Southeast National Conference
November 21–22, 2019

2019 Exhibitor Prospectus

Exhibitor Set Up: November 21, 2019
Exhibit Hall Dates: November 21–22, 2019
Walt Disney World Swan Hotel – Lake Buena Vista, FL

For more information visit: www.kent.edu/cpm/2019-southeast-national-conference
Why support KSUCPM CME?

As a leader in podiatric medical education for more than a century, Kent State University College of Podiatric Medicine (KSUCPM) is focused on advancing the profession. Our mission is to educate students to excel in residency training; however, education is a lifelong commitment that we continue to promote. KSUCPM is committed to giving back to the profession by hosting the 11th Annual Southeast National Conference at the Walt Disney World Swan Hotel, in Lake Buena Vista, FL, November 21-22, 2019.

By supporting KSUCPM Continuing Medical Education (CME) programming, you will be able to demonstrate your company’s commitment to the profession, while enjoying valuable one-on-one time with a variety of podiatric physicians specializing in many areas including: wound care, trauma, sports medicine, diabetic care, geriatrics, and forefoot and rearfoot surgery.

Ideally situated between wonder and wonderful, leave the every day behind and enter a world of wonder and enchantment at the Walt Disney World Swan Hotel. Located in the heart of the most magical place on earth, the Walt Disney World Swan Hotel provides a truly extraordinary backdrop for the Southeast National Conference. Beautiful tropical landscaping, tranquil waterways and classic art and architecture work together to create a stunning landmark in the midst of one of the most spectacular places on earth, an environment of elegance and sophistication awaits.

We hope you strongly consider supporting the Southeast National Conference in 2019. Through your company’s participation, we can continue providing high-quality CME, while advancing podiatric medical education for generations to come.
Conference Information

Exhibitor Schedule

**Thursday, November 21, 2019**
6:00 am - 9:00 am  Exhibitor Set-Up

**Thursday, November 21, 2019**
9:00 am  Exhibit Hall Opens
9:30 am - 10:00 am  Morning Break in Exhibit Hall
12:00 pm - 1:15 pm  Lunch & Learn Workshops
3:25 pm - 3:55 pm  Afternoon Break in Exhibit Hall
4:00 pm  Exhibit Hall Closes for Day

**Friday, November 22, 2019**
9:00 am  Exhibit Hall Opens
9:30 am - 10:00 am  Morning Break in Exhibit Hall
12:00 am - 1:15 pm  Lunch & Learn Workshops
3:45 pm - 4:15 pm  Afternoon Break in Exhibit Hall
4:15 pm  Exhibitor Tear-Down

We help drive traffic to your booth!
- CECH Scanning in Exhibit Hall
- Continental breakfasts and coffee breaks located in Exhibit Hall
- Raffles held in Exhibit Hall

Official Conference Hotel:

**Walt Disney World Swan Hotel**
1200 Epcot Resorts Boulevard
Lake Buena Vista, FL 32830

Located in the heart of the most magical place on earth, the Walt Disney World Swan Hotel provides a truly extraordinary backdrop for the Southeast National Conference. Beautiful tropical landscaping, tranquil waterways and classic art and architecture work together to create a stunning landmark in the midst of one of the most spectacular places on earth, an environment of elegance and sophistication awaits.

Rate: $225/night

Don’t miss out. Sign up now to reserve your spot!

Contact Patrick Riley, Director of Development for more information:
Email: priley6@kent.edu ~ Phone: (216) 916-7459 ~ Mail To: 6000 Rockside Woods Blvd., Independence, OH 44131
### Sponsorship Opportunities

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| **SUMMA CUM LAUDE** - $7,500 |          | - Prime (10’ x 8’) exhibit booth location in Exhibit Hall, full-page ad in conference program, logo displayed as SCL sponsor on all conference signage, marketing collateral and website  
- Opportunity to provide conference registration bags or badge lanyards, logo on hotel key cards |
| **Magna Cum Laude** - $5,000 |          | - Prime (10’x8’) exhibit booth location in Exhibit Hall, 1/2 page ad in conference program, logo displayed as MCL sponsor on all conference signage, marketing collateral, and website  
- Opportunity to provide conference registration bags or badge lanyards |
| **Cum Laude** - $3,000   |          | - Prime (10’ x 8’) exhibit booth location in Exhibit Hall, 1/4 page ad in conference program, logo displayed as CL sponsor on all conference signage, marketing collateral and website  
- Opportunity to provide conference pens with company logo |
| **Exhibit Booth** - $1,200 |          | - Includes (10’ x 8’) exhibit booth within Exhibit Hall, one (6’) table, two chairs, wastebasket and electric outlet  
- Company name listed in conference program as exhibitor |
| **Lunch & Learn** - $4,000 (4 Available) |          | - Limited availability - Two Lunch & Learn sponsors per day; Thursday (2), Friday (2)  
- Private 60 minute Non-CECH lunch presentation (lunch to be paid for by the sponsor)  
- Prime (10’ x 8’) exhibit booth location in Exhibit Hall, logo displayed on conference signage |
| **Hands-On Workshop** - $2,000* |          | - Host a 2–3 hour evening workshop (Wednesday, November 20, Friday, November 22) or an afternoon workshop (Saturday, November 23). Workshops must be approved by KSUCPM CME Committee. Company assumes responsibility of marketing the workshop.  
- *Does not include a booth in Exhibit Hall. Booth must be purchased separately* |
| **Continental Breakfast** - $750* |          | - Two continental breakfasts, one per day; Thursday (1), Friday (1)  
- *Does not include a booth in Exhibit Hall. Booth must be purchased separately*  
- Logo displayed on continental breakfast signage and in conference program |
| **Break** - $500* |          | - Four total breaks, two per day; Thursday (2), Friday (2)  
- *Does not include a booth in Exhibit Hall. Booth must be purchased separately*  
- Logo displayed on all Break signage and in conference program |
| **Unrestricted Educational Grant** |          | - Company will be recognized in conference program as Unrestricted Educational Sponsor  
- *Does not include a booth in Exhibit Hall. Booth must be purchased separately*  
- *Does not include any conference marketing options* |

