FCPA 2020 JANUARY MEETING EXHIBIT and PROMOTIONAL SUPPORT OPPORTUNITIY

2020 Florida Cleft Palate-Craniofacial Association Meeting

January 18, 2020

Johns Hopkins All Children's Hospital
St. Petersberg, FL

58th Annual Florida Cleft Palate Craniofacial Association Annual Meeting

Johns Hopkins All Children's Hospital - St. Petersburg, FL

January 18, 2020

FCPA 2020 JANUARY MEETING EXHIBIT and PROMOTIONAL SUPPORT OPPORTUNITIES

58th Annual Florida Cleft Palate Craniofacial Association Annual Meeting

Dear Prospective Exhibitor/Supporter:

We are pleased to invite you to support and/or exhibit at our upcoming FCPA events! Reach FCPA members and meeting attendees while enjoying first-class facilities at the Orlando health facility in Orlando, Florida.

The Florida Cleft Palate Craniofacial Association is truly one of a kind plastic surgery society in the United States. Our 2020 meeting promises to be educational, exciting and entertaining.

We expect approximately 100 attendees at our January event, experts including Doctors, Residents/Students, Speech and languages Pathologist, Dentist and Nurses. This year's Florida Cleft Palate Craniofacial Association Annual meeting will be combined into one day of breakout and combined sessions.

Interested companies will find a variety of opportunities to increase their visibility, for a very reasonable cost. Please see page 5 for our “2020 Promotional Support Opportunities.” In return for supporting a program, you will be recognized for your support of the event.

Exhibit booths and event support opportunities are reserved on a first-come, first-served basis. A tentative exhibit hall schedule and floor plan (subject to change) for the events are included. We will begin assigning booth space for the Meeting as fully paid contracts are received.

We hope that you will accept our invitation to reserve an exhibit space and support these meetings. If you have any questions, please do not hesitate to contact Susan Russell srussell@hdplanit.com. You may also call the office for assistance at (435) 602-1329.

We look forward to welcoming you in 2020!

Sincerely,

Susan Russell
FCPA Executive Director

FCPA 2020 JANUARY MEETING
EXHIBIT and PROMOTIONAL
SUPPORT OPPORTUNITIES

58th Annual Florida Cleft Palate-Craniofacial Association Annual Meeting
St. Petersburg, Florida - January 18, 2020

Exhibitor Application and Agreement Form

Company:_____

Address:_____

City: _____ State: _____ Country: _____ Zip: _____

Principal Contact (Responsible for coordination and communication with meeting planner):
_____

Representative Phone: _____ Fax: _____

E-mail: _____ Website Address: _____

Yes, we will exhibit at 58th Annual Florida Cleft Palate Craniofacial Association Annual Meeting.
Our tabletop preference is:_____

_____ Exhibit Booth **$1,500**

TOTAL ENCLOSED $ _____

Please list the names of all representatives who will be at the 2019 January FCPA meetings in conjunction with your exhibit.

Representative In-Charge Name:_____(Included)
Name: _____(Included)
Name:_____ ($150 Addt'l Fee)
Name:_____ ($150 Addt'l Fee)

Registration for up to (2) representatives is included in the registration fee. An additional $150 registration fee ($175 on-site) is required for additional representatives. Maximum four (4) representatives per exhibit space.

EXHIBITOR APPLICATION & AGREEMENT (Cont.)

Each exhibit space consists of a six (6) foot table-top display. Cancellation of exhibit space requested in writing prior to October 16, 2019 will be considered. No cancellations will be considered after October 16, 2019. Questions: Contact Susan Russell: srussell@hdplanit.com or call (435) 602-1329.

The total contracted amount must be included with this application form.
Please pay by check, make payable to The Florida Cleft Palate Craniofacial Association (FCPA)
*****To secure your exhibit space e-mail, fax or mail payment and form to:**
FCPA, 6300 Sagewood Drive, Suite H-255, Park City, UT 84098

Attestation: On behalf of my company, I have read, understand and agree to the terms and conditions set forth in the **General Information and Conditions of Exhibitor Agreement (pages 8 & 9)** sections of this prospectus.

