

# **Exhibitor Prospectus & Marketing Opportunities**

# **2022**



**Texas Podiatric Medical Association**

# ABOUT TPMA CONFERENCES

The Texas Podiatric Medical Association hosts two conferences per calendar 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 typically held in the fall in the Dallas/Fort Worth area and is the largest conference in the Southwest. This conference offers CME for doctors, office managers and podiatric medical assistants. Both conferences have different unique opportunities to network with a different group of podiatrist and assistants.

## Hotel Reservations

Hotel information and reservation link can be found at [www.txpma.org/exhibit](http://www.txpma.org/exhibit). It is **REQUIRED** that all exhibitors 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, the TPMA must guarantee our exhibitors and attendees will occupy hotel rooms. If we do not meet or exceed this guarantee, we incur financial penalties that will in turn increase your cost as an exhibitor as well as for our attendees.

## Annual Conference & Business Meeting

June 23-25, 2022

### Moody Gardens Hotel, Spa and Convention Center

7 Hope Blvd. | Galveston TX, 77554



Projected Attendance: 150 DPMs

Sponsorship Opportunities: Pages 4-5

Floor Plan: Coming Soon

Registration: Page 12 or [www.txpma.org/exhibit](http://www.txpma.org/exhibit)

### Exhibitor Schedule:

#### Thursday, June 23

Load in:

4:00 pm - 6:00 pm

#### Friday, June 24

Exhibit Hall Open:

7:00 am - 4:00 pm

#### Saturday, June 25

Exhibit Hall Open:

7:30 am - 11:00 am

Load Out: 11:00 am

## Southwest Foot & Ankle Conference

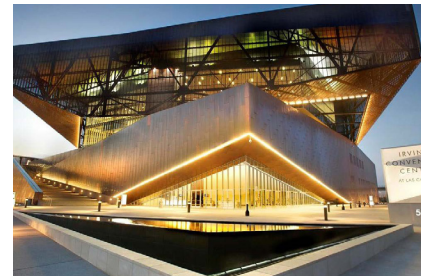
September 15-17, 2022

### Conference: Irving Convention Center

500 W. Las Colinas Blvd. | Irving, TX 75039

### Host Hotel: Westin ICC Las Colinas

400 W. Las Colinas Blvd. | Irving, TX 75039



Projected Attendance: 400 DPMs and 100 Assistants

Sponsorship Opportunities: Page 8-9

Floor Plan: Coming Soon

Registration: Page 13 or [www.txpma.org/exhibit](http://www.txpma.org/exhibit)

### Exhibitor Schedule:

#### Thursday, September 15

Load in:

3:00 pm - 6:00 pm

#### Friday, September 16

Exhibit Hall Open:

7:00 am - 4:00 pm

#### Saturday, September 17

Exhibit Hall Open:

7:15 am - 1:30 pm

Load Out: 1:30 pm

# Exhibit Booth Information

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 05/12	After 05/12
\$1,150	\$1,350

SWFAC	
By 08/4	After 08/4
\$1,350	\$1,550

## 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 Complimentary Badges
- Company Listing in Onsite Program
- Company Logo, Links and Information in Conference App
- Complimentary continental breakfast each exhibit day
- Complimentary lunch during exhibit hours (*provided prior to attendee lunch break*)
- Complimentary snack at PM break
- Complimentary 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. In order for TPMA to accept the contract, the 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/exhibit](http://www.txpma.org/exhibit). TPMA asks that no packing or dismantling take place until the exhibit area has officially closed.

## Exhibit Hall Information

Please note that the exhibit rental fee does not include electrical use. Exhibit hall is NOT carpeted. All booth personnel must be identified with a TPMA exhibitor badge. Booth set up and contents may not obscure the view of surrounding exhibitors booth space.

## Conference App

Please email your company logo, a brief company description, social media links, and representative contact information to [jodi@txpma.org](mailto:jodi@txpma.org) so we may include your business on the conference app. Conference app sponsorships are available. To download the app, search TPMA Conferences in your app store.

