



TOTA

TEXAS OCCUPATIONAL
THERAPY ASSOCIATION, INC.

EXHIBITOR PROSPECTUS

2017 TOTA MCC CONFERENCE

NOVEMBER 17-19, 2017

RENAISSANCE AUSTIN HOTEL • AUSTIN, TEXAS



NEW THIS YEAR!

CENTENNIAL CELEBRATION

NEW SPONSORSHIPS AVAILABLE

PRODUCT SHOWCASE OPPORTUNITIES

What is TOTA?

Texas Occupational Therapy Association (TOTA) is the state's professional association of Occupational Therapists, Occupational Therapy Assistants, students of Occupational Therapy and retired Occupational Therapists. The primary mission of TOTA is to be responsive to the professional development, information needs, and educational requirements of its members; to advance and improve the practice of occupational therapy for the benefit of the consumers; and to anticipate and respond to the organizational, political, economic and social features of the health care delivery system at the local, state and national levels.

What is the Mountain Central Conference (MCC)?

MCC is the annual educational conference and business meeting of the association. MCC provides the ideal place and time to promote your products/services to the OT community. On average over 500 Occupational Therapy Professionals and Students attend the annual conference.

Who Should Exhibit?

1 EQUIPMENT SUPPLIERS
Attendees are interested in the latest products available. We have occupational therapists, occupational therapist assistants and students who want to become familiar with equipment that is going to help their clients on the road to recovery.

2 RECRUITERS
Hearing about new positions for recent graduates to seasoned professionals is one of the benefits to attending our conference.

3 ANCILLARY SERVICES
It takes a number of things to run an OT practice. Our attendees need insurance, billing companies, software and other great resources to help them in their practice.

EXHIBIT SPONSOR ADVERTISE

EXHIBIT

Choose a booth/sponsorship

Exhibit Hours:

Friday, Nov. 17 11:30 a.m. -4:00 p.m.

12:00pm

Centennial Celebration

Saturday, Nov. 18 11:00 a.m. – 4:00 p.m.

SPONSOR

Standard Booth – \$700

Texas Star Booth – \$1000

Silver Star Sponsor Booth – \$1750

Centennial Celebration Sponsor – \$250

ADVERTISE

RevistaOT Newsletter

Conference Program

Exhibit Hall Schedule

Friday, November 17

(Exhibit Hall hours: 11:30-4:00 p.m.)

8:00–11:30 a.m. Exhibitor set-up
11:30 a.m. Exhibit Hall set-up completed
11:30 a.m. Exhibit Hall opens
11:30–1:00 p.m. Complimentary lunch
12:00 p.m. Centennial Celebration
3:00–4:00 p.m. Afternoon break

Saturday, November 18

(Exhibit Hall hours: 11:00 a.m.-4:00 p.m.)

11:00 a.m. Exhibit Hall opens
11:30–1:00 p.m. Complimentary lunch
3:00–4:00 p.m. Afternoon break, door prize drawings, basket/silent auction closes
4:00 p.m. Exhibit Hall closes

Exhibitor Regulations / Information

Theme

Booths will be draped in red and white.

General Regulations

The contract on the prospectus insert and these rules and regulations contain the terms and conditions upon which the exhibiting company shall have the right to reserve space and conduct an exhibition at the Texas Occupational Therapy's 2017 Mountain Central Conference.

Description of Exhibition Space

Booths will be 8' x 10' carpeted, piped and draped, (1) 6' table, (2) chairs and 7" x 44" signage and one waste basket.

Move-In and Move-Out

Please allow additional time for move-in as you plan your schedule. Please make all arrangements for move-out.

Installation/Breakdown of Exhibits

Exhibitor set up begins at 8:00 a.m. on Friday, November 17 and must be completed by 11:30 a.m. Breakdown will begin at 4:00 p.m. on Saturday, November 18 and must be completed by 6:30 p.m.

Conference Decorator

Exhibitor packets will also be online at www.tota.org at the bottom of the MCC Exhibit page.

