

## EXHIBIT SPACE APPLICATION

Company Name (as it will appear in marketing materials) \_\_\_\_\_

Mailing Address (as it will appear in marketing materials) \_\_\_\_\_

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

Company Phone \_\_\_\_\_ Company Fax \_\_\_\_\_

Company Website \_\_\_\_\_

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

Contact Email Address\* \_\_\_\_\_

\*All conference communication will take place via email

Company Category (Please list one) \_\_\_\_\_

50-word Company Description ☐ Please use description from NY17 ☐ Included below (or will send today via email)

## Booth Selection

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Competitors you'd prefer not to be placed next to:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Kindly note that placement cannot be guaranteed, but every effort will be made to honor your requests.

## BOOTH SELECTION

☐ Standard Booth: \$3,600 ☐ Corner Booth: \$4,600 ☐ Premium Booth: \$5,600

\_\_\_\_\_ No. of booths X \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_ Total Due

## PAYMENT INFORMATION

A 50% deposit must accompany this form to reserve sponsorship.

Payment is due in full by **Friday, November 3, 2017.**

Payment is due in full for all applications received after **November 3, 2017.**

## Payment Method:

☐ MasterCard ☐ Visa ☐ American Express ☐ Check Payable to NYSPMA

Payment Amount \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ Card Holder's Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

Email applications to  
**sarah@nyspma.org**

Fax applications to  
**646-672-9344**

Mail applications to  
**555 Eighth Avenue  
Suite 1902  
New York, NY 10018**



## NY18 EXHIBIT HALL HOURS

- Friday, January 19, 2018
- Saturday, January 20, 2018
- Sunday, January 21, 2018

9:30am - 5:30pm  
9:30am - 5:30pm  
9:30am - 1:30pm

## CONTACT

Sarah Hansen  
sarah@nyspma.org

## NYSPMA

555 Eighth Avenue  
Suite 1902  
New York, NY 10018

# RULES and REGULATIONS

**SPACE ASSIGNMENT** Exhibit space will be assigned on a first come, first served basis. A 50% deposit must accompany your application in order for your request to be processed.

The subletting, assignment, or apportionment of the whole or any part of an exhibitor's space by the exhibitor is prohibited.

Exhibitors may not exhibit, advertise, or offer products other than those manufactured or sold by that Exhibitor in the regular course of business. Exhibitors may not receive or permit the receipt of legal tender, or anything of value for goods and/or services in the exhibit area or in any other facility provided or controlled by NYSPMA, nor shall any goods be delivered for which any future payments are made. Exhibitor activities are restricted to the booth allocated only.

**ELIGIBILITY FOR EXHIBITING** Exhibits are an extension of the educational program of the New York State Podiatric Medical Association's Foundation for Podiatric Medicine. In order for NYSPMA to accept your application, the products and services must promote podiatric medicine and/or enhance the podiatric profession. NYSPMA reserves the right to refuse applications for any reason.

**DISPLAY REGULATIONS** Please review the enclosed layout of the exhibit floor carefully and consider the needs of your display when selecting your booth(s). In standard "in line" booth units, all display material is restricted to a maximum height of 36 inches, except for the back wall of the display, which is limited to 8 feet in height and one-half the depth of the booth. The NYSPMA Exhibit Halls follow the IAEE guidelines. The display guidelines are designed to ensure that each exhibitor, regardless of size, has the opportunity to present their products or service in the most effective manner possible.

**SCANNING A DPM'S BADGE FOR CECH CREDITS IS STRICTLY PROHIBITED.** Any exhibitor representative who scans a DPM's badge at a CECH scanning station will be escorted from the conference floor. In addition, the exhibitor's booth will be closed down immediately. There will be no refunds given. This rule will be strictly enforced.

**GENERAL DISTURBANCES** All sound presentations must be done at low decibel levels so that neighboring Exhibitors are not disturbed. Exhibitors with audio/visual presentations MUST comply with NYSPMA representative's on-site instructions regarding acceptable levels. Exhibitors with equipment, which may be objectionable to other Exhibitors because of noise or other disagreeable features, must notify NYSPMA in writing in advance of the exhibition, and agree to accept booth assignments as determined by NYSPMA.

**RATES, DEPOSITS & REFUNDS** Booth space is charged as stated on the contract. No booth will be assigned without a 50% deposit. Space must be paid in full by **November 3, 2017**. In the event of conflicts regarding space requests or conditions beyond its control, NYSPMA reserves the right to rearrange the exhibit hall floor plan. Any space not claimed and occupied (for which no special arrangements have been made 48 hours prior to the exhibit opening) will be resold or reassigned by NYSPMA without obligation on the part of NYSPMA for any refund whatsoever.

