



**OKLAHOMA PODIATRIC  
MEDICAL ASSOCIATION**

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Oklahoma's Podiatric Physicians Providing Comprehensive  
Medical And Surgical Foot & Ankle Care

**EXHIBITOR APPLICATION  
2012 SCIENTIFIC SEMINARS  
MAY 11-12 & OCTOBER 26-27, 2012  
SHERATON MIDWEST CITY  
AT THE REED CONFERENCE CENTER  
MIDWEST CITY, OKLAHOMA**

**INVITATION TO EXHIBIT** The Oklahoma Podiatric Medical Association (OKPMA) invites you to be an exhibitor at its 2012 Scientific Seminars (Seminars). All applicants for exhibit space are required to complete the application form and pay the deposit. The OKPMA reserves the right to decline any application at its sole and absolute discretion.

**THE SEMINAR** Approximately 100 podiatric physicians and 50-100 assistants will be in attendance. Attendees are primarily members of the OKPMA, their office staff, and podiatric physicians from nearby states. The Seminar is a two-day event, with lectures beginning at 8 a.m. Friday and concluding Saturday around noon (the assistant program usually concludes on Friday). The exhibit hall is open to attendees from approximately 7:30 a.m. to 7:30 p.m. Friday and 7:30 a.m. to 12 p.m. Saturday. Exhibiting companies are expected to have a representative at your booth during these hours.

**THE VENUE** The Sheraton Midwest City at the Reed Conference Center (Hotel), located at 5750 Will Rogers Road, Midwest City, OK 73110, is just off I-40 and is only six miles from the Bricktown entertainment district and downtown Oklahoma City. It is approximately 25 minutes from Will Rogers World Airport. The Hotel has ample free on-site parking. Hotel reservations can be made online via the link on our website (<http://www.okpma.org>) or by contacting the Hotel at 405-455-1800 or 800-325-3535. Make your reservation at least four weeks before each seminar date and mention that you are with the Oklahoma Podiatric Medical Association group to receive our group rate.

**SPONSORSHIPS** Several sponsorship opportunities are available in conjunction with each Seminar. Sponsorship includes acknowledgement in Seminar program, public announcement during your sponsorship event, a special sign with your company logo recognizing your sponsorship, and recognition on the OKPMA website & in the newsletter after the Seminar. Contact the executive office for more details.

**Program Advertisements**

- Full-page Color Ad: \$500
- Full-page B/W Ad: \$250
- Half-page Color Ad: \$250
- Half-page B/W Ad: \$125

**Sole Sponsorships**

- Friday Breakfast - \$500
- Friday Morning Break - \$500
- Friday Lunch - \$3000
- Table Sponsorship - \$250
- Friday Afternoon Break - \$500
- Friday Evening Reception - \$2000
- Saturday Breakfast - \$1000
- Saturday Morning Break - \$500

**Co-sponsorships**

- Friday Breakfast - \$250
- Friday Morning Break - \$250
- Friday Lunch - \$1500
- Friday Afternoon Break - \$250
- Friday Evening Reception - \$1000
- Saturday Breakfast - \$500
- Saturday Morning Break - \$250

**Lecturers**

- Varies; contact our Educational Director at [dfootdoc@yahoo.com](mailto:dfootdoc@yahoo.com).

**MEALS** Breakfast and break refreshments for doctors, assistants, and exhibitors will be served in the exhibit hall. All exhibitors are invited to join the doctors and assistants for lunch on Friday. There will also

be a reception with an open bar and heavy hors d'oeuvres after the Friday afternoon lectures.

**EXHIBIT BOOTHS** Booths are located in the exhibit hall (layout on page 4 of this application). Booth fee includes the rental of a piped and draped booth with an electrical outlet, one 6' table, two chairs, a wastebasket, and wireless internet access. Any additional equipment (chairs, easels, etc.) must be requested prior to the Seminar and may be an extra charge to you at the Hotel's discretion. A small sign with your company name will be displayed, but exhibitors are encouraged to bring your own signs. **Exhibitors who register and pay for both the spring and fall seminars by March 30, 2012, will receive a discount of \$100.** Booth reservations will be posted on the exhibitor page of our website as they are approved. Please check availability before making your selections. If your selections have already been reserved or no choices are made, the OKPMA will assign you the best available booth at its discretion.