NAME:_____ DATE:_____

SIGNATURE:_____

Space is assigned on a first come basis and a requested booth may be denied due to an earlier competitor company assignment.

Exhibitor Shipping and Deliveries: Shipments to the Johns Hopkins All Children's Hospital will be received up to 7 days in advance. If you are shipping directly to the hotel, address your shipment as follows:

Johns Hopkins All Children's Hospital
Research and Education Building
Attn: FCPA - January 18, 2020
500 5th Street South
St. Petersberg, FL 33701

2020 Support Opportunities

Exclusive Support of Breakfast - Saturday Morning - **$500**

Lunchtime presentation. 15 minutes to speak to all registered attendees during the one hour lunch session. There are 3 spots available for this. We will place your company on our website as a special lunchtime presenter as well as in our program. Saturday - **$500 - 15 minute speaking time.**

Networking Reception - **$2,500**
3 Daughters Brewery - Friday evening January 17, 2020
5:00 pm - 7:00 pm -Exclusive Support.
This reception will be for all registered attendees, only industry sponsoring the event will be included. This will be a social and offer a wonderful private networking opportunity
for one lucky sponsor! Special signage at event, e-blasts to all attendees provided by FCPA with your logo announcing the event prior to the meeting, and details with your logo on our website.

Saturday Reception **- $1,500**
This will immediately follow the general session and all attendees are invited.
Only industry sponsoring the event will be included. This will be a social and offer a wonderful private networking opportunity for one lucky sponsor! Special signage at event, e-blasts to all attendees provided by FCPA with your logo announcing the event prior to the meeting, and details with your logo on our website.

The above options are only available with a paid exhibit space.

Custom support packages are available.
Contact Susan Russell to discuss options, dates and custom support budgets at 435-602-1329 or srussell@hdplnit.com

Society Corporate Support Disclaimer: Printed company logos and/or company notations will comply with the rules and regulations of the ACCME. Educational content and industry support will be separated to adhere to ACCME regulations in verbal recognition and/or print as the Society deems appropriate.

2020 PROMOTIONAL SUPPORT APPLICATION

This form indicates interest in providing support as designated below for the January 2020 The Florida Cleft Palate Association.

Upon receipt of this form, you will be sent notification of acceptance/approval and an invoice for payment in full within 30 days of acceptance. All requests are reviewed by the Executive Board of the 2020 The Florida Cleft Palate-Craniofacial Association to ensure there are no conflicts of interest. Payment in full is due before November 01, 2019.

