

# 2024 EXHIBITOR PROSPECTUS



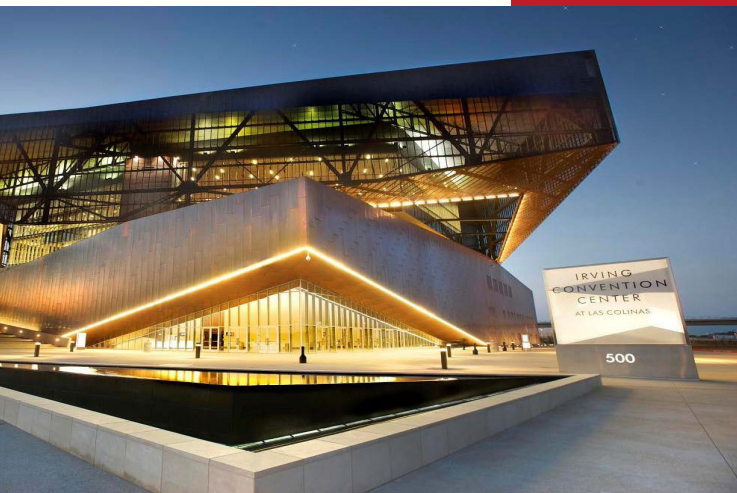
**Texas Podiatric Medical Association**



## ANNUAL CONFERENCE

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JUNE 27-30  
JW MARRIOTT  
HILL COUNTRY  
SAN ANTONIO, TEXAS



## SOUTHWEST FOOT & ANKLE CONFERENCE

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SEPTEMBER 26-29  
IRVING CONVENTION  
CENTER  
IRVING, TEXAS

# ABOUT TPMA CONFERENCES

The Texas Podiatric Medical Association hosts two conferences every year offering podiatrists several unique learning and networking opportunities. The TPMA Annual Conference & Business Meeting is held each June in a different city in Texas. This conference is typically at a resort and offers more networking opportunities outside the exhibit hall. The Southwest Foot & Ankle Conference is held in fall in the Dallas/Fort Worth area and is the largest conference in the Southwest. This conference offers CECH for doctors, office managers and podiatric medical assistants. Both conferences provide an excellent networking forum to meet new podiatric physicians and assistants.

## Hotel Reservations

Exhibitors are REQUIRED to stay within the official room block to ensure that we meet our commitment. To secure the amount of meeting and exhibit space required to hold our meeting, TPMA must guarantee our exhibitors and attendees will occupy hotel rooms. If we do not meet this guarantee, we incur financial penalties that will in turn increase the cost for exhibitors as well as for our attendees.

## Annual Conference & Business Meeting

June 27-30, 2024

JW Marriott Hill Country Resort & Spa  
23808 Resort Parkway | San Antonio, TX

Projected Attendance: 180 DPMs

### Exhibitor Schedule:

Thursday, June 27  
Load in:  
3:00 pm - 6:00 pm

Friday, June 28  
Exhibit Hall Open:  
7:00 am - 4:00 pm

Saturday, June 29  
Exhibit Hall Open:  
7:00 am - 11:00 am  
Load Out: 11:00 am

**BE VISIBLE**  
**BUILD PARTNERSHIPS**  
**MAKE CONNECTIONS**

## Southwest Foot & Ankle Conference

September 26-29, 2024

Conference: Irving Convention Center  
500 W. Las Colinas Blvd. | Irving, TX

Host Hotel: Westin ICC Las Colinas  
400 W. Las Colinas Blvd. | Irving, TX

Projected Attendance: 380 DPMs and 75 Assistants

### Exhibitor Schedule:

Thursday, September 26  
Load in: 3:00 pm - 6:00 pm  
Happy Hour in Exhibit Hall  
6:00 pm - 7:00 pm

Friday, September 27  
Exhibit Hall Open:  
7:00 am - 4:00 pm

Saturday, September 28  
Exhibit Hall Open:  
7:00 am - 1:30 pm  
Load Out: 1:30 pm

# EXHIBIT BOOTH INFO

Exhibiting at one or both of the TPMA conferences allows you to showcase your company's products and services as well as interact face-to-face with your target audience.

