#

# 2016

# Michigan Occupational Therapy Association

# Annual Fall Conference

# Terms & Conditions

# Exhibitors & Sponsors

# Conference Location:

Double Tree Airport

4747 28th Street SE

Grand Rapids, MI 49512

<http://www.experiencegr.com/miota/>

***Exhibitor and Sponsor Eligibility:***The MiOTA Fall Conference is open to exhibitors and sponsors whose products and services are directly related to the practice of occupational therapy. As space is limited, MiOTA reserves the right to decline applications for exhibit space and sponsorship from those companies or facilities whose product or service does not meet this criterion.

***Exhibit Set Up and Breakdown:***Exhibits set up on Thursday, October 6 from 1-3:30 PM.

Exhibit hours are 3:30 PM – 5:30 PM on Thursday, October 6, 2016. Exhibit breakdown can begin at 6 PM on Thursday and must be completed by 8 AM Friday, October 7, 2016.

Exhibitors may hand out company brochures, host raffle drawings, and give demonstrations of products and/or services. The exhibitor is encouraged to bring promotional items such as pens, etc.

If you need electrical outlets, you must note this at time of application and be sure to bring your own extension cords.

## The “tentative” schedule is as follows:

**1:00-3:30 PM Exhibit Set-up**

**Thursday, October 6**

**3:30-5:30 PM Unopposed Exhibit Time**

 **3:30 - 5:30 PM Wine and Cheese Welcome Reception and Silent Auction**

***Exhibitor Accommodations:*** Please make your reservation at The Double Tree Hotel as soon as possible as the number of rooms is limited at this MiOTA conference rate. Reservations can be made by phone at (616) 957-0100 with promo code: MiOTA. An on-line reservation link is being developed. Please register for your discounted room rate prior to September 14, 2016

***Advance Shipment of Exhibitor Supplies:*** Exhibitors are welcome to pre-ship their products or displays to the hotel. You must notify hotel at least one week prior to the conference event to arrange the shipment. Moderate sized shipments are free. Large sized shipments will be assessed a handling fee. Shipments may arrive up to 48 hours prior to the event. The hotel accepts no responsibility or liability for the delivery, security or condition of the packages. All shipment products must be labeled as follows:

Double Tree by Hilton Grand Rapids Airport

4747 28th Street SE

Grand Rapids, MI 49512

Attention: Catering Sales Department

MiOTA Annual Conference

Your Company Name

Date of Event

***Table***: 6-8’ linen top/skirted table, 2 chairs and a wastebasket.

***Assignment of Space***: Exhibit location is assigned on a first-come first-serve basis as applications are received. Please notify us of preference for corner space. Note that corner spaces are priced differently as they allow presenters a slightly larger area.

***Exhibit Security and Liability***: Security staff will be available when the conference is not in session. MiOTA and Double Tree Hotel will not be liable to exhibitors for any loss or damage to property contained in their exhibits. Exhibitors shall be fully responsible to pay for any and all damages to property owned by Double Tree Hotel that results from an act or omission of the exhibitor. No open flames, animals or cooking allowed in the vendor area. Glitter and certain tapes should be avoided.

***Payments and Cancellations***: MiOTA will guarantee exhibit space and/or sponsorship as soon as payment is received. Payment can be made by Visa, MasterCard, check or money order made payable to MiOTA. **In the unfortunate event that an exhibitor must cancel, MiOTA will provide a refund up to 50% of the exhibit fee if the cancellation occurs before August 1, 2016. Cancellations after August 2, and before September 1, 2016, will receive a 25% refund**. **No refunds will be made for cancellations made on or after September 2, 2016 regardless of when registration occurred. Please contact the MiOTA office by telephone or email if you have NOT received confirmation of your application payment for your exhibit booth.**

***Exhibit Regulations*:**

1. Displays must not project beyond the allotted space, and should not obstruct the view of, or interfere with, traffic to other exhibits. If you exceed the allotted space, you will be charged for an additional table.
2. Exhibits and/or signs may not be affixed to walls or doors in a way that might cause defacement. Any damage from failure to observe this guideline will be borne by the exhibitor.
3. No part of any exhibit or related sign may be pasted, taped, nailed, tacked, stapled, or otherwise attached to the walls, doors, etc.

