



KANSAS  
PHYSICAL THERAPY  
ASSOCIATION

2018 Fall Conference & Tradeshow  
**Exhibitor, Sponsor  
& Advertising Prospectus**

**October 26–27**

Hilton Garden Inn Manhattan  
410 South 3rd St  
Manhattan, KS 66502



# KPTA 2018 Fall Conference

October 26–27, 2018

## Sponsorship

---

### **Conference Registration Bags      \$1,000 (limit 1)**

Includes: Company logo on conference bags, opportunity to provide inserts and promotional items in the conference bags, complimentary exhibit booth in exhibit hall, recognition in all pre- and post- conference materials.

### **Break Sponsor      \$500 (limit 3)**

Includes: Sponsorship of morning break and/or afternoon break, company recognition and signage at break, company recognition in all pre- and post- conference materials, opportunity to provide promotional products and company information to the participants during the break.

### **Breakfast Sponsor      \$750 (limit 2)**

Includes: Sponsorship of morning breakfast, company recognition and signage at breakfast, company recognition in all pre- and post- conference materials, opportunity to provide promotional products and company information to the participants during the breakfast, complimentary exhibit booth in exhibit hall.

### **Luncheon Sponsor      \$1000 (limit 2)**

Includes: Sponsorship of luncheon, company recognition and signage at luncheon, company recognition in all pre- and post- conference materials, opportunity to provide promotional products and company information to the participants during the lunch, complimentary exhibit booth in exhibit hall.

### **Exhibit Booth Only      \$200**

The exhibit booth consists of 8' d x 10' w booth with a 6' table, two chairs, identification sign and two exhibitor badges.

Exhibitors will receive a complimentary listing in the conference brochure and acknowledgment in *Trigger Points*, the KPTA newsletter

*All sponsors and exhibitors will be acknowledged in the conference brochure, Trigger Points, the KPTA newsletter, and from the podium.*

## Tradeshow Schedule

---

### **Friday, October 25**

*Move In and Setup* ..... 7am–9am

*Show Hours* ..... 9am–6pm

### **Saturday, October 25**

*Show Hours* ..... 7am–12pm

# KPTA Exhibitor Policies and Procedures

---

## 1. Exhibit Purpose

Exhibits are intended for educational and informational purposes to improve physical therapy education, practice and research. All materials/equipment should contain no inaccurate or misleading information. The Kansas Physical Therapy Association (KPTA) reserves the right to determine if an exhibit meets the objectives and standards of KPTA. Exhibits should complement the meetings and sessions by enabling registrants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies, and services related to physical therapy.

## 2. Eligibility to Exhibit

Exhibitors must agree to meet the objectives stated above. Exhibitors may sell merchandise or services in the exhibit area. Exhibitors may not exhibit any product, apparatus, instrument, device, or drug that is the subject of litigation pending before the Food & Drug Administration. In cases of products pending compliance or noncompliance with the FDA, exhibitors must post a disclaimer stating, "FDA listing pending." All products or services exhibited must comply with all state and local regulations and with all current FDA regulations for such products and services, except as provided above.

## 3. Booth Assignments

Contracts and payment in full for exhibit space are accepted on a first come, first served basis, except as otherwise noted. Booth assignments will be made in order of receipt and as space permits unless special offers have been accepted. TO OBTAIN THE BEST BOOTH ASSIGNMENT POSSIBLE, YOUR CONTRACT AND PAYMENT IN FULL SHOULD BE SUBMITTED AS SOON AS POSSIBLE. A company that has not settled all previous accounts with KPTA will not be assigned booth space. KPTA determines the eligibility of any company or product to be exhibited at the tradeshow, either before or after the proper execution of the contract.

## 4. Insurance

Each exhibiting company is required to insure itself against property loss or damage and against liability for personal injury.

