



FOTA18 Exhibitor Prospectus

#FOTA18 Annual Conference

October 26-27, 2018

Exhibit • Sponsor • Advertise

ADVANCING YOUR PRACTICE

Translating Knowledge Faster

FOTA 2018 Annual Conference

What is FOTA?

The Florida Occupational Therapy Association (FOTA) is the state's professional association of Occupational Therapists, Occupational Therapy Assistants, students of Occupational Therapy and retired Occupational Therapists. The primary mission of FOTA is to serve as a collective body to support, develop, and represent the occupational therapy profession for the advancement of the practice and to better serve the consumer.

What is the FOTA Annual Conference?

Each year FOTA conducts an extensive continuing education program which includes the annual conference. FOTA18 will be held October 26-27, 2018 in Orlando, Florida. The Renaissance Orlando at Sea World is the venue for ALL of the events including Key Note, Educational Sessions, Exhibit Hall, Professional & , Student Posters, Membership Meeting and Fitness class. The event is centrally located and we expect record-breaking attendance numbers for 2018!

We expect over 500 Occupational Therapy Professionals and Students attend the annual conference. Attendees have a variety of interests and work experience including pediatrics, school system, physical dysfunction, mental health, academic and fieldwork education.



Save The Date: Oct. 26-27, 2018

#FOTA18 Annual Conference
6677 Sea Harbor Drive, Orlando, FL 32821



***Unopposed Exhibit
Hall time with no
competing
educational sessions***

***Make an impactful
presence, while
reaching an audience
of your peers and
Occupational Therapy
industry professionals***

Where can I find more information about FOTA18?

The FOTA website has the latest conference news and updates including:

- Schedule of Events
- Accommodation Information
- Registration Forms
- FAQs
- Conference Committee Contact Information

2018 FOTA Conference: Sponsor Opportunities

	Gold	Silver	Bronze	Exhibitor
Benefits	\$3000	\$2000	\$1000	\$300:1 day \$375: 2 days
Company logo, on Program Cover, & www.flota.org Conf Pages	Conf. Registration & Home Page	Conf. Home Page & Schedule Page	Conf. Home Page & Hotel Page	-
Exhibit Booth	X Prime Location	X Prime Location	X Prime Location	X
Registration	2 Comp	1 Comp	Discounted	-
Logo: Conf Tote, or Lanyard (Tote deadline June 15)	X	X	-	-
Ad in Program	Full Page/ logo on cover	Full Page/ logo on cover	Full Page/ logo on cover	Exhibitor listing
Ad in FOTA Newsletter	1 p x 4	1 p x 3	1 p x 2	-
Banner ad on FOTA Eblasts	4	3	2	-
Ads on FOTA Social Media	4	3	2	-
Complimentary Lunch	for 2	for 2	for 2	for 1
Logo at Registration/ Awards	X	X	X	-
Deadline	Sept. 1	Sept. 1	Sept. 1	Sept 15

FOTA18 Conference: Exhibit Opportunities

- One or Two-day exhibit option: \$300 1-day & \$375 2-day
- Exhibitors will be located in Atrium/Lobby area with the most visibility to attendees
- Complimentary Wi-Fi (*Hi-Speed internet service available as an add-on option*)
- Access to over **500 attendees**
- **unopposed Exhibit Hall time** with no competing educational sessions.
- Ability to **sell products** in the exhibit hall
- **Discounted rate** on conference registration
- **Free listing** in the conference program
- Hall located on 1st floor for **easy loading/unloading**
- Includes Exhibit table, 2 chairs
- Table skirt and drape included
- 1 Comp lunch per day, valued at \$45.00 (box lunch)

*There is an additional electrical charge (arranged directly through the hotel).
Limited Space, so reserve your space soon! Limit 2 representatives per booth*

Exhibit Hours

Friday Oct. 26, 2018

8 am – 4 pm

Saturday Oct. 27, 2018

8 am – 4 pm

Exhibit Set Up

Friday Oct. 26, 2018

7-8 am

Saturday Oct. 27, 2018

7-8 am

Exhibit Dismantle

Friday Oct. 26, 2018

4 – 5 pm

Saturday Oct. 26, 2018

4-5 pm

FOTA Conference: Advertising Opportunities

Conference Program

Ad Location	Ad Size	Rate
Outside Back Cover	Full Page (Color)	\$500
Inside Back Cover	Full Page (B&W)	\$450
Back Cover	Full Page (B&W)	\$450
Inside Page	Full Page (B&W)	\$350
Inside Page	1/2 Page (B&W)	\$250
Inside Page	1/4 Page (B&W)	\$200
Inside Page	Business Card (B&W)	\$100

The FOTA Conference Program Guide is used by attendees throughout the conference. It includes abstracts of educational sessions and a form to record or plan the attendee's education sessions. Attendees retain the program for their records of continuing competency activities. A limited number of premier advertising placements are **available on a first come, first served basis.** **Program Deadlines**

Space/Payment: September 1, 2018

Artwork: September 5, 2018

The copy ready ad file must be in .pdf, .jpg, or .psd format and emailed to Janine Silvaroli at fota.janine@gmail.com by September 5, 2018.

