


3375-F Capital Circle NE, Suite 201  
Tallahassee, FL 32308  
850-224-4085  
[FPMA.com](http://FPMA.com)

The 2024  
Summer Conference  
June 7 - 9, 2024



SPONSORSHIP OPPORTUNITIES AND  
EXHIBITOR PROSPECTUS

# Welcome to the 2024 Summer Conference!



**Karen Lambert**  
CEO/Executive Director  
klambert@fpma.com

Dear Potential Industry Supporter,

On behalf of the Florida Podiatric Medical Association (FPMA), I would like to invite your company to be a partner and exhibit your products and services at the FPMA 2024 Summer Conference. This year's conference will take place June 7 - 9, 2024, in Bonita Springs, Florida at the Hyatt Regency Coconut Point Resort.

The Florida Podiatric Medical Association (FPMA) is the largest statewide podiatric physician advocate organization in the United States, representing more than 1,200 members. As the voice of podiatric medicine in Florida, FPMA offers the perfect marketing platform for organizations seeking to reach the state's podiatric community.

There are several options for your company to support the FPMA 2024 Summer Conference. I encourage you to look over the various opportunities outlined in this prospectus. Providing sponsorship is a great way to show your support for the Podiatric profession and our members.

Three (good) reasons for supporting the FPMA 2024 Summer Conference:

- 1. This conference sells out every year.** The FPMA Summer Conference is a perennial favorite of FPMA members and always in demand. Physician attendance is guaranteed so we cap attendance at 250 podiatric physicians. The conference exhibit hall also sells out annually so do not delay in submitting your booth selection. Space will be limited.
- 2. We keep it small intentionally.** For those of you who exhibited/sponsored FPMA's recent annual Science & Management Symposium (SAM), you understand. With 150+ exhibitors, SAM is large. FPMA intentionally limits the size of the Summer Conference exhibit hall to allow for more exclusive time and better engagement with our physician attendees.
- 3. For physician wellbeing (and yours), we provide a balance.** Summer Conference physician attendees enjoy quality education until midday, with afternoons and evenings free for organized leisure activities and networking. FPMA encourages our industry partners to make use of this "down time" effectively by coordinating afternoon appointments with physician attendees, or even better, joining physician attendees in the scheduled leisure activities and building rapport in a more relaxed environment. Make maximum use of your time to network while enjoying all that lush and tropical Southwest Florida has to offer.

More information can be found at [https://www.fpma.com/fpma\\_2024\\_summer\\_conference.php](https://www.fpma.com/fpma_2024_summer_conference.php)

FPMA sincerely values our industry partners and looks forward to partnering with you to ensure a valid return on your investment. Please join us to elevate your brand, forge new alliances, and make a lasting impact on the field of Podiatry.

Should you have any questions regarding exhibiting or sponsorship opportunities, please contact [admin@fpma.com](mailto:admin@fpma.com) or call 850-224-4085.

Sincerest thanks for your support of the FPMA 2024 Summer Conference! We look forward to seeing you in June in Bonita Springs!

Karen N. Lambert  
FPMA CEO/Executive Director

# FPMA Summer 2023 Conference

## By the Numbers



240

Podiatric Physicians

Podiatric  
X-Ray  
Assistants

86



47 Exhibitors

Sold Out Exhibit Hall



14

Lectures



16 Speakers

9

Major Sponsors



14 Available CECH

## Sponsor Universal Benefits

All conference sponsors receive the benefits listed below. See the chart on page 5 for category-specific benefits.

- Complimentary pre-conference physician attendee list
- Select table top location in the exhibit hall
- Table top recognition marker with company name and table top #
- Pre and post meeting recognition in print and digital platforms (conference web page)
- Company name and/or logo featured throughout conference with on-site signage

\*All sponsors planning to exhibit must submit an Exhibit Space application.

### **GREAT BENEFITS at all sponsor levels!**

#### Why Exhibit?

Tap into attendee buying power and engage with decision makers by signing up to exhibit.