* Denotes package does not include exhibit booth in Exhibit Hall
2019 KSUCPM Rules, Regulations & Policies

Advertising in Event Program
If your sponsorship qualifies for advertisement in the Event Program, please follow these formats: Full page ads – 8.5 x 11, four-color. Half-page ads – 4 x 10 vertical or 8 x 5 horizontal, four-color. Quarter page ads – 4 x 5, four-color. All ads should be high-resolution (300 dpi) electronic files preferred in either Quark, PDF, EPS or TIFF formats. Deadlines: Event Program ads due one month prior to conference (October 25, 2019). Please submit to Madalynne Stanic – mstanic2@kent.edu

Products/Services
The products or services that are exhibited at KSUCPM CME Conferences must be related to the interests and educational values of the conference. KSUCPM may refuse to accept the application of any company or persons whose products/services do not meet the educational integrity and objectives of KSUCPM CME.

Terms of Payment
Full payment MUST be received by KSUCPM at the time of Reservation Form submission. If payment is not received in full at that time, booths cannot be guaranteed. No refunds will be given for cancellations or no shows.

Non-Compete
Sponsors and exhibitors are prohibited from scheduling receptions, dinners, hospitality suites, social functions, exhibits, product demonstrations, technical seminars, training sessions, workshops, surgical skills labs or other events outside of assigned exhibit booth space without KSUCPM CME Committee approval.

Badges & Registration
All participants at the Southeast National Conference must check in at the vendor registration area, on the first day of the conference. Official conference badges must be worn at all times during conference hours. Sponsors and exhibitors will be provided with two name badges for their respective representatives. Additional badges may be purchased for $85 each. Only two representatives will be allowed in their exhibit booth space at one time.

Liability
The sponsor/exhibitor hereby assumes responsibility and agrees to indemnify and defend KSUCPM CME Conferences, its members, staff, and KSUCPM Conference hotels against any claims, injuries, or expenses that result out of the use of the exhibition space and hotel grounds, unless damages/injury is due solely to the negligence of KSUCPM and KSUCPM conference hotels. The Exhibit Hall will be locked during non-conference hours. KSUCPM and the official conference hotel are not responsible for any loss or damage to property. Sponsors and exhibitors are responsible for securing all valuables when the exhibit booth is not attended.

Hotel Reservations & No Show Policy
All sponsors and exhibitors must reserve their guest rooms through the KSUCPM room block at the Walt Disney World Swan Hotel. Sleeping room availability is limited and the discount is subject to conference hotel availability. In the event an individual made their reservation with the Walt Disney World Swan Hotel and it was not cancelled by 6:00 pm on the first day of the conference, the individual will be billed for the one-night room and tax. The reservation will automatically be cancelled for any remaining nights.

Exhibit Booths
Exhibit be space is determined on a first-come first-served basis. KSUCPM determines where sponsor/exhibitor booths will be placed in the exhibit hall, based on the date vendor registration forms and full payment is received. KSUCPM will attempt to distance companies from competitors, given exhibit hall size and constraints, with no guarantees. Premium booths will receive priority location in the exhibit hall. All exhibit booths will receive a 10’ x 8’ space, with one 6’ skirted table, two chairs and a waste basket. Booth sharing or subleasing is strictly prohibited.

Set-up & Tear Down
Booth set-up will ONLY take place from 4:00pm – 7:00pm on Wednesday, November 20, 2019. Tear-down will ONLY take place from 4:15pm – 6:15pm on Friday, November 22, 2019. An early tear-down fee of $250.00 will apply for any sponsor/exhibitor who dismantles their exhibit booth prior to 4:15pm on the last day of the exhibition hall. Please schedule your travel accordingly.
2019 Reservation Form

Company Information

Company Name: _______________________________________________________________________________

Description of Product/Service: _____________________________________________________________________

Address: ____________________________________________________________________________________

City: ________________________________________ State: ________ Zip: _____________________________

Primary Contact Name:_________________________________________ Title: ____________________________

Contact Phone: _____________________ Contact Email: _______________________________________________

Commitment

☐ Summa Cum Laude $7,500 ☐ Magna Cum Laude $5,000 ☐ Cum Laude $3,000

☐ Lunch & Learn $4,000 ☐ Hands-On Workshop $2,000  ☐ Exhibit Booth $1,200

☐ Continental Breakfast $750 ☐ Break $500  ☐ Unrestricted Educational Grant

Amount $_______________

Payment

☐ Credit Card ☐ Check (made payable to the Kent State University Foundation)

Name of Cardholder: ___________________________________________ Amount: $________________#

Card #: ______________________________________________________ Exp. Date: _____________________

CSC Code (3 digit security code) ___________ Signature: _________________________________________

Representative 1: ________________________________ Representative 2: ______________________________

*Additional Badges $85/each: Representative 3: ______________________________ Representative 4: ______________________________

Agreement

Company Representative (print name): ___________________________ Signature: ______________________________

Date: ______________

Your signature on this Reservation Form binds you and your company to this contract and the terms expressed herein (page 5)

Return form to Patrick Riley via email: priley6@kent.edu or by mail to: Patrick Riley ~ KSUCPM ~ 6000 Rockside Woods Blvd. ~ Independence, OH ~ 44131