

2025 SPONSORSHIP INFORMATION & EXHIBITOR PROSPECTUS

Southwest Foot & Ankle Conference

SEPTEMBER 25-28
IRVING CONVENTION CENTER

Texas Podiatric Medical Association
918 Congress Ave. Suite 200
Austin, Texas 78701
512.494.1123

Contact: Tambra Garcia
tambra@txpma.org



2025

ABOUT THE SWFAC

The largest podiatric conference in the Southwest!

The TPMA's Southwest Foot and Ankle Conference offers lots of opportunities to:
Showcase Your Brand & Connect with Your Market
Connect & Build Relationships DPM's, Students, Residents, and Podiatric Medical Assistants

Engage, Play, Give Back, and Grow in Our Reimagined Exhibit Hall.

EXHIBITOR SCHEDULE

Thursday, September 25

Load in: 2:00 pm - 5:30 pm

Happy Hour in Exhibit Hall

6:00 pm - 7:00 pm

Friday, September 26

Exhibit Hall Open:

7:00 am - 4:00 pm

Saturday, September 27

Exhibit Hall Open:

7:00 am - 1:30 pm

Load Out: 1:30 pm

Bring Back The Show Special!

Offer a special **ONLY** for conference attendees.

We highly encourage you provide additional rewards or special discounts for physicians who visit your space in the exhibit hall. Consider offering attendee giveaways, hosting a daily raffle, or providing a prize for each day of the conference. These strategies can help attract more visitors to your booth and enhance engagement!

Drive Leads
Build Relationships
Grow Sales

Conference Location

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

Projected Attendance: 380 DPMs and 50 Assistants

Hotel Reservations

Exhibitors are reminded to stay within the official room block to help us fulfill our commitment. Meeting this guarantee is essential to avoid financial penalties, which could ultimately increase costs for both exhibitors and attendees. Your cooperation is greatly appreciated! Reservation links located on the TPMA website.

Host Hotel

Westin ICC Las Colinas
400 W. Las Colinas Blvd. | Irving, TX
Group rate of \$193/night
972.505.2900

Overflow Hotel

Texican Court
501 W Las Colinas Blvd | Irving, TX
Direct: 469.577.4599
Reservations: 833.839.4226

2025

EXHIBIT BOOTH INFO

Booth Price ★ By 8/15 \$1,500 ★ After 8/15 | \$1,700

Eligibility for Exhibiting

Exhibits at the TPMA conference are an essential part of our educational program, showcasing products and services that advance podiatric medicine and support the profession's growth. To ensure a meaningful experience, all exhibits must align with our mission. TPMA reserves the right to review and approve contracts to uphold these standards.

All Exhibit Booths Include:

- | | |
|--|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Company Logo, Links and Info in Conference App• Thursday Exhibit Hall Happy Hour• 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) |
|--|---|

Exhibit Hall Information

- | | |
|--|---|
| <ul style="list-style-type: none">• Electricity is not included in the rental fee.• The exhibit hall is not carpeted. | <ul style="list-style-type: none">• Exhibitor badges are <u>required</u> at all times in the exhibit hall.• Booth setup should not block the view of neighboring exhibitors. |
|--|---|

Exhibit Hall Schedule

Exhibit hours may be adjusted as the program schedule evolves to ensure the best experience for both attendees and exhibitors. To maintain a professional and engaging environment, TPMA asks that packing or dismantling begin only after the exhibit area has officially closed.

Conference App

Instructions for setting up your company information will be provided ahead of the conference. To download the app, simply search "TPMA Conferences" in your app store.

Assignment of Space

Booth assignments at TPMA are allocated on a first-come, first-served basis, with premium booths reserved for our valued sponsors. To select your preferred booth location, review the floor plans at www.txpma.org.

Service Kit

The exhibitor service manual, containing order forms for the most requested exhibitor services will be available online at www.txpma.org starting six weeks prior to the conference. There will be an assigned decorator for the conference who 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 convention center.