## Annual Conference

By 5/13	After 5/13
\$1,200	\$1,400

## SWFAC

By 8/13	After 8/13
\$1,450	\$1,650

## All Exhibit Spaces Include:

- One booth - 10' x 10'
- Pipe and Drape: 8' back with 3' sides
- Company Identification Sign
- One 6' Skirted Table and Two Chairs
- 2 Exhibitor Badges
- Company Listing in Onsite Program
- Company Logo, Links and Information in Conference App
- Continental Breakfast each exhibit day
- Lunch during exhibit hours
- Snack at PM Break
- Pre-Conference and Post-Conference Attendee List  
(does not include email addresses - no exceptions)

## Eligibility for Exhibiting

The exhibits are an extension of the educational program of the Texas Podiatric Medical Association. Products and services must promote podiatric medicine and/or enhance the podiatric profession. TPMA reserves the right to refuse contract if they do not meet this criteria.

## Exhibit Hall Schedule

Exhibit hours are subject to change as program schedules develop. For up-to-date schedule information, visit [www.txpma.org](http://www.txpma.org). TPMA asks that no packing or dismantling take place until the exhibit area has officially closed.

## Exhibit Hall Information

Electricity is not included in the exhibit rental fee. Exhibit hall is NOT carpeted at SWFAC, however, Annual is carpeted. Exhibitor representative badges are REQUIRED at all times while in the exhibit hall. Booth set up and contents may not obscure the view of surrounding exhibitors booth space.

## Conference App

Sponsor TPMA's conference app to receive a dedicated ad or banner within the event app. App set up instructions will be provided prior to the conference start date. To download the app, search TPMA Conferences in your app store.

## Assignment of Space

TPMA booth assignments are first come, first serve. Premium booths are reserved for sponsors. Review the floor plans at [www.txpma.org](http://www.txpma.org) to choose your booth location preferences. All exhibitors shall be governed by the Exhibitor Policies and Procedures, included on page 12 of this brochure. Please read this information carefully before signing the Exhibitor Contract.

## Service Kit

The exhibitor service manual, containing order forms for the most requested exhibitor services will be available online at [www.txpma.org](http://www.txpma.org) starting six weeks prior to each conference. There will be an assigned decorator for both conferences. The decorator will be responsible for providing labor services, custom signs, furniture rentals, and shipping/drayage/storage for exhibit materials. Electrical and internet services will be available and can be ordered through the hotel or convention center.

## Contact:

Tambra Garcia  
Membership and Marketing Manager  
[tambra@txpma.org](mailto:tambra@txpma.org)  
512-494-1123

# ANNUAL CONFERENCE & BUSINESS MEETING

TPMA invites companies to take advantage of the opportunity to provide grant or sponsorship funding in support of programs and services that will help strengthen podiatric medicine. Sponsorships provide an excellent opportunity to spread the message that your company supports podiatric medicine. By agreeing to be a sponsor of TPMA, you will increase your visibility and promote your company among conference participants. Please let us know if you have questions or suggestions on how to enhance your marketing within the podiatric industry in Texas.

	<b>GOLD \$15,000</b>	<b>SILVER \$10,000</b>	<b>BRONZE \$5,000</b>
Exhibit Booth ( <i>prime location</i> )	✓	✓	✓
Lead Retrieval	✓	✓	N/A
Logo/Link on TPMA website	✓	✓	✓
Signage at conference**	✓	✓	✓
Listing in conference program**	✓	✓	✓
Recognition at President's Reception	✓	✓	✓
In app listing, includes company: logo, social media links, description, and contact information	✓	✓	✓
Sponsored post in app ( <i>subject to approval</i> )	✓	✓	✓
Exhibit Hall Bingo square	✓	✓	✓
Pre- and Post- conference attendee list ( <i>does not include email addresses</i> )	✓	✓	✓
Attendee packet insert	✓	✓	✓
4 Exhibitor Badges per Booth	✓	✓	N/A
Push notifications in app ( <i>subject to approval</i> )	x3	x2	x1
Tickets to President's Reception	x2	N/A	N/A
Pre-conference post on TPMA social media channels ( <i>Facebook, Instagram, Twitter, LinkedIn - subject to approval</i> )	x3	x2	x1
Recognition on TPMA Conference Web page	Ad	Logo	Listing
Promotional Banner on conference e-blasts	✓	N/A	N/A
Onsite Conference Program 1/2 page ad	✓	N/A	N/A
Promotional e-blast to attendees pre- conference ( <i>sent by TPMA, subject to approval</i> )	✓	N/A	N/A