## 5. Booth Payment and Cancellation Refunds

Booth space for the exposition will be 8' x 10'. Cost will be as set forth in this prospectus, unless special arrangements are made. PAYMENT IN FULL PER BOOTH REQUESTED MUST BE SUBMITTED WITH YOUR COMPLETED CONTRACT. Non-payment for space after the deadline will be interpreted to mean that the exhibiting company no longer wishes to reserve space. KPTA reserves the right to sell this space to another company. (PAYMENT IN FULL MUST BE RECEIVED BEFORE SPACE CAN BE OCCUPIED.) Written notice of cancellation received in the KPTA office by the deadline specified on page four will allow for a refund of monies submitted minus a \$50 administrative fee. NO REFUNDS WILL BE ALLOWED FOR CANCELLATIONS MADE AFTER THE DEADLINE SPECIFIED. ALL CANCELLATIONS MUST BE RECEIVED ON THE COMPANY'S LETTERHEAD.

## 6. Registration and Badges

All exhibitors should register their personnel in advance on the forms provided by KPTA. Exhibitor employees who do not register in advance and who wish to register on-site must have with them business cards bearing the exhibiting company's name. Without a business card, the employee will not be allowed to register. An I.D. and business card will be requested and must be presented at exhibitor registration in order to pick up a badge. The exhibitor's authorized representative must certify any additions or changes in the registrations made during the tradeshow. The exhibitor is expected to staff each booth adequately during exhibit hours.

## 7. Installations and Removals of Exhibits

The exhibit area will be available at the times and dates specified for exhibit preparation. Each booth must be ready for final inspection no later than the time specified. All exhibits must remain intact until the official closing time. It is mutually agreed that each exhibitor will be responsible for the delivery and removal of equipment and display materials to and from the exhibit area. The conference site will not accept or store freight before the exhibition nor be responsible for any shipping after the exhibits close. Once products, equipment and display materials reach the host site, the exhibitor may move them into the hall. Display booths and other exhibit materials should not be placed in such a manner as to interfere with other exhibits. Complete information, instructions, and a schedule of prices regarding shipping, drayage, labor, electrical use, furniture, carpets, etc., will be included in an exhibitors' information packet that will be sent to exhibiting companies after booth assignments are made.

## **8. Exhibitor Registration**

EACH REPRESENTATIVE OF AN EXHIBITING COMPANY MUST WEAR AN OFFICIAL BADGE AT ALL TIMES IN THE EXHIBIT AREA. For each booth rented, four complimentary exhibitor badges will be issued.

## **9. Failure to Occupy Space**

Unless previously arranged, booth space not occupied by the exhibiting company 15 minutes prior to the start of the exhibition will be forfeited without refund to the exhibitor and the space may be resold or used by KPTA.

## **10. Exhibit Activities**

All business activities, circulars, and advertising matter of the exhibitor may be conducted and/or distributed only within the booth(s) assigned to the exhibitor. No material may be placed on seats, attached to walls, ceilings, or woodwork in the exhibit quarters. Aisles must be clear and exhibits arranged so that exhibit personnel are inside the space rented. KPTA representatives may visit booths before the opening of the tradeshow to ensure that the exhibitor has adhered to the policies and procedures set forth in this document. An exhibitor informed of any infractions must make all corrections before the tradeshow opens. KPTA reserves the right to restrict exhibits that distract from the general character of the display. This reservation includes persons, objects, conduct, printed material, or anything of a character that may be objectionable to the exhibitors or participants as a whole. Expulsion of or restrictions placed on an exhibitor may not give rise to a claim for any refund of rentals or other expenses. Smoking in the exhibit hall is strictly prohibited. Exhibitors will be responsible for any damage done to the building by themselves, their employees, or representatives.

## **11. Sales/Order-taking Restrictions and Canvassing by Non-exhibitors**

The exhibit is limited to registered attendees and guests of the conference as well as registered employees of business firms, manufacturers, professional organizations, and dealers who have contracted and paid for exhibit space. No other persons or concerns will be permitted to demonstrate products or distribute advertising materials in the exhibit hall. Sales of products and services are permitted in the exhibit hall. "Sales" is interpreted to be any activity that could be subject to a sales tax, the exchange of money (cash, credit card or check), or the acceptance of binding contracts/order forms. Order forms intended for distribution are acceptable.