## Assignment of Space

TPMA allows exhibitors to choose their booths on a first come, first serve basis. Some premium booth spaces are reserved for sponsors. Please review the floor plans found at [www.txpma.org/exhibit](http://www.txpma.org/exhibit) to choose your booth for the 2022 conferences. All exhibitors shall be governed by the Exhibitor Policies and Procedures, included on page 11 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 often-requested exhibitor services will be available online at [www.txpma.org/exhibit](http://www.txpma.org/exhibit) starting six weeks prior to each conference. The decorator for both conferences will be Freeman. Freeman will be responsible for providing labor services, custom signs, furniture rentals, and shipping/drayage/storage for exhibit materials. Electrical and internet service will be available and can be ordered through the hotel or convention center.

[www.txpma.org/exhibit](http://www.txpma.org/exhibit)

**Contact:**  
Jodi Bunyard,  
TPMA Membership and Marketing  
[jodi@txpma.org](mailto:jodi@txpma.org)  
512-494-1123

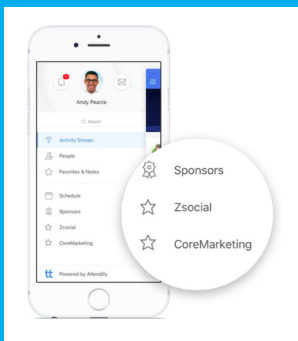
# ANNUAL CONFERENCE & BUSINESS MEETING

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.

## Lead Retrieval

- Instantly capture attendee contact info!
- Consistent and efficient lead scanning that can be done from your own IOS or Android device or order a handheld scanner.
- Real-time lead data & analytics making follow up a breeze.
- Leads stored in the cloud for up to 18 months
- Digital qualifiers & note taking.

## Featured Listing



Make your company stand out from the rest with this new sponsor feature!

	<b>GOLD</b> \$15,000	<b>SILVER</b> \$10,000	<b>BRONZE</b> \$5,000
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	✓	✓	N/A
4 complimentary badges per booth	✓	✓	N/A
Push notifications in app ( <i>subject to approval</i> )	x4	x2	N/A
Tickets to President's Reception	x2	N/A	N/A
One pre-conference post on TPMA social media channels ( <i>Facebook, Instagram, Twitter, LinkedIn - subject to approval</i> )	✓	N/A	N/A
Promotional e-blast to attendees pre- conference ( <i>sent by TPMA, subject to approval</i> )	✓	N/A	N/A
Featured sponsor listing in app	✓	N/A	N/A

\*\* TPMA print deadlines:

Annual Conference Pre-conference brochure: 02/11/22  
Annual Conference Onsite program and signage: 06/01/22

# Annual Conference Sponsorship Opportunities

All conference sponsorships listed below include:

Purchase booth and \$2,500 sponsorship and receive Prime Booth Location | Onsite signage | Company logo/link 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 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

## Welcome Reception: \$7,500

Friday night - 1 available

- Prime Booth included
- 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

## Registration Desk: \$7,500

1 available

Display your company logo prominently to hundreds of attendees who pick up their registration packets and check in at the desk every day. Your logo will be the first thing they see when entering the conference. Prime Booth included.

## Awards Luncheon: \$5,500

Saturday afternoon - 1 available

- Prime 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: \$6,000

1 available

- Prime Booth included
- Entry for 2 players (includes all golf amenities)
- Logo recognition on all tournament signage
- Recognition at tournament awards reception
- 2 tickets to the President's Reception
- Sponsored post in app
- Push notification in app prior to event
- Promotional giveaway opportunity at event

## Beverage Cart Sponsor: \$2,500

1 available

- Logo recognition on tournament signage
- Recognition at tournament awards reception
- Beverages must be purchased through the golf club

## Hole Sponsor: \$1,000 - NEW!

18 available

- Table with two chairs
- Logo recognition on signage at designated hole
- Recognition at tournament awards reception - Thursday
- Beverages must be purchased through the golf club

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

2 available

Purchase the opportunity to have 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 and requires that all sponsors provide at least 150 servings of the chosen item. Please note, sponsorship only allows non-alcoholic beverage items. Any food and beverage item handed out from an exhibitor's booth must be purchased through the Moody Gardens Convention Center.

