



November 21, 2019

Dear Exhibitor:

The Kentucky Podiatric Medical Association invites you to participate the 2020 Scientific Conference in Lexington, Kentucky. The Conference will be April 24-26, 2020 at the Hilton Lexington Downtown, with exhibits on Friday, April 24 and Saturday, April 25.

Exhibit space is limited! Complete and return the registration form with payment **NO LATER THAN March 27, 2020.**

*Space cannot be held without payment. Premier Exhibit table is \$1,500; Standard exhibit table is \$1,250.* Premier Exhibitors receive preferential placement. See the back of this page for detailed sponsor and exhibitor information. **Register online at [kypma.org](http://kypma.org) or complete and return the enclosed exhibitor contract.** Table location will be assigned on a first-come, first-served basis, with premier exhibits getting preferred placement, so be sure to respond as soon as possible.

You may also provide an unrestricted educational grant to aid with the costs of providing speakers for the event. Call Angela at the KPMA Office (502-223-5322) for more information!

Rooms are being held at the **Hilton Lexington Downtown**. The discounted rate is **\$179/night, Single/Double room**. Reserve your hotel room(s) by March 24, 2020 online via the link on [kypma.org](http://kypma.org).

If you have any questions, please feel free to call the Association Office at (502) 223-5322 or email [info@kypma.org](mailto:info@kypma.org). **Please make checks payable to the Kentucky Podiatric Medical Association (TIN is 61-1075602).**

Sincerely,

*Angela Underwood*

Angela Underwood  
Education Coordinator

Enc.

KENTUCKY PODIATRIC MEDICAL ASSOCIATION 2020 SCIENTIFIC CONFERENCE  
April 24-26, 2020 Hilton Lexington Downtown Lexington, KY

**SPONSOR / EXHIBITOR REGISTRATION FORM**

*(more information on the back)*

\_\_\_\_ Premium Exhibit Package (\$1,500)

\_\_\_\_ Standard Exhibit Table (\$1,250)

*Please print*

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

\_\_\_\_ Check payable to KPMA is enclosed for \$ \_\_\_\_\_

\_\_\_\_ Charge \$ \_\_\_\_\_ to my Credit Card ☐ MC ☐ Visa ☐ Amex

Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email for receipt \_\_\_\_\_

Authorized Signature \_\_\_\_\_

*ALL registrations must be accompanied by full payment. KPMA's tax ID number is 61-1075602.  
Sponsorship and Premium Exhibit Packages are awarded on a first-come, first-served basis.*

***Return this form with payment to:***

KY Podiatric Medical Association, 5932 Timber Ridge Dr, Ste 101, Prospect, KY 40059  
Or fax to 502-223-4937

**Questions?** Please see the enclosed page for exhibit and sponsorship details or contact the KLA Office at 502-223-5322 or [info@kypma.org](mailto:info@kypma.org)



# KPMA 2020 SCIENTIFIC CONFERENCE

April 24-26, 2020 \* Hilton Lexington Downtown \* Lexington, KY

## ***KPMA makes networking easy!***

On Friday & Saturday, breakfast and beverage/snack breaks will be served for all attendees in the exhibit area. On Friday, exhibitor reps are invited to have lunch with the doctor attendees.

## **Sponsor & Exhibitor Information**

### Premier Exhibitor Package \$1,500

- Onsite signage recognition at registration area.
- First choice of exhibit table placement.
- Recognition on website and in all printed programs (*must commit by January 15, 2020*).
- 1 Exhibit table with 2 chairs
- Friday lunch with the physicians.
- Recognition in onsite program.

### Exhibit Space \$1,250

- 1 Exhibit table with 2 chairs
- Friday lunch with the physicians
- Recognition in onsite program and website.

## **RULES GOVERNING EXHIBITS**

### **Set-up/Tear Down**

Set up: Thursday, 7:00-10:00pm, Friday, 6:00-7:00am. All exhibits must be ready by 7:00am.

Tear down: Saturday, after 12:00pm, all materials must be removed by **4:00pm** *Items left in hall after 4:00pm will be disposed of or handled at the hotel's discretion at exhibiting company's expense.*

### **Exhibit Hours** (*tentative*)

Friday, April 24, 7:00 am – 5:30 pm      Saturday, April 25, 7:00 am – 12:00 pm

**Electric/Internet:** Electrical or wired internet requests (wireless internet is complimentary) will be handled by the Hilton Lexington Downtown. Order forms and additional info can be found on [kypma.org](http://kypma.org) after January 1<sup>st</sup>.

**Shipping Info:** The Hilton Lexington Downtown will hold all shipped materials in the secure storage area. Upon your arrival you can request your shipped materials from one of the banquet staff members. If you intend to return ship items, be sure to bring all packing materials to re-box items, have pre-printed shipping labels and arrange for pick-up with your shipping provider. For vendors shipping crates, over-sized totes, and pallets, deliveries must be scheduled within 3-days of the beginning of the conference, materials will not be accepted prior to that date. Address your shipments with the following information:

Hilton Lexington Downtown  
369 W Vine St  
Lexington, KY 40507  
Attn: (Guest /Vendor Name)  
Group: (Group Name)

**Space Assignment** Exhibit space will be assigned in March with Premier Exhibitors receiving first choice if committed by March 1. Thereafter, space will be assigned on a first-come, first-served basis. Every effort is made to not put competitors near each other.

**Cancellation Policy** Cancellations, accompanied by an explanation of circumstances leading to such, must be submitted in writing to the KPMA office no later than March 27. An administrative fee of \$100 will apply to each exhibit table canceled. Refunds will be processed after the meeting.