FOTA Conference: Advertising Opportunities

Registration Packet Stuffer

Ensure that everyone leaves conference with a reminder of your company! FOTA will distribute your company's literature or small promotional item to all attendees with the conference registration packet.

Cost per promotional item \$100

Deadline to Register: October 1, 2018

Deadline for Items to be received: October 5, 2018

FOTA will need 500-600 (depending on # registrations). Please email Janine Silvaroli at fota.janine@gmail.com for shipping instructions and address.

FOTA Website Conference Ad

Increase your company's visibility and website traffic by placing your company's Logo and Link on the FOTA Conference Registration Page. All Logos and Links will remain on the website through at least November 30, 2018. The sooner you register, the more exposure your company will get!

Website Ad Rate: \$150

Artwork: Email Logo and Website Link to Fota.Janine@gmail.com

Interested in advertising on FLOTA.org, our quarterly newsletter, or sponsoring a member Blast email?

Contact Janine Silvaroli at Fota.Janine@gmail.com for details.

FOTA Conference: Rules and Regulations

Eligibility for Exhibiting

The following qualifications are required of all exhibitors at the Annual Conference.

FAQs and additional conference details can be found at [FOTA18 Conference Exhibitor page](#).

1. Products or services displayed must further the purpose of the Annual Conference and Exhibit Program to provide an atmosphere conducive to exchanging information and views about occupational therapy practice, and health care, in a professional manner.

The logo for FOTA (Federation of Occupational Therapists of America) is displayed in a stylized, dark blue font. The letters are bold and modern, with a small dot above the 'a'.

To register to Exhibit, Sponsor or Advertise at FOTA18 Annual Conference visit www.flota.org and click on the conference link.

2. Products or services should be related to the practice of occupational therapy in hospitals, institutions, other health related facilities, as well as home health care and schools. However, considerations for other products / services will be made on a case by case basis.

Acceptance of Contract

The Contract for Exhibit Space must be properly filled out and accompanied by all requested information and payment via check or credit card when booth space or spaces are requested. Upon acceptance of the contract by FOTA, it shall become binding upon both FOTA and the exhibitor with respect to all matters included in the Contract and the Exhibit Rules and Regulations.

Assignment of Space

Booth space will be allocated at the sole discretion of FOTA with due regard to grouping of exhibitors and date upon which the contract for exhibit space was received. The decision of FOTA with respect to allocation of booth space will be final and binding upon all exhibitors.

Space

The exhibit booth locations will be arranged by FOTA. Dimensions of each booth are believed to be accurate, but only warranted to be approximate. FOTA reserves the right to adjust booth layouts as needed to accommodate the needs of the meeting and exhibit program.

Exhibitor's Badges

Employees designated by the exhibitor will be issued "Exhibitors Badges" for two individuals that will authorize such employees to enter the exhibit area during hours when it is open for the exhibitors but not the public.

Termination of Meeting and Exhibits

Should the premises in which the Annual Conference is to be held become, in the sole judgment of FOTA, unfit for the occupancy, or should the Meeting and exhibit be materially interfered with by reasons of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, governmental agency, or any other act beyond the control of FOTA, the Contract for Exhibit Space may be terminated. FOTA will not incur any liability for damages sustained by exhibitor as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases FOTA of and from any and all claims for damages and agrees that FOTA shall have no obligations to exhibitors except to refund to exhibitors a pro-rated share of the aggregate amount Received by FOTA (as rental for exhibit space), after deducting all costs and expenses in connection with such exhibit and the exhibit program, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the exhibitor.

Withdrawal

No refunds will be issued for withdrawals or cancellations.

FOTA Conference: Rules and Regulations

Arrangement of Exhibits

Standard booth includes one 60" x 30" table and two chairs. This is a tabletop display show. Exhibits not conforming to these specifications, of which in design operation, or otherwise found objectionable in the opinion of FOTA, will be prohibited. All exposed parts of a display will be finished so as not to be objectionable to other exhibitors at the meeting. FOTA reserves the right, in the best interest of the Exhibit, to relocate selected space in areas other than that selected by the exhibitor.

Staffing of Exhibits

Exhibit booths must be staffed during all exhibit hours by qualified employees of the exhibitor who must be able to explain or demonstrate the products or services on display.

