sunday, September 13 Optional

**Exhibitor Move-out** Saturday, September 12 – 4:00 PM

**Conference Hotel** DoubleTree by Hilton Philadelphia Center City  
237 South Broad Street  
Philadelphia, PA 19107  
215-893-1600  
Podiatry Institute Rate: \$199 single/double  
*Please make your reservation soon, cut-off date is 08-20-20*

### Shipping Information

DoubleTree by Hilton Philadelphia Center City  
Attn: Dan Vickers – Podiatry Conference  
237 South Broad Street  
Philadelphia, PA 19107  
215-893-1600

### For Further Information

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