

Exhibitor Information, Registration and Contract

PARTNERS
IN

REHABILITATION

INTERNATIONAL CONFERENCE ON REHABILITATION

January 28-31, 2009
Embassy Suites Los Marlins Hotel and Golf Resort
Juan Dolio; Dominican Republic

Sponsored by:

Dominican Republic Member Society
International Society for Prosthetics and Orthotics

United States Member Society
International Society for Prosthetics and Orthotics

PARTNERS in REHABILITATION— 2009

Conference Location

Embassy Suites Los Marlins Hotel and Golf Resort—Juan Dolio—Dominican Republic



The Embassy Suites Los Marlins - Hotel & Golf Resort overlooking the championship Los Marlins Golf Course is located near the beach in the resort town of Juan Dolio on the southeastern coast of the Dominican Republic just outside Santo Domingo. Embassy Suites Los Marlins - Hotel & Golf Resort is part of the Metro Country Club. This full-service upscale all-suite Juan Dolio resort is only a mile from the championship Guavaberry



Golf Course designed by Gary Player and a short drive to the the Costa del Sol Beach Club. The International Airport of Las Americas is 20 minutes from the resort and the historical city of Santo Domingo is less than 45 minutes away.

Guests of the Dominican Republic Embassy Suites Los Marlins - Hotel & Golf Resort stay in spacious two-room suites and receive a complimentary cooked-to-order breakfast and a nightly manager's reception. Wireless Internet access is available in the public areas of the hotel. (Fee is applied)

The Embassy Suites resort offers:

- Two restaurants and two bars
- Fitness Center and Lagoon-shaped swimming pool, swim-up bar and whirlpool
- Business Center and Concierge Desk
- Two lighted tennis courts
- On-site 18 hole Championship Golf Course
- Complimentary daily transportation to private beach club- just minutes away

Web address: www.losmarlins.embassysuites.com

Telephone Number: (809) 688-9999

Cutoff Date: **December 15, 2008**

Rates: Rates begin at US\$115.00 (triple); US \$125 (double); and US \$ 150 (single) Quoted rates include taxes.

Vendor and Sponsorship Opportunities to Enhance Your International Presence

- Opportunity to be prominently represented before a multi-disciplinary group of rehabilitation professionals
- Sponsorship recognition in all pre-event promotional materials
- Sponsorship recognition in the US ISPO Highlights publication.
- Exhibit table with registration for two people (one designated individual may attend conference sessions.)



Sign Up Early - Space is Limited !

Direct inquiries to US ISPO:

(614) 659-0197

FAX: (614) 336-8596

Email: dfarabi@columbus.rr.com

PARTNERS in REHABILITATION— 2009

Embassy Suites Los Marlins Hotel and Golf Resort—Juan Dolio, Dominican Republic—January 29,30, 31

Exhibitor Application and Contract

Dominican Republic Member Society
International Society for Prosthetics and Orthotics

US Member Society
International Society for Prosthetics and Orthotics

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Web-site: _____
Phone (area code): _____ — _____ FAX (area code): _____ — _____ Toll Free (area code): _____ — _____
Name of Contact Person: _____ E-mail: _____

The rules and regulations on the reverse side of this application have been designed for the benefit of all exhibitors. US ISPOr requests the cooperation of each exhibitor in their observance. USISPO reserves the right to terminate the Exhibitor's display privileges at any time for a material breach of any of these terms, rules and regulations. Such termination may become effective during the Conference at which time the exhibitor agrees to close his/her exhibit upon receipt of a notice of termination, and thereafter remove his/her exhibit from the exhibition hall as soon as possible without disruption of the meeting. Expulsion of any exhibitor under this rule shall not give rise to a claim for a refund of the fees paid by such exhibitor. By signing below and returning this completed application with appropriate fee, the above named exhibitor agrees to abide by the rules and regulations on the reverse side of this form.