#### Exhibit Space FAQs

**Who is eligible to exhibit?** Exhibits are an extension of FPMA's educational program. In order for FPMA to accept an exhibitor application, the products and services must promote podiatric medicine and/or enhance the podiatric profession. FPMA reserves the right to refuse applications for any reason.

**What does the table top fee include?** Exhibitors at the FPMA 2024 Summer Conference will receive:

- One (1) 6 foot x 2.5 foot exhibit table, two (2) chairs, and company identification sign at no additional cost (please note that no table linen will be provided)
- Complimentary pre-conference physician attendee list
- Two (2) complimentary registrations/name badges for your booth personnel (additional registration/name badge fee: \$45.00 each)
- Complimentary refreshment break with attendees (Friday and Saturday)
- Listing on FPMA website conference page
- Listing in print and digital meeting promotions

**EARLY BIRD SAVINGS – Reserve your table top by Thursday, April 25 and SAVE!  
Prices increase after 4/25/2024.**

#### Exhibit Details

Links to the exhibit hall floor plan and table top applications are available at [https://www.fpma.com/fpma\\_2024\\_summer\\_conference.php](https://www.fpma.com/fpma_2024_summer_conference.php)

Please visit for additional information and updates up until the conference takes place.

# Sponsorship Tiers

Tier	Diamond	Platinum	Gold	Silver	Bronze
<b>Sponsorship Amount</b>	<b>\$10,000</b>	\$8,000	<b>\$6,000</b>	\$4,000	<b>\$2,000</b>
Listing as Sponsor in All Conference Materials	X	X	X	X	X
Link on FPMA Website Conference Page	X	X	X	X	X
Pre-Conference & Post-Conference Attendee Lists	X	X	X	X	X
Conference Table Top (6 feet x 2.5 feet)	Pre-Function Area	Pre-Function Area	Pre-Function Area	Exhibit Hall	Exhibit Hall
Ad in Conference Program	Full Page Ad	Full Page Ad	Half Page Ad	Quarter Page Ad	Quarter Page Ad
Conference Bag Inserts	X	X	N/A	N/A	N/A
Registration Desk LED Screen Welcome Message and/or Logo	X	X	X	\$250	<b>\$250</b>
FPMA Presents Interview segment aired on social media featuring you and your product.	X	X	<b>\$250</b>	\$250	<b>\$250</b>

# Sponsorship Opportunities

## Pre-Conference

### Post-Conference Physician Attendee List - \$300

FPMA provides a complimentary **pre-conference** physician registrant list to all exhibitors and sponsors for pre-conference marketing. This information may be used to send a brief email identifying your table top # to physician attendees and notifying them of SHOW SPECIALS you will provide exclusively at the conference.

Be sure to sign up for the post-conference attendee list, which will also include all on-site physician registrants for post-conference follow-up.

### E-Blast to FPMA Members/Conference Attendees - \$500

In the weeks leading up to the conference FPMA sends e-blasts to its 1,200+ members. These emails include information regarding Summer Conference speakers, lecture topics, and events. Your company will have the opportunity to provide a brief company description, logo, and link to your company website. One blast per week will be sent for up to eight weeks prior to the conference.

## Print

### Ad in Summer Conference Program

FPMA ensures that a conference program is included in each attendee's registration packet. Program ads prominently display your company name, logo, table top #, and message.

#### Due Date: May 6, 2024

Full Page	<b>\$1,000</b>
Half Page	<b>\$500</b>
Quarter Page	<b>\$250</b>

## Sponsor Recognition

### Continental Breakfast - \$1,000

If breakfast really is the most important meal of the day, this sponsor will be conference MVP! Your company's sponsorship will be featured in the conference program. Your company will also receive recognition (with logo) in the food and beverage service area. Priced for one meal. Two breakfasts available (Friday and Saturday).

### Refreshment Break - \$1,000

Lectures will be paused each day mid-morning for a well-deserved refreshment break in the exhibit hall. Break sponsors will be featured in the conference program and will receive recognition in the designated food & beverage area. Priced for one break. Two refreshment breaks available.

