



OCCUPATIONAL THERAPY
GULF COAST
EDUCATIONAL SYMPOSIUM

Hosted by
Louisiana Occupational Therapy Association

EXHIBITOR PACKAGE

June 23-24, 2016

East Jefferson General Hospital – Metairie, LA

Promotional and Sponsorship Opportunities

Gold Conference Sponsor - \$1,500

- One Gold Conference Booth with two conference badges near entrance to exhibit hall, identification signage, 2 chairs
- Banner Advertisement on home page of LOTA website for one year
- Pre-conference mailing list
- Recognition signage
- One of the following sponsorship options: (Select one)
 - ❖ Conference Bags (exhibitor supplies 300 bags with your company's logo & Conference Logo – artwork approval required)
 - ❖ Conference Attendee Lanyards (supply 300 lanyards by June 1st)
 - ❖ Lunch Co-Sponsor Thursday (Display business cards on all banquet tables in exhibit hall and signage near luncheon buffet)
 - ❖ Lunch Co-Sponsor Friday (Display business cards on all banquet tables in exhibit hall and signage near luncheon buffet)

Silver Conference Sponsor - \$750

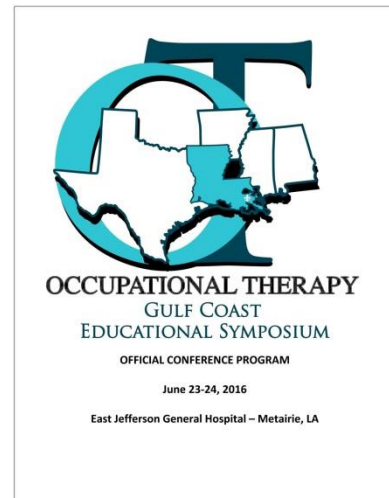
- One Silver Conference Booth table with two conference badges, identification signage, 2 chairs
- All Silver Sponsors will provide Thursday and Friday morning refreshments and will be recognized with signage.

Advertise in the Conference Guide

The LOTA Conference Guide is the official publication of the conference. With the complete conference schedule included, it is used by all conference attendees.

- Full page black and white (7.5" wide by 10" high) - \$500.
- One-Half Page black and white (7.5" wide by 5" high) - \$250
- Outside Back Cover Full Page (7.5" wide by 10" high) - \$750
- Quarter Page (3.5" wide x 4.5" High) - \$125

Please send high resolution pdf files to LAlwood@aol.com.



Additional Promotional Opportunities

Conference Bag Info Inserts - \$100

Place your brochure directly into the conference bag. Send 300 copies for arrival no later than June 1st.

1-Year Web Link - \$200

Link to your website from our website for one year.

Conference Bag Promotional Items – No Charge

Send items to be included in our attendees' bags that get your name out to our attendees. Send inserts no later than June 1st.

Send all inserts to Linda Alwood, LOTA, 7515 Jefferson Hwy., Baton Rouge, LA 70806.

Exhibit Hall Schedule

Thursday, June 23rd

(Exhibit Hall hours: 9:30 am – 4:00 pm)

7:30 – 9:30 am	Exhibitor set up
9:30 am	Exhibit Hall Opens
10:00 am	Morning Break
12:00 – 1:00 pm	Lunch in Exhibit Hall
3:00 pm	Afternoon Break
4:00 pm	Exhibit Hall Closes

Friday, June 24th

(Exhibit Hall hours: 7:30 am – 4:00 pm)

7:30 am	Continental Breakfast in Exhibit hall
10:00 am	Morning Break
12:00 – 1:00 pm	Lunch in Exhibit Hall
3:00 pm	Afternoon Break
4:00 pm	Exhibit Hall Closes & Exhibitor Tear Down

Exhibitor Rules & Information

General Regulations

The contract on the enclosed application and these rules and regulations contain the terms and conditions upon which the exhibiting company shall have the right to reserve space and conduct an exhibition at the Gulf Coast Educational Symposium.

Description of Exhibition Space

Booths will be 4' table top exhibits with 2 chairs. The total exhibit space would be 8' x 8'.

Set up and Tear Down

Exhibitors may begin set up at 7:30 am on Thursday, June 23rd, and must be completed by 9:30 am. Breakdown will begin at 4:00 pm on Friday, June 24th, and must be completed by 6:00 pm the same day.