Connect, Engage, and Exhibit with TPMA

2025

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

Make a lasting impression and connect with your audience

First Time Exhibitors

NEW

First Time Exhibitor Showcase: \$500

First Time prime exhibit booth included

- Company listed as a first time exhibitor on signage



Thursday Exhibit Hall Happy Hour Drink Tickets

\$1,000 5 available **ONLY 4 Left!**

- Your rep can greet everyone and pass out 50 drink tickets to attendees

Custom Designed Meter Panels: \$1,500 4 available

- 2 sided free standing sign placed in a high-traffic area
- Graphics must be provided by sponsor
- Size 19" x 87"



Event App: \$2,000 1 available

- Your company logo displayed on the event app home screen.
- Send 2 specialized, scheduled messages directly to attendees, promoting your booth, products, or special offers.

Community Service Sponsorship: \$2,500 1 available

Elevate your brand and connect with podiatric leaders! Showcase your commitment, gain prime visibility, and make a lasting impact. Don't miss this rewarding opportunity—more details coming soon!

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

Choose a speaker and subject matter for a non-CECH talk. This opportunity includes a dedicated session slot during a meal or break, meeting area, basic AV setup, advertising, signage, and an attendee list to help you connect directly with participants. Non-CECH sessions cannot be at the same time as CECH programming.

NEW

Be A TPMA Primary Sponsor

Primary Sponsorship includes the purchase of a \$3,000 Sponsorship + Cost of Booth

Lanyards: \$3,000 1 available

Get your brand noticed! Feature your company name or logo on the official attendee lanyards worn throughout the conference for maximum visibility. Lanyard purchase included—don't miss this prime opportunity.

SOLD!



Directional Signage: \$3,000 1 available

Guide attendees while showcasing your brand! Have your company name or logo displayed on attendee directional signs placed throughout the conference venue. This sponsorship includes 4 signs, with locations determined by TPMA, ensuring high visibility and frequent exposure for your brand. Includes purchase of signs.



Resident & Student Dinner: \$3,000 1 available

Sponsor a special dinner for 15+ TPMA students and residents, providing a valuable opportunity to network with the next generation of podiatric professionals. This exclusive sponsorship allows 2 company representatives to attend the dinner.

In-Booth Break Station: \$3,000 + F&B 3 available

Host a food and beverage station of your choice in your booth. Choose from Friday or Saturday AM break or Friday PM Break. Includes signage at entrance of exhibit hall promoting your treats. Food or beverage items must be purchased through the Irving Convention Center. (300 items min.) (Includes Double Booth)

Mobile Lab: \$3,500 1 available

Showcase your innovation directly on the Exhibit Hall Floor and connect directly with podiatric leaders! A mobile lab sets you apart—don't miss this impactful opportunity.

SOLD!

2025

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

Don't miss this chance to stand out!



Lunch Symposium



Exhibit Hall Lounge

Thursday Lunch Symposium: \$5,000 + F&B 2 available

Primary Sponsor (PS) exhibit booth included

ONLY 1 Left!

NEW

- Topic and speaker selected by company
- TPMA will provide marketing through email and signage
- Push notifications in event app before the lunch
- Food is not included in sponsorship and should be purchased through the Irving Convention Center (Lunch approx. 150)

Lunch Sponsor: \$5,000 1 available

Primary Sponsor (PS) exhibit booth included

- Signage displayed at lunch stations (Friday & Saturday)
- 1 page promotional flyer in attendee registration packet
- Push notifications in event app before lunch break
- Promotional giveaway opportunity at event
- Provide a non CECH educational session at lunch (Product Theatre/HUB session)

Friday President's Reception: \$5,000 4 available

Primary Sponsor (PS) exhibit booth included

- 1 page promotional flyer in attendee registration packet
- Sponsored anticipation post prior to event
- Push notification in the mobile app before event
- Prominent signage displayed
- Promotional event giveaway opportunity

Registration Desk: \$6,500 1 available

Primary Sponsor (PS) exhibit booth included

Showcase your company logo prominently to attendees as they check in at the registration desk each day. Your logo will be the first thing they see, making a strong and lasting impression as they enter the conference.

NEW

Secure a Prime Booth \$2,500

or

Double Booth \$3,000

Choose from reserved booth spaces on the Exhibit Hall Floor Plan!