## Please complete the exhibitor information form.

1. Demonstrations, interviews, and distribution of materials must be done at the exhibitor's table to avoid infringement of the privileges of other exhibitors. Noise levels from exhibit items or demonstrations must be kept at moderate levels which would not be objectionable by other exhibitors
2. Electrical requirements should be noted on the application. **Exhibitors are responsible for bringing the necessary extension cords required to operate electrical devices.**
3. All electrical devices must conform to the fire regulations of the Double Tree Hotel.
4. All exhibit material should be dismantled, packed, and ready for removal by 8:00 AM Friday, October 7, 2016.
5. If you require additional arrangements due to a disability, please notify the MiOTA office.
6. *Upon submission of your application, you should receive a confirmation from MiOTA within 1-3 business days. If confirmation is not received, please notify MiOTA to ensure proper processing of your application.*
7. Options available for companies who are unable to attend conference include:
	* Distribution of product or advertisement materials can be included in participant packets for a fee of $0.10 per participant.
	* General display of item/product on MiOTA table for $100.
	* Non-profit discounts available with appropriate documentation.
	* All shipping expense is responsibility of each individual company.

# EXHIBITOR & SPONSOR REGISTRATION

|  |
| --- |
| Company Name: |
| Name of Company Contact: |
| Address: |
| City: | State: | Zip Code: |
| Phone Number: |
| Fax Number: |
| Email: |
| Company Website:  |
| Company Logo for Advertisements: (Please submit a separate jpeg file of preferred logo) |
| Name of Exhibit Staff #1: |
| Title/Credentials of Exhibit Staff #1: |
| Name of Exhibit Staff #2: |
| Title/Credentials of Exhibit Staff #2: |

***Exhibitor Information***

|  |  |
| --- | --- |
| **Type of Company** |  |
| **Applicability of Company Service/Product to Patients** |  |
| **Applicability of Company Service or Product to Occupational Therapy** |  |

***Exhibitor Options***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tables\*** | **Deadline** | **Thursday** | **Electrical****(Check If Needed)\*\*** | **Wi-Fi** | **Total** |
| Early BirdRegistration | May 31, 2016 | $200 Table | $15 Per Table | $15 Per Table |  |
| $250 Corner |
| GeneralRegistration | June 1 to August 30, 2016 | $250 Table | $15 Per Table | $15 Per Table |  |
| $300 Corner |
| Late Registration | September 1 to October 1, 2016 | $300 Table | $15 Per Table | $15 Per Table |  |
| $350 Corner |
| Total |  |  |  |  | $ |

\* Please note that corner tables are $50 more due to additional space available. Corner spaces are on a first come, first serve basis. You will be notified on your confirmation email if the availability exists.

\*\* Please bring your own extension cord(s)

***Sponsorship Options***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Choose One** | **Sponsorship** | **Free Ad In Conference Program** | **Free Ad in Conference** **Folders** | **Name In Brochure** | **Verbal** **Recognition** | **Website** **Recognition** |
|  | Wine & CheeseEvent$3,000 | Full page ad\*\* | X | X | X | X |
|  | Platinum$2,000.00 + | 1/2 page ad\*\* | X | X | X | X |
|  | Gold$1,500.00 | 1/4 page ad\*\* | X | X | X | X |
|  | Silver$1,000.00 | 1/8 page ad\*\* |  | X | X | X |
|  | Bronze$500.00 |  |  | X | X | X |

\*\*Advertisement and company name in Conference Program must be received by **October 1, 2016**

\*\*\*All sponsors will receive a framed Sponsorship acknowledgement at their exhibit table.

Payment Method: Check/money order (payable to MiOTA) VISA MasterCard

Sponsorship Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibitor Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL Payment Amount: **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Card Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVV (3 digit code on back of card): \_\_\_\_\_\_\_\_\_\_\_

Print name as it appears on the card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Signature:

Statement of Application and Acceptance: I/We hereby apply for exhibitor space, sponsorship, and/or advertising for the MiOTA Fall Conference on October 6, 2016. I/We understand that once accepted, this application becomes a contract, under the terms and conditions set forth here and in the prospectus, which I/we have read, understand and accept. I/We understand that table space will be determined on a first-come first-serve basis. I/We will accept the table space assigned and agree to accept reassignment, if necessary, to create a more effective exhibit at the conference.

 Acceptance Signature:

 Printed Name: Title: Date:

|  |  |
| --- | --- |
| **Michigan Occupational Therapy Association (MiOTA)****124 W. Allegan, Suite 1900,** **Lansing, MI 48933**  | **\* Phone (517) 267-3918** **\* Fax (517) 484-4442**[**www.miota.org**](http://www.miota.org/) |