

# Exhibitor Information

Florida Podiatric Medical Association - **SAM 2016**

January 13 - 16, 2016

Hilton Orlando, 6001 Destination Parkway, Orlando, Florida 32819

**Call (407) 313-4300 - Mention SAM 2016 for the discount room rate prior to December 17, 2015**

**Premium Booths:** 7 - 9, 21 - 24, 35 - 38, 49 - 52, 61 - 68, 74 - 79, 80 - 85, 90 - 95, 96 - 101, 106 - 111, 112 - 117, 123 - 130, 139 - 142, 153 - 156, 167 - 170, 182 - 184

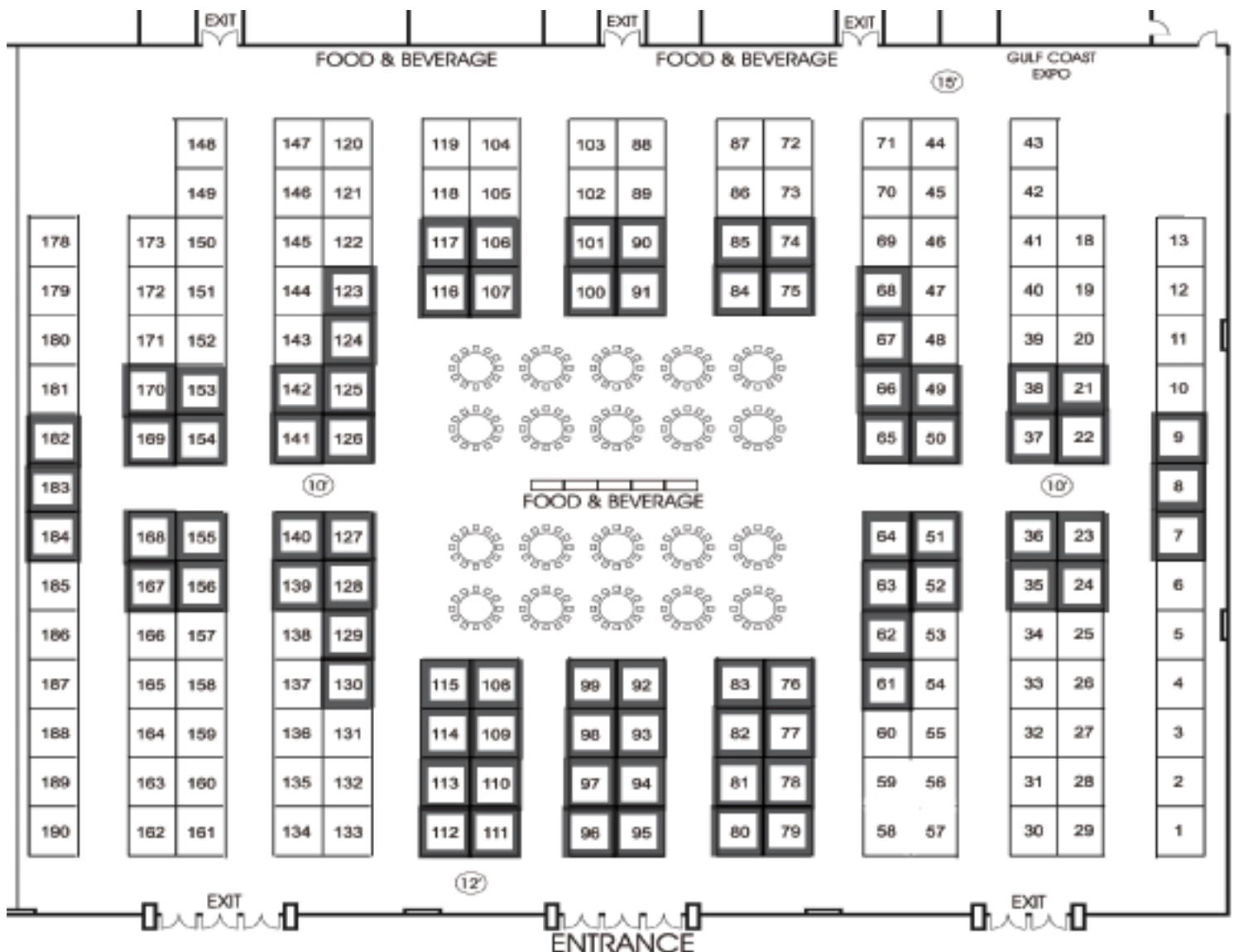
**A deposit of \$875 for a single booth or \$1,450 for a double booth must accompany application.**

