



Virginia Podiatric  
Medical Association

*Summer  
Scientific  
Seminar*

August 10-13, 2023  
Marriott Virginia  
Beach Oceanfront



The 2023 Summer Scientific Meeting is scheduled for August 10-13, 2023 at the Marriott Virginia Beach Oceanfront. We look forward to having you join us! Anthony Cavallo, DPM, Seminar Chair, has nearly finalized the lecture schedule. Please make your plans to attend NOW!

Exhibit fees are \$1700.00 per single exhibit, \$3100 per double exhibit, and \$150 per electrical outlet. Corner booths are \$2000.

#### **Exhibit Set-up, Break-down, and Hours**

Exhibits will set up on Thursday, August 10, from Noon to 6:00 pm. Exhibits will be open on Friday, August 11, 7:00 am until 5:30 pm, and on Saturday, August 12, from 7:00 am until 10:30 am. Exhibits will break down on Saturday, August 14, 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. 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**

The Marriott Virginia Beach Oceanfront is located at 4201 Atlantic Avenue, Virginia Beach, Virginia 23451. Make sleeping room reservations by calling 757-937-4200. The group rate for this meeting is \$309 per night plus taxes and fees. Oceanview guestrooms are available for an additional fees. Rates are available three days prior to and following the meeting dates. The deadline for reservations is Friday, July 17, 2023, **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 17, 2023. 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



## 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: A booth space, 8 feet wide by 8 feet deep, price is \$1700.00. Full payment must be received with signed contract by July 7, 2023. Cancellations received in writing before July 7, 2023, 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 agrees not to sue and agrees to indemnify, hold harmless the Hotel and its parent corporation as well as their respective trustees, directors, officers, agents, and employees from any and all such liabilities.
5. INSTALLATION OF EXHIBITS will begin Thursday, August 10, 2023 at for all exhibitors. Exhibits MUST be completed no later than 7:00 a.m. on Friday, August 11, 2023. Space not occupied by 7:30 a.m. on Friday, August 11, 2023 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 12, 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. 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.
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 10 and August 13, which include Seminar attendees, must advise the VPMA executive director. 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 Commonwealth 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.





By completion and return of this form to the VPMA, you agree to adhere to the rules and regulations as outlined. The individual listed below as the Primary Person bears full and exclusive responsibility for informing all attending representatives of the rules and regulations.

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Will the primary contact attend? \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe your service: \_\_\_\_\_

√	Registration Type	Registration Fees	Registration Fees	Total
		Before 07/07/2023	After 07/08/2023	
<input type="checkbox"/>	EXHIBIT ONLY (single space)	\$1,700	\$1,800	
<input type="checkbox"/>	EXHIBIT ONLY (double space)	\$3,100	\$3,300	
<input type="checkbox"/>	EXHIBIT ONLY CORNER (see below)	\$2,000	\$2,100	
<input type="checkbox"/>	EDUCATIONAL WORKSHOP	\$2,000	Call office to reserve day/time	
<input type="checkbox"/>	DPM PACKET INSERT	\$250.00		
_____	ADDITIONAL REPRESENTATIVES	\$175.00 each		
_____	ELECTRICAL SERVICE	\$150.00		

Booth Choices: ☐ ☐ ☐

TOTAL DUE \_\_\_\_\_

The following corner booths incur additional fees: 21, 26, 27, 32, 33, 38, 39, 44, 45, 50, 51, 60.

List all attending representatives. Single spaces include registration for two representatives; double spaces include registration for four. Additional representatives may attend at a cost of \$175.00 per person, regardless of the duration of their attendance.

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#### Payment Information:

Check number \_\_\_\_\_ in the amount of \$\_\_\_\_\_ is enclosed.

Charge the credit card listed below; We accept Visa, MasterCard, Discover, and American Express

Card number: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

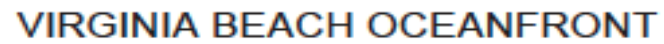
No requests for refunds will be accepted after July 7, 2023. Requests made on or before July 7, 2023 will incur \$100.00 processing fee.

Complete this form and return with payment to: Virginia Podiatric Medical  
3733 Benson Drive  
Raleigh NC 27609

If paying by credit card, complete and fax to (919) 872-1598 or email to vpma@uptonassociates.com

Contact the VPMA office at 877-406-8762 with questions.

FOR VPMA USE ONLY!	Total Due:
	Payment:
	Balance:

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