# Sponsorship Opportunity Add-Ons

## Branding

### Conference Bag Inserts - \$250

Reinforce your pre-conference attendee communications by placing an informational flyer in each physician conference bag. Clearly highlight your table top number to draw physician interaction and encourage facetime. Remind attendees about the reason they should visit with you (new product/service, exclusive show special, etc.). Logo'd keychains, USBs, etc. are also acceptable. Item must be provided by your company and approved by FPMA in advance.

### Registration Desk - \$500

First impressions mean a lot! Digitally display your company logo and welcome message to hundreds of attendees at the official conference registration desk. Be the first to greet attendees and make a lasting first impression.

### Attendee WiFi - \$2,500

The WiFi name and password may be fully customized to display your company name and password. Now is the time to get creative: Conference attendees will need to enter your company name multiple times during the conference day to access the internet. Subliminal advertising at its best! FPMA will include a flyer in all registration bags that includes your company logo and WiFi log-in instructions. One available for purchase.

### Hotel Keycards - \$2,500

Upon hotel check-in, attendees will receive a customized keycard branded with your company logo that they will carry with them throughout the event. This marketing item literally guarantees top of mind awareness. Please inquire about specifications. One available for purchase.

### Meter Boards - \$600

Promote your company with a three-sided meter board visible from all angles. Strategic placement of the board will ensure that your messaging is received before physicians even enter the lecture or exhibit hall. Each panel measures 24" x 84" and will be placed along the walkway to the lecture hall. You provide the artwork and the completed sign will be produced, delivered, assembled, and thoughtfully placed on-site. For further information, please reference the Specification page found within this prospectus.

### Floor Decals - \$155.00 (for ten)

These full color 12" circle adhesive vinyl floor graphics are fantastic for communicating messages. If tactically placed, these decals could steer conference attendees on a direct path to your table top. Capture immediate attention and exhibit your brand with pride. Placement of decals subject to FPMA approval in advance.

# Sponsorship Opportunity Add-Ons (Cont.)

## The Entertainer

### Gamification and Prizes

We think it's high time you got into the game! Each conference attendee will receive a printed gamecard in their conference registration bag and will be asked to visit the booth of participating companies listed on the card to receive a stamp. All fully completed gamecards will be placed in a daily drawing for prizes. Drawings will be held on-site on both Friday and Saturday. Are you ready to increase foot traffic at your table top? This will do the trick.

**SPACE IS LIMITED:** Only twelve industry partners may participate on Friday.  
Only twelve industry partners may participate on Saturday.

**Three prizes will be awarded daily.**

Claim your company bingo square for just \$250.00 per day and get in the game!

### Welcome Reception - \$6,000

This event is the official kickoff to the FPMA 2024 Summer Conference and is hosted on the Waterfall Pool Deck amidst gorgeous fountains and lush tropical gardens as the sun sets.

The sponsoring company will have an exclusive opportunity to greet attendees and make a brief introduction during the reception. Sponsorship will be recognized in pre-conference emails, the conference program, and on-site signage. Food and beverage to be provided by your company. One available for purchase.



# Sponsorship Opportunity Add-Ons (Cont.)

## **Breakfast and Learn (Sponsored Breakfast Lecture) - \$2,500**

Are you seeking an opportunity to speak directly and in-depth to conference attendees about your product or service? A non-CECH Breakfast and Learn event is designed to deliver one hour of uninterrupted time to get your message across while attendees enjoy a robust breakfast service. Because FPMA intends to only provide a limited breakfast service on Friday and Saturday, attendees will surely rise and shine for your event. Sponsorship does not include the cost of food and beverage. Your company selects the extent of the menu provided. Food and beverages must be purchased directly through hotel catering.

Function space (for up to 100 attendees) and AV (screen, projector, laptop, audio) to be provided at no charge.

Two Breakfast and Learn opportunities are available on Friday (7:00am - 8:00am); only one is available on Saturday (7:00am - 8:00am).

## **Lunch and Learn (Sponsored Lunchtime Lecture) - \$2,500**

Conference attendees will surely forgo the daily boxed lunch to join a sponsored Lunch and Learn. The named sponsor will have an entire hour to exclusively provide a presentation during this event. Sponsorship does not include the cost of food and beverage. Your company selects the extent of the menu provided. Food and beverages must be purchased directly through hotel catering.