- Double exhibit booth in specified location

## Lanyards: \$3,000 1 available

See your company name or logo on the official lanyard holding attendee badges. Lanyards are distributed to all attendees and are used throughout the conference. This sponsorship includes purchase of lanyards.

## 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. This sponsorship 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. This sponsorship includes purchase of signs.

## Mobile App: \$3,000 1 available

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

### \*\* TPMA print deadlines:

Annual Conference Pre-conference brochure: 02/11/22

Annual Conference Onsite program and signage: 06/01/22

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

Contact:

Jodi Bunyard  
TPMA Membership and Marketing  
918 Congress Ave., Suite 200  
Austin, TX 78701  
jodi@txpma.org  
512-494-1123

# ANNUAL CONFERENCE FLOOR PLAN

## Annual Conference & Business Meeting

June 23-25, 2022

### Moody Gardens Hotel, Spa and Convention Center

7 Hope Blvd. | Galveston, TX, 77554  
409-741-8484

Projected Attendance: 150 DPMs

### Exhibitor Schedule

#### Thursday, June 23

Load in:  
4:00 pm - 6:00 pm

#### Friday, June 24

Exhibit Hall Open:  
7:00 am - 4:00 pm

#### Saturday, June 25

Exhibit Hall Open:  
7:30 am - 11:00 am  
Load Out: 11:00 am

Exhibitor booth floor plan available soon.

All Booths:  
10' x 10'  
*Subject to change*

# TPMA Corporate Partnership Opportunities

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

	<b>PREMIER</b> \$40,000	<b>DIAMOND</b> \$30,000	<b>PLATINUM</b> \$20,000
Exhibit Booth Annual Conference (Prime Location)	✓	N/A	✓
Exhibit Booth Southwest Foot & Ankle Conference (Prime Location)	✓	✓	N/A
4 Complimentary 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 - <b>NEW!</b>	Both conferences	SWFAC Only	Annual Conference Only
Promotional email to 600+ TPMA members <i>(sent by TPMA, subject to approval)</i>	2 per year	1 per year	1 per year
Additional 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 Conference Only
TPMA Magazine Ad** <i>(circulation approx. 600+)</i>	Full page x2 <i>Premier ad placement</i>	Full page x2	Full page x2
Window Clings (SWFAC only) - <b>NEW!</b>	✓	✓	✓
Banner Ad on monthly e-newsletter <i>(circulation approx. 600+)</i>	12 per year	6 per year	N/A
Rotating Banner Ad with link on TPMA website <i>(1180 x 130 px)</i>	✓	✓	✓
Recognition** (both conferences): <ul style="list-style-type: none"> <li>• Onsite signage</li> <li>• Listing in conference program</li> <li>• Listing in TPMA Magazine x2 per year (approx. circulation – 600+)</li> <li>• Logo and level on conference information tower</li> <li>• Logo/link on Corporate Partners page on TPMA website</li> <li>• Mention on TPMA social media channels (Fb, Twitter, LinkedIn, Instagram) pre- and post- conference</li> <li>• President's Reception at Annual Conference</li> </ul>	✓	✓	✓

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: 02/11/22
- Annual Conference Onsite program and signage: 06/01/22
- SWFAC Pre-conference brochure: 05/20/22
- SWFAC Onsite program and signage: 08/12/22
- Magazine Winter/Spring Issue - 02/11/22
- Magazine Summer/Fall Issue - 08/05/22

**Contact:**  
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 Austin, TX 78701  
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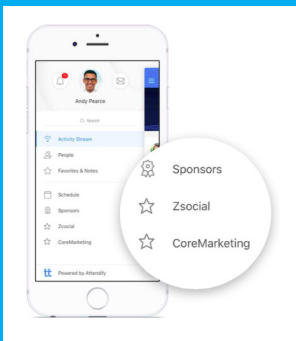
# SOUTHWEST FOOT & ANKLE CONFERENCE

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.

