

FOTA22

EXIBITOR PROSPECTUS

**EXHIBIT
SPONSOR
ADVERTISE**

FOTA22
Saturday & Sunday
November 5-6, 2022
Clearwater, Florida



FOTA22 EXHIBITOR PROSPECTUS

Who 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.



Save The Date: Nov. 5-6, 2022

What is FOTA22?

What is the FOTA Annual Conference?

Each year FOTA conducts an extensive continuing education program which includes the annual conference. The conference will be held November 5-8, 2022 at NOVA

Southeastern University in Clearwater, Florida. NOVA is the venue for ALL of the events including institutes, educational sessions, exhibit hall, FOTA awards, student posters awards and FOTA membership meeting. The event is centrally located.

On average more than 600 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.



“FOTA22 is the longest running educational, networking and professional Occupational Therapy event in Florida.”

Exhibitor Opportunities

FOTA offers a variety of options for exhibitor, sponsor and advertisers.

- **One or Two-day exhibit options**
 - \$325 1-day & \$375 2-day
- Exhibitors will be located in the designated exhibit hall area and have high visibility to attendees
- Complimentary Wi-Fi
- Access to over 600 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 and table covering.



Electrical

Electrical will be provided upon request.

Exhibitor Schedule

Exhibit Times:	Saturday, Nov 5	8 am – 5 pm
	Sunday, Nov 6	8 am – 4 pm
Exhibit Set Up:	Saturday, Nov 5	6:30- 8 am
	Sunday, Nov 6	6:30- 8 am
Exhibit Dismantle:	Saturday, Nov 5	5 pm
	Sunday, Nov 6	4 pm

Unopposed Exhibit Hall time

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

Conference Schedule

Saturday

7am Exhibitor Setup and Registration
8am Sessions
8am – 5pm Exhibit Hall open
12N FOTA Welcome
12:30 Lunch
1:30 Sessions
5:00 Concludes day 1

Sunday

7am Exhibitor Setup and Conference Registration
8am Sessions
8am – 4pm Exhibit Hall open
11am FOTA Business Meeting & Awards
12N Lunch
12:30-4 Sessions
1:30 Student Poster Awards
4pm Conference concludes

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2020 FOTA Conference Sponsorships

Level	Premiere	Gold	Silver	Bronze	Exhibitor
Cost	\$5,000	\$3,000	\$2,000	\$1,000	1 day \$300 2 days \$375
FOTA Website listing	Logo/Links on all Conference web pages	Logo/Links on all Conference web pages	Logo/Links on all Conference web pages	Logo/Links on all Conference web pages	Exhibitor webpage
Exhibit Booth	Best Location	Prime Location	Prime Location	Prime Location	✓
Conf. Registration	3 Comp	2 Comp	Discounted	Discounted	✗
Logo on Conf Promotional Item	✓	✓	✓	✓	✗
Ad/link in Conference Program	Full Page (inside cover or back cover)	Full Page	Full Page	Full Page	Exhibitor Listing
Eblast Banner Ad	6	4	3	1	✗
Ad FOTA Newsletter	1 year, 1 page	1 year, 1 page	1 year, 1 page	1 year, 1/2 page	Exhibitor Listing in the conf issue (Oct)
Social Media Posts	6	4	3	2	1
Logo at Registration, Awards Ceremony, Program	✓	✓	✓	✓	✗
Deadline	September 1	September 15	September 15	September 15	October 15

Additional Sponsorship Opportunities

Photo Booth Sponsor \$1200 (limit 1)

Help our attendees by adding to the conference fun! Attendees will visit the photo booth in the Exhibit Hall to have their fun photo taken with costume props, provided by FOTA. Photo Booth sponsorship includes company logo on the digital photos, 2 Social Media Posts, 1 page in program, 1 page in FOCUS quarterly newsletter and Includes 2-day booth



Keynote Speaker Sponsor \$800 (limit 1)

Your company's logo and link to your website will be prominently featured on the keynote website page of FOTA and in the conference program. Your logo will be displayed on signage during the keynote address, all Keynote marketing, Keynote conference website, 1 Social Media posts, and 2-day booth



Coffee Break Sponsor \$700 (limit 2)

Help provide coffee to the conference attendees! Company logo on signage at the break station. Includes one Social Media Post and 2-day booth



FOTA Awards Sponsor \$450 (limit 1)

Have your company logo listed on all publications and signage as the FOTA Awards sponsor. Includes one Social Media post. No exhibit booth

Student Poster Awards \$450 (limit 1)

Have your company logo listed on all publications and signage as the Student Poster Awards sponsor. Includes one Social Media post. No exhibit booth

WiFi Sponsor \$200 (limit 1)

(Limit 1) Have your company logo listed on all publications and signage throughout the exhibit hall as the WiFi sponsor. Includes one Social Media post. No exhibit booth



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Advertising Opportunities

Conference Digital Program

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, 2022

Artwork: September 15, 2022

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

Ad Location	Ad Size	Rate
Outside Back Cover	Full Page (Color)	\$300
Inside Back Cover	Full Page (Color)	\$275
Inside Page	Full Page (Color)	\$200
Inside Page	1/2 Page (Color)	\$175
Inside Page	1/4 Page (Color)	\$150
Inside Page	1/8 Pg (Color)	\$100

Conference Promotional Item

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 \$125, 2 items \$150, 3 items \$200, 4 items \$250

Deadline to Register: October 15, 2022

Deadline for Items to be received: October 30, 2022

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

FOTA Conference: Rules and Regulations

Arrangement of Exhibits

Standard booth includes one 6' 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, could be removed. 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, NOVA Southeastern University (Venue).

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 NOVA Southeastern University (Venue).

Exhibitor assumes all responsibility for and agrees to indemnify and hold harmless FOTA or NOVA Southeastern University (Venue) 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 shall be used at any time.
- All packaging containers, excelsior and wrapping paper is to be removed from the floor or stored so not visible to attendees. All cloth decorations should be flame resistant. Volatile, explosive or other flammable matter, or any substances prohibited by the law or insurance carriers are not permitted on the premises.

Any activity within the exhibits, including without limitation, distributions (for free or other- wise) 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 .

FOTA Conference: Rules and Regulations

Eligibility for Exhibiting

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

- 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.

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. Exhibitor badges do not grant access to Conference Sessions, unless conference registration is also made.

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 after October 1, 2022

FOTA Conference: Rules and Regulations

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 Venue 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 Venue from any and all claims from such injury, loss or damage.

Liability of Exhibitor

If FOTA or the Venue 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 the Venue and hold harmless FOTA and Venue from liability resulting there from.

Exhibit Hall

No outside food and beverage shall be sold by exhibitor. 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 VENUE is a non-smoking facility.

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 Venue 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 shipper. Exhibitors may unload curb side, park their vehicles in the lot and then move the items to their table.

Storage

Fire regulations require that Venue public areas and service hallways not be used for storage of supplies or equipment by customers, contractors or exhibitors.