

French Quarter Conference

# Exhibit Space Application

March 7 – 10, 2024

Astor Crowne Plaza New Orleans  
New Orleans, LA

## THIS FORM MUST ACCOMPANY YOUR PAYMENT

To confirm your reservation submit this form to Karen Daniel at [k.daniel@podiatryinstitute.com](mailto: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 February 26, 2024 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](mailto:k.daniel@podiatryinstitute.com) names/emails of any additional representatives

**Information For Your Company Virtual Booth:** Attach or send link of PDF(s) to us (call if you have questions)

(Optional) Attach 5-min. max promo video, or put link here to video: \_\_\_\_\_

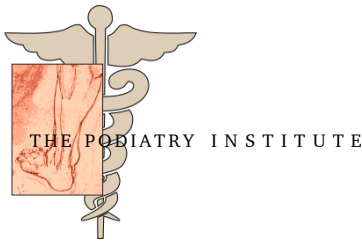
Company Contact \_\_\_\_\_ Title \_\_\_\_\_

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](mailto:dvickers@mindspring.com)



# Exhibitor Prospectus

March 7 – 10, 2024

Astor Crowne Plaza New Orleans  
New Orleans, LA

- ◆ Breakfasts, lunch and 45-minute breaks 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:** Cancellation requests must be made in writing, via fax, mail or e-mail and postmarked no later than 2 weeks before the start date of the conference. All refund requests will be assessed a \$250 cancellation fee per booth. In lieu of a refund you may transfer the full amount to an alternate Podiatry Institute meeting within one year of cancellation. If canceling less than two weeks prior to the conference NO refund will be due to the exhibitor. Instead you may transfer \$1000 of the booth fee to an alternate meeting. All transferred funds must be used within one year of the original date of cancellation.
- ◆ **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.
- ◆ 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 February 26, 2024 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.

<b>Exhibit Schedule:</b>	<b>Thursday, March 7</b>	10:00 AM - 12:00 PM	Setup
			12:00 PM Exhibit Hall Opens
		3:15 PM - 4:00 PM	Afternoon Break
		5:30 PM	Exhibit Hall Closes
<b>Friday, March 8</b>	7:00 AM - 7:30 AM	Breakfast in Exhibit Hall	
	10:45 AM - 11:30 AM	Morning Break	
	1:30 PM - 2:15 PM	Lunch	
	4:00 PM - 4:45 PM	Afternoon Break	
		6:00 PM	Exhibit Hall Closes
<b>Saturday, March 9</b>	7:00 AM - 7:30 AM	Breakfast in Exhibit Hall	
	9:45 AM - 10:30 AM	Morning Break	

**Exhibitor Move-out** Saturday, March 9 – After AM Break

**Conference Hotel** Astor Crowne Plaza – New Orleans French Quarter  
739 Canal Street  
New Orleans, LA 70130  
504-962-0500  
Podiatry Institute Rate: \$209  
*Please make your reservation NOW! Cut-off date is 02/14/24*

**Shipping Information**  
Forward Materials to:  
Attn: Dan Vickers, Podiatry Institute Conference  
Crowne Plaza – New Orleans French Quarter  
739 Canal Street  
New Orleans, LA 70130  
504-962-0500

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