



2020

**Michigan Occupational Therapy Association
Annual Fall Conference | September 24 – 26, 2020**

Conference Location

Radisson Plaza Hotel & Suites

100 W Michigan Ave | Kalamazoo, MI 49007 | Phone: 269-343-3333

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. 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.

Tentative Exhibitor Schedule

Thursday, September 24:

3:00 – 5:00 PM	Exhibitor Set Up
5:00 – 7:00 PM	Exhibit Space Open

Friday, September 25:

7:00 AM – 9:00 AM	Exhibitor Set Up
9:00 AM – 6:00 PM	Exhibit Space Open

Saturday, September 26:

7:00 AM – 9:00 PM	Exhibitor Set Up
9:00 AM – 2:00 PM	Exhibit Space Open
2:00 PM – 5:00 PM	Tear Down

Accommodations. To receive the discount rate at the Radisson Hotels reservations can be made by calling 1-269-343-3333 or online at: www.radissonkz.com

Use the group code of “MIOTA”. **Room block ends Wednesday, September 2, 2020.** Check-in is 4:00 PM and check-out is 12:00 PM.

Table. 8’ linen top/skirted table, 2 chairs, electricity and internet access. If your exhibit is greater than 8 foot you must rent 2 tables.

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 Bavarian Inn 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 Bavarian Inn 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, 2020. Cancellations after August 14, and before September 2, 2020, will receive a 25% refund. No refunds will be made for cancellations made on or after September 2, 2020 regardless of when registration occurred. Please contact the MiOTA office by telephone or email if you have NOT received confirmation of your payment for your exhibit booth within 3 business days after submission.

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.
4. Please complete the exhibitor registration form.
5. 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
6. Electrical requirements should be noted on the application. **Exhibitors are responsible for bringing the necessary extension cords required to operate electrical devices.**
7. All electrical devices must conform to the fire regulations of the Bavarian Inn.
8. All exhibit material should be dismantled, packed, and ready for removal by 5 PM on Saturday, September 26, 2020.
9. If you require additional arrangements due to a disability, please notify the MiOTA office.
10. *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.*
11. **Advance Shipment of Exhibitor Supplies.** Exhibitors are welcome to pre-ship their products or displays to the hotel.

INBOUND SHIPMENTS

Please do not ship event material more than 5 days prior to your event. If you are sending your material on a skid, or a specialized delivery, please contact Shipping & Receiving at (269) 226-3159 to ensure the delivery is as smooth as possible. Before sending, please make sure your representative name and event name are noted on the bill of lading.

Please format all shipping labels to include the following information:

Representative Name
Vendor Name/Event
C/O Radisson Plaza Hotel
100 Michigan Ave.
Kalamazoo, MI 49007

Packages that arrive with the above format will be delivered to the appropriate room before the event. If any packages arrive without the vendor name, they will be secured until requested. Please note, the hotel has one standard dock for special events and large packages. The dock is 48" high and has a manual dock plate. The door at the main shipping dock is 8'x8'. For even larger items, the hotel has a 12'x12' door at ground load/street level. The hotel does not have the means to unload large items from a raised trailer



onto street level. The hotel has 4 freight elevators. Dimensions are below (w/h/d). Dock: 6'x8'x9' with 4,000-pound capacity. Freight (Ballroom 1): 6'x7.5'x8' with 4,000-pound capacity. Freight (Ballroom 2): 6'x8x9' with 4,000-pound capacity. Service: 4'x7'x9' (13' raised ceiling) with 5,000-pound capacity. The double doors measure at 72"x80" and the single doors measure at 36"x80".

The Radisson does not accept liability for equipment, goods, displays, or other material that arrive unmarked, damaged, or fail to arrive at the hotel.

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.
- Sponsorships and Welcome Reception
- Advertisement in conference program, conference folders, or website

EXHIBITOR & SPONSOR REGISTRATION

Company Name	
Company Contact Name	
Address	
City	
State	
Zip/postal code	
Telephone	
Fax	
Email	
Company Website	
Logo for Advertisements	Please submit separately in jpeg file
Name of Exhibit Staff #1	
Title & Credentials	
Name of Exhibit Staff #2	
Title & Credentials	
Type of Company	
Applicability of Company Service or Product to Patients/Therapists	
Applicability of Company Service or Product to Occupational Therapy	

REGISTRATION

Early Bird Registration – Deadline is May 31, 2020

Thursday Only	\$75 per table	\$125 corner table
Friday Only	\$100 per table	\$150 corner table
Saturday Only	\$75 per table	\$125 corner table
Full Conference	\$200 per table	\$250 corner table

General Registration – Before August 14 / After September 2, 2020

Thursday Only	\$100/\$125 per table	\$150/\$175 corner table
Friday Only	\$125/\$150 per table	\$150/\$200 corner table
Saturday Only	\$100/\$125 per table	\$150/\$175 corner table
Full Conference	\$225/\$250 per table	\$275/\$300 corner table

* 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 with a confirmation email if the availability exists. ** Please bring your own extension cord(s). **If your space exceeds 8 feet, please be courteous and rent 2 tables.**



Sponsorships

Please Choose One:

Wine & Cheese Event Sponsor - \$3,000

- Free FULL PAGE Ad in Conference Program
- Free Ad in Conference Folders
- Name in Conference Brochure
- Verbal Recognition
- Website Recognition

Platinum Sponsor - \$2,000 or above

- Free 1/2 PAGE Ad in Conference Program
- Free Ad in Conference Folders
- Name in Conference Brochure
- Verbal Recognition
- Website Recognition

Gold Sponsor - \$1,500

- Free 1/4 PAGE Ad in Conference Program
- Free Ad in Conference Folders
- Name in Conference Brochure
- Verbal Recognition
- Website Recognition

Silver Sponsor - \$1,000

- Free 1/8 PAGE Ad in Conference Program
- Name in Conference Brochure
- Verbal Recognition
- Website Recognition

Bronze Sponsor - \$500

- Name in Conference Brochure
- Verbal Recognition
- Website Recognition

** Advertisement and company name in Conference Program must be received by **September 10, 2019**.

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

Conference Program Advertisement Options

Ad Size	Member Fee	Non-Member Fee
Full Page	\$100	\$125
1/2 Page	\$50	\$75
1/4 Page	\$25	\$50



Payment Options

Payment Method:

	Check or Money Order #
	VISA
	MasterCard
	Card Number:
	Card Expiration Date:
	CVV Code (3 digits on back of card):
	TOTAL: \$
	Print/Type name as appears on 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 24-26, 2020. 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)

Complete and email form to website@miota.org

Questions? Call the MiOTA Office at 517-267-3918

Visit www.miota.org for additional details!