

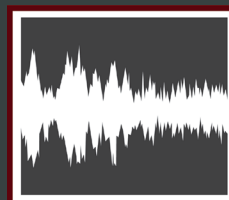
# THE FALL VOICE CONFERENCE 2017

## EXHIBITOR PROSPECTUS



THURSDAY, OCTOBER 12 -  
SATURDAY, OCTOBER 14

THE RITZ CARLTON, PENTAGON CITY  
WASHINGTON, DC



THE FALL  
**VOICE**  
CONFERENCE

# EXHIBITOR INFORMATION

## ABOUT THE FALL VOICE

The Fall Voice Conference is designed to encourage and educate professionals on a multi-disciplinary approach to the management of vocal disorders. The focus of this conference is the clinical care of patients with voice-related difficulties and how clinical and basic science research guide clinical care.

The conference will be divided among invited lectures, panel discussions, and scientific presentations. Physicians, Speech-Language Pathologists, Voice Scientists and Voice Teachers are encouraged to attend and participate.

Join us for the Fall Voice 2017, October 12-14, 2017 at The Ritz-Carlton, Pentagon City, Washington, DC.

## AGENDA AT A GLANCE

### THURSDAY, OCTOBER 12, 2017

4:00 -7:00PM

**Exhibitors Set-up**

### FRIDAY, October 13, 2017

7:00-8:00AM

Breakfast and Exhibit Viewing

10:15-10:45AM

BREAK & EXHIBIT VISITATION

11:45AM-1:15 PM

Lunch- All attendees on own

3:15- 3:35PM

BREAK & EXHIBIT VISITATION

5:30-7:00PM

Cocktail Reception

### SATURDAY, October 14, 2017

7:00-8:00AM

Breakfast and Exhibit Viewing

10:00-10:20AM

BREAK & EXHIBIT VISITATION

11:20AM-12:30PM

Lunch- All attendees on own

2:30- 2:50PM

BREAK & EXHIBIT VISITATION

2:50PM

**Exhibitor Break-down** (you may break down your exhibit at anytime; however, all exhibits must be fully broken down by 5:00 PM)

\*\*agenda times are subject to change

## HOTEL INFORMATION

The Ritz-Carlton, Pentagon City  
1250 South Hayes Street  
Arlington, VA 22202

A block of rooms has been reserved at this hotel at the group rate of \$199+.

Individual guestroom reservations may be made online at [ritzcarlton.com](http://ritzcarlton.com) for the dates of October 11-14, 2017.

ROOM RATE: \*\$199 (king bed or 2 double beds)

\*A limited amount of rooms are available at the \$199 rate on Wednesday. Additional rooms are available at the \$259 rate for Wednesday once the \$199 rooms sell out. The remainder of the conference nights will remain at \$199 within the block.

Online Instructions:

1. Visit: <http://www.ritzcarlton.com/en/hotels/washington-dc/pentagon-city>
2. Input the Arrival Date, Departure Date and Group Code: LEFLEFA
3. Click on Select under the \$199 rate.
4. Under "Your Requests" select the type of room you desire.
5. On the next screen, your guaranteed room type will appear under room preferences.
6. Continue with payment options.

## SHIPPING

You can ship your exhibit materials to the following address. Shipments will be received no earlier 5 days prior to the event, fees may apply if sent earlier.

Guest/Company Name  
The Ritz-Carlton, Pentagon City  
1250 South Hayes Street  
Arlington, VA 22202  
Fall Voice, Booth #  
Box \_\_\_ of \_\_\_

## LOAD-IN

Please ship all deliveries to arrive no earlier than 3 days prior to the event. All deliveries must be cleared and scheduled with the Event Services Department. The Ritz Carlton takes no responsibility for delivered items and cannot inventory items when they arrive. Equipment must be loaded and unloaded at the loading dock or pre-loading dock in accordance with The Ritz Carlton's rules and local ordinances. Exhibitors are responsible for covering the costs of their shipping fees.

## LOAD-OUT

If items need to be shipped out after the meeting, representatives may leave their deliveries in the exhibitor room; however, all shipping materials must be labeled. Representatives should have all the necessary forms needed to ship out packages as they will not be provided.

# EXHIBIT LEVELS

## GOLD PATRON

\$7,000

- Company logo on Fall Voice website with live link to company's website
- Company logo on signage
- Banner ad and 2 push notifications in meeting app
- 50-words or less company description in app
- Registration for 4 company representatives
- Two 6 ft. exhibit tables
- Priority placement in exhibit hall

## SILVER PATRON

\$5,000

- Company logo on Fall Voice website
- Company logo on signage
- Recognition and 1 push notification in meeting app
- 50-words or less company description in app
- Registration for 3 company representatives
- One 6 ft. exhibit table
- Assigned placement in exhibit hall

## BRONZE PATRON

\$3,000

- Company name on Fall Voice website
- Company name on signage
- Recognition in meeting app
- Registration for 2 company representatives
- One 6 ft. exhibit table
- Assigned placement in exhibit hall

**\*\*PLEASE NOTE: ALL PAYMENTS ARE DUE PRIOR TO EXHIBITING AT THE EVENT**

# 2016 EXHIBITORS

### GOLD PATRONS

Medtronic  
Pentax Medical

### SILVER PATRONS

Bryan Medical, Inc

### BRONZE PATRONS

Boston Medical Products Inc.  
Boston Scientific  
Dualams, LLC  
Instrumentarium  
IntegraLife  
JedMed  
Karl Storz  
Lumenis  
Merz  
NSDA  
Plural Publishing  
Smith & Nephew  
Teleflex

