

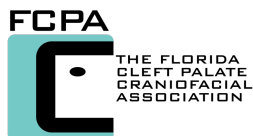


# FCPA 2020 JANUARY MEETING EXHIBIT and PROMOTIONAL SUPPORT OPPORTUNITY

**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 Johns Hopkins All Children's Hospital in St. Petersburg, 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](mailto: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

# EXHIBITOR APPLICATION & AGREEMENT

## 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](mailto: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:** As required by the General Information and Conditions of Exhibitor Agreement (pages 8-9), please indicate here that you have read and agree to the ACCME Standards for Commercial Support. ([www.accme.org](http://www.accme.org)).

I have read and agree to the ACCME Standard for Commercial Support. \_\_\_\_\_ (check here)

Do you agree to abide by the ACCME Standards for Commercial Support? **Yes** \_\_\_\_ **No** \_\_\_\_

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  
Department 6500002726  
Attn: Suzanne Anderson, CHCP  
501 6th Avenue South  
St. Petersburg, FL 33701**

# 2020 PROMOTIONAL SUPPORT OPPORTUNITIES

## 2020 Support Opportunities

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

### **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.

### **Lunch time Presentation (2 available) - \$500**

Reach our meeting attendees with a lunch-time presentation. This will be in the area where attendees will dine and your company will have 15 minutes to speak directly to everyone - you will have their undivided attention! Microphone and speakers will be supplied for these sessions.

### **Saturday Reception - \$2,000**

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](mailto: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

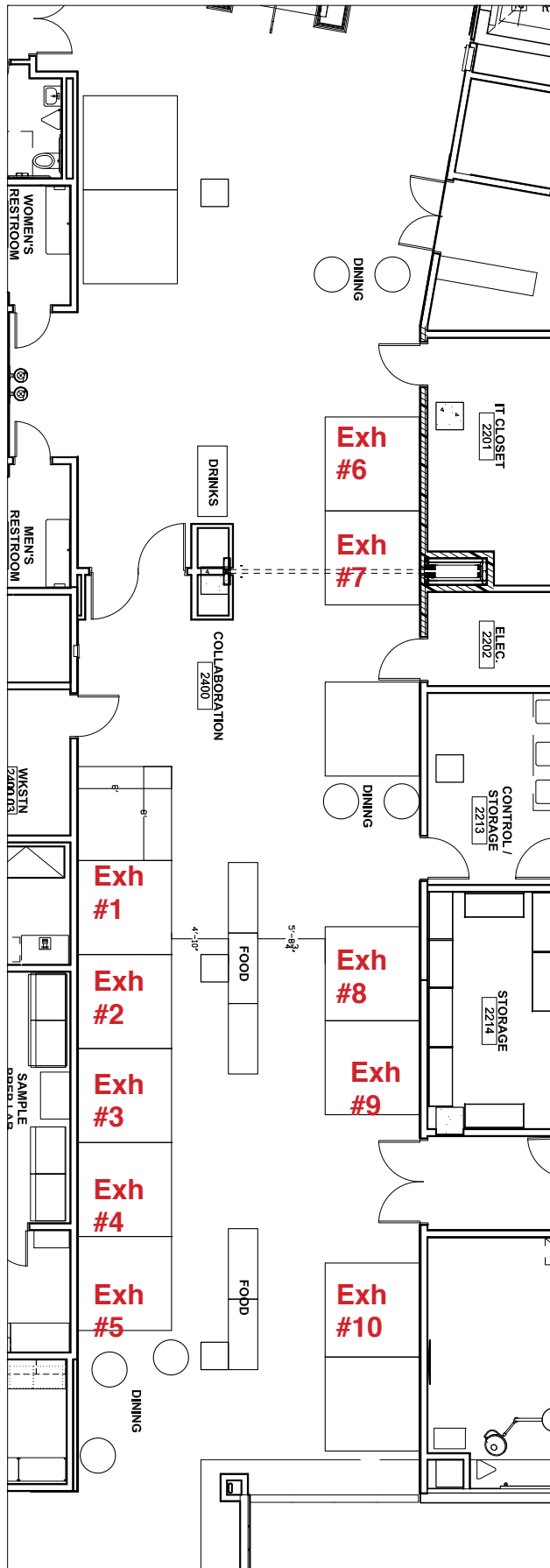
Attn: Susan Russell

6300 Sagewood Drive, Suite H255

Park City, UT 84098

Questions and/or additional information, contact Susan Russell, [srussell@hdplanit.com](mailto: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](http://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, internet, etc. are to be provided by the venue 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 Suzanne Anderson at [suzanne.anderson@jhmi.edu](mailto:suzanne.anderson@jhmi.edu). 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 venue without the permission of FCPA and/or a representative of the venue. 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.
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. 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. Exhibitors may not distribute any "give-away" items (not even candy). Exhibitors may distribute educational material about their products and services, and may demonstrate equipment in their exhibit space. Exhibitors may not sell their product on site. Exchange of money is prohibited.

# CONDITIONS OF EXHIBITOR AGREEMENT: (Cont.)

12. 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.
13. **Food or Beverage in Exhibitor Booths:** No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor table.
14. **Price List:** Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.
15. **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.
16. **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 one day prior to the meeting or one day following the meeting.
17. **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.
18. **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.
19. **Exhibitor will comply with ACCME Standards for Commercial Support,** outlining the Standards to ensure the independence of CME Activities. Advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after any CME session. Exhibitors may not engage in sales or promotional activities (including distribution of business cards) while in the space or place of any CME session.