Exhibit Hall Lounge Area: \$10,000 1 available

Primary Sponsorship (PS) exhibit booth included

Elevate your brand by sponsoring the Exhibit Hall Lounge Area, a dedicated space where attendees can relax, recharge, or engage.

Offering a prime opportunity to network with decision-makers and showcase your company. Secure this premium sponsorship and make a lasting impression at the event!

SOLD!

Create a must-visit destination by offering snacks, giveaways, or a special promotion!



EDUCATIONAL GRANT

\$5,000

Grants help TPMA provide podiatric continuing education and professional development opportunities through workshops, ensuring DPMs stay current with medical advancements and best practices.

- **Reducing Costs for Participants:** Allowing more podiatrists to attend and benefit from specialized training.
- **Enhancing Educational Offerings:** Enabling TPMA to bring in renowned speakers, advanced materials, and state-of-the-art learning tools.
- **Supporting the Profession:** Strengthening the field of podiatric medicine by ensuring high-quality education is accessible.

Contact staff@txpma.org for more information

2025

HOW YOUR *Sponsorships* SUPPORTS TEXAS PODIATRISTS

Sponsorships are vital for TPMA to continue its mission of supporting podiatric medicine and promoting foot and ankle health. Sponsorships are not just financial contributions - they are partnerships that provide financial flexibility to enhance services, advocate for the profession, and create growth opportunities, ensuring TPMA and its members a sustainable foundation for the future.

Funding for Educational Conferences

- **CME Support:** Sponsorships cover conference expenses like marketing, venue, AV, food, speaker fees.
- **Affordable Access:** Funding reduces registration fees for DPMs; residents and students attend free, and Young Physicians receive a reduced registration fee.
- **Student & Resident Support:** Sponsorships fund attendance, travel, and lodging, offering valuable professional exposure.

Advocacy Efforts

- Advocacy requires significant resources to lobby for policies that protect the podiatric profession's scope of practice. Without it, podiatrists risk discrimination, reduced pay or exclusion from insurance plans. Together, we can advance podiatric care for future generations.

Professional Growth & Leadership

- TPMA offers professional growth and leadership opportunities to advance the podiatric profession through special programs like the Student Leadership and Advocacy Program, TPMA Leadership Academy, and National Programs.

Public Awareness

- TPMA funds public health initiatives to raise awareness about the importance of podiatric care at local health fairs.

Student Recruitment

- Sponsorship funding allows TPMA to send members to student recruitment fairs and medical society meetings to provide information and materials, including hands-on activities and presentations, for students to learn about a career in podiatric medicine.

Scholarships & Grants

- Sponsorships help to fund scholarships that encourage students to pursue podiatric medicine, reducing financial barriers to entry. TPMA and TPMF have partnered to set up a direct donor fund with UTRGV. Since its inception, TPMA has contributed \$10,000 each year to the UTRGV SOPM scholarship fund. TPMA also awards TPMF with a grant each year to support the mission trip in Mexico.

Community Building

- Sponsorships help fund social and professional networking opportunities that strengthen the podiatric community. Social events occur at the TPMA Annual Conference, the Southwest Foot and Ankle Conference, and at the local level in each region.

Member Benefits

- Sponsorships enable the association to provide services and benefits without relying solely on membership dues. This allows TPMA to grow its programs, offer reduced fees at events and support awards to honor outstanding contributions in podiatry.

Operational Sustainability

- Sponsorships help cover operational expenses such as staffing, technology, and office maintenance and allowing TPMA to expand programming.

Mutual Value for Sponsors

- Sponsorships offer companies opportunities to showcase their products and services to a targeted audience of podiatric professionals. These partnerships create a win-win scenario, where sponsors gain access to a professional network while TPMA secures funding for its mission.

2025

PROMOTIONAL OPPORTUNITIES

Pre-conference promotion sets the stage for success and ensures you make the most of your exhibiting experience!

ADVERTISING BUNDLE SAVE 20%

Maximize ROI with Advertising!

The more attendees know about your presence and offerings, the better your chances of generating leads and making meaningful connections.

