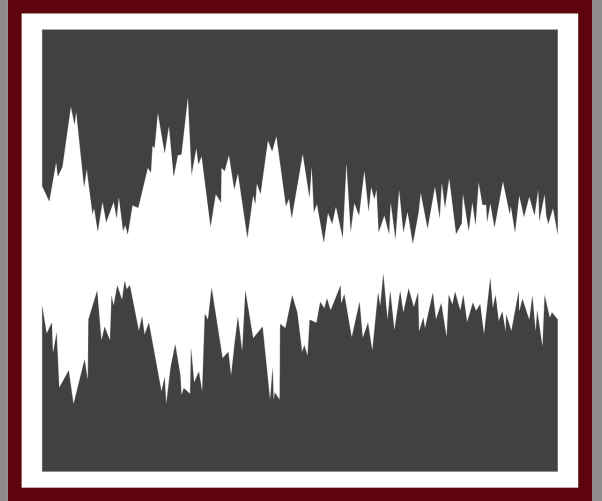


2018



THE FALL  
**VOICE**  
CONFERENCE

# EXHIBITOR PROSPECTUS



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

# EXHIBITOR INFORMATION

## AGENDA AT A GLANCE

WEDNESDAY, OCTOBER 24, 2018

5:00PM Exhibitors Set-up for Platinum and Gold Level Patrons

THURSDAY, OCTOBER 25, 2018

7:00PM Exhibitors Set-up (all other levels)

FRIDAY, October 26, 2018

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 27, 2018

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

There are a block of rooms reserved at Motif Seattle (1415 Fifth Avenue, Seattle, WA 98101).

A group room rate of \$219.

A dedicated booking website has been created specifically for the Fall Voice Conference attendees so you will be able to make, modify and cancel your hotel reservations and may purchase select room upgrades. Please visit [fallvoice.org](http://fallvoice.org) under the hotel information tab to book online.

You can call directly to 855-515-1144 and reference The Fall Voice Conference when making your reservation.

In order to guarantee the group rate, you must make your reservation by September 26, 2018.

## SHIPPING

The following information should be included on all packages to ensure proper delivery:

Mr/Ms \_\_\_\_\_

C/O Motif Seattle

1415 Fifth Avenue

Seattle, WA. 98101

Attn: Banquet Department - Hold for function on 10/24/ - 10/27/18

The Fall Voice Conference

## 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 Sanctuary 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 hotel'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

## PLATINUM LEVEL

\$10,000

(EXCLUSIVE LEVEL - ONLY TWO AVAILABLE)

- Priority Set-Up on Wednesday, October 24th after 5:00pm
- Exhibit Space during Pre-Conference on Thursday, October 25th
- Two 6ft tables
- Priority placement in the exhibit hall
- 50-words or less company description in conference app
- Two (2) push notifications in app
- Color logo with live link on TFV Website Patron Page
- Break sponsor one day-company logo displayed
- Two (2) tickets to Faculty Dinner
- Four (4) exhibit badges

## GOLD LEVEL

\$7,000

(ONLY THREE AVAILABLE)

- Priority Set-Up on Wednesday, October 24th after 5:00pm
- Exhibit Space during Pre-Conference on Thursday, October 25th
- One 6ft table
- Priority placement in exhibit hall
- 50-words or less company description in conference app
- Color logo on TFV Website Patron Page
- One (1) push notification in app
- Four (4) exhibit badges

## SILVER LEVEL

\$5,000

(ONLY FOUR AVAILABLE)

- One 6ft table – to be set up AFTER Thursday Reception concludes
- 50-words or less company description in conference app
- Assigned Placement in Exhibit Hall
- Color logo on TFV Website Patron Page
- One (1) push notification in app
- Three (3) exhibit badges

## BRONZE LEVEL

\$3,000

(ONLY SIX AVAILABLE)

- One 6ft table – to be set up AFTER Thursday Reception concludes
- Assigned Placement in Exhibit Hall
- Color logo on TFV Website Patron Page
- One (1) push notification in app
- Two (2) exhibit badges

### TABLE/EXHIBIT LOCATION

All exhibits will be in the ballroom foyer outside of the meeting space. Table placement will be based on exhibit level.