Name of Authorizing Person: _____ Title: _____
Signature of Authorizing Person: _____ Date: _____

Description of Exhibit:

(Please attach, or e-mail to dfarabi@columbus.rr.com, a brief description of your products and services of not more than 100 words which will be included in the Attendees' printed program and Exhibitor Directory)

Persons Attending: (per table exhibit fee includes two representatives. A third person may be added for an additional \$200).

One representative may attend scientific sessions - please place a check next to person who may attend educational session.

	1st Table (early before Aug 15,2008)	Regular, after August 15, 2008
<input type="checkbox"/> 1) Name: _____ Title: _____ Phone: _____ Fax: _____ E-mail: _____	_____ @US \$725 @ _____	@ US 845 _____
<input type="checkbox"/> 2) Name: _____ Title: _____ Phone: _____ Fax: _____ E-mail: _____	Additional Name @ \$200 = _____ Additional Table @ \$450 = _____ Total Enclosed = _____	

Additional Name: 3) Name: _____
 Title: _____
Phone: _____
Fax: _____
E-mail: _____

Exhibit space will be offered in two different areas—one in the central open corridor area, the second in the Royal Salon (see diagram on front page). Please indicate your preference:

- Open corridor area (approx. 12 tables)
 Royal Salon (approx. 30 tables)

Exhibitor Registration Fee Includes:

Listing in Exhibitor Directory, 1 - 6' draped table, Breaks, Welcome Reception, Friday offsite dinner event, one admission to educational sessions (space available).

Note: Space assignments will be made on a "first-come-first-served", space-available basis upon receipt of completed application and payment.

Exhibits will be limited to confirmed applicants only. **Application deadline:** Early registration: 8/15/08; Regular registration; December 1, 2008.

Payment may be made by:

- (1) Check payable to:
US ISPO
PO Box 3188
Dublin OH 43016 USA
- (2) By credit card (see form on reverse).
Mail or fax (614)336-8596
- (3) Online at: www.usispo.org

PARTNERS in REHABILITATION— 2009

Exhibitor Contract Rules and Regulations

Payment and Cancellations

In applying for space, the Exhibitor will submit payment for the space with the application (deadline for applications: 12/15/2008). In the event of cancellation by the exhibitor after 12/15/2008, USISPO shall have the right to rent the space to anyone else without obligation to return the amount already paid, with the express right to retain any payment as liquidated damages. Cancellations prior to October 15, 2008 will receive 75% refund. Cancellations prior to November 15, 2008 will receive a 50% refund. No refunds will be issued after December 15, 2008.

Exhibit Space and Equipment

The exhibit price shall include one 6'x24" draped table, morning and afternoon breaks, continental breakfast, lunch and attendance at meeting (space available basis only). Any other furnishings, equipment, services, etc. required by each Exhibitor shall be at his/her own expense and responsibility, and may be ordered through the Embassy Suites Los Marlins (809) 688-9999 or through US ISPO at (614) 659-0197.

Set-up, Dismantling and Removal of Exhibits

Exhibitors will be permitted to set up their exhibits between 2-4PM on January 28, 2009 or from 6:30-7:30 AM on January 29, 2009. Other than that normally provided by the hotel, additional security will neither be provided by USISPO. Exhibitors should take this into consideration in planning when to set-up their exhibits. Dismantling of exhibit may not occur before the end of the last break on 1/31/2009.

Use of Exhibit Space

The exhibitor is permitted to demonstrate equipment and to make informational presentations regarding products or services in his/her exhibit space only. All demonstrations and exhibits must be confined to the exhibit areas responsible for such demonstrations or exhibits. During the time the conference educational programs and sessions are being presented, exhibitors shall not conduct hands-on demonstrations, lectures or other presentations except in the space allocated to them pursuant to this agreement. Offering specific employment, whether such offer be written or verbal, on the floor of the exhibit area during regular exhibiting hours is strictly prohibited.

