



Virginia Podiatric Medical Association Summer Scientific Seminar

*May 30-June 2, 2019
Norfolk Marriott Waterside
Norfolk, Virginia*



Podiatric Medical Association

Advocating for Virginia's Podiatrists and the Public

The 2019 Summer Scientific Meeting is scheduled for May 30-June 2, 2019 at the Norfolk Marriott Waterside. We look forward to having you join us! Mark Dollard, DPM, Seminar Committee Chair, has nearly finalized the lecture schedule.

Please make your plans to attend NOW!

Exhibit fees are \$1400.00 per single exhibit, \$2600 per double exhibit, and \$125.00 per electrical outlet. Fees includes exhibit space and registration for 2 representatives. All booth assignments are made by the executive director, in the order in which registration forms are received.

Exhibit Set-up, Break-down, and Hours

Exhibits will set up on Thursday, May 30, from Noon to 6:00 pm. Exhibits will be open on Friday, May 31, 7:00 am until the conclusion of the President's Reception at 6:30 pm, and on Saturday, June 1, from 7:00 am until 10:30 am. Exhibits will break down on Saturday, June 1, at the conclusion of the morning refreshment break. Early break down is prohibited. Exhibits must be staffed during continental breakfast and morning and afternoon refreshment breaks.

Registration Fees and Inclusions

Registration fees for this meeting will include exhibit space, 6-foot table, two chairs, trash can, and registration for ONE representative. Registered representatives will receive name tag, lists of conference attendees, continental breakfast each morning, refreshment breaks, lunch on Friday, and President's Reception in the Exhibit Hall on Friday afternoon. Additional representatives may register for an additional fee.

Exhibit space will be assigned by the executive director as paid registrations are received, making every effort not to place competing organizations nearby. You can make this easier for us by identifying your service or products in the registration form!

Opportunities and Sponsorships

- Let us know if you will offer product discounts during the meeting and we'll advise the attendees via email and in the onsite program.
- Interested in being the keeper of the WiFi code? Sponsor the wireless internet and we'll send attendees to your exhibit space to grab the code!
- Sponsoring a workshop? We'll send an email invitation (provided by sponsor) to the attendees informing them of the time and location.
- Have another idea? Call the executive director!

Hotel Information

All events for this meeting will be held at the Norfolk Waterside Marriott, 235 E. Main Street, Norfolk, Virginia. Make sleeping room reservations by calling 800-228-9290. The group rate for this meeting is \$149 per night plus taxes and fees. The deadline for reservations is May 8, 2019, after which rates will increase.

Visit Norfolk

Norfolk has plenty of ways to have a great time! Watch a live glass blowing demonstration at the Chrysler Museum's Glass Studio or discover the city's history walking along the Cannonball Trail. Norfolk is full of fun and frugal things to do! Click [HERE](#) for more information about activities near the Norfolk Waterside Marriott!

Sincerely,

Jean U. Kirk, Executive Director

**REGISTRATION FORM
EXHIBITS**

Please provide a unique email address for each attending representative. All notices and confirmations will be sent via email.

vpma2019

Summer Scientific Seminar
May 30-June 2, 2019
Norfolk Marriott Waterside

Company Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Email _____ Will contact attend? ___ yes ___ no

Describe Product or Service _____

Registration	Before April 30	After April 30	AMOUNT DUE
One Exhibit Space	\$1400.00	\$1500.00	
Double Exhibit Space	\$2600.00	\$2800.00	
Educational Sponsorship: Single Exhibit	\$1400.00	\$1500.00	
Educational Sponsorship: Double Exhibit	\$2600.00	\$2800.00	
Additional Representative (2 included)	\$100.00 each additional rep		
DPM Registration Packet Insert	\$200.00		
Electrical Service (additional \$125.00 fee)	_____ yes _____ no		
Booth Sign	_____ yes _____ no		
		TOTAL:	

Representative(s) Attending:

Name: _____ Email: _____
 Name: _____ Email: _____
 Name: _____ Email: _____

Payment:

Choose one: MasterCard VISA Discover American Express Check payable to VPMA

Card Number _____ Expiration Date _____ Security Code _____

Name on Card _____ Cardholder's Signature _____

Complete and mail to:

Virginia Podiatric
Medical Association
3733 Benson Drive
Raleigh NC 27609

Or fax to 919/872-1598

Jean Kirk
877/406-8762
vpma@uptonassociates.com

By completion and return of the Exhibit Registration Form to the Virginia Podiatric Medical Association, you agree to adhere to the rules and regulations as outlined in the **RULES AND REGULATIONS GOVERNING THE EXHIBIT REGISTRATION FORM**. Failure to conform or comply could jeopardize invitations to participate in future programs. It is the responsibility of the individual completing this form to advise **EACH** representative of the **RULES AND REGULATIONS**.

Refunds, minus a \$100 administrative fee, will be available with written notice provided before April 30, 2019. No refunds will be offered or issued after that date.

Registration Packet Inserts must arrive at the hotel by May 28, 2019, in order to assure proper distribution to attendees.

**Virginia Podiatric Medical Association
Unrestricted Educational Grant Agreement**

The goal of the Virginia Podiatric Medical Association is to provide high-quality continuing medical education (CME) to Doctors of Podiatric Medicine in an atmosphere conducive to learning, on an annual basis, in a manner consistent with the requirements of VPMA and the Council on Podiatric Medical Education.