### ADD'L EXHIBIT REP

\$200 per rep over number included with selected exhibit level.

### NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed

# SUPPORT ADD-ONS

## NETWORKING EVENT OPPORTUNITIES

Support the conference 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

## \*NEW\* WIFI PASSWORD SPONSOR

Your COMPANY NAME will be the customized WIFI PASSWORD. Every attendee and exhibitor will be using the meeting WIFI, your company name will be displayed at the registration table, on the meeting slides and all users will be required to use your company name every time they log into the WIFI.

WIFI SPONSOR	
Custom Wifi Password	\$3,500

CONTACT INFORMATION

Company Name

Main Contact Name

Address

City

State

Zip Code

Email

Phone #

Fax #

NAME BADGES \*see patron levels for # of badges included

Main Onsite Contact | Name Badge 1 Email (req.)

Add'l Badge Name

Email (req.)

Add'l Badge Name\*

Email (req.)

Add'l Badge Name\*

Email (req.)

Add'l Badge Name\*

Email (req.)

PAYMENT INFORMATION

Check      AMEX       MC       VISA

\*Make check payable to Laryngology Education Foundation, Inc.

Card Number

Exp. Date

CVV Code

Name as it appears on card

Billing Address

State

ZipCode

SUBMIT COMPLETED FORMS & PAYMENT

Fax: (305) 422-3327

Mail: Fall Voice | 6134 Poplar Bluff Cir., Ste 101 | Norcross, GA 30092

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

SUBMISSION CHECKLIST

Registration Form     Contract     Payment

# EXHIBIT APPLICATION

SELECT EXHIBIT LEVEL:

- Platinum \$10,000  
 Gold \$7,000  
 Silver \$5,000  
 Bronze \$3,000

Add'l Exhibit Representative\* #\_\_\_\_\_ x \$200

\*See # allowed by exhibit level selected, add'l badges not available at Bronze level

SELECT ADDITIONAL SUPPORT:

- Cocktail Reception \$7,500  
 Coffee/Tea Sponsor \$1,000  
 Soft Drinks/Water Sponsor \$750  
 Name Badge Lanyards \$1,000  
 GOBO Display Sponsor \$3,000  
 Gift Bag Sponsor \$3,000  
 Custom WIFI Sponsor \$3,500

REGISTRATION TOTAL:

Exhibit Level Subtotal \$ \_\_\_\_\_

Add'l Support Subtotal \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

CONTACT INFORMATION

Cathy Jones

Fall Voice Director of Marketing

/Corporate Support

6134 Poplar Bluff Circle, Suite 101

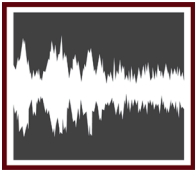
Norcross, GA 30092

Office: 770.613.0932

Cell: 404.295.1525

Fax: 305.422.3327

[cathy@theassociationcompany.com](mailto:cathy@theassociationcompany.com)



# THE FALL VOICE CONFERENCE

# EXHIBIT 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 25 at 7:00 PM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 3:00 PM, Sunday, October 27.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. 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. 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 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 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. 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 Fall Voice nor Motif Seattle 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

1. 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.
2. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
3. All materials used for decorating must be flameproof.
4. Construction and signs that are above 8 feet in height must be approved by the Fall Voice.
5. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
6. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
7. 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 Saturday, October 26, 2018. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 3:00 PM, Sunday, October 27, 2018.
8. 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 25, 2018 are eligible for 50% refund. Cancellation 29 days or less before October 25, 2018 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 Conference 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 October 25, 2018. Cancellations 29 days or less before October 25, 2018 are not eligible for a refund. Must allow 6-8 weeks for refund processing.