Shipments of Freight, Displays or Materials

Arrangements can be made through the EJGH staff to ship displays directly to the hospital no earlier than Wednesday, June 22nd. Neither LOTA nor EJGH can be responsible for shipments. Contact Daniel Charles at _____ for additional information.

Cancellations

Cancellation of contract to exhibit must be made in writing to LOTA. If notice is received prior to May 23rd, a full refund will be made minus \$100 administrative fee. There will be no refunds for cancellations made after May 23rd.

Forfeiture of Exhibition Space

Exhibitors who fail to occupy their space by noon on Thursday will forfeit their booth without refund.

Exhibitor Conduct

LOTA reserves the right to prohibit any exhibit deemed inappropriate. All activities must be conducted within the exhibitor's assigned space. No attachments to the walls.

Exhibit Badges

Each booth receives 2 badges with their sponsorship. All additional badges can be purchased for \$50 each for a total of 4 badges per booth.

Hotel Information

Discounted room reservations are available at the following hotels through East Jefferson General Hospital. Please indicate when making your reservation that you are going to be at East Jefferson General Hospital: (1) Hilton Garden Inn New Orleans Airport, 4535 Williams Boulevard, Kenner, LA- (504) 712-0504 (2) New Orleans Marriott Metairie at Lakeway, 3838 N Causeway Blvd, Metairie, LA- (504) 836-5253 Do not reserve through front desk. Speak to someone in Sales or Management (504 846 4540) & advise them that the discount is associated with EJGH. (3) Sheraton Metairie – New Orleans Hotel, 4 Galleria Boulevard, Metairie, LA- (504) 837-6707 (4) Residence Inn, 3 Galleria Blvd, Metairie, LA- (504) 832-0888

Booth Assignment

Booths are reserved only after payment in full has been received by LOTA on a first-come, first-served basis. Every attempt will be made to meet requests regarding location, but LOTA does not guarantee such requests can be honored. LOTA reserves the right to reconfigure the exhibit hall if necessary. Exhibit space may not be sublet or shared by two or more firms without permission.

Indemnification

The exhibitor agrees to indemnify defend and hold LOTA harmless from and against any and all claims, causes of action, judgments, liabilities, damages, losses, costs and expenses, including reasonable liabilities, damages, losses, costs and expenses, including reasonable attorney's fees, arising as a result of exhibitor's rental and use of exhibition space, including, but not limited to liability for loss or damage to property and liability for personal injury or death of any person.

Conference Exhibit / Promotional Agreement

Company name: _____

Contact Person: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Conference Badges: (includes exhibit hall entry and breakfast and lunch Thursday and Friday) List the name of each attendee to receive one of the two conference badges included with your registration as an exhibitor.

1) _____

2) _____

Additional Conference Badges to be purchased at \$50 each:

1) _____

2) _____

Sponsorship Level: Gold Sponsor - \$1500 Silver Sponsor - \$750

Booth Request: 1st choice Booth # _____ 2nd choice Booth # _____

Method of Payment:

Check

Credit Card

Card Number _____ Expiration date: _____ Security Code: _____

Cardholder's name as appears on card: _____

Address for Card Billing: _____ Zipcode: _____

Cardholder's Signature: _____

In accordance with the terms and conditions and the Exhibitor Rules and Regulations outlined herein, the undersigned understands and accepts all terms and hereby applies for exhibit space. Booths are only reserved after payment is received.

Company Name: _____

Authorized Signature: _____

Name (please print): _____

Date: _____

Please submit both pages of the two page promotional agreement
Mailing address: LOTA, P O Box 14806, Baton Rouge, LA 70898
Phone: 225-291-2806 – Fax: 225-291-2811 – Email: LAlwood@aol.com – Website: www.lota.org

Conference Exhibit / Promotional Agreement

SPONSORSHIP LEVEL:

- GOLD SPONSORSHIP - \$1,500 (select one)**
 - Conference Bags (exhibitor supplies 300 bags with your company's logo & Conference logo – prior approval of artwork required)
 - Conference Attendee Lanyards (supply 300 lanyards by June 1st)
 - Lunch Co-Sponsor Thursday (Display business cards on all banquet tables in exhibit hall and signage near luncheon buffet)
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- SILVER SPONSORSHIP - \$750**
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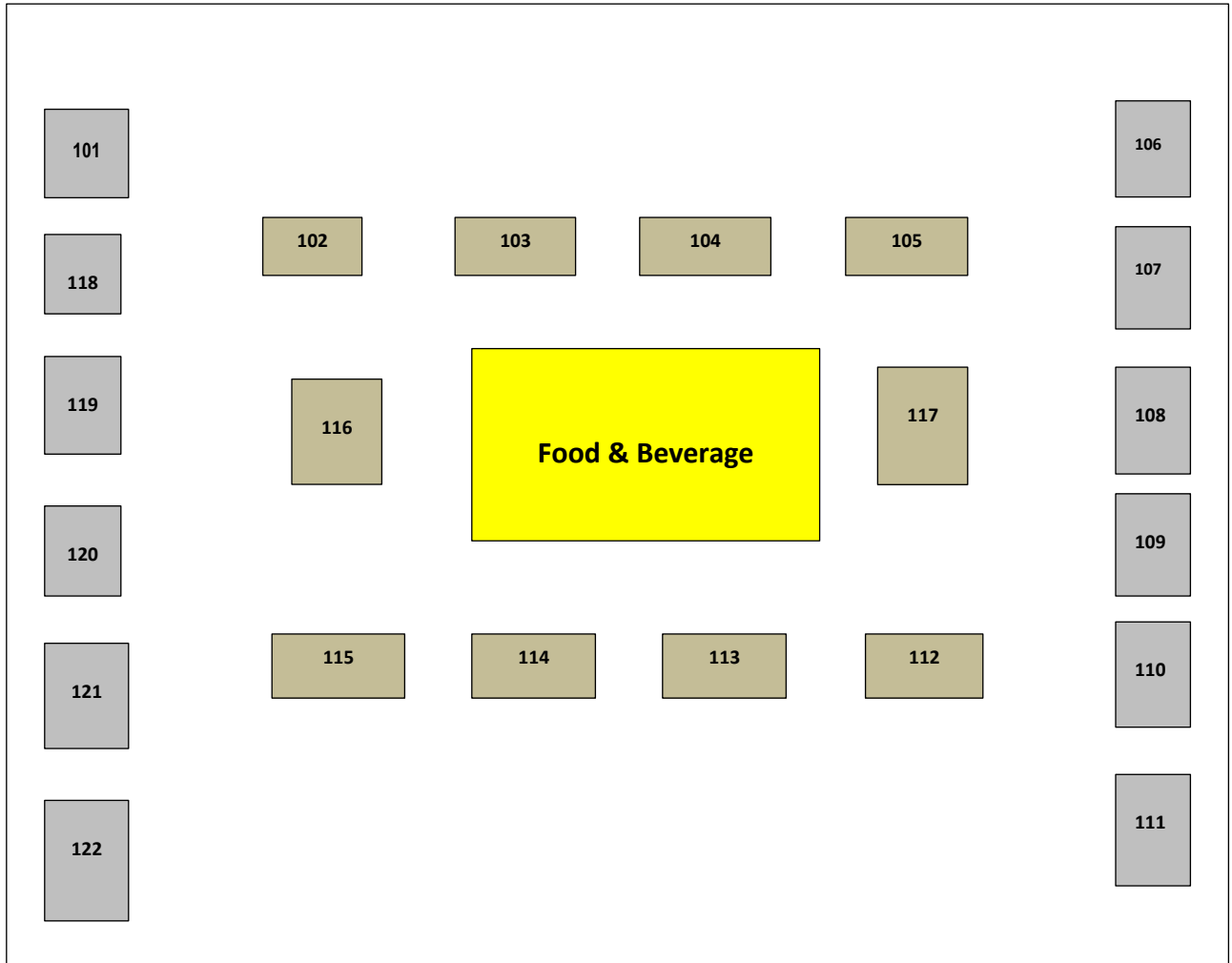
Total Sponsorship _____

ADDITIONAL OPPORTUNITIES

- Additional Conference Badges @ \$50 each** _____
- Conference Bag Info Inserts @ \$100** _____
- 1-Year Web Link - \$200** _____
- Full Page (7-1/2" w x 10" h) Ad in Conference Guide - \$500** _____
- One-Half Page (7-1/2" w x 5" h) Ad in Conference Guide - \$250** _____
- Outside Back Cover (7-1/2" w x 10" h) Ad in Conference Guide - \$750** _____
- Quarter Page (3.5" w x 4.5" h) Ad in Conference Guide - \$125** _____
- Conference Bag Promotional Insert** **NO CHARGE**

TOTAL DUE: _____

EXHIBIT HALL FLOOR PLAN



Entrance

Entrance

Gold Sponsor

Silver Sponsor