Securing Electrical for Booths

Electrical services are provided directly through the hotel. The form will be available online at the bottom of the TOTA MCC page, look for the pdf form. Submit the form directly to the hotel.

Shipments of Freight, Displays or Materials

The conference decorator will accept shipments and facilitate returns. TOTA and the conference hotel cannot be responsible for shipments. Contact Spirit Exposition Service directly at www.spiritexpo.com.

Cancellations

Cancellation of contract to exhibit must be made in writing to TOTA. If this notice is received prior to October 1, a full refund will be made minus \$100 administration fee. There will be no refunds for cancellations made after October 1.

Forfeiture of Exhibition Space

Exhibitors who fail to occupy their space by Noon on Friday will forfeit their booth without refund.

Exhibitor Conduct

TOTA reserves the right to prohibit any exhibit deemed inappropriate. All sales activity in the exhibit hall must be conducted within the exhibitor's assigned space. There can be no attachments to the walls or curtains.

Booth Assignment

Booths are reserved only after payment in full has been received by TOTA on a first-come, first-served basis. Every attempt will be made to meet requests regarding location, but TOTA does not guarantee such requests can be honored. TOTA reserves the right to reconfigure the exhibit hall if necessary. Exhibit space may not be sublet or shared by two or more firms without permission.

Exhibitor Identification Badge

Admission to the exhibit hall is by badge only. ONE LEAD EXHIBITOR BADGE WILL BE ISSUED PER STANDARD BOOTH. TWO BADGES WILL BE ISSUED PER SPONSOR BOOTH. UP TO THREE ADDITIONAL EXHIBITOR BADGES MAY BE PURCHASED FOR \$50 EACH. The badge fee includes lunch and breaks on both Friday and Saturday.

Indemnification

The exhibitor agrees to indemnify, defend and hold TOTA harmless from and against any and all claims, causes of action, judgments, liabilities, damages, losses, costs and expenses, including reasonable attorney's fees, arising as a result of exhibitor's rental and use of exhibition space, including, but not limited to liability for loss or damage to property and liability for personal injury or death of any person.

Change of Conference Date

Should any situation beyond the control of TOTA arise to cancel the Mountain Central Conference, TOTA, Inc. will not be held liable for any expenses incurred by the exhibitor except the rental cost of booth space.

Educational

Exhibitors must register as conference attendees to receive continuing education credit at the Mountain Central Conference.

Hotel Information

The Texas Occupational Therapy Association will be hosting MCC this year at the Renaissance Austin Hotel, 9721 Arboretum Blvd., Austin, TX 78759. Please see website at www.tota.org for room reservation information.

Additional Promotional Opportunities

NEW!! Product Showcase **NO CHARGE**
 Arrange for a time to showcase your product in a designated location inside the exhibit hall ([contact kami@tota.org](mailto:contact_kami@tota.org))

NEW!! Centennial Celebration Sponsor **\$250**
 Sponsor the Centennial Celebration in the Exhibit Hall. Recognition in all TOTA publications and website as well as signage in the Exhibit Hall.

Conference Bag Product or Sample Insert **NO CHARGE**
 Showcase your product by putting it directly into the hands of attendees. Send 600 samples for arrival by Friday, October 20, 2017. Contact VendorServices@tota.org to arrange these inserts.

The "I Can't be There" Product Showcase **NO CHARGE**
 Put your product on display for attendees to see! Send product sample(s)- therapy balls, vests, swings, crafting/art kits, etc. along with 100 flyers, order forms or catalogs. We will put your flyers and product in our Silent Auction area. Auction proceeds benefit the Texas Occupational Therapy Foundation, a 501 (c) (3) organization. Send to: Attn: Kami Lusson, 3004 McElroy Dr., Austin, TX 78757

Conference Bag Promotional Items **NO CHARGE**
 Get your items directly into attendees' bags. Send 600 of any item that gets your name out for arrival no later than Friday, October 20, 2017!
 Notepads Pens Water Bottles
 Lip Balms Hand Sanitizers Mints/Candies
 Highlighters Key Chains First Aid Kits
 Send all inserts to: Attn: Kami Lusson, 3004 McElroy Dr., Austin, TX 78757

Silent Auction benefitting TOTF: **NO CHARGE**
 If you would like to donate a Silent Auction item please contact Kami Lusson at kami@tota.org. All proceeds from the Silent Auction benefit Texas Occupational Therapy Foundation.