Space Assignment

Neither this contract, nor the exhibit booth shall be assigned, sublet or transferred, in whole or in part, by applicant, except with prior written consent of US ISPO

Objectionable Material and Activities

Any person modeling or demonstrating a product or appliance must remove or cover such product or appliance when traveling to or from the assigned exhibitor's booth or when walking throughout the exhibit area. All booth personnel, models and demonstrators must be registered as exhibitors. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space rented, without the prior written consent of USISPO. No alcoholic beverages are permitted in booths or elsewhere in the exhibit area. US ISPO reserves the right to request modification of any questionable exhibit or activity. There may be no printed advertising of hospitality rooms. Distribution of exhibition material and/or samples must be confined to the Exhibitor's area.

Decorating, Storage, Shipping & Handling, and Electrical Services

Exhibitors may make prior arrangements either through US ISPO or the Embassy Suite, Juan Dolio for necessary labor as may be required to assist in the unpacking, assembly, dismantling, packing and shipping of displays. Contact information for shipping information and customs will be forwarded upon receipt of registration. Services/labor/equipment other than specified in "Exhibit Space and Equipment" above will be at exhibitor's own expense.

Indemnification and Insurance

The exhibitor, by signing this contract, agrees to indemnify, defend and hold harmless US ISPO, its officers, directors, agents, and employees, and each of them, from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages, costs or expenses, of whatever kind and nature, including judgements, interest and attorneys' fees which US ISPO, its officers, directors, agents and employees, and each of them, shall or may at any time, or from time to time, subsequent to the date of this agreement, sustain or incur, or become subject to, involving, with respect to or relating to the exhibitor's breach of any of its warranties and representations contained herein or the performance, transmission or other use of any copyrighted music at the 2009 Caribbean Rim conference or at any function which is part of or affiliated with or taking place at the time of or in conjunction with the 2009 Caribbean Rim conference. The exhibitor agrees to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide US ISPO with a certificate of insurance naming USISPO and additional insured.

Admissions

US ISPO will have sole control over all admissions of persons to the assembly and its exhibit area.

Attendance at Sessions

Exhibitors may designate one person per exhibit table to attend any of the educational sessions they wish without charge — space permitting — after duly registered attendees are seated.

Rules and Regulations

Exhibitor agrees to conform to all fire, etc. rules and regulations as provided and interpreted by US ISPO and hotel representatives. All exhibit decorations must be fire retardant. No open flames or tanks or containers of combustible materials may be used, nor may canopies be erected over exhibits.

Security

Neither USISPO nor management of the hotel will provide security for the protection of exhibitor's property beyond that which is normally provided by the facility, nor will their officers, directors, agents and employees be responsible for any personal injury to the exhibitor or its agents, for the safety of the Exhibits against robbery, or damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures and precautions as may be necessary to protect itself, its agents, representatives, employees and guests, as well as its exhibits, displays and property, against all possible injury, damage, loss, and destruction during set-up, at the show and during the move out.

General

Breaches or infractions of these terms, rules and regulations, by an exhibitor in any year may be considered by US ISPO in determining whether to accept an application for exhibition space in any subsequent year; and, infractions of the spirit of the rules by potential Exhibitors at any time may be considered in determining whether or not to accept an application from such person or company seeking to exhibit at the Assembly.

PARTNERS in REHABILITATION— 2009

Embassy Suites Los Marlins Hotel and Golf Resort; Juan Dolio; Dominican Republic

Dominican Republic Member Society
International Society for Prosthetics and Orthotics

US Member Society
International Society for Prosthetics and Orthotics

Sponsorship Opportunities, Activities/Items Application Form

Estimated Meeting Attendance = 175-200 US and Latin America

Sponsorship ⁽¹⁾ (please see reverse side for descriptions)