## Lead Retrieval

- Instantly capture attendee contact info!
- Consistent and efficient lead scanning that can be done from your own IOS or Android device or order a handheld scanner.
- Real-time lead data & analytics making follow up a breeze.
- Leads stored in the cloud for up to 18 months
- Digital qualifiers & note taking.

## Featured Listing



Make your company stand out from the rest with this new sponsor feature!

	<b>GOLD</b> \$20,000	<b>SILVER</b> \$15,000	<b>BRONZE</b> \$10,000
Exhibit Booth ( <i>prime location</i> )	✓	✓	✓
Lead Retrieval - <b>NEW!</b>	✓	✓	✓
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 complimentary badges per booth	✓	✓	N/A
Push notifications in app ( <i>subject to approval</i> )	x4	x2	N/A
One pre-conference post on TPMA social media channels ( <i>Facebook, Instagram, Twitter, LinkedIn - subject to approval</i> )	✓	N/A	N/A
Promotional e-blast to attendees pre- conference ( <i>sent by TPMA, subject to approval</i> ) - <b>NEW!</b>	✓	N/A	N/A
Featured sponsor listing in app	✓	N/A	N/A

\*\* TPMA print deadlines:

SWFAC Pre-conference brochure: 05/20/22  
SWFAC Onsite program and signage: 08/12/22



# SWFAC Sponsorship Opportunities

All conference sponsorships listed below include:

Purchase booth and \$2,500 sponsorship and receive Prime Booth Location | Onsite signage | Company logo/link on TPMA website  
Company listing in conference programs\*\* | Company logo/links/info in conference app | Exhibit Hall Bingo square

## Welcome Reception: \$10,000

Thursday night - 1 available

- 1 exhibit booth (prime location)
- 1 page promotional flyer in attendee registration packet
- Sponsored post prior to event
- Push notification in app prior to event
- Promotional giveaway opportunity at event

## Registration Desk: \$7,500 1 available

Display your company logo prominently to hundreds of attendees who pick up their registration packets and check in at the desk every day. Your logo will be the first thing they see when entering the conference. Includes 1 exhibit booth (prime location).

## Lunch Sponsor: \$5,500 1 available

- 1 exhibit booth (prime location)
- 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

## Breakfast Symposium: \$5,000 2 available

- 1 exhibit booth (prime location)
- Allows company to choose topic and speaker
- TPMA will provide marketing through email and signage
- TPMA will provide promotional giveaway at event
- Push notifications in app prior to breakfast
- Breakfast is not included in sponsorship and should be purchased through the Irving Convention Center

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

3 available

Purchase the opportunity to have 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 and requires that all sponsors provide at least 300 servings of the chosen item. Please note, sponsorship only allows for non-alcoholic beverage items. Any food or beverage item handed out from an exhibitor's booth must be purchased through the Irving Convention Center.

- Double exhibit booth in specified location

## Escalator Runner: \$5,000 1 available

Highly visible opportunity to place your company branding in front of attendees. Escalators transport attendees from exhibit hall/lobby to general sessions. Company branding on glass sides of escalators throughout duration of conference.

## Mobile App: \$3,000 1 available

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

## Lanyards: \$3,000 1 available

See your company name or logo on the official lanyard holding attendee badges. Lanyards are distributed to all attendees and are used throughout the conference. This sponsorship includes purchase of lanyards.

## 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. This sponsorship includes purchase of bags.

## 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. This sponsorship includes purchase of signs.

## Non-CME Workshop/Product Theater/HUB Session: \$2,500 Per Workshop

This sponsorship allows a company to choose their speaker and subject matter for a workshop where attendee's do not receive CME hours. Includes lecture/workshop slot, meeting room, basic audio visual, advertising, signage, and an attendee list. Non CME Workshops cannot be at the same time as CME programming.

## Non-CME Poster Session: \$200

Posters will be on display throughout the conference. Take advantage of this high visibility sponsorship that directly connects your company / institution to the goal of providing exceptional scientific research and studies along with prominent branding opportunities. Company must be registered to exhibit in order to display a poster. Poster Session is only available at the TPMA Southwest Foot and Ankle Conference.