Boost Booth Traffic

Item	Price
Dedicated Conference Kickoff Promotional eBlast(s)	\$500 per eBlast (limit 2)
Dedicated Conference Kickoff Social Media Post(s)	\$500 per eBlast (limit 2)
.25 Online SWFAC Registration Page Ad	\$1,500 (online conference registration duration)
Website Linked Logo	\$1,500 x 3 months
Event App Push Notification(s)	\$500 per eBlast (limit 2)
1/2 Conference Brochure Ad (8.5w x 5.5h) *pdf preferred	\$1,000 per flyer/brochure
.25 Conference Brochure Ad (4.25w x 5.5h) *pdf preferred	\$500 ea.
Attendee Bag Insert(s)	\$1,000 ea.
Full Page Conference Brochure Ad (8.5w x 11h) *pdf preferred	\$2,000 ea.
.25 Printed Magazine Ad for Conference Attendees (4.25w x 5.5h) *pdf preferred	\$1,000 ea.
1/2 Printed Magazine Ad for Conference Attendees (8.5w x 5.5h) *pdf preferred	\$1,500 ea.
Full Page Printed Magazine Ad for Conference Attendees (8.5w x 11h) *pdf preferred	\$2,500 ea.



Annual Opportunities

Item Price

TPMA eNewsletter Promotional Banner (1400w x 500h) *png or jpg preferred	\$500 ea.
.25 Footprints Digital Newsletter Ad (4.25w x 11h) *png or jpg preferred	\$250 ea.
.TPMA Footprints Digital Monthly Newsletter Banner (4.25w x 11h) *png or jpg preferred	\$500 ea.



Enhance your visibility and make the most of your budget by bundling your advertising opportunities! When you choose 3 or more ads, you'll receive a 20% discount while boosting your brand presence before, during, and after the conference. For more details, please reach out to Tandra at tandra@txpma.org

2025

SWFAC SPONSORSHIP OPPORTUNITIES

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	✓	✓	✓
Conference Signage*	✓	✓	✓
Listing in Conference Program*	✓	✓	✓
Event App Listing	✓	✓	✓
Sponsored Post in App	✓	✓	✓
Exhibit Hall Bingo Square	✓	✓	✓
Pre & Post Conference Attendee List (<i>emails not included</i>)	✓	✓	✓
Friday President's Reception Tickets	4	2	N/A
Attendee Packet Insert	✓	✓	N/A
4 Exhibitor Badges per booth	✓	✓	N/A
Push Notification in App	X3	X2	N/A
Pre-conference Post on TPMA Social Media	X3	X2	N/A
Pre-conference e-blast to attendees (sent by TPMA)	✓	N/A	N/A
Recognition on TPMA Conference Webpage	Ad	Logo	Logo

**TPMA program & signage print deadline 9/5/25

2025

TPMA CORPORATE PARTNER OPPORTUNITIES

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

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

	PREMIER \$30,000	DIAMOND \$20,000	PLATINUM \$15,000
Gold Conference Sponsorship	✓	✓	N/A
Exhibit Booth (Prime Location)	✓	✓	✓
4 Exhibitor Badges per Booth	✓	✓	✓
Additional Conference Sponsorship up to \$3000	✓	✓	N/A
Lead Retrieval	✓	✓	✓
Promotional email to TPMA Members (sent by TPMA)	3 per year	2 per year	1 per year
Tickets to President's Reception	2 Tickets	2 Tickets	2 Tickets
Listing & Link on Conference Sponsor Page	✓	✓	✓
Window Clings at SWFAC	✓	✓	✓
Banner Ad on Monthly e-newsletter	12 per year	6 per year	N/A
Rotating Banner Ad with Link on TPMA Website (1180 x 130px)	✓	✓	✓
Board Meeting Meet & Greet	✓	N/A	N/A