Sponsorship Opportunities	Per Share of Sponsorship	Maximum Shares	Preferences ⁽¹⁾ (1 st , 2 nd , 3 rd)	Total Amount
Platinum Sponsor	\$7,500	1	_____	\$ _____
Gold Sponsor	\$5,000	2	_____	\$ _____
Silver Sponsor	\$3,500	2	_____	\$ _____
Welcome Reception Sponsor	\$3,000	2	_____	\$ _____
Morning Break (Thurs)	\$475	2	_____	\$ _____
Morning Break (Fri)	\$475	2	_____	\$ _____
Morning Break (Sat)	\$475	2	_____	\$ _____
Badge Holder Sponsor	\$1,500	1	_____	\$ _____
T Shirt Sponsor	\$3,300	1	_____	\$ _____
Attendee's Notepads	\$1,000	1	_____	\$ _____
Vinyl Portfolios	\$1,200	1	_____	\$ _____
Printed Meeting Program	\$1,200	1	_____	\$ _____

Display Ads in Meeting Program

Ad Size	Per Ad		\$ _____
Full Page ⁽²⁾	\$400	Deadline for receipt of camera-ready ad is 12/1/08 Call for technical submission information.	\$ _____
½ Page	\$285		\$ _____
¼ Page	\$175		\$ _____

Total Amount to be invoiced = \$ _____

⁽¹⁾ Sponsorships will be available on a first-come, first-served basis until sponsorships are filled, at which time, the sponsorship for the particular item will be closed. Invoices will be sent to sponsors after events/activities are closed. No applications for sponsorship will be accepted after 4/13/07.

⁽²⁾ For four-color ad (inside or outside back cover only), call for quote

Company Name

Date

Authorizing Person's Name (printed)

Signature

PARTNERS in REHABILITATION— 2009

Description of Sponsored Activities/Items

Sponsorship of activities and events is offered on a “share” basis. A vendor may purchase any number of shares desired, either in a single activity/item category, or across multiple activities/events. Once all the shares are purchased for an activity/item, sponsorship for that activity/item will be closed. Shares are on a first-come-first-served basis. If a vendor’s first choice is closed, then the vendor’s indicated second choice is selected, unless it is closed also, in which case the third choice will be selected. **By signing the reverse side of this form and returning it to US ISPO, the vendor agrees to purchase the number of shares he/she has indicated, and for which sponsorship is available, and pay the amount indicated upon receipt of the USISPO invoice.**

Your sponsorship includes: 1) placing your name, with the other sponsors (“shareholders”) of the event, on a prominently located sign adjacent to the event; 2) placing your company name on a special poster in the registration area of the Saturday meeting listing all sponsors ; 3) printing your company’s name and product/service description in a special listing in the Meeting Program, and, 4) for sponsors of **major items** a free ½ page ad in the Exhibitor Directory (contingent upon receipt of camera-ready ad before 12/1/2008); and listing of sponsors on all pre-conference promotional materials, including web listing with company link

Description of Sponsored Activities/Items:

Platinum Sponsorship:

Web listing as major sponsor, complimentary 1/2 page ad in printed program, one-time use of US ISPO mailing labels to announce notices of vendors’ presence at the conference. special poster announcing sponsorship for full three days of conference, listing in all pre-conference promotional materials and ads. Manufacturer’s workshop included.

Gold Sponsorship:

Web listing as major sponsor, complimentary 1/2 page ad in printed program, one-time use of US ISPO mailing labels to announce notices of vendors’ presence at the conference. special poster announcing sponsorship for designated two days of conference, listing in all pre-conference promotional materials and ads. Manufacturer’s workshop included.

Silver Sponsorship:

Web listing as major sponsor, complimentary 1/2 page ad in printed program, one-time use of US ISPO mailing labels to announce notices of vendors’ presence at the conference. special poster announcing sponsorship for one designated day of of the conference conference, listing in all pre-conference promotional materials and ads. Manufacturer’s workshop included.

Morning Breaks:

A station will be set up for each of these breaks in each exhibit area for specified days and as designated in the program schedule. Sponsors’ names will be listed on signs adjacent to the break areas and listed in the printed program.

Attendee’s Notepads:

Each attendee will receive a notepad for taking notes during the meeting. The exclusive sponsorship of this item will provide for the sponsor’s company name to be printed on the bottom of each sheet of each pad, and special mention will be made in program.

