

TPTA

TEXAS
PHYSICAL THERAPY
ASSOCIATION

IRVING-LAS COLINAS
OCTOBER 25TH-26TH



2024 TPTA ANNUAL CONFERENCE

EXHIBITOR

PROSPECTUS



Welcome To IRVING



The Texas Physical Therapy Association is looking forward to another annual conference welcoming our therapists, students, and clinic staff to engage with their peers, get the latest education and see what's new in technology and therapy products.

Irving boasts iconic scenery and a wealth of attractions all nestled in the heart of the Dallas and Fort Worth area.

We look forward to having you join us and thank you for your continued support of TPTA.

See you in Irving!

La'Shauna Maxwell

Conference Director

Welcome To IRVING

TPTA EVENTS and EXPO HALL

IRVING CONVENTION CENTER AT LAS COLINAS

500 W. Las Colinas Blvd, Irving, TX 75039

Situated on 40 acres in the heart of Irving's Las Colinas Urban Center, the Convention Center at Las Colinas represents the innovative future of meetings and events. With almost 100,000 square feet of meeting and exhibit space, the building's unique architecture, vertical design, and interior finishes create a new niche in the marketplace.

SCHEDULE

EXHIBITOR MOVE IN

Thursday, October 24th
3:00pm-6:00pm CT

EXHIBIT HALL HOURS

Friday, October 25th
9:00am-4:00pm CT

Saturday, October 25th
9:30am-4:00pm CT

*Includes unopposed hours;
TBD; Hours subject to change

HOTEL ACCOMMODATIONS

THE WESTIN IRVING CONVENTION CENTER AT LAS COLINAS

400 W. Las Colinas Blvd, Irving, TX
75039

Balance work and play at this full-service hotel located directly across the street from the Irving Convention Center.

WESTIN[®]
HOTELS & RESORTS

VISIT
IRVING
TEXAS

IRVING
CONVENTION CENTER
AT LAS COLINAS

Our Conference and Members

WHO WE ARE

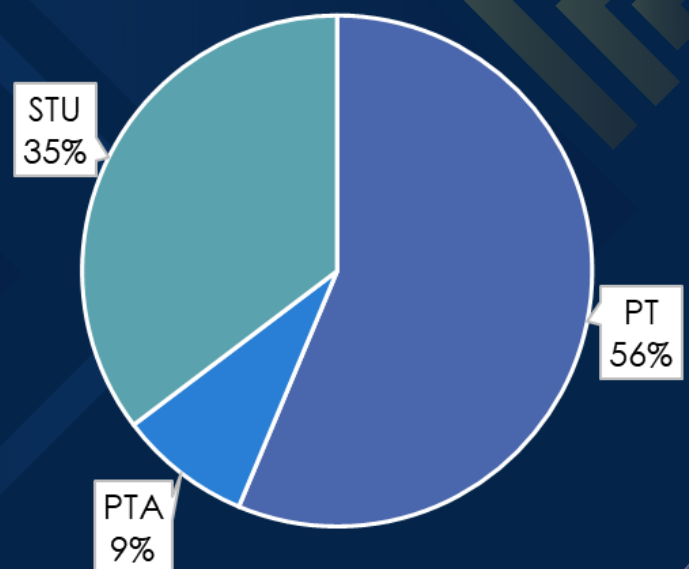
The Texas Physical Therapy Association has one of the largest member bases in the nation. With our 7,000-plus members we continue to champion the profession of physical therapy to advance practice and optimize the movement, health, and wellness of people.

OUR MEMBERS

The Texas Physical Therapy Association has one of the largest member bases in the nation. With our 7,000-plus members we continue to champion the profession of physical therapy to advance practice and optimize the movement, health, and wellness of people.

CONFERENCE

The 2023 conference was one of the largest attended conferences in recent history. Attendance was up 57% over the previous year. There were over 700 attendees and we expect that number to continue to grow.



