

*Virginia Podiatric Medical Association
Summer Scientific Seminar*

August 20-23, 2020

Marriott Virginia Beach Oceanfront

Virginia Beach, Virginia





Podiatric Medical Association

Advocating for Virginia's Podiatrists and the Public

The 2020 Summer Scientific Meeting is scheduled for August 20-23, 2020 at the Marriott Virginia Beach Oceanfront. We look forward to having you join us! Mark Dollard, DPM, Seminar Chair, has nearly finalized the lecture schedule. Please make your plans to attend NOW!

Exhibit fees are \$1500.00 per single exhibit, \$2800 per double exhibit, and \$150.00 per electrical outlet, 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, August 20, from Noon to 6:00 pm. Exhibits will be open on Friday, August 21, 7:00 am until the conclusion of the President's Reception at 6:30 pm, and on Saturday, August 22, from 7:00 am until 10:30 am. Exhibits will break down on Saturday, August 22, at the conclusion of the morning refreshment break. Early break down is strictly 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, 8 by 8 foot piped and draped exhibit space, 6-foot table, two chairs, trash can, and registration for two representatives. 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 evening. 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. Please assist us with this process by clearly identifying your service and/or products on 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 Marriott Virginia Beach Oceanfront, 4201 Atlantic Avenue, Virginia Beach, Virginia 23451. Make sleeping room reservations by calling 888-228-9290. The group rate for this meeting is \$239 per night plus taxes and fees. Oceanview King Suites and Oceanfront guestrooms are available for \$249 per night plus taxes and fees. Rates are available three day prior to and following the meeting dates. The deadline for reservations is Monday, July 20, 2020, or when the block is filled.

Refund Requests

Refunds, minus a \$100 administrative fee, will be available with written notice provided on or before July 20, 2020. No refunds will be offered or issued after that date.

We look forward to seeing you back at the beach in August!

Sincerely,

Jean U. Kirk, Executive Director
877-406-8762
vpma@uptonassociates.com

**REGISTRATION FORM
EXHIBITS**

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

vpma2020
Summer Scientific Seminar
August 20-23, 2020
Marriott Virginia Beach Oceanfront

Company Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Email _____ Will contact attend? ___ yes ___ no

Describe Product or Service

Registration	Until July 20	After July 20	AMOUNT DUE
Single Exhibit Space	\$1500.00	\$1600.00	
Double Exhibit Space	\$2800.00	\$3000.00	
Educational Sponsorship: Single Exhibit	\$1500.00	\$1600.00	
Educational Sponsorship: Double Exhibit	\$2800.00	\$3000.00	
Additional Representative (2 included)	\$150.00 each additional rep		
DPM Registration Packet Insert	\$250.00		
Electrical Service (additional \$150.00 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 _____

Credit Card Billing Address

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 July 20, 2020. No refunds will be offered or issued after that date.

Registration Packet Inserts must arrive at the hotel by Tuesday, August 18, in order to assure proper distribution to attendees.

**Virginia Podiatric Medical Association
Commercial Support Agreement
Summer Scientific Seminar • August 20-23, 2020**

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 the Council on Podiatric Medical Education, and other such state medical boards and certifying entities.

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.

Educational materials that are part of the activity, 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:

- ← Interleaved within the pages of handouts
- ← Visible on the screen at the same time as the CME activity or interleaved 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

Virginia Podiatric Medical Association's Summer Scientific Seminar, August 20-23, 2020

Organization Name:

Unrestricted Educational Grant Amount:

Signature of Organization's Representative

Signature of VPMA Representative

Print Name

Print Name

Title

Date

Title

Date

Please return to:
Virginia Podiatric Medical Association
3733 Benson Drive
Raleigh NC 27609
877 / 406-8762
919 / 872-1598 fax

RULES AND REGULATIONS GOVERNING THE EXHIBIT REGISTRATION FORM

1. RESERVATIONS FOR SPACE will be made in the order in which paid 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. VPMA reserves the right to refuse exhibit space.
2. BOOTH RATE, PAYMENT, AND CANCELLATION POLICY: One piped and draped booth space, 8 feet wide by 8 feet deep, price is \$1500.00. Full payment must be received with signed contract by July 20, 2020. Cancellations received in writing before July 20, 2020, 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 executive director. The exhibitor will be advised of which booth location will meet requirements.
4. LIABILITY: The exhibitor agrees to protect, save, and keep VPMA, Upton Associates, Marriott Virginia Beach Oceanfront, 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 Marriott Virginia Beach Oceanfront. 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, Marriott Virginia Beach Oceanfront, 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, August 20, 2020 at Noon for all exhibitors. Exhibits MUST be completed no later than 7:00 a.m. on Friday, August 21, 2020. Space not occupied by 7:30 a.m. on Friday, August 21, 2020 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, August 22, 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 Marriott Virginia Beach Oceanfront. 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. CODE OF CONDUCT: 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. Failure to adhere to these rules may jeopardize professional relationships with the association and participation in future functions.
12. EVENTS: Exhibitors and their representatives may not host onsite or offsite events at any time during planned VPMA educational activities or social functions. Exhibitors planning functions between August 20 and August 23, 2020, which include Seminar attendees, must advise the VPMA executive director. Exhibitors or their representatives holding offsite functions where alcohol is likely to be served must provide transportation to and from the venue.
13. 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.

By completion of the Exhibit Registration Form to the VPMA, you agree to adhere to the rules and regulations as outlined above.

The Exhibit Registration, whether by paper form or electronic means, constitutes a contract which is governed by the laws of the State of Virginia. Should any portion of this contract be found by a court of law to be unenforceable, the remaining rules and regulations shall remain in effect.

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.

Virginia Podiatric Medical Association
Future Seminar Dates

August 12-15, 2021

August 11-14, 2022

August 10-13, 2023

Marriott Virginia Beach Oceanfront
Virginia Beach, Virginia