\*\* TPMA print deadlines:

Annual Conference Pre-conference brochure: 3/25/24  
Annual Conference Onsite program and signage: 5/20/24



# ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

All conference sponsorships listed below include:

Onsite signage | Company listing on TPMA website | Company listing in conference programs\*\* | Company logo/links/info in conference app | Exhibit Hall Bingo Square

## President's Reception: \$10,000

Saturday night - 2 available

- Prime exhibit booth included
- 4 tickets to attend the reception
- 1 page promotional flyer in attendee registration packet
- Sponsored post in app prior to event
- Push notification in app prior to event
- Promotional giveaway opportunity at event
- Signage at reception

## Registration Desk: \$7,500

1 available

Display your company logo prominently to hundreds of attendees who check in at the desk every day. Your logo will be the first thing they see when entering the conference. Includes prime exhibit booth.

## Awards Luncheon: \$5,500

Saturday afternoon - 1 available

- Prime exhibit booth included
- 2 tickets to attend the luncheon
- 1 page promotional flyer in attendee registration packet
- Sponsored post in app prior to event
- Push notification in app prior to event
- Promotional giveaway opportunity at event

## Golf Tournament Sponsor: \$2,500

Thursday - 1 available

- Entry for 2 golfers
- Logo recognition on event signage
- Recognition at the golf awards in the exhibit hall
- Table at event for giveaways
- Sponsored post in app
- 2 Tickets to the President's Reception (Saturday night)
- Promotional giveaway opportunity

## Golf Beverage Cart Sponsor: \$2,000

Thursday - 1 available

- Logo recognition on signage
- Recognition during awards presentation
- Beverage cart provided through the golf club
- Promotional giveaway opportunity

## Golf Hole Sponsor: \$250

Thursday - 18 available

- Logo recognition on signage at designated hole
- Recognition during the golf awards presentation

## Lanyards: \$3,000

1 available

See your company logo on official lanyard holding attendee badge. Lanyards are used throughout the conference. Purchase of lanyards included.

## In-Booth Break Station: \$2,500 + food/beverage cost

Friday or Saturday AM or Friday PM - 3 available

Host a food and beverage station of your choice in your booth. Includes signage at entrance of exhibit hall promoting your treats. TPMA requires approval of all food and beverage items selected (150 min). Food and beverage must be purchased through the JW Marriott.

- Double exhibit booth in specified location

## Attendee Bags: \$3,000

1 available

See your company name or logo on the official attendee conference bag. Bags are distributed to all attendees and used throughout the conference. Includes purchase of bags.

## Directional Signage: \$3,000

1 available

See your company name or logo on attendee directional signs set up throughout the conference. Includes a minimum of 5 signs. Locations to be determined by TPMA. Includes purchase of signs.

## Mobile App: \$2,000

1 available

- Feature your company logo as a banner on the mobile app home page
- Specialized push notifications sent to attendees for your company

## Resident & Student Dinner: \$3,000

1 available

- Dinner for 15+ TPMA students and residents
- 2 company representatives may attend

## Board Meeting: \$2,000

1 available

- Coffee & snack for board meeting attendees
- Signage at the board meeting
- Opportunity to provide company logo items to board members

## Charging Station Tower: \$2,500

Company logo on charging station for all attendees to use.

## Digital Conference Package: \$2,000

- Pre-conference dedicated e-blast to conference registrants
- Pre-conference social media post (Facebook, LinkedIn, Instagram)
- Ad on sponsor wall of event app
- Promotional banner included on all pre-conference e-blasts

\*\* TPMA print deadlines:

Annual Conference pre-conference brochure: 3/25/24

Annual Conference onsite program and signage: 5/20/24

# SOUTHWEST FOOT & ANKLE CONFERENCE

Take advantage of these marketing opportunities to increase your company's visibility and establish yourself as an industry leader and supporter.

