



2026 SUMMER CONFERENCE

*Hyatt Regency Coconut Point Resort and Spa
Bonita Springs, Florida*

June 4-7, 2026

**EXHIBITOR PROSPECTUS &
SPONSORSHIP OPPORTUNITIES**

Invitation to the FPMA 2026 Summer Conference



Karen Lambert

FPMA 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 2026 Summer Conference. This year's conference will take place June 4-7 in Bonita Springs, Florida at the Hyatt Regency Coconut Point Resort and Spa.

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 2026 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 2026 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://fpma.com/fpma_2026_summer_conference.php

FPMA sincerely values our industry partners and looks forward to partnering with you to ensure 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 **sponsorship opportunities**, please contact klambert@fpma.com or call 850-224-4085. Please send all **exhibitor inquiries** to exhibits@fpma.com.

Sincerest thanks for your support of the FPMA 2026 Summer Conference! We look forward to seeing you in June in Bonita Springs!

Karen N. Lambert
FPMA CEO/Executive Director

FPMA Summer Conference By the Numbers



200+

Podiatric Physicians

40+

Podiatric
X-Ray
Assistants



46 Exhibitors

Sold-Out Exhibit Hall



20+

Lectures



20+ Speakers

Up To **15** Major Sponsors



>14 Available CECH

The FPMA Summer Conference Offers GREAT BENEFITS at all Sponsor Levels

Why Exhibit?

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

Sponsor Universal Benefits

All conference sponsors receive the exhibitor benefits listed below in addition to level-specific benefits. See the chart on page 8 for level-specific benefits.

*All sponsors planning to exhibit must submit an Exhibit Space application and contract online using a sponsor code provided by FPMA.

Exhibitor Benefits

What does the table top fee include? Exhibitors at the FPMA 2026 Summer Conference will receive:

- One (1) 6 foot x 2.5 foot exhibit table, two (2) chairs, and a company identification sign. Please note that no table linen will be provided.
- Complimentary **pre-conference** physician attendee list including contact name, address, phone number, and email address. *The post-conference attendee list can be purchased for \$300.*
- Two (2) complimentary registrations/name badges for your booth personnel (*additional registration/name badge fee: \$90.00 each*)
- Listing on FPMA website conference page
- Listing in digital conference program
- **NEW for 2026!** Lead Retrieval through the FPMA mobile app will be provided at no additional cost (\$75 value). We urge all exhibitors to take advantage of this opportunity to capture your direct leads. Lead Retrieval is in beta test for the Summer conference and your participation will help us improve the Lead Retrieval system.

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 To Expect

- Smaller, more intimate setting
- Lighter exhibit hall traffic, especially before 8:00 am
- Daily schedule ends at 1:00 pm
- Best connections are made during the planned leisure activities
- PRO-TIP: Beach-friendly giveaways are crowd-pleasers

Exhibit Details

Links to the exhibit hall floor plan and table top exhibit registration are available at

https://www.fpma.com/fpma_2026_summer_conference.php

Please visit the webpage for additional information and updates.

EARLY BIRD SAVINGS

**Apply for your table top by Friday, April 24 and SAVE!
Prices increase after 4/24/26.**

EXHIBITOR INFORMATION

Exhibitor
Table Top
Booth

By April 24
\$1,275

After April 24
\$1,675

**Please note: Payment in full is required with booth application.
Exhibitor registration ends May 22nd.**

Exhibit Hall Set-Up

Thursday, June 4
1:30 PM - 6:00 PM

Attendee Breaks

Morning Break 9:30 - 10:30
Lunch 12:30 pm

The Exhibit Hall is Open:

Friday, June 5
7:00 AM - 1:00 PM

Saturday, June 6
7:00 AM - 1:00 PM

*Exhibit Hall breakdown cannot begin until after 1:00 PM
Saturday and must be complete by 3:00 PM.*

*Note: FPMA is currently making changes to the lunch meal
with plans to provide a meal structure that encourages
attendees to linger in the exhibit hall areas and interact
with exhibitors.*