<b>Fee Paid in Full</b>	After 10/1/15	Premium	\$2,045 Single, \$3,145 Double
	After 10/1/15	Regular	\$1,845 Single, \$2,745 Double

<b>Set Up</b>	Wednesday, 1/13/16	12:00 PM - 8:00 PM
	Thursday, 1/14/16	7:00 AM - 8:00 AM

<b>Exhibit Hours</b>	Thursday, 1/14/16	8:45 AM - 5:00 PM
	Friday, 1/15/16	8:45 AM - 5:00 PM
	Saturday, 1/16/16	8:45 AM - 2:00 PM

<i>Available</i>	<input type="checkbox"/>
<i>Prime</i>	<input checked="" type="checkbox"/>
<i>Sold</i>	<input checked="" type="checkbox"/>



Be sure to check the "Diagram of Current Booth Availability", located on the SAM 2016 web page on the FPMA website - [www.fpma.com](http://www.fpma.com) - for available booth space.

# FPMA Science & Management Symposium (SAM) 2016 Exhibit Space Application and Contract

January 13 - 16, 2016 • Hilton Orlando • Orlando, Florida

Please complete the following company information as it will appear in the program booklet and on your booth sign. Complete information must be provided to be entered into the program guide. Enter contact information for the person who will be receiving the Exhibitor Kit.

(Please print clearly and make a copy of this application for your records.)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Website \_\_\_\_\_

Email Address \_\_\_\_\_

Exhibit Categories: (Please check one of the following)

☐ Diagnostics    ☐ Insurance    ☐ Education  
☐ Wound Care    ☐ Software    ☐ Treatment & Operating  
☐ Foot devices    ☐ Pharmaceuticals    ☐ Instruments & Equip.  
☐ Publishing    ☐ Supplies    ☐ Other (describe below)

**Booth Preference:** Please review the available booth space provided on the "Diagram of Current Booth Availability", located on the SAM 2016 web page at [www.fpma.com](http://www.fpma.com). BEFORE indicating your five booth preferences for SAM 2016. Placement cannot be guaranteed, but every effort will be made to honor your first choice. In areas of conflict, priority will be given to companies that have demonstrated financial support to the Association, as well as attendance seniority.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_

List Exhibitors you do NOT want to be placed near.  
Every effort will be made to accommodate your request.

Other: \_\_\_\_\_

## Payment Schedule

**Booth Fees:** A deposit of \$875 for single and \$1,450 for double must accompany application to reserve your space. To avoid an additional charge of \$150 per booth, full payment MUST be made on or before October 1, 2015. Please see the "CANCELLATIONS" clause in the Exhibitor Rules and Regulations if you need to cancel. Credit card balances will automatically be billed. No Exhibit can be assembled until fee is paid in full.

Credit Card: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Amex

Card Number: \_\_\_\_\_ CC Security Code: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Charge for: \_\_\_\_\_ entire booth cost \_\_\_\_\_ deposit only

Signature as it appears on credit card: \_\_\_\_\_

It is our pleasure to include three (3) complimentary badges and three (3) complimentary lunches per booth. Any additional badges/lunches may be purchased for twenty dollars (\$20) each.

Badge Name(s): \_\_\_\_\_

\_\_\_\_\_

To receive a printed badge, all company representative names must be submitted no later than December 16, 2015.

Please read the **Exhibitor Rules and Regulations** portion of this application/contract and then sign and print your company name below.

I hereby agree to the conditions and stipulations in this contract as stated on the opposing page and declare myself as an authorized executive officer of the company stated in this contract.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company \_\_\_\_\_

## Mail or Fax to:

Exhibit Coordinator  
Florida Podiatric Medical Association  
410 N. Gadsden Street  
Tallahassee, FL 32301  
Phone: 1-800-277-3338/Fax: (850) 681-0899

## EXHIBIT HALL SET-UP

Wed., Jan. 13, 2016 12:00 PM – 8:00 PM  
Thurs., Jan. 14, 2016 7:00 AM – 8:00 AM

## EXHIBIT HALL HOURS

Thurs., Jan. 14, 2016 8:45 AM – 5:00 PM  
Fri., Jan. 15, 2016 8:45 AM – 5:00 PM  
Sat., Jan. 16, 2016 8:45 AM – 2:00 PM

## HOTEL INFORMATION: HILTON ORLANDO

Room Rates: Regular - \$209.00 (tax not included)  
For reservations, call (407) 313-4300  
Discount deadline is December 15, 2015  
Be sure to mention that you are attending SAM 2016!