	GOLD \$20,000	SILVER \$15,000	BRONZE \$10,000
Exhibit Booth ( <i>prime location</i> )	✓	✓	✓
Lead Retrieval	✓	✓	✓
Logo/Link on TPMA website	✓	✓	✓
Signage at conference**	✓	✓	✓
Listing in conference program**	✓	✓	✓
In app listing, includes company: logo, social media links, description, and contact information	✓	✓	✓
Sponsored post in app ( <i>subject to approval</i> )	✓	✓	✓
Exhibit Hall Bingo square	✓	✓	✓
Pre- and Post- conference attendee list ( <i>does not include email addresses</i> )	✓	✓	✓
Attendee packet insert	✓	✓	N/A
4 Exhibitor badges per booth	✓	✓	N/A
Push notifications in app ( <i>subject to approval</i> )	x3	x2	N/A
Pre-conference post on TPMA social media channels ( <i>Facebook, Instagram, Twitter, LinkedIn - subject to approval</i> )	x3	x2	x1
Promotional e-blast to attendees pre-conference ( <i>sent by TPMA, subject to approval</i> )	✓	N/A	N/A
Recognition on TPMA Conference Web page	Ad	Logo	Logo

\*\* TPMA print deadlines:

SWFAC Pre-conference brochure: 5/27/24

SWFAC Onsite program and signage: 9/4/24

# SWFAC SPONSORSHIP OPPORTUNITIES

All conference sponsorships listed below include:

Onsite signage | Company listing on TPMA website | Company listing in conference programs\*\* | Company logo/links/info in conference app | Exhibit Hall Bingo Square

Purchase a booth and spend \$3,000 in sponsorship and receive a Prime Booth Location

## Friday Reception: \$10,000

1 available

- Prime exhibit booth included
- 1 page promotional flyer in attendee registration packet
- Sponsored post prior to event
- Push notification in app prior to event
- Signage at event
- Promotional giveaway opportunity at event

## Registration Desk: \$7,500

1 available

Display your company logo prominently to hundreds of attendees who check in at the desk every day. Your logo will be the first thing they see when entering the conference. Includes prime exhibit booth.

## Lunch Sponsor: \$5,500

1 available

- Prime exhibit booth included
- Signage at lunch stations (Friday & Saturday)
- 1 page promotional flyer in attendee registration packet
- Push notifications in app prior to lunch breaks
- Promotional giveaway opportunity at event

## Lunch Symposium: \$5,000

### + Food/Beverage Cost

Thursday Lunch - 2 available

- Prime exhibit booth included
- Allows company to choose topic and speaker
- TPMA will provide marketing through email and signage
- Push notifications in app prior to lunch
- Food is not included in sponsorship and should be purchased through the Irving Convention Center (Lunch approx. 150)

## In-Booth Break Station: \$3,000

### + Food/Beverage Cost

Friday or Saturday AM break or Friday PM Break - 3 available

Host a food and beverage station of your choice in your booth. Includes signage at entrance of exhibit hall promoting your treats. TPMA requires approval of all food and beverage items selected (300 items min.) Food or beverage items must be purchased through the Irving Convention Center.

- Double exhibit booth in specified location

## Mobile App: \$3,000

1 available

- Feature your company logo as a banner on the event app home page
- Specialized push notifications sent to attendees for your company

## Lanyards: \$3,000

1 available

See your company name or logo on all lanyard holding attendee badges. Lanyards are distributed at the conference and are used throughout the conference.

## Charging Station Power: \$2,500

Company logo on charging station for all attendees to use.

## Attendee Bags: \$3,000

1 available

See your company name or logo on the official attendee conference bag. Bags are distributed to all attendees and used throughout the conference. Purchase of bags included.

## Floor Decals: \$3,000

1 available

Point attendees in the right direction with high visibility colored floor decals customized with your logo. Locations to be determined by TPMA.

## Directional Signage: \$3,000

1 available

See your company name or logo on attendee directional signs set up throughout the conference. Includes a minimum of 5 signs. Locations to be determined by TPMA. Includes purchase of signs.