Electricity & Additional A/V Orders

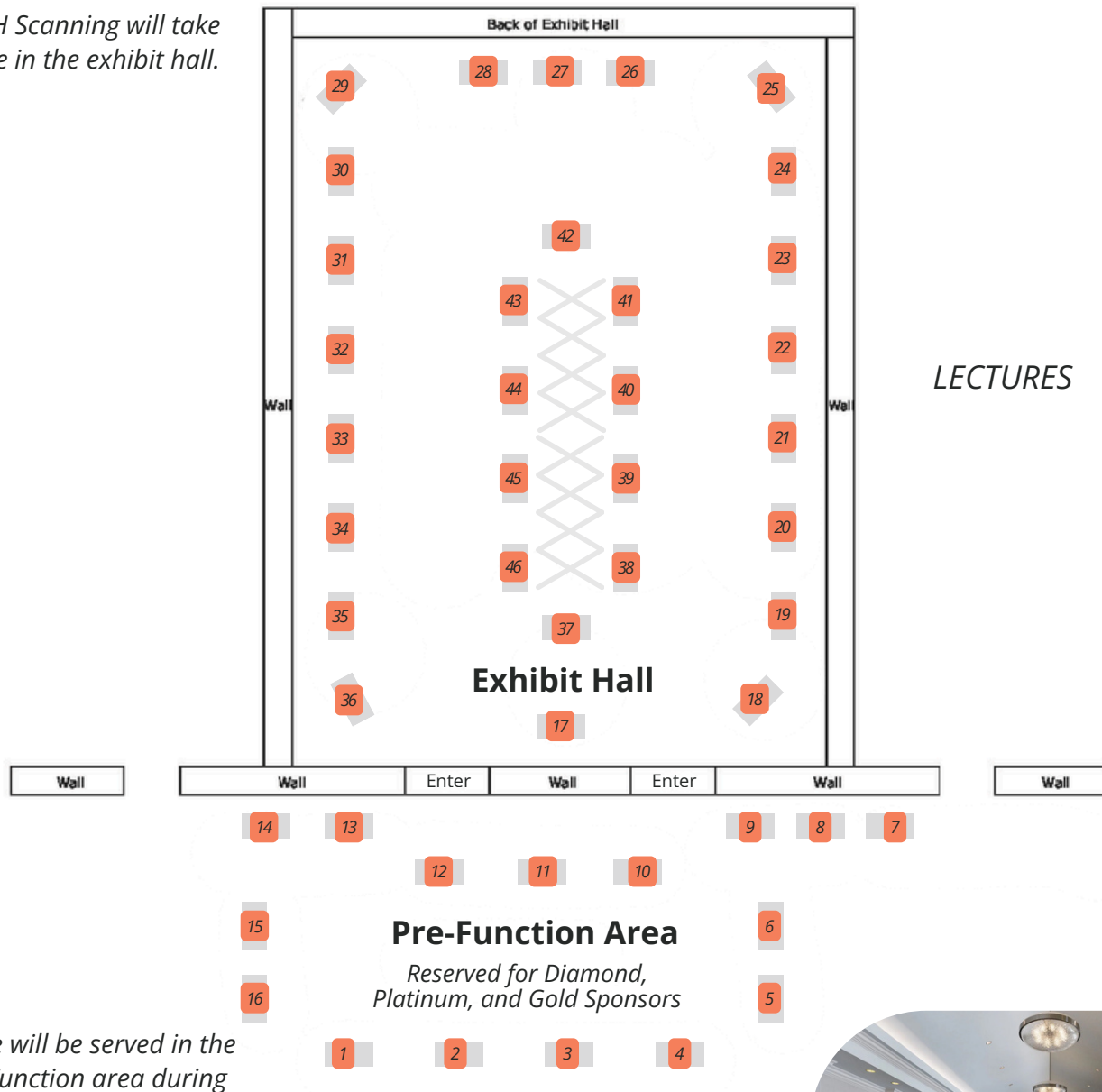
Orders for electricity and/or additional A/V for your booth must be placed through Encore EventNow. [Click here for information and to order.](#)

EXHIBIT HALL DIAGRAM

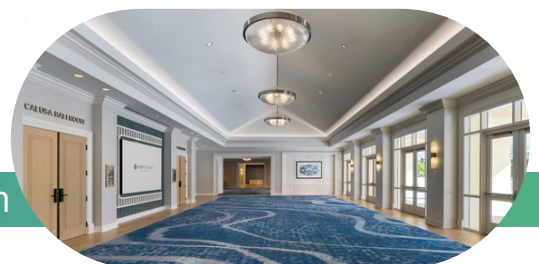
Exhibitor Registration and Booth Selection must be done online.