Function space (for up to 100 attendees) and AV (screen, projector, laptop, audio) to be provided at no charge.

Two Lunch and Learn opportunities are available on Friday (12:45pm - 1:45pm); only one is available on Saturday (12:45pm - 1:45pm).

# Sponsorship Opportunity Add-Ons (Cont.)

## **Room Drops - \$5.00/room**

Leave a treat, trinket, or treasure branded with your company logo and custom message for attendees. Hotel personnel will see to it that your item is securely placed inside your chosen guestrooms. Use the pre-conference registration list FPMA will provide to designate which attendees are to receive your gift and message. Send a few or send to all...here's one more way to get in front of attendees and get them back to your exhibitor table top for a more extended conversation.

Promotional items to be purchased by company and must be approved by FPMA in advance.

## **Leisure Activity Sponsorships**

The FPMA Summer Conference traditionally takes a different tack than the annual FPMA Science and Management Symposium (SAM), offering equal parts lecture and leisure. This conference plan offers attendees the opportunity to attend CECH lectures each morning and then take advantage of a multitude of leisure and self-enrichment activities available on-site and in the local community each afternoon. This way, attendees can reconnect with family, network with colleagues, and enjoy downtime with family-friendly activities planned each day.

FPMA has just the prescription to reduce stress and inject some fun with a full lineup of leisure activities, and you (our Industry Partners) are officially invited to join in on the fun.

Position your company as a sponsor of one of the following events and spend the remainder of the afternoon networking and engaging with physician participants, building rapport in a more relaxed environment.

## **Kayak and Paddleboard Tours** (available Friday and Saturday) - **\$500 Sponsorship**

Enjoy the sights and sounds of beautiful Southwest Florida while you paddle through mangrove forests full of wildlife. On this two-hour journey, your personal guide will show you the mystery of the River and Bay and provide a memorable experience complete with dolphins and manatees.

Participants will secure the tour on their own. Sponsor company logo and name will appear on on-site signage.

# Sponsorship Opportunity Add-Ons (Cont.)

## **Closest to the Pin & Putting Competition** (available Friday only) - **\$500 Sponsorship**

Calling golfers of all skill levels! Join us for a closest to the pin competition on the Hyatt Regency Coconut Point Resort putting green (pool deck level) beginning at 1:30 pm. Buy one ball or a whole bucket and put your putting skills to the test. At \$1.00/ball it's all for fun with proceeds being donated to FPMS student scholarships. The winner of the closest to the pin competition will be announced during lectures on Sunday.

Sponsor company logo and name will appear on on-site signage.

## **Mixology Class** (available Friday only) - **\$500 Sponsorship**

Get hands-on experience under the instruction of the talented Hyatt Regency bartenders and learn how to mix perfect and unique cocktails. Impress your friends with your newly acquired bartending skills and learn to serve up the season's trendiest cocktails like a pro. Recipes provided. Class begins at 1:30pm. Allow for up to 1 1/2 hours.

Participants will secure the class on their own. Sponsor company logo and name will appear on on-site signage.

## **Waverunner Adventure Tour** (available Friday and Saturday) - **\$500 Sponsorship**

There is no better way to explore natural SW Florida than aboard a jet ski! Take an unforgettable two-hour guided tour of the beautiful Bay! Have up-close experiences with playful dolphins, mysterious manatees, and an abundance of birds through the mangrove islands! Professional guides will take you on an adventure of a lifetime that you'll never forget.

Guided tour rates are based on two people per jet ski. Any rider born after January 1, 1988 is required to have a Boater's Safety license (testing available on-site and on-line). Participants must be at least 16 years of age to operate the jet ski and must bring a picture ID.

Participants will secure the tour on their own. Sponsor company logo and name will appear on on-site signage.

## **Cornhole Tournament of Champions FPMA Style** (available Saturday only) - **\$500 Sponsorship**

Nothing says summer like a good old-fashioned cornhole competition! As you may have already noticed, cornhole has become a widely popular backyard sport over the years, and if you have tuned into ESPN recently, chances are you have probably seen it reach a level of popularity you never thought possible. Pick a partner and team up for this challenge. If you are a mentor, ask your mentee to join you for this event. Friendly competition between teams from different components is also encouraged.