For all questions regarding booth amenities and shipment of boxes, contact:

Gulf Coast Expo  
Phone: (813) 915-8066  
FAX: (813) 930-0016

Booths & Furnishings

Booths are 8' x 10' with 6' skirted tables and background drapery, two chairs, a wastebasket, a 7" x 44" wide sign displaying company name and booth number. Carpeting provided throughout the Exhibit Hall. There will be absolutely no sharing of booths.

# Exhibitor Rules and Regulations

**SPACE ASSIGNMENT, RESTRICTIONS, AND LAYOUT:** Subletting or sharing of space is not permitted. Exhibitor may not show, advertise, or offer any other products than those sold or manufactured by that Exhibitor in his or her regular course of business, as stated on the application form. Please review the enclosed Floor Plan layout carefully. All displays are limited to a maximum height of 36", except on the back wall, where 8' by one-half the booth depth is allowed. All booth furnishings must conform to the Fire Marshal's regulations in the jurisdiction of the City of Orlando, Florida, in the Hilton Orlando.

**GENERAL DISTURBANCES:** All sound presentations in the exhibitor booth must be done in a sound-proof environment or with earphones, and must not disturb other exhibitors. If any exhibitor has equipment or devices that may disturb another exhibitor, because of noise or other objectionable features, they must notify the Association in writing prior to the meeting and agree to accept a booth assignment as determined by the Association or the Exhibit Managers.

**CANCELLATIONS:** The Exhibitor may request, in writing, a refund as follows: Ninety (90) days prior to the meeting, a 100% refund will be issued, less a \$250 handling fee; Eighty-nine (89) to forty-five (45) days before the meeting, a 50% refund will be issued; less than forty-five (45) days, no refund will be issued. If a confirmed Exhibitor does not occupy the booth for any reason, including failure to exhibit or arrive at the site, the Exhibitor is responsible for the total booth rental fee without refund.

**EXHIBIT CONTRACTORS AND SHIPPING:** All exhibit materials and equipment must be consigned to Gulf Coast Expo, and a bill of lading must be completed, with all charges fully prepaid. Materials and equipment may be stored at Gulf Coast Expo for a period of thirty (30) days prior to installation. Items shipped by your company to the hotel should be addressed to your company, your booth #, in c/o Gulf Coast Expo, NOT to the Florida Podiatric Medical Association. Shipping costs are not included in the booth price. Do not ship materials to the hotel c/o FPMA. Thank you for your cooperation!

**FURNISHINGS AND EQUIPMENT:** Exhibit furnishings and equipment must be rented from Gulf Coast Expo. You will receive the necessary forms and information from Gulf Coast Expo to facilitate the shipping and installation of your exhibit approximately 30 - 45 days prior to the show. All structural work, such as extra shelves, signs, display racks, spotlights, etc. must be approved by the Association and/or the Exhibit Managers. No supplies, materials, posters, or other objects shall be displayed, posted, tacked, nailed, pasted, or otherwise attached to columns, walls, floors, or any other parts of the building or furniture. All electrical equipment must conform to the Hilton Orlando, Orlando, Florida electrical code and must be approved by Underwriters Laboratory (U.S.) or another recognized authority. Volatile, flammable, radioactive, or explosive substances or other materials prohibited by Local Ordinance or by Insurance Carriers will not be permitted on the premises. If an outside contractor or other labor is used, a written notice to FPMA and Gulf Coast Expo and approval of such is required thirty (30) days in advance, and must be accompanied by a Certificate of Insurer certifying coverage of the same type and amount as hereafter provided.

**INSURANCE:** All property of the Exhibitor is understood to remain under the Exhibitor's custody and control to and from, or within, the confines of the exhibit area. FPMA, the Hilton Orlando, and Gulf Coast Expo do not provide insurance covering Exhibitors' property. Exhibitors shall carry comprehensive general liability coverage, including premises, operations, and contractual liability coverage of at least \$500,000 for personal injury liability and \$500,000 for property damage liability. Statutory Workers Compensation with employer's liability, with a limit of at least \$100,000, must be obtained. The Exhibitor shall secure and furnish to FPMA one (1) month prior to the first licensed day of the facility usage (December 13, 2015), and must maintain during the entire license period, the above stated coverage. The policies shall provide that they will not be controlled or materially altered prior to the termination of the facility license period or until FPMA has been given at least thirty (30) days' written notice of such cancellation or alterations.