SPRING BOOTHS	DEPOSIT	TOTAL DUE IF PAID IN FULL BY 3/30/12	TOTAL DUE IF PAID IN FULL AFTER 3/30/12
SINGLE	\$325	\$650	\$750
DOUBLE	\$325	\$1100	\$1200
FALL BOOTHS	DEPOSIT	TOTAL DUE IF PAID IN FULL BY 9/21/12	TOTAL DUE IF PAID IN FULL AFTER 9/21/12
SINGLE	\$325	\$650	\$750
DOUBLE	\$325	\$1100	\$1200
SPRING & FALL BOOTHS	DEPOSIT	TOTAL DUE IF PAID IN FULL BY 3/30/12	TOTAL DUE IF PAID IN FULL AFTER 3/30/12
SINGLE	\$1200	\$1200	N/A
DOUBLE	\$2100	\$2100	N/A

**REGISTRATION** Complete price details are listed on page 3 of this application. A non-refundable deposit of \$325 must accompany the application. Booths are assigned on a first come, first served basis. **Exhibit space cannot be reserved until the deposit is received. Payments can only be made by check at this time. Mail payment and application to Exhibitor Registration, OKPMA, 3233 E. Memorial Road, Suite 103, Edmond, OK 73013.**

**BOOTH SETUP AND HOURS** The exhibit hall will be available for setup when the decorators have finished constructing and dressing the booths. Exhibitors may prepare their booths **ONLY** after Hotel and decorating staff have completed their work.



Day	Exhibit Hall Opens to Exhibitors	Exhibit Hall Opens to Attendees	Exhibit Hall Closes
<b>Thursday</b>	8:00 p.m. <sup>0</sup>	N/A	10:00 p.m.
<b>Friday</b>	6:30 a.m.	7:30 a.m.	6:00 p.m.†
<b>Saturday</b>	6:30 a.m.	7:30 a.m.	12:00 p.m.*

<sup>0</sup>Time is approximate. Exhibit hall will be available when decorating and Hotel staff have completed their work.

†Evening reception will be approx. 5:30-7:30 p.m. in the hall. Hall will be locked from after the reception until 6:30 a.m. Saturday.

\*Booths must be cleared within one hour of the closing time on Saturday.

**SHIPPING MATERIALS** Exhibitors are responsible for all shipping to and from the Hotel. Please contact the Hotel to make arrangements. **The OKPMA is not responsible for items left at the Hotel.**

**CANCELLATIONS** Cancellations made six weeks before each seminar will incur a cancellation fee of \$325. No refunds will be made after those dates.