# EXHIBIT LEVEL ADD-ONS

## NETWORKING EVENT OPPORTUNITIES

Support the symposium by sponsoring a network event. You have the ability to sponsor food stations, dinners, or receptions. Signage will be made with your company logo and displayed at the event.

| FOOD & BEVERAGE           |         |
|---------------------------|---------|
| Friday Cocktail Reception | \$7,500 |
| Coffee/Tea Sponsor        | \$1,000 |
| Soft Drinks/Water Sponsor | \$750   |

---

## ADVERTISING & PROMOTION

Use this opportunity to promote your company. Add your logo to the one of the following options that attendees will carry around or see during the entire meeting.

| ADVERTISING/PROMOTION |         |
|-----------------------|---------|
| Lanyard Sponsor *     | \$1,000 |
| GOBO Logo Display     | \$3,000 |
| Gift Bag Sponsor      | \$3,000 |

Lanyard Sponsor - Your company logo will hold the name badges for attendees during the meeting.

***\*Note: The lanyard sponsor will be responsible for producing & bringing lanyards to event, suggested amount 300***

GOBO Logo Display - Your company logo will be displayed in the pre-function area for 2 days of the meeting

Gift Bage Sponsor - "Fall Voice Attendee Gift Bag" - Company Logo on bag filled with assorted snacks

# EXHIBITOR REGISTRATION FORM

## CONTACT INFORMATION

|                 |        |      |
|-----------------|--------|------|
| Company Name:   | Name:  |      |
| Address:        | Suite: |      |
| City:           | State: | Zip: |
| Phone:          | Fax:   |      |
| E-mail Address: |        |      |

## SPONSORSHIP LEVELS:

- GOLD - \$7,000  
 SILVER - \$5,000  
 BRONZE - \$3,000

## ADD-ONS:

- Friday Night Cocktail Reception Sponsor - \$7,500  
 Coffee/Tea Sponsor- \$1,000  
 Soft Drinks/Water - \$750  
 Lanyard Sponsor - \$1,000  
 GOBO Logo Display - \$3,000  
 Gift Bag Sponsor - \$3,000  
 Additional Representatives - \$200 per rep # \_\_\_\_\_

## EXHIBITOR NAMES (Gold Level - 4 Reps | Silver Level - 3 Reps | Bronze Level - 2 reps)

|   |                |
|---|----------------|
| Rep #1 Name:  | Email Address: |
| Rep #2 Name:  | Email Address: |
| Rep # 3 Name:   | Email Address: |
| Rep # 4 Name  | Email Address: |
| <input type="checkbox"/> Additional Representatives - \$200 per rep<br>Names: _____ |                |

## METHOD OF PAYMENT

CHECK\*       VISA       MC       AMEX      **TOTAL: \$** \_\_\_\_\_

\*Make checks payable to Laryngology Education Foundation, Inc. *Check must be recieved prior to the event or you will not be allowed to exhibit.*

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PLEASE EMAIL THIS FORM TO [KAREN@THEASSOCIATIONCOMPANY.COM](mailto:karen@theassociationcompany.com) OR FAX TO (305) 422-3327**

Checks should be written out to the Laryngology Educational Foundation, Inc. and mailed to:  
The Fall Voice Conference - 6134 Poplar Bluff Circle, Ste. 101, Norcross, GA 30092

# Contract

## EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for The Fall Voice Conference
2. Exhibitors are required to have a representative at their table at all times during exhibit hours.
3. The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional representative is \$200.
4. Exhibitor set-up begins on Thursday, October 12, 2017 at 4:00 PM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 5:00 PM, Saturday, October 14, 2017.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. The Fall Voice reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
6. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
7. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
8. The Fall Voice authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
9. Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
10. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
11. Objectionable practices by exhibitors or official suppliers should be reported immediately to The Fall Voice management and not after the show is completed.
12. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
13. It is agreed that The Fall Voice and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
14. The exhibitor agrees to indemnify and hold harmless The Fall Voice and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.
15. The Fall Voice will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
16. Neither The Fall Voice nor The Ritz Carlton maintains insurance covering property brought onto or stored on the resort's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
17. Exhibitors will not offer educational/training programs within the show facility simultaneous to The Fall Voice and related programs.
18. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

## BOOTH CONSTRUCTION

19. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
20. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
21. All materials used for decorating must be flameproof.
22. Construction and signs that are above 8 feet in height must be approved by the The Fall Voice.
23. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
24. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
25. In order to meet the set-up deadline, the Fall Voice management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Friday, October 13, 2017. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 5:00 PM, Saturday, October 14, 2017.
26. The interpretation of all rules and regulations is the responsibility of the Fall Voice Executive Committees or their designated representative. All decisions of said group or representatives are final.

## REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to October 12, 2017 are eligible for 50% refund. Cancellation 29 days or less before October 12, 2017 are not eligible for a refund.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this document, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form before or on the date of the meeting or I understand that my company will not be able to exhibit. If for any reason, the Fall Voice must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to Oct 12, 2017. Cancellations 29 days or less before Oct 12, 2017 are not eligible for a refund. Must allow 6-8 weeks for refund processing.*

## THE FALL VOICE CONFERENCE

Meeting Planning Office:  
6134 Poplar Bluff Circle, Suite 101, Norcross, GA 30092  
P. (770) 613-0932 | F. (305) 422-3327

[www.fallvoice.org](http://www.fallvoice.org)