Conference T-Shirts:

Each conference participant will receive a T-shirt commemorating the 2009 Partners in Rehabilitation. The T-shirt sponsor will help US ISPO design the official conference T-shirt.

Program Book:

The Meeting Program book contents will include (in order from front to back): Program book sponsor’s name/ad (full-page), inside front cover; a welcome letter from the Chairmen of the both DR and US ISPO’s; a listing of the board of directors; an agenda for the meeting; a summary of sessions (with presenter biographies and session descriptions); a listing of sponsoring vendors with product/service descriptions; and, purchased ads from vendors. This sponsorship fee for the Program Book option allows a vendor to underwrite some of the printing of the program.

Logos and Trademarks

In each case of sponsorship, if the vendor wishes, he or she may provide US ISPO with a copy of the company’s logo or trademark, with written permission to reproduce it for use in creating signs/posters. As an alternative to the use of a logo or trademark, written permission to electronically scan all or part of the company’s letterhead for possible use in signs may be provided. USISPO’s intention is to display the vendors’ names in a way that supports the visual image with which the vendor company wishes to be associated.

No other use of the company’s logo, trademark or letterhead will be made other than for use in signs or posters and or promotion for the 2009 Caribbean Rim meeting. All signs (including use of scanned images) will be in black & white only and listing of vendors’ names will be alphabetical. The vendor is under no obligation to provide logo, trademark, or letterhead for this use, nor is US ISPO obligated to use such company marks if received. At the close of the meeting, the vendor may elect to retain any signage that contains their company name for future use, if desired.

PARTNERS in REHABILITATION— 2009

Embassy Suites Los Marlins Hotel and Golf Resort
Juan Dolio (Santo Domingo), Dominican Republic; January 28 –31, 2009

Wednesday, January 28, 2009

- 6:00 – 7:00 pm Early Registration
- 7:00 – 8:00 pm Opening Reception **with Exhibitors**

Thursday, January 29

- 7:30 – 7:55 am..... **Exhibits open**
- 8:00 – 8:30 am..... Opening Ceremony
- 8:30 – 10:30 am Medical Rehab Services Requiring Orthotic Intervention
- 10:30 – 11:00 am **Coffee Break with exhibitors**
- 11:00 am – 1:00 pm ... Medical Rehab services which can require Prosthetic Intervention
- 1:00 – 2:00 pm **Lunch** (included with hotel registration) – **Exhibits**
- 2:00 – 3:45 pm P&O Medical Rehab workshops #1 and #2
- 4:00 – 5:45 pm P&O Medical Rehab workshops #3 and #4
- Evening —On Your Own

Friday, January 30

- 7:30 – 8:25 am..... **Exhibits open**
- 8:30 – 10:30 am Medical Rehab services which can require prosthetic intervention
- 10:30 – 11:00 **Coffee Break with exhibitors**
- 11:00 am – 1:00 pm ... Medical Rehab services which can require orthotic intervention
- 1:00 – 2:00 pm **Lunch** (included with hotel registration) – **Exhibits open**
- 2:00 – 3:45 pm P&O .. Medical Rehab workshops #5 and #6
- 4:00 – 6:30 pm **open**
- 7:00 pm – Dinner Offsite – Aura Beach House Restaurant
..... (included with full meeting registration)

Saturday, January 31

- 7:30 – 8:10 am **Exhibits open**
- 8:15 – 9:30 am Symposia #1
- 9: 40 – 10:30 Closing Keynote Speaker
- 10:30 – 11:00 am **Coffee Break with exhibitors**
..... **(Exhibit tear down after AM break)**
- 11:00 am – 1:00 pm.... Symposia # 2
- 11:00 am – 1:00 pm.... Medical Rehab services – free papers
- 1:00 – 2:00 pm **Lunch** (included with hotel registration)
- 2:00 – 3:45 pm P&O Medical Rehab workshops #7 and #8
- 4:00 – 5:45 pm P&O Medical Rehab workshops #9 and #10

(Conference schedule subject to change.)