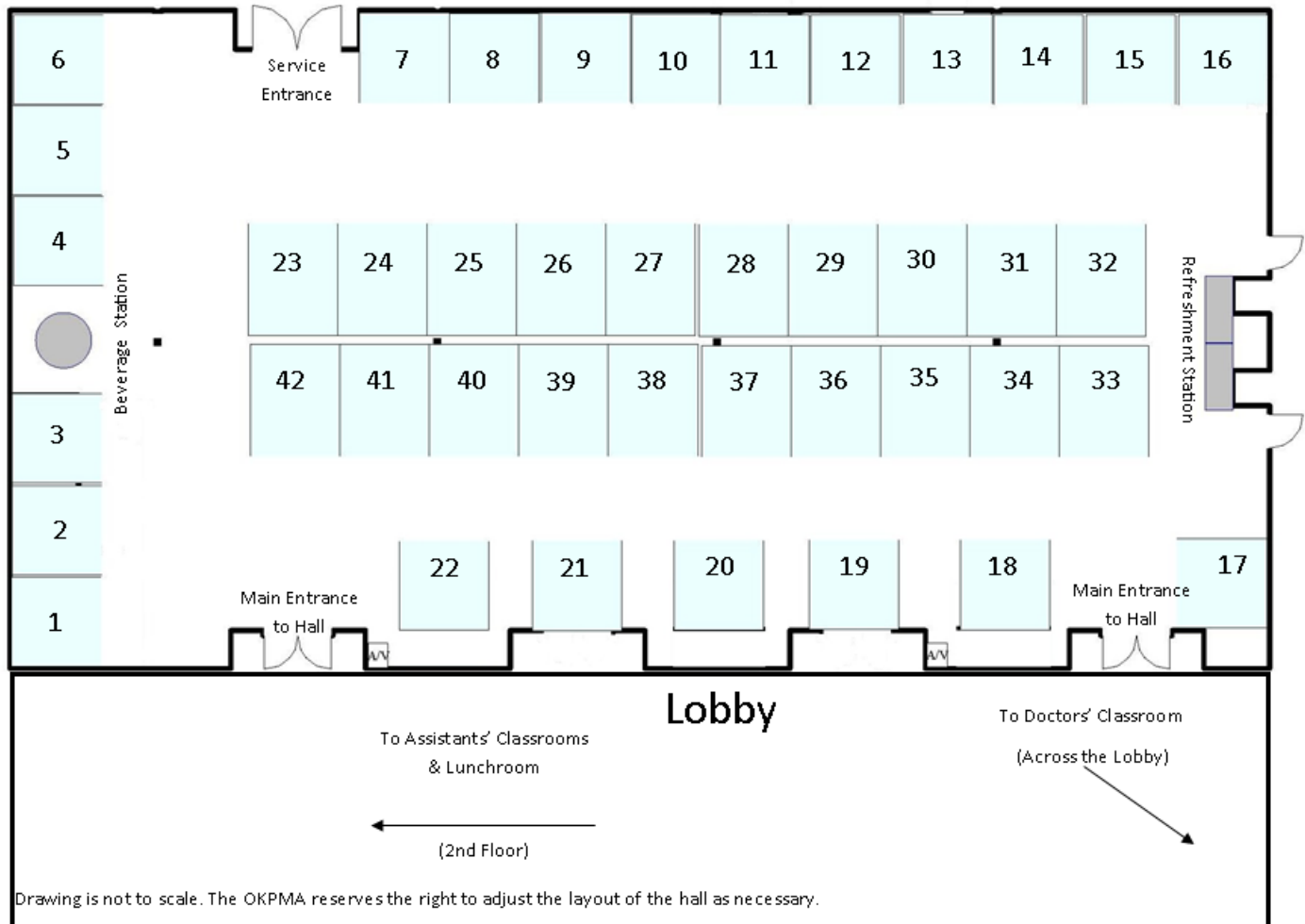
**RESTRICTIONS** No exhibitor shall assign, sublet, or apportion the whole or any part of the exhibitor's allocated space. The OKPMA reserves the right to adjust the exhibit hall layout as necessary and will notify exhibitors of any such changes. The OKPMA reserves the right to regulate an exhibitor's use of items or devices if they, as determined by the sole and absolute discretion of the OKPMA, disrupt the Seminar or other exhibitors. Exhibitors agree to follow any rules or restrictions placed on the use of said items or devices. Failing to comply with these rules and/or restrictions shall result in the exhibitor's immediate expulsion from the Seminar and Hotel premises.

**LIABILITY** The exhibitor agrees to indemnify, defend, and hold harmless the OKPMA, its agents, independent contractors, and employees from any and all losses, damages, or claims incurred or defended by the OKPMA as a result of the exhibitor's actions or lack thereof during the OKPMA Seminar including, but not limited to, court costs and attorneys fees.

**QUESTIONS/ADDITIONAL INFORMATION** If you have questions or require additional information, contact Melissa at 405-286-2800 or [assistant@okpma.org](mailto:assistant@okpma.org).



**Exhibit Hall—Reed Conference Center**



**Please print clearly.**

COMPANY NAME (AS IT WILL APPEAR IN CONFERENCE MATERIAL)			
STREET ADDRESS		CITY, STATE, ZIP	
PHONE		EMAIL	
ATTENDING REPRESENTATIVE(S)			
SPONSORSHIP SELECTION(S). IF YOUR CHOICE HAS ALREADY BEEN RESERVED, WE WILL CONTACT YOU.			
BOOTH CHOICES- SPRING 1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
BOOTH CHOICES- FALL 1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
AUTHORIZED REPRESENTATIVE NAME/TITLE		SIGNATURE	

We hereby authorize the OKLAHOMA PODIATRIC MEDICAL ASSOCIATION (OKPMA) to reserve booth(s) for our exhibit. We understand that this is an application for exhibit space and is not a contract until officially accepted by the OKPMA. We agree that by submitting this completed application electronically, the entry of the authorized representative's name & title and company name shall constitute an electronic signature. By our signature, we agree to pay all amounts required under this contract in the timeframe specified therein. We understand that we will receive notice via email within ten (10) business days of receipt of payment and application. We agree that upon receipt of electronic confirmation of this application, this application shall immediately become an enforceable contract. We further agree to abide by the specifications, rules, restrictions, and regulations of this application, all conditions under which exhibit space is leased by the OKPMA, and all rules and/or restrictions promulgated by the OKPMA during the Seminar.

-OKPMA Office Use-			
1 <sup>st</sup> Payment Rec'd.	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment Rec'd.	2 <sup>nd</sup> Payment
Assigned Booth	Confirmation	Sponsorship	Amount