Company Name:_____

Contact Name/Title:_____

Contact Phone:_____Fax:_____

Contact E-mail:_____

Mailing Address:_____

City:_____ State:_____Zip: _____

Requested Opportunities:_____

Support Amount Total $_____

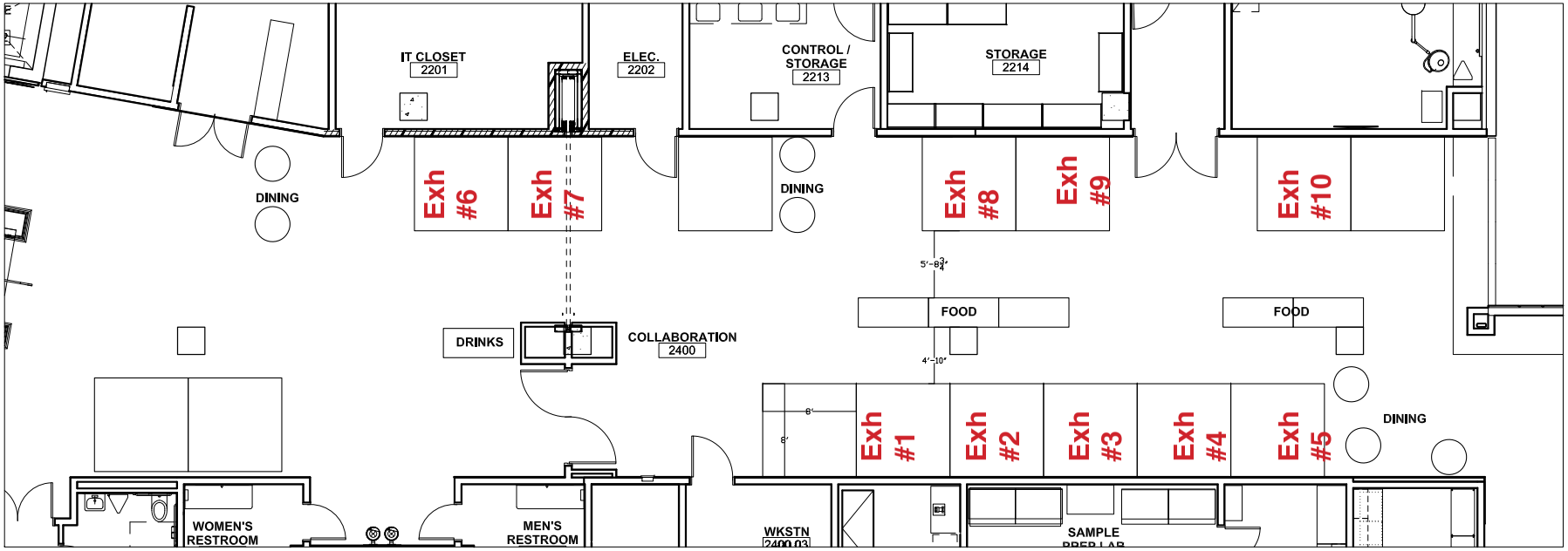
I understand that as a company supporter I am entitled to the benefits noted herein. I understand that participation does not entitle me or my company to preferred treatment or table placement in the exhibit hall. I understand that Exhibit Space is a separate fee from the support requested unless otherwise noted within the definition of the “Package” purchased. I understand and agree to pay the related fee(s) in full, prior to the meeting and that if I fail to make payment I waive my company’s right to the support and to inclusion in the program materials as noted.

Authorized Signature:_____ Date: _____

Check Payable to:
FCPA
Attn: Susan Russell
6300 Sagewood Drive, Suite H255
Park City, UT 84098

Questions and/or additional information, contact Susan Russell, srussell@hdplanit.com
or (435) 602-1329

NOTE:
15
BOOTHS



1 REB – 2ND FLOOR COLLABORATION SPACE – VENDOR BOOTH SET-UP

SCALE: 1/8"=1'-0"

EXHIBITOR GENERAL INFORMATION

EXHIBITOR REGISTRATION:
Exhibitors may register beginning at 6:00 AM on Saturday, January 18, 2020. Name badges and information will be available at the registration desk.

EXHIBITOR REPRESENTATIVE:
The exhibiting company will name one person as its duly authorized representative, who is responsible for the exhibit and hereby accepts and assumes all responsibility for all representatives or alternates in attendance at its exhibit throughout all exhibit periods. Please notify meeting representatives at any time if there are any changes. ALL MEETING INFORMATION IS SENT TO THE PRIMARY CONTACT'S ATTENTION.

HOTEL INFORMATION AND RESERVATIONS:
Staybridge Suites
904 5th Avenue South
St. Petersburg, FL 33705
Reservations may be made by visiting www.floridacleft.org and clicking on the hotel link for this meeting.

HOURS OF EXHIBIT OPERATIONS:

Saturday, January 18, 2020
7:00 AM - 5:30 PM

Breakfast and beverage services will be held in the exhibit rooms. Breakfast and Lunch is provided for two exhibitors per booth or four total if additional exhibitor fees are paid.

INSTALLATION OF EXHIBITS:
Each paid exhibitor space will consist of one 6 foot table top display, table linens and (2) chairs. The exhibit area is carpeted. Your company name and logo will be listed in our exhibitor information and placed in each attendee registration folder, on our website and on printed signage.

Additional equipment i.e. electricity, telephone/internet, etc. are to be provided by the hotel at the exhibitor's expense.

