



**The Association of Children's
Prosthetic-Orthotic Clinics**

2012 Annual Meeting, April 11 - 14

Exhibitor Prospectus



Banff Centre – credit Donald Lee



Kinnebar Centre for Creativity & Innovation – credit Laura Vanaga

**The Banff Centre
Banff, Alberta, Canada**

**THE ASSOCIATION OF CHILDREN'S PROSTHETIC-ORTHOTIC CLINICS
REGULATIONS FOR TECHNICAL EXHIBITS
2012 ANNUAL MEETING, APRIL 11-14
THE BANFF CENTRE, BANFF, ALBERTA, CANADA**

Dear ACPOC Corporate Partners,

On behalf of The Association of the Children's Prosthetic-Orthotic Clinics (ACPOC), we invite you to participate in the 2012 Annual Meeting of ACPOC, April 11-14, 2012, located at The Banff Centre, Banff, Alberta, Canada.

The ACPOC meeting is unique in that it is the only major association that focuses on the care of pediatric limb deficiency and other orthopaedic disabilities. ACPOC attracts approximately 225 professionals consisting of physicians, occupational and physical therapists, nurses, orthotists, prosthetists, social workers, and researchers.

ACPOC provides marketing opportunities during the Annual Meeting. Exhibits will be highlighted, with unopposed time, during the Wednesday Evening Reception, Thursday & Friday morning & afternoon refreshment breaks, and Thursday Lunch.

To maximize the impact of your marketing dollars and receive optimum exposure to our attendees, we encourage you to take advantage of our Wednesday Afternoon Technical Workshops Program, see registration form on page 4. This will give you 60 minutes to present in front of an audience at a cost much less than a magazine advertisement. This venue also gives you the benefit of personal interaction with our attendees. Also, see the Support Opportunities on page 3.

Based on sponsor and exhibitor feedback, we have made a number of improvements. These include:

- **Vendor technical workshop presentations available—now unopposed**
- **Increased benefits for sponsors**
- **Addition of the Exhibitor Passport Program, proving attendees with a punch card to visit each vendor to enter to win a prize**
- **Freeing up representatives time by closing the Kinnear Centre exhibit hall during general sessions.**

General Information: We are prepared to furnish individual companies with draped, 6-foot exhibit tables and chairs. You will be responsible for your own signs, labor, shipping, and tools necessary for setting up exhibits. If additional services are needed, they may be obtained directly from the centre, and it is the obligation of the exhibitor or his/her agent to provide for arrangement and payment of these services. Electricity, internet, and audio/visual are available to those exhibitors who request and arrange this service directly with the centre (see the centre contact information on page 2). Exhibiting Companies **cannot** hold corporate meetings and events that conflict with any of the ACPOC scientific programs and events scheduled during this meeting.

Booth Assignment: Space will be assigned on a first paid basis. **Exhibitors may not let, sublet, or transfer the exhibit privilege or space in whole or in part without the express written consent of ACPOC.**

Please see table rates on application form on page 5.

Companies registered by February 11, 2012, will be listed in the Final Program.

Cancellation Policies: Table & Representative cancellations **require written notification** by fax or mail to the ACPOC office. Cancellations **before February 11, 2012** will receive a full refund. Representative cancellations will be charged a 25% administrative fee for each representative cancellation received after February 11, 2012. **No refunds will be made on table registrations after February 11, 2012.**

Insurance and Liability: Neither the ACPOC nor The Banff Centre will be responsible for any loss, injury, or damage, including that by fire and theft, which may occur to an exhibitor, his employees, or his goods, arising from any cause whatsoever, prior, during, or subsequent to the period of this exhibition. Exhibitors wishing to insure their exhibit materials, goods, and/or property on exhibit against theft, damage by fire, accident, or loss of any kind must do so at their own expense. An unarmed security guard will be available during the night hours; however, we recommend that you take laptops and other mobile valuables with you to your room.

The Exhibitor indemnifies and agrees to hold The Association of Children's Prosthetic-Orthotic Clinics, their Officers, Directors, Employees and Agents, and The Banff Centre harmless from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor, his Agents, Representatives, Employees by reason of the Exhibitor's occupancy or use of the exhibition facilities.

Optional and Social Events: A separate registration form for optional and social events will be available in the Preliminary Program, available in January 2012. Exhibit representatives are welcome to join in on these events. When registering for any optional events, indicate on the Registration Form, your company and that you are registered with an exhibit.

Hotel Contacts:

The Banff Centre
107 Tunnel Mountain Rd
Banff, AB Canada T1L 1H5
Phone: 403.762.6100
Fax: 403.762.6444

Convention Contact: Barbara Williams, CMP
Direct Office Phone: 403-762- 7542
Direct Office Fax: 403-762- 6388
Toll Free: 1-877-760-4595

Installation and Dismantling of Exhibits:

Set Up: Wednesday, April 11, 2012, between 12:00 PM and 5:00 PM
Take Down: Saturday, April 14, 2012, after the morning break (TBD)

Exhibits need to be set up prior to the start of the reception on Wednesday, April 11th at 5:00 PM.

NOTE: No security during the day.

Exhibit Hours:

The Exhibit Hall will be open for attendees:

Wednesday, April 11th: 6:00 - 7:30 PM
Thursday and Friday breakfast, lunch and breaks
Saturday morning breakfast and morning break

(Exact exhibit times are TBD. Times will be published once the program has been finalized and will be sent to registered exhibitors in January 2012)

Wednesday, April 11th

Set Up, 12:00 – 5:00 PM
Technical Workshops, 2:00 – 6:00 PM
Welcome Reception, 6:00 – 7:30 PM

Friday, April 13th

Continental Breakfast
Morning Break
Box Lunch for Members Business Mtg.
Nonmembers – on their own for lunch
Afternoon Break – Passport prize announced

Thursday, April 12th

Continental Breakfast
Morning Break
Lunch in the Exhibit Hall
Afternoon Break

Saturday, April 14th

Continental Breakfast
Morning Break
Take Down: After the break

Please Note: Exhibit Representatives are required to be at their booths during the Wednesday Evening Reception, Morning and Afternoon breaks, as well as the Thursday Lunch.



Maximize your Exposure Support Opportunities

Note: Exhibit tables and extra representative registration fees are not included in the sponsorships. Priority exhibit space given to sponsors if submitted by February 1, 2012.

Diamond Exhibitor: \$3,000.00 (\$5,570 value total)

- Complimentary **4 page insert** in the Summer Post-meeting Issue of *ACPOC News* with access to over 500 members and distribution (hard copies of insert to be provided by company, \$2,800 value)
- Complimentary 1/2-page B/W ad in the Final Program Book plus in color within the online sponsor page on website (\$1000 value)
- \$300 off exhibit table registration and one extra comp representative (\$750 value)
- Sign recognition at the meeting and badge ribbon (\$500 value)
- Flyer insert in registrant's packet (\$250 value)
- Pre-meeting attendee mailing list – can be emailed on behalf of exhibitor (\$150 value)
- Two (2) complimentary tickets to the Friday evening social event (\$120 value)

Gold Exhibitor: \$2,000.00 (\$3,760 value total)

- Complimentary **2 page insert** in the Summer Post-meeting Issue of *ACPOC News* with access to over 500 members and distribution (hard copies of insert to be provided by company, \$1,400 value)
- Complimentary 1/2-page B/W Ad in the Final Program Book plus in color within online sponsor page on website (\$1,000 value)
- \$200 off exhibit table registration and one extra comp representative (\$650 value)
- Sign recognition at the meeting and badge ribbon (\$500 value)
- Pre-meeting attendee mailing list – can be emailed on behalf of exhibitor (\$150 value)
- One (1) complimentary ticket to the Friday evening social event (\$60 value)

Silver Exhibitor: \$1,000.00 (\$1,560 value total)

- Complimentary 1/4-page B/W Ad in the Final Program Book and on website (\$750 value)
- Sign recognition at the meeting and badge ribbon (\$500 value)
- \$100 off exhibit table registration, one (1) comp ticket to the Friday evening social event (\$160 value)
- Pre-meeting attendee mailing list (\$150 value)

Bronze Exhibitor: \$500.00 or Participant Give Away provided by sponsor (\$1250 value total)

- Suggestions: Tote Bag or Reusable Drinking Container
- Complimentary 1/4-page B/W Ad in the Final Program Book and on website (\$750 value)
- Sign recognition at the meeting and badge ribbon (\$500 value)

Company Flyer: inserted into the participant's registration packet, \$250.00

Company Name: _____ Contact: _____

Address: _____

City, State, Zip, Country: _____

Phone: _____ FAX: _____

E-mail: _____

If you wish to pay by credit card, please fill out information here (VISA or MasterCard ONLY):

Card Number : _____ Expiration Date: _____

Name on Card: _____ Signature: _____

ACPOC ANNUAL MEETING

TECHNICAL WORKSHOP PRESENTATIONS
The Banff Centre
Wednesday, April 11th, 1:00 – 5:45 PM

During the exhibitors' technical workshops, commercial devices/products can be presented by the vendor without having to meet any of the normal scientific guidelines required of the scientific workshops. Here, commercial content will not be scrutinized. Essentially, this would be a chance for you to present your techniques, manufacturing tools, devices, etc. to the audience and provide information on indications, fit, repair, solutions, etc. A mailing list of attendees at their workshop will be given to you. **An LCD projector and screen will be available, but you will need to bring your own laptop for your presentation.**

The program committee is providing four **unopposed** slots with a maximum time of just under one hour each. Suggested time allocation would be: 45 minute presentation with 15 minutes for Q&A. The 15 minutes between presentations will be for the exchange of presenters and equipment for the next session.

Register before December 4, 2011 for inclusion in the Preliminary Program. We will still accept registration for these presentations after December 4th, but we will not guarantee inclusion in the preliminary program. A section of the Final Program includes a schedule, photo, and description of presentations. **To be included in the Final Program, registration must be received before February 11, 2012.**

COST: \$750.00 Payment Enclosed: \$_____

SEND: A photo (jpg or gif file) and a text description of the presentation to: acpoc@aaos.org

TIME SLOT: A1 1:00-2:00 pm A2 2:15-3:15 pm A3 3:30-4:30 pm
 A4 4:45-5:45 pm
(indicate 1st, 2nd, 3rd and/or 4th choice by putting 1, 2, 3 and/or 4 in the boxes)

YES! I wish to reserve a space for a Technical Workshop

Company Name: _____ Name of Presenter: _____

Address: _____

City: _____ State/Prov: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

Product: _____ Title: _____

If you wish to pay by credit card, please fill out information here (VISA or MasterCard ONLY):

Card Number : _____ Expiration Date: _____

Name on Card: _____ Signature: _____

(Note: Presenter must register or be registered with an exhibit table in order to attend the Wednesday Evening Reception and/or the rest of the meeting.)

IMPORTANT NOTICE: All Annual Meeting speakers are responsible to know the status of FDA approval of medical devices and pharmaceuticals discussed, described, or demonstrated in educational presentations and are responsible for informing the audience of that status. Faculty that do not know the FDA status of a device or pharmaceutical can determine the classification by examining the product package labeling, by contacting a sales representative or legal counsel of the manufacturer of the device or by contacting the FDA at 1-800-638-2041. *Also, when doing your presentation, please refrain from inappropriate language or any comments against and/or about other companies and/or products.*

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ANNUAL MEETING**

April 11-14, 2012

The Banff Centre, Banff, Alberta, Canada

EXHIBITOR TABLE APPLICATION FORM

COMPANIES CONFIRMED BY FEBRUARY 11, 2012 WILL BE LISTED IN THE FINAL PROGRAM.

Company: _____
Address: _____
City/State/Zip: _____
Coordinator: _____ Onsite Rep.: _____
Phone: _____ Fax: _____
Email: _____

Please Note: Space is limited, and is on a first paid basis. Applications accompanied by payment in US funds only will be given priority over applications without payment.

MEMBER RATE: To qualify for the Member Rate, Exhibit Company must have an on-site representative at the meeting who is already a member of ACPOC and have paid the current year membership dues.

Member's Name: _____

Please reserve (1) 6-foot skirted table at: **Nonmember: \$1,100.00 / Member: \$900.00** \$ _____

Please reserve an additional table at: **Nonmember: \$500.00 / Member: \$400.00** \$ _____

This second table must be draped with the same company name & logo as the first table.

Affiliate Company Second Table at: **Nonmember: \$700.00 / Member: \$500.00** \$ _____

By registering a second table at this rate you may drape this table with the affiliated company's name and logo.

Total Exhibit Table Fees: \$ _____

Please select table location:

(see floor plan for table layout)

First Choice: _____ Second Choice: _____

Third Choice: _____ Fourth Choice: _____

Please provide us with a brief description of your company and products for inclusion in the Final Program in electronic form. This can be sent to acpoc@aaos.org. Full payment is required in **U.S. funds only**. Payment must accompany this form to guarantee your space. Cancellations require written notification by **February 11, 2012** for a full refund. **No refunds on table fees after February 11, 2012.**

**Please send table application together with meeting registration form and fees
prior to February 11, 2012 to:**

**Association of Children's Prosthetic-Orthotic Clinics
6300 N River Rd, Ste 727, Rosemont, IL 60018-4226 USA**

If you wish to pay by credit card, please fill out information here (VISA or MasterCard ONLY):

Card Number : _____ Expiration Date: _____

Name on Card: _____ Signature: _____

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ANNUAL MEETING**

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REGISTRATION FORM FOR EXHIBITOR REPRESENTATIVES

Company: _____

Address: _____

City/State/Zip: _____

Coordinator: _____

Phone: _____ Fax: _____

Email: _____

One representative registration is included with each exhibit table. Included with registration are: continental breakfasts, coffee breaks, Wednesday Reception, Lunch on Thursday, and printed material. Please supply the name(s) of representative(s) below:

Table 1 - Name: _____ Table 2 - Name: _____

Exhibit Representatives are welcome to attend any optional events offered and can register for these separately.

Please be sure to check the Preliminary Program when it comes out mid-February 2012, to register for these events.

Additional Representatives:
Please circle amount

**Non-member
Exhibitor** **Member
Exhibitor**

Name: _____

\$450.00

\$350.00

Name: _____

\$450.00

\$350.00

Name: _____

\$450.00

\$350.00

Total Registration Fees: \$_____ U.S.

Registration fees are all US Dollars. Checks must be drawn on a US Bank.

Representative cancellations require written notification by **February 11, 2012** for a full refund. Cancelling representative registration between February 11 and March 1, 2012, there will be a 25% administrative fee for each representative cancellation received. No refunds on representative fees after **March 1, 2012**.

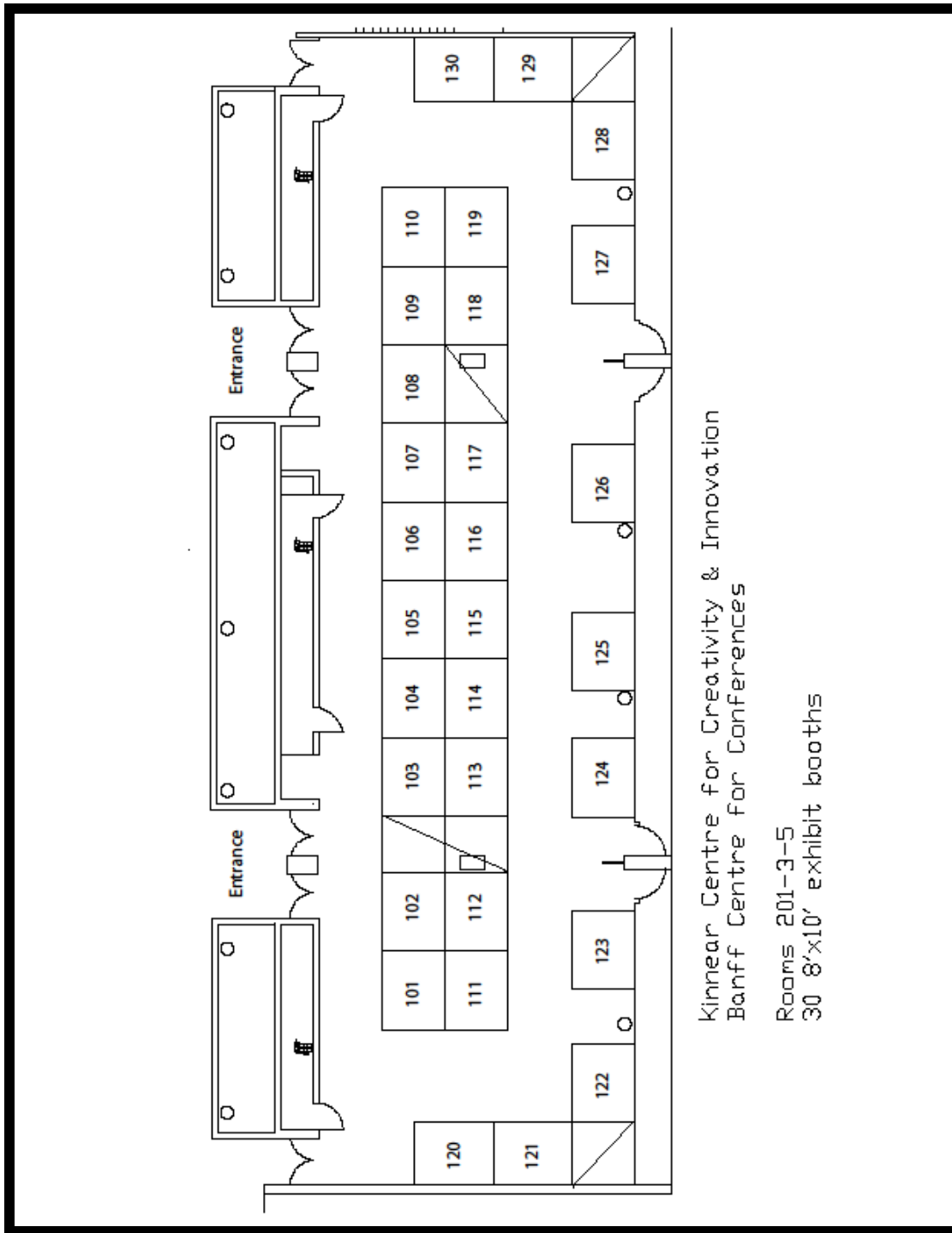
Please send registration forms and fees before **February 11, 2012**.

**The Association of Children's Prosthetic-Orthotic Clinics
6300 N River Rd, Ste 727, Rosemont, IL 60018-4226 USA
(847)698-1637 FAX: (847)823-0536 / Email: acpoc@aaos.org**

If you wish to pay by credit card, please fill out information here (VISA or MasterCard ONLY):

Card Number : _____ Expiration Date: _____

Name on Card: _____ Signature: _____



Send payment and forms before February 11, 2012 to:

ACPOC

Exhibit Registration

6300 N. River Road, Suite 727

Rosemont, IL 60018-4226

For further information contact:

PHONE: (847)698-1637 • FAX: (847)823-0536 • E-mail: acpoc@aos.org