**Build Strong Partnerships &
Brand Loyalty**
Attract New Customers
Expand Geographic Reach
Increase Brand Awareness



2025

SEE WHO SHOWCASED LAST YEAR

2024 Southwest Foot & Ankle Conference Exhibitors

20/20 Imaging
360care
AApex Pharmacy
AAT Wound Care
Advanced Oxygen Therapy Inc.
Allard USA
AMERX Health Care
Amgen
Anodyne
Atlantic Labs DX
Averitas Pharma
Axogen Inc.
Bako Diagnostics
Biocomposites
BONESUPPORT
Cumberland Pharmaceuticals
Cutting Edge Laser Technologies
Dia-Foot
Dr. Comfort
EBM Medical
Engineered Tissue Solutions
Enovis
Extremity Care
Fleet Feet
Footsteps
Free Life Labs
Fuse Medical
Fusion Orthopedics
Gill Podiatry Supply Company
Henry Schein
Infinite Genomics
Integra LifeSciences
Irrisept
Johnson & Johnson MedTech
Kerecis
KnovelCam Inc

Koven Technology, Inc
LifeNet Health
Marlinz Pharma
Medline UNITE
MedPro Group
Mile High Orthotics Lab
MTF Biologics
My Practice Bridge
Nevro
Organogenesis
Orthofix
Paratek Pharmaceuticals
PICA
Podiatry Content Connection
PolyNovo
PowerStep
Practice EHR
Propet Footwear
Quantum Medical Supply
R3 Wound Care & Hyperbarics
Redi-Thotics
Regenerative Tissue Technologies
Reprise Biomedical
Royal Biologics
Sagis Diagnostics
Smart-ABI
Smith & Nephew
StrideCare
Stryker
Subchondral Solutions Inc
SureFit
Swift USA
TDLR
The Tetra Corporation / Formula 3
Tides Medical
ToeFX
TPMC Billing Services LLC
TPMF
Treace Medical Concepts, Inc.
TRX BioSurgery
USAF
UTRGV School of Podiatric Medicine
Voom Medical Devices, Inc.

Thank you!

2025

EXHIBIT BOOTH & SPONSOR CONTRACT



Exhibitors are required to complete this form or register online to participate in the 2025 TPMA Southwest Foot & Ankle Conference. (September 25-28, 2025) This form and online registration serves as a binding contract. Please read the Terms & Policies before signing the contract below.

Company (as you wish to be listed) _____
Contact Name: _____ Email: _____
Address: _____
Phone #: _____ Website: _____
Onsite Representatives (2 per booth) _____
Additional Representatives (\$300 each) _____

Exhibit Booth Space: Explore the exhibit hall floor plans and secure your ideal booth location! Visit https://www.txpma.org/southwest_conference to view available spaces and showcase your brand to attendees.

PREFERRED BOOTH LOCATIONS

COMPANIES YOU PREFER NOT TO BE NEXT TO:

CORPORATE PARTNERSHIPS

- ☐ Premier \$30,000
- ☐ Diamond \$20,000
- ☐ Platinum \$15,000

SWFAC SPONSORSHIP

- ☐ Gold \$20,000
- ☐ Silver \$15,000
- ☐ Bronze \$10,000
- ☐ Primary Sponsor \$4,500
(After 8/15 \$4,700)

EXHIBIT BOOTH

- ☐ Before 8/15 \$1,500
- ☐ After 8/15 \$1,700
- ☐ Prime Booth \$2,500 (After 8/15 \$2,700)
- ☐ Double Booth \$3,000 (After 8/15 \$3,400)

ADDITIONAL SPONSORSHIPS / ADS _____ Price \$ _____

Payment Method

Visa

MasterCard

AMEX

Discover

Check

Card Number _____ Exp. Date _____

Card Holder Name _____ Sec Code _____

Billing Address _____ City/ST/Zip _____

Signature _____ Total \$ _____

Reserve your spot today and make a lasting impact!

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

2025 EXHIBITOR POLICIES & PROCEDURES

An application for exhibit space, when co-signed by a representative of TPMA and a person representing a company, institution, agency, or organization, becomes a contract subject to the following terms and conditions:

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 space 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 or the event center.
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.

2025 EXHIBIT HALL FLOOR PLAN

Fresh New Look, More Opportunities, Bigger Impact!

- FT** First Time Exhibitor
- CP** Corporate Partner Sponsor
- PS** Primary Conference Sponsor
- IBB/DB** In-Booth Break Sponsor | Double Booth
- PB** Prime Booth
- ML** Mobile Lab Sponsor