## **12. Subletting Space**

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their businesses.

## **13. Security**

KPTA shall not be held responsible for the loss of or damage to any material for any cause and encourages the exhibitor to exercise normal precautions to prevent loss or damage. An exhibitor may remove material from the exhibit hall after setup begins and throughout the show as long as it is not distracting from the KPTA show and only if in possession of a KPTA exhibitor's badge.

## **14. Liability**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. In addition, the exhibitor indemnifies and agrees to hold harmless KPTA and the conference host location(s) and their owners, officers, directors, employees, and agents, from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to exhibitor, or agents, representatives, or employees thereof by reason of the exhibitor's occupancy or use of the exhibition facilities. Upon signing the contract, the exhibitor expressly releases the foregoing institutions individuals, and groups from any and all claims for loss, damage, or injury. This also includes the period of storage during and following the meeting.

## **15. Exhibit Hall Furnishings**

The colors are Yellow and Light Green pipe and drape and two chairs.

## **16. Cancellation of Exposition**

Should any situation beyond the control of KPTA arise to prevent the 2017 Annual Conference and Tradeshow, KPTA will not be held liable for any expenses incurred by the exhibitor except for the rental cost of booth space.



KANSAS  
PHYSICAL THERAPY  
ASSOCIATION

## KPTA 2018 Fall Conference

October 26-27, 2018

### Exhibitor/Sponsor Registration Form

(pg 1 of 2)

#### **General Information** (to be completed by exhibitors and sponsors)

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

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Type of Company/Product Sold: \_\_\_\_\_

Registration Type:       Exhibit Booth       Sponsorship

If you are in any need of special arrangements due to a disability, please mark here:

---

#### **Sponsorships** (include exhibit booth)

<b><i>Type of Sponsorship</i></b>	<b><i>Price</i></b>	<b><i>Subtotal</i></b>
Conference Bags (limit 1)	\$1,000	_____
Luncheon (limit 2)	\$1,000	_____
Breakfast (limit 2)	\$750	_____
Break (limit 3)	\$500	_____
Exhibit Booth Only	\$200	_____
<b><i>Total Amount Enclosed</i></b>		_____

# Exhibitor/Sponsor Registration Form

(pg 2 of 2)

## Exhibit Booth and Program Information (please print)

If possible, please place our booth near the following companies: \_\_\_\_\_

\_\_\_\_\_

If possible, please DO NOT place our booth near the following companies: \_\_\_\_\_

\_\_\_\_\_

Product/services to be displayed: \_\_\_\_\_

Contact name to be listed in program: \_\_\_\_\_

25-word description to appear in conference program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company name on sign to read: \_\_\_\_\_

Names to appear on complimentary badges:

1: \_\_\_\_\_ 2: \_\_\_\_\_

### Policies and Procedures

Payment in full for all booths, sponsorships and/or advertisements must be received with this contract. Payment must be received in full. A contract without payment in full will not hold an exhibit space, sponsorship or advertisement. Written notice of cancellation received in the office of KPTA by published cancellation date will entitle the canceling party to a refund of monies submitted minus a \$50 administrative fee. No refunds will be allowed for cancellations made after published cancellation date. Exhibitors, sponsors, and advertisers agree to observe all policies and procedures set forth by KPTA and respective conference facility.

I accept all policies and procedures. Signature: \_\_\_\_\_

### Payment

Total value of Exhibit Booths, or Sponsorship: \$ \_\_\_\_\_

Payment Method:  Check #: \_\_\_\_\_  MasterCard  Visa

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing ZIP: \_\_\_\_\_

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

*Please do not email credit card info (credit card payments should be mailed)*

### Mail checks and credit card payments to:

KPTA  
1055 N Fairfax St, Suite 205  
Alexandria, VA 22314

For information or questions concerning the tradeshow and sponsorships, please contact KPTA by email at [kansas@apta.org](mailto:kansas@apta.org) or by calling 1-800-765-7848 ext 7117