Sponsor company logo and name will appear on on-site signage.

# Sponsorship Opportunity Add-Ons (Cont.)

## **FPMA Fun Walk** (Friday, Saturday, and Sunday) - **\$500 Sponsorship**

Rise and shine early for FPMA's 2024 Summer Conference Fun Walk! Set the pace or take your time. All participants welcome. Walk with a friend, colleague, or family member. No pressure, no awards, just pure aerobic activity.

Participants will join FPMA Past President Dr. Rob Frimmel in front of the hotel each morning at 6:00am. Sponsor company logo and name will appear on on-site signage.

## **Camp FPMA S'mores** (Friday only at sunset) - **\$500 Sponsorship**

Join FPMA under the palm trees in the Banyon Courtyard/Terrace and make delectable S'mores (and memories) over the fire pit with the entire family. Enjoy views of the resort's lake and fountains while Caribbean music and flaming tiki torches create the perfect ambience.

S'mores supplies may be purchased from Cool Beans Marketplace (Lobby Level). Sponsor company logo and name will appear on on-site signage.

## **FPMA Golf Tourney** (available Saturday only)

Between the hawks, osprey, and deer and the lush native plantings everywhere you look, Saltleaf Golf Preserve brings a whole new meaning to "keep your eye on the ball." Now open on the site of the former Raptor Bay Golf Club, Saltleaf Golf Preserve is sure to level up everyone's game. There will be a shotgun start beginning at 1:30pm, with players playing nine (9) holes.

Cost per player will be \$75.00 including green fees, cart fees, taxes, and gratuities. Includes a logo tumbler and one hat per player.

## **Through the Drinking Glass: Whiskey Tasting** (available Saturday only) - **\$500 Sponsorship**

"Too much of anything is bad, but too much whiskey is barely enough." - Mark Twain

Embark on an exclusive tasting journey and explore a curated selection of whiskies, each offering a symphony of flavors. Taste the intricacies of each under the guidance of the talented Hyatt Regency bartenders. Class begins at 1:30pm. Allow for up to 1 1/2 hours.

Participants will secure the tasting session on their own. Sponsor company logo and name will appear on on-site signage.

# FPMA 2024 Summer Conference

## Deliverables

<u>Deliverables</u>	<u>Size</u>	<u>Details</u>	<u>Due Date</u>
Full Page Ad in Summer Conference Program	8.375" x 10.875"	Accepted File Types: Adobe InDesign, Illustrator, Photoshop, or PDF Minimum Resolution: 300 DPI Color: CMYK process Bleeds: 0.125 inch on full-page and tab ads Margin: 0.5 inch on full-page and tab ads	May 3, 2024
Half Page Ad in Summer Conference Program (Horizontal)	7.875" x 4.937"	Accepted File Types: Adobe InDesign, Illustrator, Photoshop, or PDF Minimum Resolution: 300 DPI Color: CMYK process Bleeds: 0.125 inch on full-page and tab ads Margin: 0.5 inch on full-page and tab ads	May 3, 2024
Quarter Page Ad in Summer Conference Program	3.875" x 4.937"	Accepted File Types: Adobe InDesign, Illustrator, Photoshop, or PDF Minimum Resolution: 300 DPI Color: CMYK process Bleeds: 0.125 inch on full-page and tab ads Margin: 0.5 inch on full-page and tab ads	May 3, 2024

# FPMA 2024 Summer Conference Deliverables (cont.)

<u>Deliverables</u>	<u>Size</u>	<u>Details</u>	<u>Due Date</u>
Sponsored E-Blasts	400 Word Limit	Send as Word document; any graphics include in .PNG format	See conference timeline for blasts 1-8 to DPMs & exhibitors
Triangular Meter Boards	24" x 84" each panel, 3 panels per meter board	Bleeds included; EPS or vector format; CMYK	May 7, 2024
Floor Graphics	12" rounds	Full color on traffic graphic floor adhesive vinyl, laminated skid free	May 7, 2024
Conference Bag Inserts	Any (usually 8.5" x 11")	Company provides FPMA with printed inserts	May 10, 2024

# SPONSORSHIP FORM

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

Please invoice me for the following opportunities.

