

Windy City Podiatry Conference

Exhibit Space Application

December 1 - 3, 2023

Chicago Marriott Schaumburg
Schaumburg, IL

THIS FORM MUST ACCOMPANY YOUR PAYMENT

To confirm your reservation submit this form to Karen Daniel at k.daniel@podiatryinstitute.com or fax to 404-508-8539.

Registration received less than 2 weeks prior to meeting will not be included in conference materials.

Exhibitor Fee (Table Top, No Sharing) = \$1350 by check or credit card. Full payment must accompany this completed form. \$1500 if application received after November 20, 2023 or onsite.

Payment Method

My Check in the amount of \$ _____ Payment enclosed

Please make check payable to: The Podiatry Institute ♦ Federal Tax ID #58-1906272

Charge Visa Master Card American Express Discover

Credit Card Number _____ Exp. Date ____ / ____

Cardholder Name _____ Signature _____

Mail Check & Application to: The Podiatry Institute
2675 North Decatur Rd. ♦ Suite 309 ♦ Decatur, GA 30033

The Following Company Information Will Be Printed In The Conference Program:

(Company Name) _____

(Street Address) _____

(City) _____ (State) _____ (Zip) _____

(Office Phone) _____ - _____ - _____ (Website) _____

25-word description of product or service _____

Representative(s) at Conference: Name _____ Email _____

Name _____ Email _____

Send email to k.daniel@podiatryinstitute.com names/emails of any additional representatives

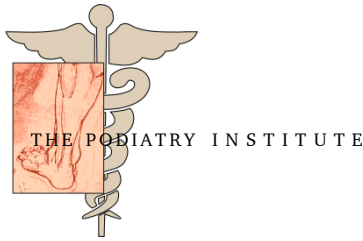
Company Contact _____ Title _____

Email _____

Companies You Prefer Not To Exhibit Next To: _____

Electricity Required? Yes No

For more sponsorship information contact: Dan Vickers at The Podiatry Institute ♦ 770-939-0393
dvickers@mindspring.com



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Exhibitor Prospectus

December 1 – 3, 2023

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- ◆ All food functions will be held in the exhibit hall to maximize your contact with attendees.
- ◆ There are a number of opportunities available to sponsor conference events & speakers. Call Dan Vickers at 770-939-0393 for more information.
- ◆ **CANCELLATION POLICY:** All cancellation/rescheduling requests must be made in writing. Cancellation requests can be sent via fax to 404-508-8539 or email to k.daniel@podiatryinstitute.com. Cancellations requiring a refund will be assessed a \$250 cancellation fee. Transfer requests are not subject to a cancellation fee and will be valid for a period of one year from the date of issue. Registration fees are non-refundable/non-transferrable within two weeks of the conference start date.
- ◆ The Podiatry Institute reserves the right to refuse exhibit space if the vendor's product, service, or display/booth is not consistent with the character of the event.

Exhibit Table Top Fee = \$1350 by check or credit card. Includes 6' draped table, two chairs and electricity if needed. \$1500 if application received after November 20, 2023 or onsite. No sharing.

Exhibit materials weighing 150 lbs. or more and/or being shipped via pallet/crate may be subject to additional charges from the hotel's receiving department.

Exhibit Registration Full payment for your exhibit must accompany space confirmation agreement. Applications will be accepted until space is sold out.

Move-in and Set-up Thursday, November 30 – 7:00 PM - 9:00 PM

Friday, December 1
7:30 AM – 8:00 AM – Doctor Registration and Continental Breakfast
10:00 AM – 10:45 AM – Break - Visit Exhibits
12:30 PM – 1:30 PM – Lunch Provided
4:00 PM – 4:45 PM – Break - Visit Exhibits

Saturday, December 2
7:30 AM – 8:00 AM – Continental Breakfast in the Exhibit Hall
10:00 AM – 10:45 AM – Break - Visit Exhibits
12:30 PM – 1:30 PM – Lunch Provided
4:00 PM – 4:45 PM – Break - Visit Exhibits
After 5:00 PM – Exhibitor Move-out

Sunday, December 3 Optional

Conference Hotel Chicago Marriott Schaumburg
50 North Martingale Road
Schaumburg, IL 60173
1-800-228-9290
Podiatry Institute Rate: \$117
Please make your reservation NOW! Cut-off date – 11-09-2023

Shipping Information
Chicago Marriott Schaumburg
50 North Martingale Road
Schaumburg, IL 60173
Attn: Dan Vickers, Podiatry Institute Conference
December 2-4, 2022

For Further Information
Dan Vickers, CAE
Executive Director
The Podiatry Institute
2675 North Decatur Rd., Suite 309
Decatur, GA 30033
770-939-0393

Please arrange ahead with your shipping company for pickup from the hotel at the end of the meeting.