Conference Bag Informational Inserts **\$200**
 Maximize visibility by placing your brochure or catalog directly into the conference bags. Send 600 copies for arrival no later than October 20, 2017. Send all inserts to: Attn: Kami Lusson, 3004 McElroy Dr., Austin, TX 78757

Mailing List Rental **\$200**

1-Year Virtual Exhibit Hall Web Link (pre-conference special) **\$100**
 Take advantage of this special offer to link to your website from our website.

Promotional and Sponsorship Opportunities

ADVERTISE IN THE CONFERENCE GUIDE

The TOTA MCC Conference Guide is the official publication of the conference. With the complete conference schedule included, it is used by all conference attendees.

Full page black and white (7.5" wide x 10" high) ads are available at \$500.

Please send high res pdf files to: vendorservices@tota.org



SILVER CONFERENCE SPONSORSHIPS **\$1,750**

- One Silver Conference Booth (205, 206, 207, 208, 209, 300, 301, 302, 303, 304) with two staffers on center lounge area. One 6" table, 2 chairs, identification signage (7" by 44" inches), wastecan - piping and draping in conference colors.
- Virtual Exhibit Hall for one year
- Recognition Signage
- One of the following sponsorship options: (SELECT ONE)
 - Silver Website (*Your logo with link to your website on the TOTA home page for one year*)
 - Conference Bags (*supply 600 bags with your company's logo – CALL TOTA for availability*)
 - Conference Attendee Lanyards (*supply 600 lanyards with your company's logo – CALL TOTA for availability*)
 - Lunch Co Sponsor Friday & Saturday (*Signage at lunch stations*)
 - Photo Booth Sponsor
 - Networking Banquet Table Sponsor (*Display business cards/ brochures on all of the banquet tables in the exhibit hall*)
 - Café Table Sponsor (*Display business cards/brochures on all of the café tables in the exhibit hall*)

TEXAS STAR SPONSORSHIPS **\$1,000**

- Sponsors Friday and Saturday Morning Refreshments One Texas Star Conference Booth (204, 305, 306, 307, 308, 309, 400, 401, 402, 403, 404) with two staffers. One 6' table, 2 chairs, identification signage (7" by 44" inches), wastecan - piping and draping in conference colors. Two booth staffers. Texas Star Sponsorships provide TOTA MCC Friday and Saturday Morning Refreshments.

TOTA Mountain Central Conference Exhibit / Promotional Agreement (page 1 of 2)

Please PRINT the following information:

Company Name: (As listed in the program, 30 characters or less) _____

Contact Person: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

Email: _____ Company Website: www. _____

Exhibit Booth Lead Name: (1 per booth) _____

TOTAL Number of Booth Staff Badges: (includes exhibit hall entry and lunch both exhibit days)

_____ (ONE IS INCLUDED WITH STANDARD BOOTH) **ALL EXTRAS ARE \$50 EACH**

_____ (TWO ARE INCLUDED WITH TEXAS STAR AND SILVER BOOTHS) **ALL EXTRAS ARE \$50 EACH**

_____ (EXTRA BOOTH STAFF BADGES) **ALL EXTRAS ARE \$50 EACH**

50 Word Company Description for Exhibit Hall Conference Guide: email to vendorservices@tota.org with 50 WORD DESCRIPTION in SUBJECT LINE

Booth Request: 1st choice: Booth # _____ 2nd choice: Booth # _____

My company has submitted a workshop presentation for MCC, the speaker listed on the form is: _____

Method of Payment:

Check (Name that will appear on company check if different from Exhibitor) _____

Master Card Visa Card Number: _____ 3 Digit Security Code: _____

Exp. Date: _____ Amount: _____ Cardholder's Phone: _____

Cardholder's Name (as it appears on card - please print) _____

Cardholder's Signature: _____

Cardholder's Email: _____ Cardholder's billing zip: _____

I understand that the exhibitor packet can be downloaded at www.tota.org, click on MCC Exhibiting and go to the pdf files at the bottom of the page. In accordance with the terms and conditions, and the Exhibitor Rules and Regulations outlined herein, the undersigned understands and accepts all terms and hereby applies for exhibit space. Booths are only reserved after payment in full is received.

Company Name: _____

Authorized Signature: _____

Name: (Please print) _____

Date: _____

— PLEASE SCAN/E-MAIL OR MAIL BOTH PAGES OF THE TWO PAGE PROMOTIONAL AGREEMENT —

Mailing Address: TOTA, Inc. • 1106 Clayton Lane, Suite 516W • Austin, TX 78723

Phone: 512/454-8682 • email: vendorservices@tota.org • www.tota.org

For overnight delivery, phone the office for instructions. Confirmation of receipt within 3 business days

TOTA Mountain Central Conference Exhibit / Promotional Agreement (page 2 of 2)

SPONSORSHIPS (see page three for details)

- SILVER CONFERENCE SPONSORSHIP** *Includes Silver Booth and sponsorship benefits (\$1,750.)*
(Select One)
 - Silver Website Sponsor:** *(Your logo with link featured on the TOTA home page for 1 year!)* _____
 - Conference Bags** *(your company's name/logo with TOTAMCC logo Supply 600 bags by October 20)* _____
 - Conference Attendee Lanyards** *(Supply 600 lanyards by October 20)* *(Call the TOTA office)* _____
 - Cafe Tables** *(your company's business cards and brochures on all cafe tables)* _____
 - Networking Banquet Table Sponsor** *(your company's business cards and brochures on all banquet tables in the exhibit hall center)* _____
 - Lunch Co-Sponsorship Friday & Saturday** *(Display business cards on one lunch station)* _____
 - Photo Booth Sponsor** _____

- TEXAS STAR SPONSORSHIP** *Includes Texas Star Booth and sponsorship benefits (\$1,000.)*
Texas Star Sponsorships provide TOTA MCC Friday and Saturday Morning Refreshments _____

- Standard Booth** *One 8' x 10' booth space (piped and draped) in the carpeted ballroom to include (1) 6' table, (2) chairs, 7' by 44" signage and one waste basket. (\$700.)* _____

ADDITIONAL OPPORTUNITIES (see page four for details)

- NEW!! Centennial Celebration Sponsor** *(\$250)* _____
- NEW!! Product Showcase** *(NO CHARGE)* _____
- Additional Name Badges/Lunch Packages @ \$50. each** _____
- Full Page Ad in TOTA MCC Conference Guide** *(\$500.)* _____
- Conference Bag Informational Insert** *(\$200.)* _____
- Virtual Exhibit Hall Link from TOTA web site for one year** *(conference special - \$100!)* _____
- Mailing List Rental** *(\$200.)* _____
- The "I Can't be There" Product Showcase** *(NO CHARGE)* _____
- Conference Product Insert or Sample Insert** *(NO CHARGE)* _____
- Conference Bag Promotional Items** *I am sending 600 _____ (Specify)* *(NO CHARGE)* _____

Revista OT ads

The Conference Issue of 'Revista OT' is available online to EVERY licensee in Texas – What an opportunity!
 Or follow up your exhibit booth with an ad in the Recap Issue. Ad deadline is July 1 - Recap issue deadline is December 1. Please submit all ads via email to VendorServices@tota.org. Ads should be submitted in high resolution pdf, jpg or tiff format. **Please check the appropriate box(es) indicating which ads you wish to place and tally below.**

Single Ad Placement	Conference Issue	Recap Issue	Cost	
<input type="checkbox"/> Full Page (7-1/2"w x 10"h)	<input type="checkbox"/>	<input type="checkbox"/>	500.	
<input type="checkbox"/> Half Page (3-3/4"w x 10"h or 7-1/2"w x 5"h)	<input type="checkbox"/>	<input type="checkbox"/>	250.	
<input type="checkbox"/> Outside Back Cover (7-1/2"w x 5"h)	<input type="checkbox"/>	<input type="checkbox"/>	350.	
<input type="checkbox"/> Quarter Page (3-1/2"w x 4-1/2"h)	<input type="checkbox"/>	<input type="checkbox"/>	125.	