CECH Scanning will take place in the exhibit hall.



Coffee will be served in the Pre-Function area during breaks.



Sponsorship Tiers

Tier	Diamond	Platinum	Gold	Silver	Bronze
Sponsorship Amount	\$10,000	\$8,000	\$6,000	\$4,000	\$2,000
Listing as Sponsor in All Conference Materials & On-Site Signage					
Link on FPMA Website Conference Page					
Pre-Conference Attendee List					
Complimentary Table-Top Booth	Pre-Function Area	Pre-Function Area	Pre-Function Area	Exhibit Hall	Exhibit Hall
Ad in Digital Conference Program	Full Page Ad	Half Page Ad	Half Page Ad	Quarter Page Ad	Quarter Page Ad
Conference Bag Inserts		\$250	\$250	\$250	\$250
Registration Desk LED Screen Welcome Message and/or Logo			\$250	\$250	\$250
FPMA Presents Interview segment aired on social media featuring you and your product					

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.

Advertising

Ad in Summer Conference Program

The FPMA 2026 Summer Digital Conference Program will be available to attendees in PDF download via the FPMA 2026 Summer Conference Website and emailed to attendees before the conference.

PRO-TIP: Design your program ad to prominently display your company name, logo, table top #, and message.

Due Date: May 8, 2026

Full Page \$1,000

Half Page \$500

Quarter Page \$250

Sponsorship Add-Ons

Branding

Physician Attendee Laptop Bag or Backpack - \$2,000

Make a lasting impression! **Custom branded bags will remind attendees of your company long after the conference concludes.** FPMA logo must be featured along with your company logo. FPMA ultimately approves the selected bag/backpack. A quantity of 250 will be required. *One sponsorship available.*

Lanyards - \$500

Promote your company with lanyards featuring your company logo. **Each physician attendee will need a lanyard** for their name badge. A quantity of 250 will be required. *One sponsorship available.*

Conference Bag Inserts - \$250

Reinforce your pre-conference attendee communications by placing a promotional piece 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 alot! 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 information in the digital program that includes your company logo and WiFi log-in instructions. *One sponsorship available.*

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 sponsorship available.*

SOLD OUT

Sponsorship Add-Ons (Cont.)



Gamification and Prizes

We think it's hightime 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.

Participation includes both days.

Three prizes will be awarded daily.

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

Deadline for Bingo commitment: May 15th

Welcome Reception | Thursday, June 4th | 6:00-7:30pm | \$6,000

This event is the official kick-off to the FPMA 2026 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 at additional cost.

This event can have one exclusive sponsor or two co-sponsors.



Coffee Breaks | \$500 each

Coffee Break sponsors will be featured in the digital program and on signage near the coffee station. Coffee Break sponsorships are available for these times:

Friday 7:00 am - 8:00 am

Saturday 7:00 am - 8:00 am

Friday 9:30 am - 10:30 am

Saturday 9:30 am - 10:30 am

Coffee will be served in the pre-function area.

Sponsorship Add-Ons (Cont.)

Non-CECH Breakfast and Learn (Sponsored Breakfast Lecture) - \$4,800

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. **FPMA is not providing breakfast, ensuring attendees will surely rise and shine for your event.** Sponsorship includes the cost of food and beverage. FPMA selects the menu provided.

Includes function space and food & beverages for up to 70 attendees plus A/V essentials (screen, projector, audio).

One Breakfast and Learn available on Friday (7:00am - 8:00am) **FRIDAY SOLD OUT**
One is available on Saturday (7:00am - 8:00am).

Non-CECH Lunch and Learn (Sponsored Lunchtime Lecture) - \$4,800

Use this lunch and learn to solidify your connection with attendees and educate them about the value of what you provide. **Your company will have an entire hour to provide a presentation during this event.** Sponsorship includes the cost of food and beverage. FPMA selects the menu provided.

Includes function space and food & beverages for up to 70 attendees plus A/V essentials (screen, projector, audio).