CONFERENCE

WHY EXHIBITORS ATTEND



Network

Advertise

Recruit potential employees

Promote your brand and create brand awareness

See first-hand what others in your field are doing

Benefit from direct, face-to-face contact with attendees and generate high-quality leads

Build lasting customer relationships

Get in-person feedback from your target audience

Showcase your products and services

Expand industry contacts



Sponsors and Exhibitors

EXHIBITOR TYPE	PAYMENT DEADLINE	PRICE
RETURNING- EARLY BIRD	May 31, 2024	\$1,125
NEW EXHIBITOR-EARLY BIRD	May 31, 2024	\$1,275
ALL EXHIBITORS-REGULAR	September 13, 2024	\$1,375
ALL EXHIBITORS-LAST CHANCE	October 4, 2024	\$1,475

- Registration closes on October 4, 2024 or until the hall is sold-out, whichever comes first.
- Your booth is not secure until payment is received. TPTA Offices are completely remote. The quickest, most efficient way to process registration is online.
- Final badge changes are due by **October 4, 2024**. Changes after that date are subject to a \$50 change fee.

Sponsors and Exhibitors

An exhibit booth consists of a 10' x 10' booth (piped and draped) with a 6' draped table, two chairs, wastebasket, and an identification sign.

*****The hall is NOT carpeted. Carpet can be purchased through exhibitor services.**

Sponsors receive acknowledgement on TPTA's website before, during and after the conference.

EXHIBITOR BADGES/ADDITIONAL BADGES

Exhibitors receive three (3) complimentary badges and may purchase up to three (3) additional badges for \$100 per additional badge. Deadline for badge changes or additional badge requests are due by **October 4, 2024**.

EXHIBIT BOOTH SELECTION

Booth selection is completed in the order received and upon receipt of payment. TPTA Offices are completely remote. The quickest, most efficient way to process registration is online. Exhibitor registration closes October 4, 2023, or when sold-out, whichever comes first.

CANCELLATION POLICY

August 16, 2024 is the last date for exhibitors to cancel with the exhibitor responsible for **25%** of the booth fee. **September 6, 2024** is the last date for exhibitors to cancel with the exhibitor responsible for **50%** of the booth fee. On and after **September 7, 2024**, the exhibitor is responsible for **100%** of the booth fee, **with no refunds granted after this date**. TPTA reserves the right to cancel any exhibitor contract at any point.

Sponsors and Exhibitors

INCLUDES	CHAMPION (\$3,500+)	ADVOCATE (\$2,500-\$3,499)	PATRON (\$1,500-\$2,499)	STANDARD BOOTH
Logo on conference related website pages	✓	✓		
Logo included on website rotating sponsor images	✓			
Sponsorship recognition in pre/post conference attendee emails	✓	✓	✓	
Recognition onsite on conference materials and signage	✓	✓	✓	
Premium booth location (*high traffic area) ; carpet included	✓	✓		
Standard booth selection (does not include attendee registration)				✓
Complimentary PT/PTA attendee registration (attendees eligible for CCUs)	2 Registrations	1 Registration		
Complimentary pre and post conference mailing lists of registered attendees	✓	✓		
Attendee email list after pre-registration closes ***	✓			

** Additional sponsor benefits based on sponsored item (if applicable)

*** Attendees can opt out of exhibitor email list

Sponsorship Opportunities

Headshots \$7,000

Our headshot lounge provides an opportunity for attendees to have professional portraits taken at no charge to them while attending conference. Sponsorship includes Champion Sponsor benefits and an additional full conference registration.

Breakfast \$5,000

Sponsor breakfast on either day. Sponsorship includes meal area signage, Champion Sponsor benefits, and an additional full conference registration. (6 available)

Lunch \$5,000

Sponsor lunch on either day. Sponsorship includes meal area signage, Champion Sponsor benefits and an additional full conference registration. (8 available)

Social/Happy Hour \$6,000

Social/Happy Hour sponsor has a unique opportunity to promote their product or service exclusively while attendees gather to connect with their peers in a casual environment. Sponsorship includes Champion Sponsor benefits and an additional full conference registration.

Refreshment Break \$3,500

Refreshment breaks draw large crowds. Sponsor may post promotional materials on/in break area. Sponsorship includes Advocate Sponsor benefits. (4 available)

Conference Bags \$6,000

Conference bags available to all attendees. Bag features 1 color company logo/branding. Sponsorship includes Champion Sponsor benefits and an additional full conference registration.