Less Any Credits/Deposits specify _____
Late Registration: Booths booked after October 1, 2017 - add a late fee of \$100. _____

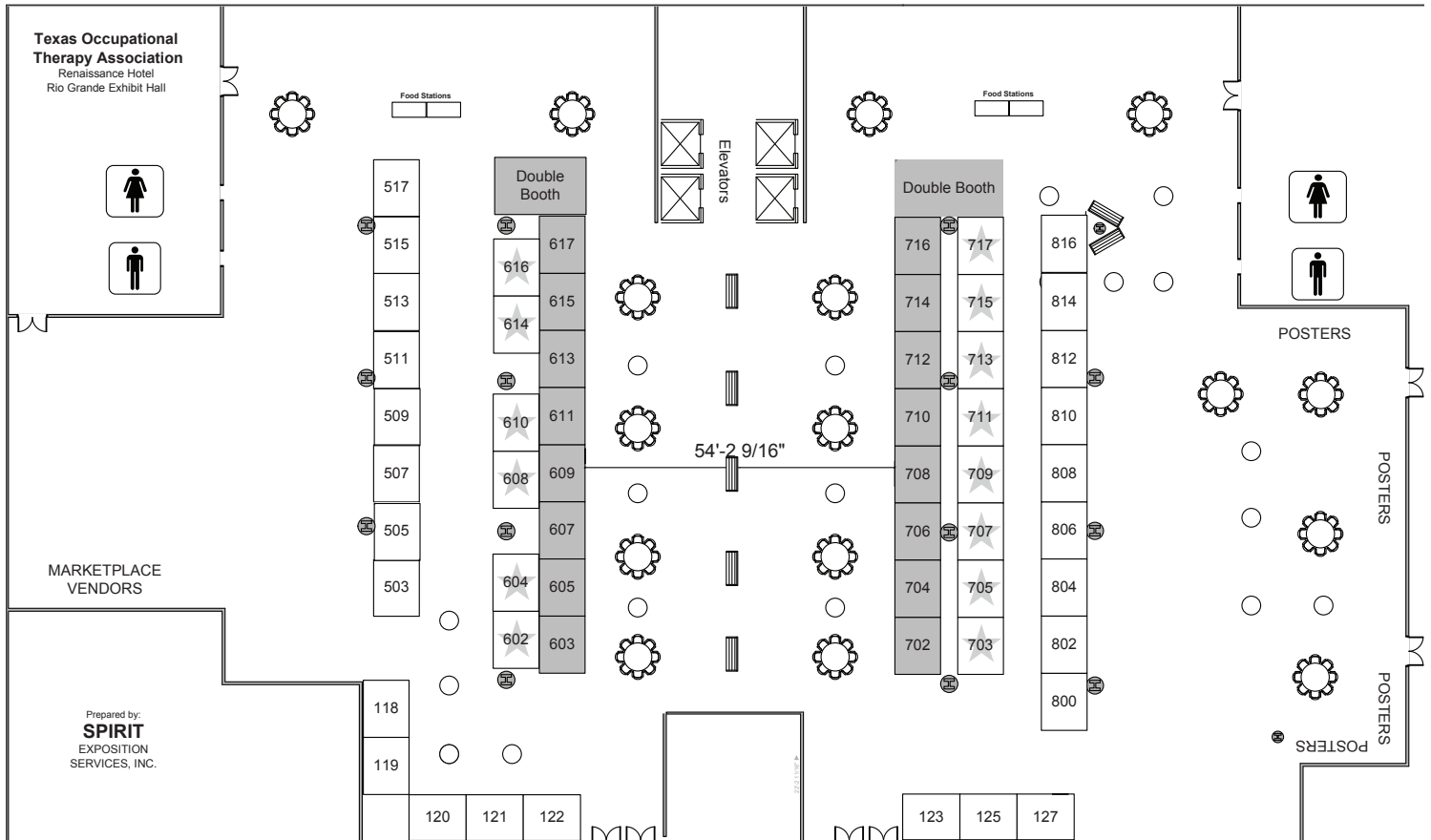
TOTAL: _____

Please if at all possible do NOT place me close to _____ and _____.

TOTA MCC 2017 Exhibit Hall Floor Plan

Exhibit Hall November 17-18, 2017

Renaissance Austin Hotel
Austin, TX



Silver Sponsor Booths:
603, 605, 607, 609, 611, 613, 615,
617, 702, 704, 706, 708, 710, 712,
714, 716

Texas Star Sponsor Booths:
602, 604, 608, 610, 614, 616, 703, 705,
707, 709, 711, 713, 715, 717

Cost Effective Options for Companies who cannot join us in Exhibit Booths



TOTA
TEXAS OCCUPATIONAL
THERAPY ASSOCIATION, INC.

Annual Texas Occupational Therapy Association Statewide Conference – Nov. 17-18 Austin, TX

**Conference Bag Product/
Sample Insert**

NO CHARGE

Showcase your product by putting it directly into the hands of attendees.

Samples will be inserted into the conference attendee bags.

Send 600 samples to:

Attn: Kami Lusson, 3004 McElroy Dr., Austin, TX 78757.

Items must arrive by October 20.

**Conference Bag Informational Inserts
or Job Opening Flyers \$200**

Maximize visibility by having your brochure, catalog or job flyer

placed directly into the conference bags. Send 600 copies to:

Attn: Kami Lusson, 3004 McElroy Dr., Austin, TX 78757.

Please send this form and payment to the office separately.

Items must arrive by October 20.

**OneYear Virtual Exhibit Hall Web Link
(pre-conference special) \$100**

Take advantage of this special offer to link to your website from our website. Email a 50 word description with logo to vendorseices@tota.org

**The "I Can't be There"
Product Showcase**