One Lunch and learn available on Friday (12:45pm - 1:45pm) **FRIDAY SOLD OUT**
One is available on Saturday (12:45pm - 1:45pm).

Note: FPMA is currently making changes to the lunch meal with plans to provide a meal structure that encourages attendees to linger in the exhibit hall areas and interact with exhibitors.

Sponsored meals are non-CECH, therefore commercialized content is permitted. Sponsor is responsible for all costs related to their chosen speaker. FPMA is not responsible for coordinating travel or accommodations for sponsored speakers. Sponsors must promote their sponsored sessions and are responsible for the success of their event. FPMA will include sponsored session information in pre-conference communications, social media, the digital program, and on-site signage.

Room Drops - \$6.00/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.

Sponsorship Add-Ons (Cont.)

Leisure Activity Sponsorships

The FPMA Summer Conference traditionally takes a different tack than the annual FPMA Science and Medical 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.

Mixology Class - \$450 Sponsorship Sponsor this hands-on class 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. *Day and time TBD.*

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

FPMA Daily Fun Walk/Run (Friday, Saturday, and Sunday) - **\$500 Per Day**

Rise and shine early for FPMA's 2026 Summer Conference Daily Fun Walk! Set the pace or take your time. All participants welcome. 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. Sponsor is encouraged to provide t-shirts for approximately 10-40 participants in various sizes.

Sponsorship Add-Ons (Cont.)

Leisure Activity Sponsorships (cont.)

Camp FPMA S'mores | \$200 | Friday at Sunset ~8:00 pm

Sponsor this popular family-friendly event under the palm trees in the Banyon Courtyard/Terrace and make delectable S'mores (and memories) over the fire pit. Enjoy views of the resort's lake and fountains while Caribbean music and flaming tiki torches create the perfect ambience. Sponsor company logo and name will appear on on-site signage.



FPMA 2026 Summer Conference Deliverable Specs

Deliverables	Size	Details	Due Date
Full Page Ad in Digital Summer Conference Program	8.375" x 10.875"	Accepted File Types: PNG	May 8, 2026
Half Page Ad in Digital Summer Conference Program (Horizontal)	7.875" x 4.937"	Accepted File Types: PNG	May 8, 2026
Quarter Page Ad in Digital Summer Conference Program	3.875" x 4.937"	Accepted File Types: PNG	May 8, 2026
Sponsored E-Blast	400 Word Limit Up to 3 images	Send as Word Document; any graphics must be in PNG format	Content due at least 10 days prior to E-Blast
Conference Bag Insert	Any Size (usually 8.5" x 11")	Deliver printed inserts to FPMA Office	May 8, 2026

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: Forty-five (45) days prior to the conference, a 100% refund will be issued, less a \$250 handling fee; forty-five (45) to thirty (30) days before the conference, a 50% refund will be issued; less than thirty (30) 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 4, 2026), 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: FPMA reserves the right to deny or cancel approval for any exhibitor or sponsor application for any reason. Canvassing or distribution of advertising, promotional materials, gifts, or refreshments outside the Exhibitor's assigned space is not permitted. Disruptive sales tactics may result in the exhibitor being removed from the event with no refund. 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.

Seminar Location

Location: Hyatt Regency Coconut Point Resort & Spa Bonita Springs, FL

The discounted room booking link is available after you register for the conference.

Room rate (double, single occupancy): \$239.00++

The hotel adds a daily resort fee (normally \$37) of \$10. Self-parking is complimentary.

Hyatt Regency is sold out as of April 22, 2026



Overflow Hotel

Location: Hyatt Place Fort Myers Estero
23120 Via Villagio Estero, FL 33928
~7 minutes from Seminar Location

This block is expected to sell out quickly.