Sponsorship Tier: \_\_\_\_\_

Add-On(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INVOICE TOTAL:

For additional questions or information, please contact Karen Lambert,  
FPMA CEO/Executive Director.

Email: [klambert@fpma.com](mailto:klambert@fpma.com)

Phone: 850-224-4085





**HYATT  
REGENCY®**

# Hotel Information

## Location:

Hyatt Regency Coconut Point Resort & Spa  
Bonita Springs, FL

The Hyatt Regency Coconut Point Resort invites FPMA Summer Conference attendees to create memories that will last a lifetime at their award-winning tropical resort near Naples, Florida. Here you'll find exciting resort amenities unlike any other in the Naples area. Experience a massive three-acre poolscape with a private waterpark featuring multiple waterslides, a heated adults-only pool, hot tub, walk-in adventure pool, and cool waterfall pool. Five distinctive restaurants and bars feature local cuisine and healthy choices, along with Regency Club and Tanglewood To Go options. The resort features gorgeous fountains, lush tropical gardens, an 18-hole golf course, tennis courts, recreational activities, and tranquil spaces to experience Florida's natural landscape. Hyatt Regency Coconut Point Resort is a top award winner and the closest resort to RSW International airport, as well as Spring Training ballparks, major shopping malls, entertainment venues, and attractions.

Room rate: \$219.00

Call 1-800-233-1234 for reservations

**[BOOK HERE](#)**





# EXHIBITOR INFORMATION

Exhibitor Table Top Prices	By April 25, 2024	After April 25, 2024
Regular Table Top	\$1,175	\$1,575
Premium Table Top	\$1,550	\$1,950

**Please note: An initial deposit of \$500 will be required to hold a table top. Balance will be due no later than May 13, 2024.**