**CANCELLATION** of booth space contracts must be received in writing. Payments will be refunded until **October 2, 2017** less \$79 processing fee. If company logo has appeared on any advertising for NY18 at time of cancellation, only 50% of payment will be refunded. Vendors whose cancellations are received prior to **November 17, 2017** will be refunded 50% of payment UNLESS their company name and/or logo has appeared on advertising for NY18. Vendors cancelling after **November 17, 2017** will not receive a refund.

**EXHIBIT PERSONNEL** Each exhibiting company may register ten (10) representatives per booth purchased at no additional cost. All representatives must be pre-registered no later than **January 14, 2018**. All onsite registrants will be charged \$79—no exceptions will be made for guests of vendors. There will be no additional charge for rep substitutions. DPM exhibitors will only be admitted to the scientific sessions if they are additionally registered as a meeting participant.

**INSTALLATION & DISMANTLING** Exhibits may be installed between 10:00 am and 5:00 pm on **Thursday, January 18, 2018**. All exhibits must be fully set up by 9:30 am Friday or they will be ordered set by GES at an additional cost to the Exhibitor. NYSPMA reserves the right to alter exhibit hours in accordance with the convention program. Exhibitors will be duly notified prior to the conference if such changes are necessary.

Exhibitor booths must be free of materials, boxes, trash, paper, etc. after dismantle. The exhibitor booth should be left the way it was when you arrived. Failure to observe this regulation will result in a clean-up charge of \$150 per booth.

Exhibitor materials and equipment may not be dismantled prior to 1:30 pm on **Sunday, January 21, 2018**. Failure to observe this regulation will result in a \$250 early dismantle fee per booth.

**FURNISHINGS, EQUIPMENT AND CLEANING SERVICES** No supplies, materials, posters, or other objects shall be posted or tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Electrical, internet and cleaning services must be ordered directly through The New York Marriott Marquis.

**SAFETY** Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support the weight of an adult. NYSPMA and Metropolitan Exposition are not responsible for injuries or falls caused by the improper use of this furniture.

**INSURANCE** All property of the Exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the exhibit area. NYSPMA and The New York Marriott Marquis do not provide insurance covering Exhibitor's property.

**SECURITY** NYSPMA provides security guard service throughout the exhibit hall. In addition, guard service is provided during the hours the exhibits are closed to attendees. Loss prevention of Exhibitor inventory and records is an NYSPMA priority. However, neither NYSPMA, the official security service, The New York Marriott Marquis, nor the official drayage company will be responsible for loss or damage due to any cause.

**LIABILITY** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless The New York Marriott Marquis, its owner, and its management company, as well as their respective agents, servants, and employees from any losses, damages, and claims. The Exhibitor further agrees to indemnify, defend, and hold harmless NYSPMA, its officers, members, staff and official service companies from any claim of whatever nature arising from the use of any product or service exhibited, or any claim or representation made in connection therewith by the Exhibitor or any person acting on its behalf.

**FORCE MAJEURE** In the event The New York Marriott Marquis or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of fire, flood, tempest or any such act of God, or as a result of government intervention, malicious damage, acts of war, strike, lock-out,

labor dispute, riot or any other cause or agency over which NYSPMA has no control, or should NYSPMA decide that because of any such cause it is necessary to cancel, postpone, or re-site the exhibit or reduce installation time, exhibit time, or move in time, NYSPMA shall not be liable to indemnify or reimburse the Exhibitor in respect to any damage or loss, direct or indirect, arising as a result thereof.

**VIOLATIONS** In the event an Exhibitor violates any provision of this contract, NYSPMA shall have the right without any liability whatsoever, to notify the agents, servants, employees, or other persons then operating Exhibitor's booth(s) to close said booth(s) immediately upon notice. Furthermore, NYSPMA shall have the additional right to bar the Exhibitor, his or her agents, servants, employees, or other representatives from the exhibit area and the exhibit halls and facilities, and to enforce the provisions hereof by having the responsible local government official enforce this provision, all without liability to NYSPMA, its agents, servants, employees, or contractors. If any provision of the agreement is breached by the Exhibitor or if the Exhibitor is in default, NYSPMA shall have the right, and is hereby authorized, to retain all monies theretofore paid by the Exhibitor as liquidated damages. In addition to any powers, prerogatives, or remedies otherwise provided by NYSPMA in this agreement, NYSPMA shall have any and all rights and remedies available at law or equity.

**AMENDMENTS** Any and all matters not specifically covered by the preceding rules and regulations and the other terms and conditions contained in the Exhibitor Kit shall be subject to the decision of NYSPMA. NYSPMA shall have the full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the Exhibitors. Each Exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

**DEFAULT** Exhibitors will not be permitted to set up their exhibits and will be subject to eviction, without refund, if this contract is violated.

**LAWS APPLICABLE** This contract shall be governed by the laws of New York State. Exhibitor agrees to abide by the rules and regulations of the New York Marriott Marquis.

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

Signature

Print Name

Company Name



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