Room rate (double, single occupancy): \$122.00++

SHIPPING & RECEIVING GUIDELINES

DELIVERY WINDOW

- Packages not accepted more than 5 business days before arrival
- Early shipments: \$25/day per package | \$250/day per pallet

HANDELING FEES (BY WEIGHT)

Weight Range	Fee
1-25 lbs	\$25
26-50 lbs	\$50
51-75 lbs	\$75
76+ lbs	\$100
Pallets	\$300

AFTER YOUR EVENT

- **Pre-labeled** boxes: Held for UPS/FedEx pickup; charged per weight above, and picked up following business day.
- **Boxes Not pre-labeled:** Shipped via FedEx, the hotel can provide labels. (Shipping costs include the standard FedEx rate plus a per-box handling fee based on weight)

FREIGHT SHIPMENTS

- Guest schedules pickup.
- **Hyatt Employees not responsible for unloading freight from truck/vehicle.**
- Stored at loading dock: **\$300/pallet.**
- Uncollected after 24 hrs: **+\$250/day.**

LABELING INFORMATION

Hyatt Regency Coconut Point Resort & Spa
Guest Name & Conference Name
5001 Coconut Road Bonita Springs, FL 34134
Box # __ of __
Exhibit Name & Booth # (if applicable)

IMPORTANT NOTES

- Hotel does not supply shipping supplies
- All charges billed directly to guest room
- Overnight shipping for boxes without a pre-made label must contact purchasing directly

 [CLICK HERE](#) for loading dock information

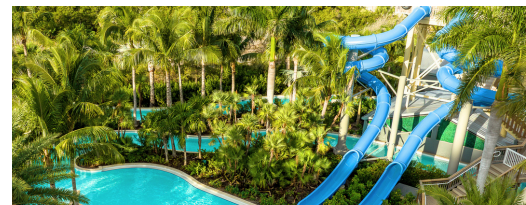
Questions?

Please contact the Hotel Purchasing Department with any questions at (239) 390 - 4250

7am - 3pm, 7 days a week.

Together by Hyatt is the foundation for creating meaningful, connected experiences. It guides how we plan and deliver events, making every detail feel more cared for, efficient, impactful, and intentional.

Learn more about our approach through [Together by Hyatt](#).



TOGETHER BY HYATT

Outgoing Boxes

HANDELING FEES (BY WEIGHT)

Weight Range	Fee
1-25 lbs	\$25
26-50 lbs	\$50
51-75 lbs	\$75
76+ lbs	\$100
Pallets	\$300

GUEST NAME _____ ROOM NUMBER _____

Address for Non Pre Labeled Boxes

NAME _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____

PHONE NUMBER _____

By Signing below I authorize Hyatt Regency Coconut Point Resort and Spa to
Bill my Credit Card on file as per the charges referenced above

SIGNATURE _____

TOTAL NUMBER OF BOXES _____

DATE _____

IMPORTANT INFORMATION

Pre-Labeled Boxes

The hotel will hold boxes for next day UPS or FedEx pickup. There will be a handling fee by weight as listed below for all PRE-Labeled Boxes.

Boxes Requiring Labels

The hotel can print FedEx labels via FedEx.com –handwritten labels are not accepted. Boxes ship via FedEx Express Saver at the published rate plus a weight-based handling fee per box. For overnight shipping, contact the Purchasing Team in advance.

Freight Shipments

Bill of Lading must be attached to all freight. Moved to loading dock with Bill of Lading for pick-up by your prearranged freight company. **Hyatt Employees not responsible for loading Freight onto truck/vehicle.** Inform Purchasing when the pallet is ready and where it will be located for pickup. The hotel does not store pallets or provide wrapping.

The hotel does not supply shipping supplies

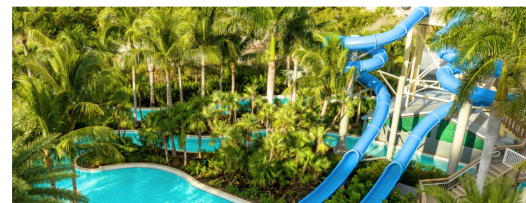
The hotel does not provide overnight box/pallet/crate storage

If you are not a guest of the hotel you will need to arrange payment prior to boxes shipping. Please call purchasing number (239) 390 - 4250

Questions?

Please contact the Hotel Purchasing Department with any questions at (239) 390 - 4250

7am - 3pm, 7 days a week.



For additional questions or information, please contact:

Ann Dosen, Exhibitor Liaison
exhibits@fpma.com

Karen Lambert, FPMA
CEO/Executive Director
Email: klambert@fpma.com
Phone: 850-224-4085

3375-F Capital Circle NE, Suite 201
Tallahassee, FL 32308 850-224-4085
FPMA.com