## Exhibit Hall Set-Up

Thursday, June 6, 2024

1:30 PM - 6:00 PM

## Exhibit Hall Hours

Friday, June 7, 2024,

7:00 AM - 1:00 PM

Saturday, June 8, 2024

7:00 AM - 1:00 PM

*Exhibit Hall breakdown begins promptly at 1:00 PM*

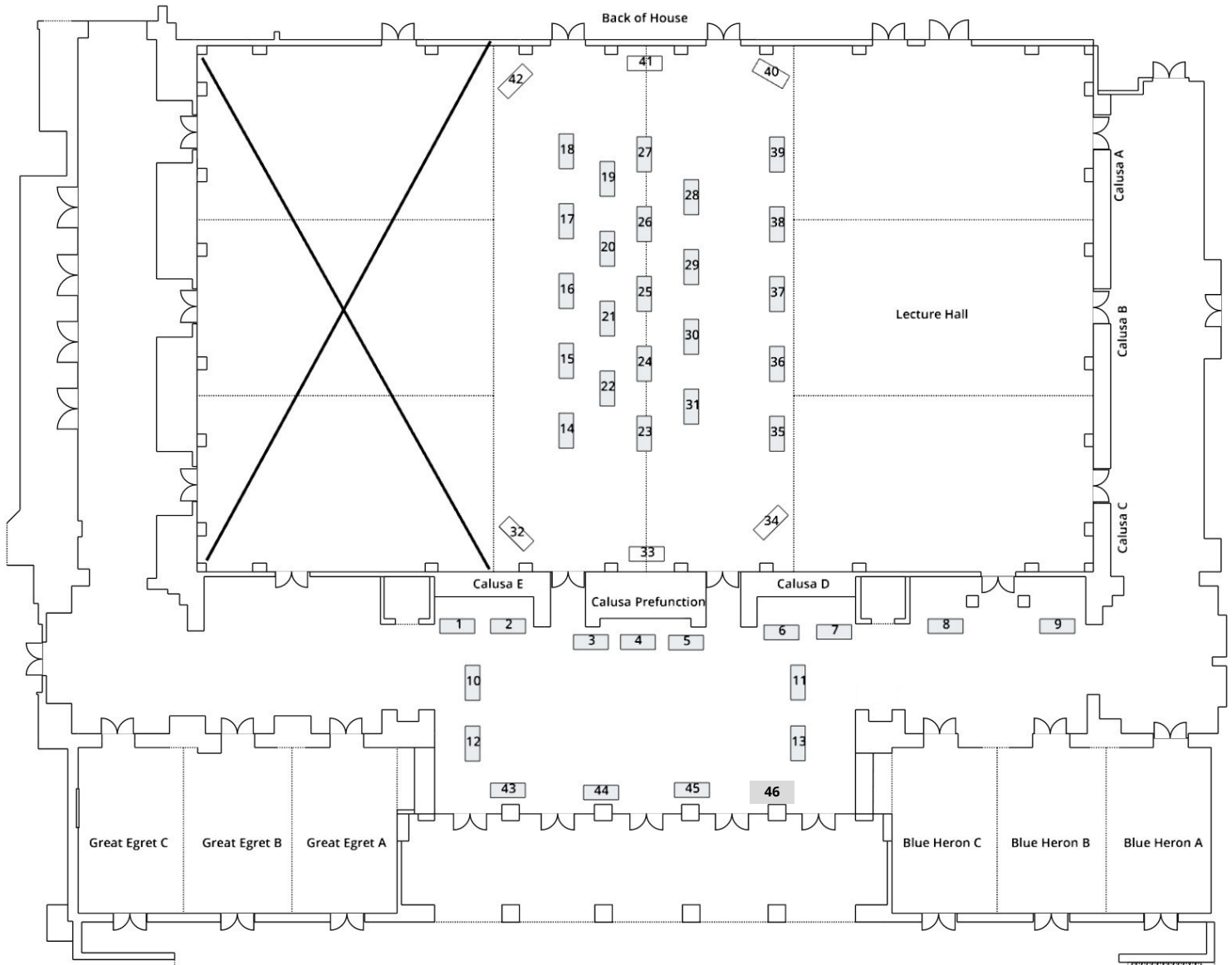
**Please note the following break in the FPMA 2024 Summer Conference physician schedule on Friday and Saturday:**

- **Daily AM break from 9:45am - 10:45am**

# EXHIBIT HALL DIAGRAM

Prior to selecting a table top, please review available table tops on the live Exhibit Hall Schematic accessible via a link on the FPMA 2024 Summer Conference web page:

[https://www.fpma.com/fpma\\_2024\\_summer\\_conference.php](https://www.fpma.com/fpma_2024_summer_conference.php)



## **Premium Table Tops:**

Outside of Exhibit Hall: 1 - 13, 43 - 46

Inside of Exhibit Hall: 14 - 15, 22 - 24, 30 - 36

**Standard Table Tops:** 16 - 21, 25 - 29, 37 - 42

# The 2024 Summer Conference Exhibit Space Application and Contract

Please complete the following company information as it will appear in conference literature. Complete information must be provided. (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: \_\_\_\_\_

**Exhibit Categories** (please check one):

Business/Legal/Financial Services

Compounding Pharmacy/Lab

Diagnostics

Footwear

Implants

Lab/Pathology Services

Lab Equipment

Medical Devices/Supplies

Nail/Skin Care

Office Equipment/Supplies

Orthobiologics

Orthotics

Pharmaceuticals

Podiatric Boards/Associations

Practice Marketing

Software

Surgical Instruments/Products

Therapy

Treatment/Operating Services

Website/Publications

Wound Management

X-Ray/Imaging Services

Other (*please specify below*):

\_\_\_\_\_

**Table Top Preference:** Please review available table tops on the live Exhibit Hall Schematic accessible via a link on the FPMA 2024 Summer Conference web page at [https://www.fpma.com/fpma\\_2024\\_summer\\_conference.php](https://www.fpma.com/fpma_2024_summer_conference.php) *BEFORE* indicating your five preferences below. 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exhibitor Table Top Fees:** The standard table top fee is \$1,175 if secured by April 25, 2024 (after this date, the fee will be \$1,575). The premium table top fee is \$1,550 by April 25, 2024 (after this date, the fee will be \$1,950). An initial deposit of \$500 will be required to hold a table top. Balance will be due no later than May 13, 2024.