**SALES TAX:** In accordance with Florida Statutes Section 212.18(3)(b)3, this exhibitor agreement authorizes the retail sales of tangible personal property or services subject to sales tax. The Exhibitor must register, or be registered, with the Florida Department of Revenue and collect and remit the tax imposed on such sales.

**SECURITY:** FPMA will provide security guards for overnight protection on the days exhibits are present in the Exhibit Hall. Loss prevention of Exhibitors' property will be a priority; however, neither the FPMA, Gulf Coast Expo, the security service, nor the Hilton Orlando will be responsible for loss or damage due to any cause.

**LIABILITY:** The Exhibitor hereby agrees to indemnify and hold harmless the FPMA, its officers, members, agents and staff, and the Hilton Orlando, its managers, officers, sponsors, employees, agents, successors, and assigns, and Gulf Coast Expo from any lawsuit or claim, including but not limited to an action relating to personal injury, product liability, false claims, or property damage or for loss of use of property by whomsoever sustained as a result of Exhibitor's participation in the exhibit, except only for damages or injury due to negligence or willful misconduct of the indemnities.

**COMPLIANCE:** The Exhibitor shall comply with all federal, state, and local laws, rules, and regulations, including but not limited to those relating to safe usage, advertising, and marketing of products and services. Devices which emit radiation, light waves, sound waves, or other emissions which require or should reasonably require the use of safety equipment shall not be used in the exhibition hall or any part of the hotel without express prior authorization of the FPMA and Hilton Orlando. The Exhibitor shall also comply with all provisions relating to continuing education of the Council for Podiatric Medical Education.

**FORCE MAJEURE:** In the event that the Hilton Orlando, or any part of the exhibit area thereof, is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, or any such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or any other cause or agency over which the FPMA has control, or should the FPMA decide that because of such causes it is necessary to cancel, postpone, or restate the exhibit or reduce the exhibit time or move-out time, the FPMA and Gulf Coast Expo shall not be liable to indemnify or reimburse the Exhibitor in respect to any damage or loss, direct or indirect, arising as a result thereof.

**OTHER RULES:** Canvassing or distribution of advertising, promotional materials, gifts, or refreshments outside the Exhibitor's assigned space is not permitted. Solicitations or conferences in the interest of business, except by Exhibitors, are prohibited on the premises during the conference. Hospitality suites and receptions may be allowed if no FPMA official function is scheduled. Written requests must be made sixty (60) days prior to the event for approval by the FPMA.

**VIOLATIONS:** In the event an Exhibitor violates any provision of this agreement, the Association shall have the right, without liability whatsoever, to notify the agents, servants, employees, or other persons then operating Exhibitor's booth(s) and to close said booth(s) immediately and remove all the exhibits and other materials in the booth of the Exhibitor immediately upon notice. Furthermore, the Association shall have the additional right to bar the Exhibitor, his/her agents, servants, employees, or other representatives from the exhibit area and the exhibit hall and facilities, and to enforce the provisions hereof by having the responsible local government official enforce this provision, all without liability to the Association, its agents, servants, employees, and contractors. If any provision of this agreement is breached by the Exhibitor or if the Exhibitor is in default hereunder, the Association shall have the right, and it is hereby authorized, to retain all monies theretofore paid by the Exhibitor as liquidated damages. In addition to any powers, prerogatives, or remedies otherwise provided by the Association in this agreement, the Association shall have any and all rights and remedies otherwise available at law or equity.

**AMENDMENTS:** Any and all matters not specifically covered by the preceding rules and regulations and other terms and conditions contained in the Exhibitors Service Manual shall be subject to the decision of the FPMA. The FPMA shall have the full power to interpret, amend, and enforce these rules and regulations, provided any amendments or additions thereto are in conformance with the preceding sentence.

**DEFAULT:** Exhibitors will not be permitted to set up their exhibits or will be subject to eviction, without refund, if this contract is violated.

**LAWS AND RULES APPLICABLE:** This Agreement and accepted paid contract shall be governed by the laws, rules, and regulations of the State of Florida. The Exhibitor agrees to abide by the rules and regulations of the Hilton Orlando while on resort property and understands where the rules and regulations of the host hotel are more stringent than any of the above FPMA rules, such hotel regulations shall take precedence.