

Stepping Forward – Leading the Way
3rd Annual Women-centric Foot and Ankle Conference

Exhibit Space Application

November 19-22, 2020

Sheraton Grand Nashville Downtown
Nashville, TN

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 (Booth, No Sharing) = \$1350 by check or credit card. Full payment must accompany this completed form.
\$1500 if application received after November 9, 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 names/emails of any additional representatives

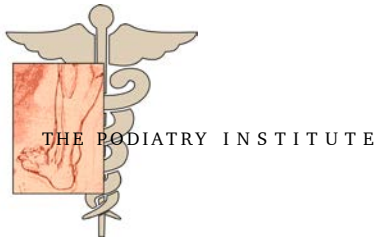
Company Contact _____ Title _____

Email _____

Companies You Prefer Not To Exhibit Next To: _____

Electricity Required? Yes No

For more sponsorship information contact: Dan Vickers, CAE ♦ Executive Director ♦ 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:** 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. 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 Booth Fee = \$1350 by check or credit card – Includes 6' draped table, two chairs and electricity if needed.
\$1500 if application received after November 9, 2020 or onsite. *Please, no booth 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 19 – 10:00 AM – 11:30 AM

Exhibit Hours

Thursday, November 19	Friday, November 20	Saturday, November 21
11:30 AM – 6:00 PM	7:30 AM – 5:00 PM	7:00 AM – 4:30 PM

Sunday, November 22
optional

Exhibitor Move-out Saturday, November 21 – After AM Break

Conference Hotel Sheraton Grand Nashville Downtown
623 Union Street
Nashville, TN 37219
615-259-2000
Podiatry Institute Rate: \$279
Please make your reservation NOW! Cut-off date is 10/26/20

Shipping Information

Forward Materials to:
Podiatry Institute – Dan Vickers
c/o Sheraton Nashville Downtown Hotel
623 Union Street
Nashville, TN 37219
Hold for Podiatry Institute Conference, 11-19-20
Box(es) ___ of ___ (Multiple boxes must be numbered)

For Further Information

Dan Vickers, CAE
Executive Director
The Podiatry Institute
2675 North Decatur Road, Suite 309
Decatur, GA 30033
770-939-0393
404-508-8539 (fax)