**No exhibit may be assembled until the fee is paid in full.**

<input type="checkbox"/> Visa	Card Number _____ Exp. Date _____ CVV _____
<input type="checkbox"/> MasterCard	Cardholder Name _____
<input type="checkbox"/> American Express	Cardholder Signature _____
<input type="checkbox"/> Check Enclosed	Billing Address _____

*Please make checks payable to  
Florida Podiatric Medical Society,  
Address: 3375-F Capital Circle NE,  
Ste. 201, Tallahassee, FL 32308*

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

Charge for:                      Entire table top cost                      Deposit only

It is our pleasure to include two (2) complimentary name badges per table top. To receive a printed name badge, all company representative names must be submitted no later than May 13, 2024.

Any additional name badges may be purchased for \$45.00 each.

Badge Name(s):

_____	_____
_____	_____

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

I hereby agree to the conditions and stipulations in this contract as stated in the Exhibitor Rules and Regulations and declare myself authorized executive officer of the company stated in this contract.

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

Date \_\_\_\_\_

Please return this form via email or fax to FPMA at  
Email: [admin@fpma.com](mailto:admin@fpma.com)  
Fax: (850) 681-0899

# 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 Exhibit Hall diagram carefully. All table top furnishings must conform to the Fire Marshal's regulations in the jurisdiction of the city of Bonita Springs, Florida, in the Hyatt Regency Coconut Point Resort. FPMA reserves the right to alter table top locations.

**GENERAL DISTURBANCES:** All sound presentations at the exhibitor table top 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 conference and agree to accept a table top 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 conference, a 100% refund will be issued, less a \$250 handling fee; eighty-nine (89) to forty-five (45) days before the conference, 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 table top for any reason, including failure to exhibit or arrive at the site, the Exhibitor is responsible for the total booth fee without refund.

## **EXHIBIT CONTRACTORS AND SHIPPING:**

Shipping costs are not included in the table top price. Please do not ship materials to the hotel c/o FPMA. Thank you for your cooperation.

**FURNISHINGS AND EQUIPMENT:** 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.

## **FURNISHINGS AND EQUIPMENT (CONT.):**

All electrical equipment must conform to the Hyatt Regency Coconut Point Resort, Bonita Springs, 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 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, and the Hyatt Regency Coconut Point Resort 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 (May 6, 2024), 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 agreement authorizes the retail sales of tangible personal property or services subject to sales tax. The Exhibitor must be registered with the Florida Department of Revenue and collect and remit the tax imposed on such sales.

**SECURITY:** Loss prevention of Exhibitors' property will be a priority; however, neither FPMA, nor the Hyatt Regency Coconut Point Resort will be responsible for loss or damage due to any cause.

**LIABILITY:** The Exhibitor hereby agrees to indemnify and hold harmless FPMA, its officers, members, agents and staff, and the Hyatt Regency Coconut Point Resort, its managers, officers, sponsors, employees, agents, successors, and assigns 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 that emit radiation, light waves, sound waves, or other emissions that require or should reasonably require the use of safety equipment shall not be used in the exhibit hall or any part of the hotel without express prior authorization of FPMA and Hyatt Regency Coconut Point Resort. 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 Hyatt Regency Coconut Point Resort, 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 FPMA has control, or should FPMA decide that because of such causes, it is necessary to cancel, postpone, or reset the exhibit or reduce the exhibit time or move out time, FPMA 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 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 the Exhibitor's table top(s) and to lose said table top(s) immediately and remove all the exhibits and other materials in the table top 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 therefore 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 FPMA. FPMA shall have the full power to interpret, amend, or 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 Hyatt Regency Coconut Point Resort while on resort property and understands where rules and regulations of the host hotel is more stringent than any of the above FPMA rules, such hotel regulations shall take precedence.