This letter of agreement serves to:

- Identify requirements of participation to the organization
- Identify the organization involved, as well as its partners or co-sponsors
- Identify what funds, services, or materials will be provided as support by the organization

Sources and potential sources of commercial support for CME activities are bound by the following requirements:

- Payments for all activities, expenses, goods, or services will be made directly to the VPMA. The organization may not make payments directly to speakers, authors, or other entities on the VPMA's behalf.
- The VPMA has sole authority to make decisions regarding disbursement and disposition of funds, goods, or services received from the organization.
- Funds from the organization cannot be used to pay expenses for non-teacher participants.
- The organization must follow the VPMA's guidelines governing advertising and promotional materials.
- Teachers, lecturers, or presenters must disclose to the VPMA any relevant financial relationship with the organization within the last 12 months. This information will be disclosed to participants by the VPMA prior to the beginning of sessions at any CME activity. Disclosure includes name of the speaker, organization name, and nature of the financial relationship (salary, royalty, consulting fee, honoraria, et cetera). Financial relationships with teachers, speakers or presenters constitute a financial relationship with their spouse or partner.

Educational materials that are part of the CME, such as slides, screens, abstracts, and handouts cannot contain product promotion material or product-specific advertising. Representatives of the organization may not engage in sales or promotional activities in the educational space. Additionally, advertisements or promotional materials for the organizations products, goods, or services cannot be:

- Interleafed within the pages of handouts
- Visible on the screen at the same time as the CME activity or interleafed on screens
- Included within the CME activity; Commercial breaks are prohibited
- Be displayed or distributed in the educational space before, during or after the activity

Organization Name: _____

Signature of Organization's Representative

Print Name

Title

Phone Number or Email Address

Signature of Seminar Chair or ED

Print Name

Title

Phone Number or Email Address

RULES AND REGULATIONS GOVERNING THE EXHIBIT REGISTRATION FORM

1. RESERVATIONS FOR SPACE will be made in the order in which signed contracts are received. Space will be assigned on a first-come, first served basis. VPMA reserves the right to relocate display areas for the benefit of the exhibitor and/or the organization.
2. BOOTH RATE, PAYMENT, AND CANCELLATION POLICY: A booth space, 8 feet wide by 8 feet deep, price is \$1400.00. Full payment must be received with signed contract by April 30, 2019. Cancellations received in writing before April 30, 2019, will receive a refund, minus a \$100.00 processing fee. NO REFUNDS will be given after that date.
3. DIMENSIONS AND LIMITATIONS: Exhibits must not exceed 8 feet in height. Exhibits must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to display equipment taller than 8 feet must be obtained in writing from the VPMA office. The exhibitor will be advised of which booth location will meet his/her requirements.
4. LIABILITY: The exhibitor agrees to protect, save, and keep VPMA, Upton Associates, Norfolk Marriott Waterside, and Hollins Exposition Services and their representatives, employees and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the , Norfolk Marriott Waterside

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents and guests of VPMA, Upton Associates, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of exhibitor's property for theft, fire, accident or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives or employees.

The exhibitor will indemnify and hold harmless VPMA, Upton Associates, , Norfolk Marriott Waterside, and Hollins Exposition Services, VPMA members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any and all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims, without limitation, bodily injury and death arising out of exhibitors activities on the Hotel's premises. Exhibitor covenants not to sue and agrees to indemnify, hold harmless the Hotel and its parent corporation as well as their respective trustees, directors, officers, agents, servants and employees from any and all such liabilities.
5. INSTALLATION OF EXHIBITS will begin Thursday, May 30 at 1:00 pm for all exhibitors. All exhibits MUST be completed no later than 7:30 a.m. on Friday, May 31, 2019.
6. SPACE NOT OCCUPIED BY 7:30 a.m. on Friday, June 1, 2019 will be forfeited by the Exhibitor, and the space may be resold, reassigned, or used by the VPMA without refund.
7. DISMANTLING: Displays must be dismantled before 1:00 pm on Saturday, June 1, but not before 10:30 am. EARLY DEPARTURE IS STRICTLY PROHIBITED.
8. PROHIBITIONS: Subleasing or assigning of booths or a part of a booth is NOT permitted. Exhibits, signs, or displays are prohibited in any of the public rooms or elsewhere on the premises of the Norfolk Marriott Waterside. Aisle space may NOT be used for exhibit purposes, (including tables and chairs) displays or signs, solicitation or distribution of cards, circulars, samples, or other promotional materials. Conversation with attendees of a commercial nature are prohibited in any space where continuing education is being offered.
9. SOUND DEVICES: The use of sound devices, megaphones, loudspeakers, or undignified methods of drawing attention is prohibited.
10. FDA REGULATIONS: Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations including, without limitation, FDA restrictions on the promotion of investigational and preapproved drug and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA approved for a particular use or not commercially available in the USA may be exhibited only if accompanied by easily visible signage indicating the status of the product. Exhibitors shall have available at the booth a letter from the FDA that describes the allowable use of any drug or device exhibited.
11. ALL aspects of the Scientific Seminar are governed by the Virginia Podiatric Medical Association and Upton Associates. Exhibitors and their representatives are expected to behave and dress in a professional manner during exhibit hours, planned functions, and while in the public areas of the Hotel. Swimming attire is prohibited in General Session and Exhibit areas. Failure to adhere to these rules may jeopardize professional relationships with the association and participation in future functions.
12. AMENDMENT TO REGULATIONS: All matters and questions not covered by these regulations are subject to the decision of the executive director. The executive director shall have sole authority to promulgate, interpret, and enforce all rules and regulations, and to make any amendments necessary for orderly conduct.
13. **By completion and return of the Exhibit Contract & Sponsor Registration Form to the VPMA, you agree to adhere to the rules and regulations as outlined above. Failure to conform or comply could result in forfeiture of fees and/or jeopardize invitations to future programs. In addition, the individual listed on the Exhibit Contract & Sponsor Registration Form as the Contact Person bears full and exclusive responsibility for informing all attending representatives of these guidelines.**