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

Contact:

Jodi Bunyard

TPMA Membership and Marketing

918 Congress Ave., Suite 200

Austin, TX 78701

[jodi@txpma.org](mailto:jodi@txpma.org)

512-494-1123

# SWFAC FLOOR PLAN

## Southwest Foot & Ankle Conference

September 15-18, 2022

### Irving Convention Center

500 W. Las Colinas Blvd. | Irving, TX 75039

Projected Attendance: 400 DPMs and 100 Assistants

# Exhibitor booth floor plan available soon.

## Exhibitor Schedule

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Load in:

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Exhibit Hall Open:

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### Saturday, September 17

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Load Out: 1:30 pm

All  
Booths:  
10' x 10'

# 2022 Exhibitor Policies & Procedures

An application for exhibit space, when co-signed by a representative of the Texas Podiatric Medical Association 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 tear down 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, Freeman Decorating Company, 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.

# TPMA Exhibit Booth Contract

## Annual Conference & Business Meeting - June 23-25, 2022

All exhibitors must complete this form or register online to participate in the 2022 TPMA Annual Conference & Business Meeting.

This form and online registration serves as a binding contract.

*Please read the Terms, Conditions and Rules on page 11 of the prospectus before signing the contract below.*

Payment in full for booth must be enclosed with contract to be confirmed.

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

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

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

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

Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_ LinkedIn: \_\_\_\_\_

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

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

### 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 05/12	After 05/12	Preferred booth locations (pick three):	Companies you prefer not to be next to:
\$1,150	\$1,350	1. _____ 2. _____ 3. _____	_____

### Sponsorship Level

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

### Additional Opportunities

- |  |          |   |              |
|--|----------|---|--------------|
| <input type="checkbox"/> President's Reception                 | \$10,000 | <input type="checkbox"/> Attendee Bags                              | \$3,000      |
| <input type="checkbox"/> Welcome Reception                     | \$7,500  | <input type="checkbox"/> Directional Signage                        | \$3,000      |
| <input type="checkbox"/> Registration Desk                     | \$7,500  | <input type="checkbox"/> In-Booth Food/Beverage                     | \$2,500      |
| <input type="checkbox"/> Awards Luncheon                       | \$5,500  | <input type="checkbox"/> Mobile App                                 | \$3,000      |
| <input type="checkbox"/> Golf Tournament                       | \$6,000  | <input type="checkbox"/> Golf Beverage Cart                         | \$2,500      |
| <input type="checkbox"/> Lanyards                              | \$3,000  | <input type="checkbox"/> Golf Hole Sponsor                          | \$1,000 (18) |
| <input type="checkbox"/> President's Reception Ticket    \$250 |          | <input type="checkbox"/> Golf Tournament Individual Player    \$250 |              |

### 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 a conference and no shows will not be refunded.

# TPMA Exhibit Booth Contract

## Southwest Foot & Ankle Conference - September 15-17, 2022

All exhibitors must complete this form or register online to participate in the 2022 TPMA Southwest Foot & Ankle Conference.

This form and online registration serves as a binding contract.

*Please read the Terms, Conditions and Rules on page 11 of the prospectus before signing the contract below.*

Payment in full for booth must be enclosed with contract to be confirmed.

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

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

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

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

Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_ LinkedIn: \_\_\_\_\_

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

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

### 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 08/04	After 08/04	Preferred booth locations (pick three):	Companies you prefer not to be next to:
\$1,350	\$1,550	1. _____ 2. _____ 3. _____	_____

### Sponsorship Level

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

### Additional Opportunities

- Welcome Reception      \$10,000
- Registration desk        \$7,500
- Lunch Sponsor            \$5,500
- Breakfast Symposium    \$5,000
- Escalator Runner        \$5,000
- Mobile App                \$3,000
- Lanyards                    \$3,000
- Attendee Bags            \$3,000
- Floor Decals              \$3,000
- Directional Signage      \$3,000
- Booth Break Station \$2,500+ food/bev. cost
- Non-CME HUB Session    \$2,500
- Non-CME Poster Session   \$200

### 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.