NO CHARGE

Put your product on display for attendees to see!

- Send Product Sample items: Resource guides, technology or adaptive aids, dressing aids, workbooks or textbooks, therapeutic products, assessments, hand writing products, CE Courses, sensory toys and products, software, splints, therapy balls, vests, swings, crafting/art items -kits, etc.
- Send 50- 100 flyers, order forms or catalogs.

We will put your flyers and product in our Product Showcase and identify the item as being a donation to our Silent Auction.

Auction proceeds benefit the Texas Occupational Therapy Foundation, a 501 (c) (3) organization.

Send to:

Kami Lusson

3004 McElroy Dr., Austin, TX 78757

Attn: Product Showcase/Silent Auction Items

Please PRINT the following information for the TOTA MCC 2017 Conference Conference Guide

Company Name: _____

Contact Person: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

Email: _____ Company Website: www. _____

- The "I Can't be There" Product Showcase NO CHARGE
- Conference Bag Product/Sample Insert NO CHARGE
- Conference Bag Informational Inserts or Job Opening Flyers \$200
- One Year Virtual Exhibit Hall Web Link(pre-conference special) \$100

Method of Payment:

Check (Name that will appear on company check if different from Exhibitor) _____

Master Card Visa Card Number: _____ 3 Digit Security Code: _____

Exp. Date: _____ Amount: _____ Cardholder's Phone: _____

Cardholder's Name (as it appears on card - please print) _____

Cardholder's Signature: _____

Cardholder's Email: _____ Cardholder's billing zip: _____

Email to vendorseices@tota.org or mail to TOTA, 1106 Clayton Ln. #516W, Austin, TX 78723