



2023 LOTA Educational Spring Conference

**Hosted by
Louisiana Occupational Therapy Association**

Exhibitor Package

March 31st – April 1st, 2023

East Jefferson General Hospital, Metairie, LA

Conference Sponsor/Exhibitor - \$450

- One Conference Booth table with two conference badges, identification signage, 2 chairs
- Sponsors will be recognized in the Conference Guide as well as announcements during the general session.

EXHIBIT HALL SCHEDULE

Friday, March 31st

(Exhibit Hall hours: 8:30 am – 7:30 pm)

7:00 am – 8:30 am	Exhibitor set up & Continental Breakfast
8:30 am	Exhibit Hall Opens
Various	Morning Breaks
12:30 – 1:30 pm	Lunch Break
Various	Afternoon Breaks
7:30 pm	Exhibit Hall Closes

Saturday, April 1st

(Exhibit Hall hours: 8:00 am – 6:00 pm)

7:00 am – 8:00 am	Continental Breakfast in Exhibit Hall
Various	Morning Breaks
12:30 – 1:30 pm	Lunch and Membership Meeting
various	Afternoon Break
4:30 pm	Exhibit Hall Closes & Exhibitor Tear Down

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 jpg file to Linda@rivermgt.com.





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 2023 LOTA Spring Conference

Description of Exhibition Space

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

Set up and Tear Down

Exhibitors may begin set up at 7:00 am on Friday, March 31st, and must be completed by 8:45 am. Breakdown will begin at 10:15 am on Saturday, April 1st and must be completed by 12:30 pm the same day

Cancellations

Cancellation of a contract to exhibit must be made in writing to LOTA. If notice is received prior to March 15th, a full refund will be made minus a \$100 administrative fee. There will be no refunds for cancellations made after March 15th.

Forfeiture of Exhibition Space

Exhibitors who fail to occupy their space by noon on Friday will forfeit their booth without a 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 purchase for \$75 each for a total of 4 badges per booth.

Hotel Information

Hotel rooms are available at the following hotels that are within 1.5-2.0 miles from the hospital:

- Country Inn & Suites by Radisson
- Homewood Suites by Hilton Metairie
- New Orleans Marriott Metairie at Lakeway
- Fairfield Inn & Suites Metairie by Marriott

Booth Assignment

Booths are selected on a first-come, first-served basis during setup. Exhibit space may not be sublet or shared by two or more companies 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 on Friday and Saturday, with lunch on 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 \$75 each:

1) _____

2) _____

Sponsorship Level Sponsor/Exhibitor - \$450

Method of Payment:

Check

Credit Card

Card Number _____ Expiration date: _____ Security Code: _____

Cardholder's name as appears on card: _____

Address for Card Billing: _____ Zipcode: _____

Phone number: _____

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 apply for exhibit space. Booths are only reserved after payment is received.

Company Name: _____

Authorized Signature: _____

Name (please print): _____

Date: _____

Mailing address: LOTA, P O Box 14806, Baton Rouge, LA 70898
Phone: 225-291-2806 – Fax: 225-291-2811 – Email: linda@rivermgt.com – Website: www.lota.org

Conference Exhibit / Promotional Agreement

SPONSORSHIP LEVEL:

SILVER SPONSORSHIP - \$450

- o One Conference Booth with two conference badges, identification signage, 2 chairs

Total Sponsorship

ADDITIONAL OPPORTUNITIES

Additional Conference Badges @ \$75 each

1-Year Web Link - \$500

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

TOTAL DUE:
