



Exhibits

Friday, Oct. 19th
5:30-7:00 p.m.
Saturday, Oct. 20th
12:15 - 2:00 p.m.

**\$125 per Exhibit
Application with fee
due by Oct. 1st**

**\$50 Discount To Attend
Educational Sessions**

Hotel Reservations

Marriott Courtyard - Maryville
1-800-321-2211
MOTA Rate: \$89
Due September 28th

Calendar of Events

October 19

Exhibit Set-up Begins 3:30 pm
Exhibit Set-up Completed 5:30 pm
Exhibit Hall Opens 5:30 pm
Happy Hour Reception 5:30-7:00 pm

October 20

Networking Lunch 12:15-1:45 pm
• Unopposed exhibitor time 12:15-1:30 pm
• Awards 1:30- 1:40
• Door Prize/Basket Drawings 1:40 pm

Exhibit Hall Closes..... 1:55 pm

www.motamo.net



Enrichment, Experience & Education!!! Missouri Occupational Therapy Association 2004 Fall Conference October 19 & 20, 2007 Maryville University - St. Louis, Missouri

Dear Prospective Sponsor:

The Missouri Occupational Therapy Association (MOTA) is pleased to invite you to participate in the 2007 Fall Conference. Occupational Therapists, Occupational Therapy Assistants and Students from the Occupational Therapy Programs and Occupational Therapy Assistant Programs in Missouri and surrounding areas are planning to attend this year's meeting. In today's market, the contact with both potential and current consumers is crucial. This is an opportunity to recruit occupational therapy personnel or to display and introduce your products or services. We appreciate the tremendous support you provide the Missouri Occupational Therapy Association and we are dedicated to making the 2007 Fall Meeting an excellent investment in your future.

We have an exciting conference scheduled for this year. The planning committee has worked diligently to bring to the conference well-recognized names in the field of occupational therapy.

Let your company name command attention! The past 2 years we have given each participant a canvas tote with contributing vendors logos pictured on it. The bag is a big hit with our attendees. This is a inexpensive and great way to advertise your company name (\$40 for attending exhibitors and \$60 for exhibitors who are unable to attend).

We will be accepting vendor applications up to October 1st.

We sincerely hope you will be joining us at our 2007 conference. Thank you for your consideration and we look forward to seeing you this year.
Sincerely,

Sheila Richardson, OTR/L
Vendor Chairperson, 2007 Conference Planning Committee
4541 Werner Road
High Ridge, Missouri 63049

MOTA Conference 2007

October 19th & 20th

Exhibitors

Policies and Procedures

TABLE ASSIGNMENTS: Complete and return the enclosed contract for Exhibit space. An eight-foot draped table and two chairs are provided for each exhibitor space. Confirmation will be made as quickly as possible. The number of table spaces is limited and assignments will be made on a first come, first served basis. A company that has not settled all previous accounts with the MOTA will not be assigned table space. The MOTA board determines the eligibility of any company or product to be exhibited at this meeting, either before or after proper execution of the contract. **NO RESERVATIONS FOR TABLE SPACE WILL BE ACCEPTED OVER THE TELEPHONE.**

EXHIBITOR'S FEE: The rental fee is \$125 per table plus an optional \$10 donation toward the attendance prizes. Upon payment of required fee, a space will be reserved for your company. Written notice of cancellation received by September 25, 2007 will result in a refund of monies submitted minus a \$25 service fee. No refunds will be allowed for cancellations made after September 25, 2007. All cancellations must be received on the company's letterhead. **FULL PAYMENT MUST BE RECEIVED BEFORE SPACE CAN BE OCCUPIED.** Exhibitor fees ONLY allow admission to all activities in the Exhibit hall. Exhibitors who would like to attend the educational sessions must register for conference. A \$50 reduction in conference registration is available for one representative per exhibitor booth. An additional \$50 reduction in conference registration is available for exhibitors who are also speakers for the educational sessions for MOTA conference.

REGISTRATION AND BADGES: Preregistration of exhibit personnel is encouraged. Each exhibiting company is asked to restrict personnel to three (3) badges per table. Exhibitor employees who do not register in advance and are changed from the original list may register on-site if they have their business cards bearing the exhibiting company's name. An I.D. and business card will be requested and must be presented at exhibitor registration in order to pick up a badge. Due to the nature of some of the equipment displayed, we are concerned for the safety of others, especially children. Therefore, we must restrict the exhibit area to attendees and exhibitors only. Security will check badges upon entering the exhibit area and allow only those individuals authorized in this area.

Each exhibitor is expected to staff each table adequately during exhibit hours. **EACH REPRESENTATIVE OF AN EXHIBITING ORGANIZATION MUST WEAR AN OFFICIAL BADGE AT ALL TIMES IN THE EXHIBIT AREA**

SETTING UP & DISMANTLING: The exhibit area will be open for registration and installation work beginning 3:30 p.m. on Friday October 19, 2007. Installation should be completed by 5:30 p.m. Dismantling may begin on Saturday October 20, 2007 at 2:00 p.m. and **MUST** be completed by 5:30 p.m. (Arrangements must be made with the MOTA Conference Planning Chairperson if your exhibit will take longer to set up or dismantle than the time allowed).

FAILURE TO OCCUPY SPACE: Unless previously arranged, table space not occupied by the exhibiting organization by 11:00 a.m. on Saturday, October 20, 2007, will be forfeited without refund to the exhibitor and the space may be resold or used by MOTA.

EXHIBIT HOURS: Exhibit hours will be from 5:30 p.m. to 7:00 p.m. on Friday October 19th. During this time, we will have Happy Hour and poster sessions. Saturday October 20th exhibit hours will be 12:15 p.m. to 1:55 p.m. Participants will be encouraged to visit during this time period. Any drawings that may be held for attendance prizes will take place in the exhibit area at announced times during the exhibit hours.

INSURANCE: Exhibitors are urged to take out a portal rider, which is available at a nominal cost on their own insurance policy, to protect them against loss through theft, fire, damage, etc.

SUBLETTING OF SPACE: Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated. 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.

Shipping: Exhibitors may ship exhibit items in advance. **Do not ship to Maryville University.** All items shipped will be brought and set by your assigned table. Ship to: Sheila Richardson, 4541 Werner Road, High Ridge, MO 63049.

ADVERTISING FOR CONFERENCE GIVEAWAY: Let your company name command attention! New this year MOTA will be giving each attendee a conference bag with vendors names displayed on one side. Advertising fee is \$60 per name/logo. Attending exhibitors may have their company logo displayed for \$40. All logos must be received (JPEG, EPS or scannable image) by September 25th, 2007

GIFT BASKET DRAWING: Gift Baskets can be donated to this years drawing which will focus attendees' attention on your company. Any theme goes -ADL basket, book basket, baby basket, coffee break baskets, etc.

DOOR PRIZES: We are also including an optional \$10 donation that can be contributed attendance prizes.

"TAKE ONE" TABLE: Don't miss the advertising opportunities even if your company may not be able to attend the MOTA conference. A \$50 fee entitles you to send us printed materials (brochures, catalogues, and informational/promotional packets) to place out on the Take-One Table in the Exhibit Hall.

NOT ATTENDING: Promotional giveaway items that can be placed in each conference attendees bag or for our prize drawing will be allowed at no cost to your company (not to include brochures, catalogues, or promotional packets-for these items see "Take one" Table listed above) .

LIABILITY: It is agreed that individual exhibitors will protect, save and keep the Missouri Occupational Therapy Association, and Maryville University from any damage or charges imposed for violation of any law or ordinance whether occasional by the negligence of the exhibitor or those holding under the exhibitor shall at all times protect, identify, save and keep harmless the above parties against and from any and all loss, cost damage, liability of expense arising from or out of or by any reason of accident or other occurrence to anyone, including the exhibitor, its agents employees and business invites, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof.

CONVENTION FACILITY RESTRICTIONS: 1.) Volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulation or insurance carriers may not be used in any booth. 2.) All construction in a booth shall be substantial and fixed in position for the duration of the show. 3.) All aisles and exits must be kept clear, clean and free from obstruction to comply with fire restrictions. 4.) All business activity, circulars, and advertising matter may be conducted and/or distributed **ONLY** within the booth(s) assigned to the exhibitor.

COOPERATION: IT IS REQUIRED THAT EXHIBITS BE INSTALLED WITHIN THE ASSIGNED SPACE AND NOT INTERFERE WITH OTHER EXHIBITS. IT IS ALSO REQUIRED THAT EXHIBITS BE MANNED DURING DESIGNATED EXHIBIT HOURS AND NOT BE BROKEN DOWN UNTIL 2:00 P.M. ON SATURDAY. **IF DISMANTLED BEFORE THIS TIME, THE EXHIBITING ORGANIZATION WILL BE BARRED FROM THE NEXT MEETING.**

The following practices are prohibited: 1.) Use of noisy electrical or mechanical apparatus interfering with other exhibits. 2.) Canvassing or distributing any material outside the exhibition own space. 3.) Equipment outside assigned booth space. 4.) Subleasing of exhibit space. 5.) The use of billboard advertisement and/or display of signs outside of the exhibit area without prior approval from the Program Chairperson, Missouri Occupational Therapy Association.

The use of open audio systems is allowed. However, the exhibitor must agree to discontinue its use of the sound level if deemed to be objectionable to the convention participants or adjacent exhibitors.

The character of the exhibits is subject to the approval of the Program Chairperson, and MOTA. The right is reserved to refuse the application of concerns not meeting standards required or expected, as well as the right to curtail or to close exhibits that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct and attire of persons, etc.

SECURITY: The MOTA shall not be held responsible for the loss of, or damage to, any material for any cause and encouraged the exhibitor to exercise normal precautions to prevent loss or damage.

CONTRACT FOR EXHIBIT SPACE
Enrichment, Experience & Education!!!
Missouri Occupational Therapy Association • 2007 Fall Conference • October 19 & 20, 2007
Maryville University - St. Louis, Missouri
Application & Fee Deadline • October 1st

Please Print or Type

Company/Sponsor Name: _____

(Company name will be advertised on conference brochure with Early Registration)

Contact Name: _____ Type of Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Fax #: (____) _____ Email: _____ Website: _____

Name Tag Information:

Rep Name (for Name Badge) _____ Title _____

Rep Name (for Name Badge) _____ Title _____

Rep Name (for Name Badge) _____ Title _____

Our Company Would Like to Take Advantage of the Following Opportunities:

- October 19th 5:30 to 7:00 p.m.
- October 20th 12:15 - 2:00 p.m. Networking Lunch

Basket Drawing: I will participate in the basket drawing.
 Donate any type of gift basket to this year's basket drawing and focus attendees' attention on your company.
 Any theme goes – ADL basket, book baskets, baby baskets, coffee break baskets, etc.
 The expense is a drop in the basket. Your return is a basketful of publicity!

Door Prizes: In order to create interest and good traffic to your booth, we encourage all exhibitors to feature door prizes.
 I will feature a door prize: List Exhibit Hall Drawing Item(s) _____

"Take-One" Table: \$50 If your company is unable to attend our conference you are invited to send catalogues, brochures and informational/promotional packets to sit out on a table for conference attendees to take.

Advertising For Conference Giveaway: Let your company name command attention! New this year MOTA will be giving each attendee a conference bag with vendors names displayed on one side. Advertising fee is \$60 per name/logo. **Attending exhibitors may have their company logo displayed for \$40.** All logos must be received (JPEG, EPS or scannable image).



ELECTRICITY IS NEEDED: YES NO
 (Please note: At this point, we are not sure that we will be able to guarantee electricity for all of the vendors.)

CANCELLATIONS: Written notice of cancellation received by MOTA by **October 1, 2007** will receive a refund of monies submitted minus a \$25 service fee. No refunds will be allowed for cancellations made after Oct. 1, 2007.

RENTAL POLICY: The \$125 fee per table (includes 8 ft. table with skirting) must be enclosed with this contract.
 Make checks payable to **Missouri Occupational Therapy Association** and send to: MOTA 2007 Fall Conference, c/o Sheila Richardson, 4541 Werner Road, High Ridge Missouri 63049.

of Tables (\$125/Table) _____ \$ _____

\$10 donation for Door Prize \$ _____

Advertising/Giveaway (\$60 or \$40) \$ _____

"Take-One" Table (\$50) \$ _____

TOTAL \$ _____

POLICIES AND PROCEDURES: Exhibitor agrees to observe all policies and procedures set forth by the MOTA and Maryville University - School of Allied Health Professions which are part of this contract.

The undersigned has read and hereby agrees to the MOTA Exhibitor Policies and Procedures for exhibiting at the 2007 Fall Meeting of the Missouri Occupational Therapy Association.

(Authorized Signature) _____ (Date) _____



Send application with your check with full payment to the following address:
 Missouri Occupational Therapy Association • c/o Sheila Richardson, Vendor Chairperson
 4541 Werner Road • High Ridge, MO 63049
 Email: sheilakayot@yahoo.com