Lounge Area \$5,000

Come take a break between courses and conference events. Sponsor the lounge that is in the expo hall. Sponsorship includes signage and Champion Sponsor benefits and an additional full conference registration. (2 available)

Sponsorship Opportunities

Conference Badge \$5,000

Sponsor of the conference badges given to all attendees. Sponsorship includes Champion Sponsor benefits.

Charging Stations \$3,000

Charging stations are located in high-traffic areas. Includes booth and branding on station.

Badge Lanyard \$4,000

Sponsor of the conference lanyard given to all attendees. Sponsorship includes Champion Sponsor benefits and an additional full conference registration.

Pens \$2,700

Single color company branding on conference pen. Standard booth included.

Contact La'Shauna Maxwell at Imaxwell@tpta.org if you have questions or for custom sponsor packages.

Rules and Regulations

The policies stated below constitute the contract for TPTA exhibit space (including sponsorships, which receive complimentary booth space).

Exhibits are intended for educational and informational purposes to improve physical therapy education, practice and research. They should complement the meeting and sessions by enabling registrants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies, and services relevant to physical therapy. They should also help attendees explore new opportunities to advance their career. All materials/equipment should be timely and relevant to physical therapy and should contain no inaccurate or misleading information.

The Texas Physical Therapy Association ("TPTA") and the TPTA Convention Services team reserve the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the conference. TPTA may restrict exhibits that detract from the general character of the conference. This reservation includes persons, objects, conduct, printed material, or anything of a character that may be objectionable to the exhibits as a whole. Exhibits should be presented in a manner that is consistent with the association's policies on sexual harassment and non-discrimination, which are available on request. All matters and questions not covered in these policies are subject to the final judgement and decision of the association and the TPTA Convention Services team.

Under-Age Individuals

For safety reasons, individuals under 18 years old are not permitted in the Exhibit Hall. TPTA reserves the right to request that any individual and/or company leave the Exhibit Hall.

Exhibitor Services Kit

Complete instructions, schedules, and prices regarding shipping, drayage, labor, electrical use, custom furniture and carpets, AV equipment, etc., will be included in the Exhibitor Service Kit (available beginning in May). Exhibiting companies will receive the kit from Freeman, the official service contractor.

Cancellation Policy

August 16, 2024 is the last date for exhibitors to cancel with the exhibitor responsible for **25%** of the booth fee. **September 6, 2024** is the last date for exhibitors to cancel with the exhibitor responsible for **50%** of the booth fee. On and after **September 7, 2024**, the exhibitor is responsible for **100%** of the booth fee, **with no refunds granted after this date**. TPTA reserves the right to cancel any exhibitor contract at any point.

Cancellation of Conference

It is mutually agreeable that in the event of the cancellation of Annual Conference due to circumstances beyond TPTA's control, including, but not limited to, fire, strikes, hurricanes, government regulations, acts of nature, terrorism or causes that would prevent its scheduled opening or continuance, then and there upon this agreement will be terminated, and TPTA, at its sole and exclusive discretion, shall determine the basis for refunds of such portion of the exhibit fees as is possible after due consideration of expenditures and commitments already made.

Rules and Regulations

Government & FDA Regulations

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.

Notice of Disability Act

In compliance with the Americans with Disabilities Act of 1990, TPTA will make all reasonable efforts to accommodate people with disabilities. Please contact the Conference Director at Imaxwell@tpta.org with your request.

RESERVATIONS AND PAYMENTS

Payment of Previous Debts

All debts owed by the potential exhibitor to TPTA must be paid in full prior to contracting for booth space with TPTA. TPTA reserves the right to apply any booth payments to outstanding invoices first. Booth space will not be assigned to a company that has any monies due to TPTA. Booth Reservations The application/contract for exhibit space shall be completed and submitted by one of the following methods: (1) by mail with the check made payable to US dollars drawn by a US bank to the Texas Physical Therapy Association; or (2) online with payment by credit card.

Insurance

Each exhibiting company is required to insure itself against property loss or damage and against liability for personal injury. Exhibitors should provide the name of the insurance company covering your company for this conference on the application/contract.

BOOTH INFORMATION

Standard Booth

Equipment An exhibit booth consists of a 10' x 10' booth (piped and draped) with a 6' draped table, two chairs, wastebasket, and an identification sign. Booths must be constructed and arranged in such a manner as to be able to accommodate the viewing audience inside each booth so as to discourage the formation of a standing crowd in the aisles. No exhibits that violate local, state, or federal laws or regulations, including safety codes, will be permitted. Combustible decorations of any kind are prohibited.

Entering Another Exhibitor's

Booth Exhibiting company personnel should not enter another company's booth space without invitation, nor should personnel block access to another booth.

Miscellaneous

All packing containers, excelsior, and wrapping paper must be removed from the floor and may not be stored under any tables or behind displays. All decorations must be flame retardant to the satisfaction of the local fire department. Fire extinguishing equipment shall not be obstructed by exhibits and must be readily available at all times. Fire exits must be kept clear at all times. Approval must be obtained from the local fire department for the use, operation, or presence of any electrical, mechanical, or chemical device that, in the opinion of the local fire department or the official service contractor, might be hazardous to the public space.

Rules and Regulations

BOOTH SELECTION

Booth Assignments

Booth assignments for all exhibitors will be assigned on a first-come, first-served, space-available basis, upon receipt of payment. NOTE: A company that has not settled all previous debts with TPTA will not be assigned booth space. When making your booth selections remember that only a limited number of exhibitors will be able to obtain assignments in prime areas.

Relocation

If it becomes necessary to relocate an exhibitor for any reason, the TPTA Convention Services team will contact the exhibitor by phone to discuss alternatives.

EXHIBITOR BADGES

Badges

Appropriate badges are required to enter the exhibit hall at any time. Three(3) complimentary badges will be provided for each 10'x10' booth. Requests for badges beyond the allocated number or replacement badges will cost \$100 each (up to six badges per 10'x10' booth). Payment must accompany the request. Exhibitors must pick up their badges onsite. Changes to the list of booth personnel must be made by **October 4, 2024**. Changes after the deadline subject to a \$50 fee. If a company representative with a business card and valid photo ID wishes to register, he/she may do so without going through the Exhibitor Liaison provided that the limit has not been reached. Payment due at the time of the request.

Appropriate Badging

Exhibitor badges will reflect the name of the company shown on the Application for Exhibit Space. Each company representative must wear his/her own badge for admission to and while in the Exhibit Hall. **Badges are not transferable among company employees, representatives, dealers, guests, and/or others.**

SECURITY

Security Information

TPTA will provide perimeter 24-hour security during installation, exhibit, and dismantle hours. Each exhibitor must make provisions for safeguarding goods, materials, equipment, and displays at all times. TPTA 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 as a result of theft or other causes

Liability

TPTA, the TPTA Convention Services team, the venue Freeman, and the employees and representatives thereof shall not be held responsible for injury, loss, or damage that may occur to the exhibitor of his/her property from any cause whatsoever. TPTA, TPTA employees, and TPTA representatives shall not be held responsible for any injury, loss, or damage caused by the exhibitor or his/her employees or representatives. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon signing the application/contract, the exhibitor expressly releases the foregoing institutions and individuals from any and all claims for loss, damage, or injury. This also includes the period of storage prior to and following the Annual Conference.

Rules and Regulations

Breaches of Contract

Breaches or infractions of an exhibitor's contractual obligations could affect the status of the company's future eligibility to exhibit and/or result in the termination of the exhibitor's display privilege at TPTA's conferences. Termination may become effective during the conference, at which time the exhibitor must remove his/her exhibit as soon as possible without disruption of the conference. Expulsion of, or restrictions placed on, an exhibitor may not give rise to a claim for any refund of rental or other conference expenses.

Disruptive Exhibits

Public address, sound producing, or amplifying devices must be tuned to conversational level and will be monitored by the TPTA Conference Services team. The operation of any equipment or apparatus that produces odors annoying to neighboring exhibitors or guests will not be permitted.

Forms of Entertainment or Amusement

Attention-getting devices in the form of entertainment or amusement must be approved by the TPTA Convention Services team prior to the opening of the conference. Only activities that, at the discretion of the TPTA Conference Services team, are in keeping with the professional environment of the conference will be allowed.