## Product Theater/HUB Session: \$2,500

Choose a speaker and subject matter for a non-CECH workshop. Includes lecture/workshop slot, meeting room, basic audio visual, advertising, signage, and an attendee list. Non-CECH Workshops cannot be at the same time as CECH programming. Opportunity to provide breakfast or giveaway to promote attendance.

## Exhibit Hall Happy Hour: \$3,000

Thursday night

Participate in opening night of the Exhibit Hall with an appetizer table in or near your booth.

- Food is included in sponsorship
- Signage at event
- 20 drink tickets

## Exhibit Hall Happy Hour Band: \$2,000

Thursday night - 1 available

- Signage and recognition at event

## Resident & Student Dinner: \$3,000

1 available

- Dinner for 15+ TPMA students and residents
- 2 company representatives may attend

## Board Meeting: \$2,000

1 available

- Coffee & snack for board meeting attendees
- Signage at the board meeting
- Opportunity to provide company logo items for board members

## Digital Conference Package: \$2,000

- Pre-conference dedicated e-blast to conference registrants
- Pre-conference social media post (Facebook, LinkedIn, Instagram)
- Ad on sponsor wall of event app
- Promotional banner included on all pre-conference e-blasts



# UNIQUE SPONSOR OPPORTUNITIES

## Increase Your Visibility!

### Host an In-Booth Break

Annual \$2500 | SWFAC \$3000 + Cost of Food/Beverage  
A Great Value - Second Prime Booth Space Included



### Golf is Back this Year!

Multiple Opportunities Available for this Outing at the Annual Conference  
(See page 5 for details)



### Exhibit Hall Happy Hour

Company recognition during the SWFAC Thursday Night Exhibit Hall Opening  
Mix and Mingle with Attendees  
(See page 7 for details)





# TPMA CORPORATE PARTNERSHIP OPPORTUNITIES

All levels of corporate partnerships can be geared to the needs of your company.

		<b>PREMIER \$40,000</b>	<b>DIAMOND \$30,000</b>	<b>PLATINUM \$20,000</b>
Gold Conference Sponsorship		Annual Conference & SWFAC	SWFAC Only	Annual Conference Only
Exhibit Booth Annual Conference (Prime Location)		✓	N/A	✓
Exhibit Booth Southwest Foot & Ankle Conference (Prime Location)		✓	✓	N/A
4 Exhibitor Badges per Booth		Annual Conference & SWFAC	SWFAC Only	Annual Conference Only
Additional Conference Sponsorship up to \$3000 - Annual Conference		✓	N/A	✓
Additional Conference Sponsorship up to \$3000 - SWFAC		✓	✓	N/A
Lead Retrieval		Both conferences	SWFAC Only	Annual Only
Promotional email to 700+ TPMA members <i>(sent by TPMA, subject to approval)</i>		2 per year	1 per year	1 per year
Tickets to President's Reception <i>(Annual Conference only)</i>		4	2	2
Listing and link on conference sponsor page		Both conferences	SWFAC Only	Annual Only
TPMA Magazine Ad** <i>(digital circulation approx. 700+)</i>		Full page x2 <i>Premier ad placement</i>	Full page x2	Half page x2
Window Clings (SWFAC only)		✓	✓	✓
Banner Ad on monthly e-newsletter <i>(circulation approx. 700+)</i>		12 per year	6 per year	N/A
Rotating Banner Ad with link on TPMA website <i>(1180 x 130 px)</i>		✓	✓	✓

When you partner with the TPMA, you're not only promoting yourself and increasing brand recognition; you're demonstrating your commitment to the TPMA, our members and their patients. These partnerships were designed specifically to acknowledge the vital role you play in the podiatric community.

Benefits of Being a Corporate Partner: Build Strong Partnerships, Brand Loyalty, Attract New Customers, Expand Geographic Reach, Increase Brand Awareness

**\*\* TPMA print deadlines:**

Annual Conference Pre-conference brochure: 3/25/24 | Onsite program and signage: 5/20/24

SWFAC Pre-conference brochure: 5/27/24 | Onsite program and signage: 9/4/24

Magazine Winter/Spring Issue - 3/30/24

Magazine Summer/Fall Issue - 9/16/24

# TPMA EXHIBIT BOOTH CONTRACT

Annual Conference & Business Meeting - June 27- 30, 2024

All exhibitors must complete this form or register online to participate in the 2024 TPMA Annual Conference & Business Meeting.

This form and online registration serves as a binding contract.

Please read the Terms, Conditions and Rules on page 12 of the prospectus before signing the contract below.

Company: \_\_\_\_\_ Please print how you wish to be listed in promotional materials.

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

List Onsite Representatives (only 2 per booth): \_\_\_\_\_

Additional Representatives (\$125 each): \_\_\_\_\_

All names due no later than 2 weeks prior to conference.

## Exhibit & Sponsorship Selection

Exhibit Booth Space: Please indicate your top three preferred booth locations you wish to be assigned under each respective conference. The exhibit hall floor plans for each conference can be found at [www.txpma.org/exhibit](http://www.txpma.org/exhibit).

By 05/13	After 05/13	Preferred booth locations (pick three):	Companies you prefer not to be next to:
\$1,200	\$1,400	1. _____ 2. _____ 3. _____	_____

### Sponsorship Level

- ☐ Gold \$15,000
- ☐ Silver \$10,000
- ☐ Bronze \$5,000

- ☐ President's Reception \$10,000
- ☐ Registration Desk \$7,500
- ☐ Awards Luncheon \$5,500
- ☐ Golf Tournament \$2,500
- ☐ Golf Beverage Cart \$2,000
- ☐ Golf Hole \$250
- ☐ Attendee Bags \$3,000
- ☐ Directional Signage \$3,000
- ☐ In-Booth Food/Beverage \$2,500

### Additional Opportunities

- ☐ Mobile App \$2,000
- ☐ Lanyards \$3,000
- ☐ Digital Conference Pkg. \$2,000
- ☐ Resident/Student Dinner \$3,000
- ☐ Charging Tower Station \$2,500
- ☐ Board Meeting \$2,000
- ☐ Golfer (Thursday) \$250
- Partner with \_\_\_\_\_

\* Please note that some sponsorships include a booth. Refer to Page 5.

## Payment Method

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover ☐ Check # \_\_\_\_\_ (Payable to TPMA)

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Sec Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**Cancellation policy:** Written notice of cancellation received in the office 90 days prior to the conference will receive a refund of monies submitted, less a 25% processing fee. Cancellations 89-30 days prior to a conference will be refunded less 50%, and cancellation 29 days prior to day of a conference and no shows will not be refunded.

Return form with payment to TPMA, 918 Congress Ave., Ste. 200, Austin, TX 78701  
tambra@txpma.org | 512-494-1123 phone | 512-494-1129 fax

# TPMA EXHIBIT BOOTH CONTRACT

Southwest Foot & Ankle Conference - September 26-29, 2024

All exhibitors must complete this form or register online to participate in the 2024 TPMA Southwest Foot & Ankle Conference.

This form and online registration serves as a binding contract.

Please read the Terms, Conditions and Rules on page 12 of the prospectus before signing the contract below.

Company: \_\_\_\_\_ Please print how you wish to be listed in promotional materials

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

List Onsite Representatives (only 2 per booth): \_\_\_\_\_

Additional Representatives (\$125 each): \_\_\_\_\_

All names due no later than 2 weeks prior to conference.

## Exhibit & Sponsorship Selection

Exhibit Booth Space: Please indicate your top three preferred booth locations you wish to be assigned under each respective conference. The exhibit hall floor plans for each conference can be found at [www.txpma.org/exhibit](http://www.txpma.org/exhibit).

By 08/13	After 08/13	Preferred booth locations (pick three):	Companies you prefer not to be next to:
\$1,450	\$1,650	1. _____ 2. _____ 3. _____	_____

### Sponsorship Level

- ☐ Gold \$20,000
- ☐ Silver \$15,000
- ☐ Bronze \$10,000

### Additional Opportunities

- ☐ Friday Reception \$10,000
- ☐ Registration Desk \$7,500
- ☐ Lunch Sponsor (Fri. & Sat.) \$5,500
- ☐ Thur. Lunch Symposium \$5,000
- ☐ Mobile App \$3,000
- ☐ Non-CME HUB Session \$2,500
- ☐ Lanyards \$3,000
- ☐ Charging Station Tower \$2,500
- ☐ Digital Conference Pkg. \$2,000
- ☐ Attendee Bags \$3,000
- ☐ Floor Decals \$3,000
- ☐ Directional Signage \$3,000
- ☐ In-Booth Break Station \$3,000
- ☐ Board Meeting \$2,000
- ☐ Exhibit Hall Entertainment \$2,000 (Thurs.)
- ☐ Exhibit Hall Happy Hour \$3,000 (Thurs.)
- ☐ Resident / Student Dinner \$3,000

\* Please note that some sponsorships include a booth. Refer to Page 9.