General Restrictions

All rights and privileges granted exhibitors hereunder are subject to and subordinated to a master lease between FOTA, Renaissance Orlando at Sea World. Exhibitor will comply with all applicable statutes, ordinances, regulations, rules, and requirements relating to health, fire, safety, use of the premises, or otherwise applicable to the exhibitor. Exhibitors will not engage in any activity constituting waste of the premises, including without limitation, mar, deface or otherwise damage of any area of the facility; reasonable wear and tear expected.

Exhibitor will not engage in any activity which would vitiate or increase the rate of insurance on the premises for FOTA or The Renaissance Orlando at Sea World. Exhibitor assumes all responsibility for and agrees to indemnify and hold harmless FOTA and Renaissance Orlando at Sea World against loss, damage of claim arising from or caused in whole or in part by an act or omission of its Exhibit Personnel, its agents, servants, employees, and contractors and for all persons admitted to the exhibit area using either its badges or badges obtained by or on behalf of the Exhibitor.

Exhibitor will not discriminate against any person on account of race, creed, color, sex or national origin.

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.

Exhibitors will not use the FOTA logo, the name of FOTA nor in any other manner associate any exhibit or any activity during the Annual Conference with FOTA without the, express written and personal consent of the President of FOTA.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time.

All packaging containers, excelsior and wrapping paper is to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any cloth decorations must stand a flameproof test as prescribed by the fire ordinance of the City of Orlando. Volatile, explosive or other flammable matter, or any substances prohibited by the law or insurance carriers are not permitted on the premises.

FOTA Conference: Rules and Regulations

Any activity within the exhibits, including without limitation, distributions (for free or otherwise) of any literature, product or any other item must conform to the educational and professional nature and character of the Annual Conference. FOTA reserves the sole right to prohibit and require immediate cessation of any activity or distribution which does not conform as aforesaid. To avoid any problems, FOTA will provide advance approval of activities and items upon request of an Exhibitor. The Association's decision to prohibit and require cessation of any activity will be in the sole and exclusive discretion of FOTA and final

All exhibits must conform strictly to the Rules and Regulations. FOTA reserves the right to restrict any exhibit which might be considered undesirable. This restriction includes articles, conduct, dress of models, and printed matter of anything objectionable to the Exhibit or Exhibit Program as a whole.

Definitions

For the purposes of these rules and regulations the following terms have the following meanings: FOTA - includes and means the Florida Occupational Therapy Association, Inc., its directors, officers, employees, agents, members and FOTA contractors.

Care of Exhibit Space

The exhibitor, at his own expense, shall take good care of his exhibit space, not deface or mar said premises and will keep and maintain the aforesaid premises in good order at all times.

Limitation of Liability

FOTA, its contractors, the management of Renaissance Orlando at Sea World or any of the officers, staff members, employees, or directors of any of either of the aforesaid parties will not be responsible for any loss, injury or damage whatsoever or howsoever arising, which may occur to an exhibitor, or to his agents, employees, contractors and its agents and employees, or to the property or wares of the exhibitors, arising from any cause whatsoever, prior, during or subsequent to the period of this exhibit. Each exhibitor expressly releases FOTA and Renaissance Orlando at Sea World from any and all claims from such injury, loss or damage.

Liability of Exhibitor

If FOTA or the Renaissance Orlando at Sea World shall be held liable for any event which might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse FOTA and Renaissance Orlando at Sea World and hold harmless FOTA and Renaissance Orlando at Sea World from liability resulting there from.

Additions to Rules and Regulations

The Rules and Regulations of the Exhibits as issued or amended by FOTA are hereby made an integral part of and incorporated by reference into the Contract for Exhibit Space and shall be deemed to have the identical effect as if said Rules and Regulations were set forth in full in the Contract.

FOTA Conference: Rules and Regulations

Renaissance Orlando at Sea World

Location: Renaissance Orlando at Sea World Ballroom

6677 Sea Harbor Drive, Orlando, FL, 32821, US

Phone Number: 407-351-5555

Vendor Set Up Time: 7 – 8 a.m. Friday and Saturday

Exhibit Hall

No outside food and beverage. No fog machines, glitter, confetti, etc. The use of candles needs to be approved by management. All equipment and decorations must be removed immediately following the Event regardless of when the event ends.

The Hotel is a **non-smoking facility**.

Electrical: There will be a charge for any power required. Please see attachment to order Electrical directly from the hotel.

No tape, nails, staples, glue, or any other method of attachment may be used to attach anything to the ceilings, flooring or wall surfaces. The Client shall be responsible for any and all damage caused by such signage or decorations used and shall reimburse the Hotel for the cost of all repairs.

Packages: FOTA and the Conference Committee will not be responsible for incoming or outgoing packages and all arrangements should be made between the exhibitor and FedEx located onsite at the Renaissance Orlando at Sea World if needed. Exhibitors may unload curb side, park their vehicles in the lot and then move the items to their table.

STORAGE/DRAYAGE/TRUCK PARKING

Fire regulations require that hotel public areas and service hallways **not** be used for storage of supplies or equipment by customers, contractors or exhibitors. **For pre-meeting/convention storage and handling of large amounts of materials, exhibits or boxes, the hotel requires that customers use a drayage/exhibit company. Contact Hotel Security for approved truck parking areas in Hotel Parking lots. Leaving trucks, cars, vans, lifts and equipment unattended in “No Parking” areas are subject to removal or towing at the owner’s expense.**



Mail or Fax:

EVENT TECHNOLOGY

6677 Sea Harbor Drive, Orlando, FL 32821-8092

Phone: 407-248-7440 Fax: 407-248-7399

2018 Exhibit Booth Order Form

QTY	DATA DISPLAY, VIDEO & AUDIO EQUIPMENT	No. of Days	Daily Rate	Total
	Laptop Computer		\$250	
	21" Computer Monitor		\$95	
	55" Monitor With Stand		\$550	
	70" Monitor With Stand		\$850	
	LCD Projector		\$700	
	5' - 8' Tripod Screen		\$90	
	Client Projector Support Package (Does Not Include Projector)		\$195	
	Wireless Microphone - (Handheld / Lavalier)		\$185	
	Powered Speaker - (Stand)		\$100	
	Flip Chart w/ Markers		\$75	
	Other -		Call	

QTY	HIGH SPEED INTERNET & PHONES	No. of Days	Daily Rate	Total
	High Speed User (Wireless)		\$45 per user	
	High Speed Internet Initial Connection (Wired)		\$250 (first time, first day)	
	High Speed Internet Additional User (Wired)		\$95 (each addtl line / day)	
	Dial In Dial Out Phone		\$200 (One Time Chg)	
	In House Phone		\$100 (One Time Chg)	

QTY	BANNERS (one time chg)	Pre-Order \$	On Site \$	Total
	Banner Hang Fee (1)	\$125 each	\$188 each	
	Banner Hang Fee (2-5)	\$100 each	\$150 each	
	Banner Hang Fee (6 or more)	\$75 each	\$113 each	

QTY	OFFICE EQUIPMENT (one time chg)	No. of Days	Daily Rate	Total
	Printer (B&W)		\$305	
	Printer (Color)		\$990	
	Fax Machine		\$150	
	High Volume Copier (B&W)		\$1,200	
	High Volume Copier (Color)		\$2,000	

QTY	Electrical Drops & Extension Cords (one time chg)	Pre-Order \$	On Site \$	Total
	120 V 5 AMPS	\$75	\$115	
	120 V 10 AMPS	\$125	\$185	
	120 V 15 AMPS	\$150	\$220	
	120 V 20 AMPS	\$170	\$250	
	Extra Cord	\$30	\$50	
	Powerstrip	\$30	\$50	
	Extra/PS	\$55	\$75	

Please allow your order to reach us no later than 2 days in advance. Payment is due in advance either by check, room charge, or major credit card. A 72-Hour Cancellation Policy will apply to all equipment rentals. All Equipment cancelled within 24-Hours of event date will be charged full price. All Equipment cancelled within 48-hours of event date will be charged 50% of charges.

EQUIPMENT TOTAL _____
 25% SERVICE CHARGE _____
 SUBTOTAL _____
 6.5% SALES TAX _____
 TOTAL _____

Credit Card Information: Type _____ Credit Card# _____	
Cardholder's Name _____ Exp. Date _____	
Cardholder's Signature _____	
Room Charge Information (If Applicable): Room Number _____ Guest Name _____	
COMPANY INFORMATION	
CONFERENCE NAME: _____	CONFERENCE DATES: _____
BOOTH NAME: _____	BOOTH # _____
ADDRESS _____	
PHONE _____	FAX: _____
EMAIL _____	

Revised 10/31/17

EO# _____



Orlando Renaissance at SeaWorld Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3-4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, meeting lists, signed documents); this includes any room drops or deliveries to any other area of Orlando Renaissance at SeaWorld.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **407.226.2113**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Orlando Renaissance at SeaWorld
6677 Sea Harbor Drive
Orlando, FL, 32821
(Convention Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Orlando Renaissance at SeaWorld
6677 Sea Harbor Drive
Orlando, FL 32821
Phone: 407.226.2113
Fax: 407.226.2935
Email: usa5039@fedex.com

Operating Hours
Mon – Fri: 7:00am - 5:00pm
Saturday: Closed
Sunday: Closed

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Orlando Renaissance at SeaWorld with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Orlando Renaissance at SeaWorld, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specific address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Orlando Renaissance at SeaWorld, but please check with the business center for specific delivery limitations that may exist. FedEx Office staff is authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.