Inspection of Booths

The TPTA Conference Services team may inspect booths prior to the opening of the conference to ensure that the exhibitor has adhered to the rules and regulations set forth in this document. The TPTA Conference Services team will inform the exhibitor of any infractions, and all corrections must be made before the exposition opens.

Product Demonstrations

Exhibitors are permitted to demonstrate their equipment and to make information presentations regarding their products or services in their booths. No exhibitor or agent of an exhibitor shall perform any activity that is, or appears to be, medical or health care evaluation or treatment of any individual.

Soliciting

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 or attached to walls or ceilings in the Exhibit Hall or left in public places for distribution.

Smoking

Smoking is not allowed in the Convention Center.

Subletting of Space

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated without the prior knowledge and written consent of TPTA. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their business without the prior written consent of the TPTA Convention Services Team.

Rules and Regulations

Failure to Occupy Space

Unless previous arrangements are made in writing with the TPTA Convention Services team, booth space not occupied by the exhibiting company on Friday, October 25, 2024 at 9:00am Central Time will be forfeited without refund to the exhibitor, and the space may be resold or used by the TPTA Convention Services team.

Exhibitor Code of Conduct

Each representative of an exhibiting company is expected to conduct himself/herself in a professional manner. Although a spirit of friendly and honest competition is recognized as a valid business practice, the use of deceptive and/or unethical methods to obtain information and/or gain an advantage over a competitor is considered to be a violation of the Code of Conduct. Violation(s) of local and/or federal laws can result in immediate suspension (without verbal warning) from the conference as well as a loss of priority points at the discretion of the Association. A violation of this Code should be reported to TPTA's Convention Services team by an exhibiting company for prompt attention. An individual who is found to have violated this Code will be suspended from participation in future TPTA conferences for a period not to exceed 10 years. The individual may also be suspended from this conference at the discretion of the Association.

Booth Staffing

Exhibitors may enter the Exhibit Hall one hour prior to the opening each day and may remain until 30 minutes after the hall closes each day. All exhibits must be staffed during the hours in which the Exhibit Hall is open. Any exhibiting company that does not staff its booth or that begins packing its equipment and/or materials before the close of the show on the final exhibit day will be penalized.

INSTALLATION AND DISMANTLE OF EXHIBITS

Hours

Each booth must be ready by 9:00am CT on Friday, October 25th. All exhibits must remain intact until the show closes. NOTE: For safety reasons, individuals under 18 years old are **NOT** permitted in the Exhibit Hall.

Official Service Contractor

Freeman Exhibitor Services

Shipping Information

All shipments must be fully prepaid. Materials shipped in advance of the conference will be received at an appointed warehouse (up to 30 days in advance of the show), stored, and delivered to the booth location. If you send your shipment directly to the Convention Center, it must arrive at the show site on the scheduled move-in days in order for the show services company to receive it. If the shipments arrive at Convention Center prior to the dates listed, it will be refused, as there is no shipping and receiving department to hold materials. The advance and onsite shipping addresses will be provided in the Exhibitor Service Kit. Material Handling Exhibitors must make arrangements for delivery, removal, storage, and return of crates/boxes. Rates for material handling will be available in the Exhibitor Service Kit.

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Rules and Regulations

Labor

The show services company will provide labor for setup and dismantling. We strongly encourage you to order labor in advance on the appropriate form in the Exhibitor Service Kit. NOTE: Labor rates are subject to change. Any fulltime employee of an exhibiting company can erect his/her own exhibit without the assistance of hired labor. Any labor services required beyond what can or will be performed by the regular full-time employees of the exhibiting company will be provided by the show services company and/or an exhibitor-appointed contractor. Exhibitors carrying in their equipment and displays must use a freight gate. Neither the show services company nor the Convention Center provide carts, dollies, or pallet jacks for exhibitor use. Loading or unloading through the lobby during conference hours is prohibited.

In summary, the above are the Rules and Regulations for exhibiting with the Texas Physical Therapy Association.

By signing the TPTA Exhibit Contract, you have agreed to abide by these rules. Please contact TPTA if you have any questions.