## Payment Method

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover ☐ Check # \_\_\_\_\_ (Payable to TPMA)

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Sec Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**Cancellation policy:** Written notice of cancellation received in the office 90 days prior to the conference will receive a refund of monies submitted, less a 25% processing fee. Cancellations 89-30 days prior to a conference will be refunded less 50%, and cancellation 29 days prior to day of a conference and no shows will not be refunded.

Return form with payment to TPMA, 918 Congress Ave., Ste. 200, Austin, TX 78701  
tambra@txpma.org | 512-494-1123 phone | 512-494-1129 fax

# 2024 EXHIBITOR POLICIES & PROCEDURES

An application for exhibit space, when co-signed by a representative of the Texas Podiatric Medical Association and a person representing

1. **Exhibit Purpose:** Exhibits are intended for educational and informational purposes to improve podiatric education, practice, and research. Materials/equipment should not contain inaccurate or misleading information. The Texas Podiatric Medical Association (TPMA) reserves the right to determine if an exhibit meets the objectives and standards of the TPMA.
2. **Eligibility to Exhibit:** Exhibitors must agree to meet the objectives stated above. Exhibitors may sell merchandise or services in the exhibit area. No product, apparatus, instrument, device, or drug that is the subject of litigation pending before the Food and Drug Administration (FDA) may be exhibited. Products, etc., in cases of pending compliance or noncompliance with the FDA may be exhibited if a disclaimer is posted stating: FDA Listing Pending. All products or services exhibited must comply with all state and local regulations and with all current FDA regulations for such products and services, except as provided above.
3. **Booth Assignments:** Contracts and payment in full for exhibit space are accepted on a first-come, first-serve basis. Booth assignments will be made in order of receipt of payment in full and as space permits. To obtain the best booth assignment possible, your contract and payment in full should be submitted as soon as possible. A company that has not settled all previous accounts with TPMA will not be assigned booth space. TPMA determines the eligibility of any company or product to be exhibited at the exposition either before or after the proper execution of the contract.
4. **Insurance and Liability:** Each exhibitor is required to insure themselves against property loss or damage, and against liability for personal injury at their own expense. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The exhibitor indemnifies and agrees to hold harmless the Texas Podiatric Medical Association and the Host Hotel and their owners, officers, directors, employees, and agents from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to exhibitor, his agents, representatives, and/or employees by reason of the exhibitor's occupancy or use of the exhibition facilities. Upon signing the exhibitor contract, the exhibitor expressly releases the foregoing institutions, individuals, and committees from any and all claims for loss, damage, or injury. This also includes the period of storage before and following the conference.
5. **Booth Payment and Cancellation Refunds:** A check for payment in full per booth requested must be submitted with your completed contract. Non-payment of space will be interpreted to mean the exhibiting company no longer wishes to reserve space, and the booth reservation will be cancelled. TPMA reserves the right to resell this space to another company. Written notice of cancellation received in the TPMA office by 90 days prior to show will allow for a refund of monies submitted less a 25% handling fee. A refund of 50% will be given for cancellations between 89 and 30 days, no refunds will be given for cancellations within 30 days of the conference and for no shows. All cancellations must be received on the company's letterhead. Payment in full must be received before space can be occupied.
6. **Registration and Badges:** All exhibitors should register their personnel in advance on the forms provided by TPMA. Exhibitor employees who do not register in advance and who wish to register on-site must have with them their business cards bearing the exhibiting company's name. Any additions or changes in the registrations made during the exposition must be certified by the exhibitor's authorized representative.