All set-up and teardown of exhibits is the responsibility of the exhibitors. Should you require additional assistance, please contact the Intercontinental Hotel directly. Displays are limited to tabletop exhibits only. Any additional enhancement that cannot be contained to the top of the tables is prohibited. Banners, flags, or free-standing booths are permitted as long as it does not interfere with or block a neighboring exhibitor. All exhibits, equipment, displays, literature, video, and audio equipment must be contained within the allotted table space. Exhibits not adhering to these rules and regulations will be dismantled on-site at the exhibitor's expense with no refund.

CONDITIONS OF EXHIBITOR AGREEMENT:

1. **Assignment of Space:** Booth space will be assigned on a first-come, first-served basis based on the date of receipt of the Exhibitor Registration & Agreement Form, full payment and direct company competitors. Exhibitors may request a particular booth space although final decision will be determined by FCPA. Once space is assigned, an exhibit may only be moved with the mutual consent of FCPA and the specified exhibitor.

2. **Payment**: Full payment is required with a completed agreement form for exhibit booth to be assigned.

3. **Cancellations**: Cancellations in writing to FCPA on or before, **October 16, 2019,** will receive a refund of the exhibit fee minus a $50 processing fee. No refunds will be made for cancellations received after **October 16, 2019**.

4. **Care of Exhibit Space**: Exhibitors must maintain and keep their exhibit booth and the contracted space in good order, at their expense.

5. **Insurance**: In all cases, exhibitors wishing to insure their goods must do so at their own expense. Please send FCPA proof of insurance.

6. **Protection of Exhibit Space**: Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel without the permission of FCPA and/or a representative of the hotel. Packing, unpacking, and assembly of exhibits shall be done in designated areas and conform to instructions of FCPA or facility representatives.

7. **Default Occupancy**: An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for space at the full rental price, and FCPA shall have the right to use that space upon the show's opening.

8. **Use of Space**: Exhibits will only be permitted in the official exhibit area established by FCPA.

9. **Cancellation or Relocation of Meeting**: If cancellation or relocation of the meeting is due to circumstances within FCPA's control, FCPA's liability will be limited to a refund of fees to the exhibitor. If FCPA has no control over the cancellation or relocation, FCPA will have no liability of any kind, but may at its discretion, refund any fees paid by the exhibitor.

10. **Liability**: FCPA does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold FCPA harmless from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. FCPA shall not be liable for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.

CONDITIONS OF EXHIBITOR AGREEMENT: (Cont.)

11. **Distribution of Printed Material**: Distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of FCPA registrants without advance permission from the resort and FCPA. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit tables and may not be placed in any meeting room or in the FCPA registration area.

12. **Exhibitor Seminars, Lectures, Food Functions, etc**: As a condition of receiving exhibit space, the Exhibitor agrees not to conduct, sponsor, or promote any general seminars, lectures, or clinics in the same geographical area (within a radius of 25 miles) for a period of three days prior to or following the January meeting.

13. Company agrees that any Society mailing lists received as a part of this agreement may only be used to promote Company's participation in the Exhibit Hall at this official Society event. Further, Company agrees that nothing in this agreement is meant to provide an endorsement (express or implied) of the company's products or services, nor is Company granted the right to hold any social or other event at the Society's chosen meeting venue that is not considered an official FCPA event. The opportunity to host a non-sanctioned event may be considered through a separate contract with the Society. Details of such a contract, and any associated fees are to be negotiated separately.

14. **Food or Beverage in Exhibitor Booths**: No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor table.

15. **Price List**: Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.

16. **Removal of Exhibits by FCPA:** FCPA has the right to prohibit, bar, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of FCPA is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other items or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by FCPA to have violated any provision of these rules and regulations.

17. **Selling of Products or Services**: All transactions must be conducted in a manner consistent with the professional nature of the exhibits.

18. **Violation of Condition**: The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: 1) Violation of any municipal, state, or national laws, rules, or regulations, including safety codes; and 2) Failure to follow procedures prescribed in this prospectus.

19. **Acceptance of Exhibit Contracts**: FCPA may refuse space to any company or individual whose products or services, in the judgment of FCPA, do not further the educational and/or scientific purposes of the meeting.