7. **Installation and Removal of Exhibits:** The exhibit area will be available as listed in agendas for exhibit preparation. Each booth must be ready for final inspection no later than 15 minutes prior to hall opening. All exhibits must remain intact until the show closes as listed. It is mutually agreed that each exhibitor will be responsible for the delivery and removal of his/her equipment and display materials to and from the exhibit area. The Host Hotel will not accept or store freight prior to the exhibition, nor be responsible for any shipping after the exhibits close. If help is required, the decorator is the exclusive handler of such materials. The exhibitor will be charged according to the Material Handling Instructions found in the Exhibitor's Service Manual. Display booths and other exhibit materials should not be placed in such a manner as to interfere with other exhibits. Side wings should not obstruct a view of the adjacent booths. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor, electrical use, furniture, carpets, etc. will be included in the Exhibitor's Service Manual that will be sent to exhibiting companies by the decorator after the booth assignments are made.
8. **Exhibitor Registration:** Each representative of an exhibiting firm is asked to wear an exhibitor badge in the exhibit hall at all times. Booth fees do not include session registrations.
9. **Failure to Occupy Space:** Unless previously arranged, booth space not occupied by the exhibiting company by 30 minutes prior to show opening will forfeit without refund to the exhibitor, and the space may be resold or used by TPMA. All booths are to be open during show hours. Vendors may not teardown booth until show is closed, or vendor is subject to penalty fee and restriction to exhibit in the future. Attendees rely on exhibitors to be available during show hours.
10. **Exhibit Activities:** All business activities, circulars, and advertising matter of the exhibitor may be conducted and/or distributed only within the booth(s) assigned to the exhibitor. No material may be placed on seats, attached to walls, ceilings, or woodwork in the exhibit quarters. Aisles must be clear and exhibits arranged so that exhibit personnel are inside the space rented. TPMA reserves the right to restrict exhibits which detract from the general character of the display. This reservation includes persons, objects, conduct, printed material, or anything of a character that may be objectionable to the exhibits as a whole. Expulsion of, or restrictions placed on an exhibitor may not give rise to a claim for any refund of rentals or other exposition expenses. Smoking in the exhibit hall is strictly prohibited. Exhibitors will be responsible for any damage done to the hotel building by themselves or their employees. No nails or screw may be driven into the walls, columns, or floor of the exhibit hall. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor, at the exhibitor's expense. All draping and display materials must be made of cloth that is fireproofed. Under no circumstances will combustible oils or gases be permitted in the exhibition area. All electrical work and equipment must be ordered through the decorator or the hotel to ensure that it will meet all safety requirements.
11. **Canvassing by Non-Exhibitors:** The exhibit is limited to registered attendees and guests of the TPMA conference, as well as registered employees of business firms, manufacturers, professional organizations, and dealers who have contracted and paid for exhibit space. No other persons or concerns will be permitted to demonstrate their products, distribute advertising materials or solicit in the exhibit hall.
12. **Subletting of Space:** Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated. Exhibitors may not display or advertise products other than those manufactured or sold by them in the regular course of their businesses.
13. **Security:** The TPMA shall not be held responsible for the loss of or damage to, any material for any cause and encourages the exhibitor to exercise normal precautions to prevent loss or damage. Normal security will be provided by the hotel security staff. The exhibit hall will be secured during non-exhibit hours.
14. **Exhibit Hall Furnishings:** The draping will be color appropriate. Furniture, electrical connections, and other needs may be ordered through the official exhibitor contractor, Texas Xpo, or the hotel.
15. **Cancellation of Exposition:** Should any situation beyond the control of the TPMA arise to prevent the conference, TPMA will not be held liable for any expenses incurred by the exhibitor except the rental cost of booth space. In the event of a dispute between the exhibitor and the exhibit managers, it is agreed that the questions may be referred to the Executive Committee of TPMA and that their decision shall be final. TPMA shall assume no responsibility for financial transactions between the exhibitor and the decorator, hotel, drayage firm, or subcontractors.
16. **Program Material:** All persons attending the conference will receive material identifying the firms exhibiting, and the final schedule. The deadline for printing this information is 21 days prior to the conference date.
17. **Policy Changes:** Policies are subject to the discretion of the Association. Show times are subject to change. It is the responsibility of all exhibitors to confirm show dates and times before booking travel.





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