

ACPOC 2020



ACPOC

Association of Children's
Prosthetic-Orthotic Clinics

Association Profile and Industry Prospectus

ACPOC Corporate Sponsor:

On behalf of the Association of Children's Prosthetic-Orthotic Clinics (ACPOC), we invite you to participate in the 2020 ACPOC Annual Meeting, March 18–21, located at the Marriott Downtown Waterfront Hotel in Portland, Oregon.

The ACPOC Annual 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 breakfast and lunch, morning and afternoon refreshment breaks, and Friday breakfast, morning and afternoon refreshment breaks.

To maximize the impact of your marketing dollars and receive optimum exposure to our attendees, we encourage you to take advantage of our Wednesday Technical Workshops Program. This will give you 45 minutes to present in front of an audience at a cost much less than a traditional advertisement. This venue gives you the benefit of personal interaction with our attendees. The technical workshops are very popular and may sell out. Act today to confirm your workshop participation. Due to a waiting list for the technical workshops, we are implementing a new policy of one workshop per company.

Additional Benefits of Being a Supporter

- Ability to provide a participant giveaway at any supporter level
- Verbal recognition at ACPOC Annual Meeting by moderators and on main session screen during breaks
- Sign acknowledging supporters prominently located at meeting
- Acknowledgment printed in Annual Meeting Final Program
- Sponsor ribbons distributed at the Annual Meeting
- Recognition on the ACPOC website annual meeting page
- Opportunity for priority floor position selection



ACPOC Association Profile

The Association of Children's Prosthetic-Orthotic Clinics (ACPOC) provides a comprehensive resource of treatment options provided by professionals who serve children, adolescents, and young adults with various musculoskeletal differences.

Founded	1980
Headquarters	📍 Geneva, Illinois
Total Assets	Nearly \$300,000 in 2017
Nonprofit Status	501 (c) (3)

Membership



300+

members in hospital, academic, industry, private practice, specialty hospitals, childrens health care systems and other practice settings.

ACPOC is represented by members in integral roles in national and international committees and activities to improve treatment options provided by professionals who serve children, adolescents, and young adults with various musculoskeletal differences.



Educational Programs

To advance its mission, ACPOC shall provide quality programming that meets the educational needs of its members and ensure practitioner competence and lifelong learning opportunities.



ACPOC Annual Meeting

Sponsorship Levels & Benefits



	Diamond \$3,000	Gold \$2,000	Silver \$1,000	Bronze \$500
Recognition on ACPOC Website, on Meeting Signage, in PowerPoint During Breaks, by Meeting Moderator, on Badge Ribbon	✓	✓	✓	✓
Ad in Final Program Book	1/2 page B&W	1/2 page B&W	1/4 page B&W	1/4 page B&W
Ad on ACPOC Sponsor Webpage	Full-width ad, priority placement	1/2-width ad	1/3-width ad	1/3-width ad
Discount on Exhibition Booth	\$300	\$200	\$100	
Ticket to Evening Social Event	2	1	1	
Insert in the Summer Post-Meeting issue of ACPOC News	4-page	2-page		
Pre-Meeting Email to Attendees	✓	✓		
Flyer Insert in Registration Packet	✓			

ACPOC Annual Meeting

À La Carte Sponsorship Options

Exhibition Booth

\$1,200
(\$1,000 for ACPOC Members)

Booth in exhibition area for opportunity to engage directly with ACPOC members.

Includes the following:

- *one complimentary exhibitor registration for the meeting (additional exhibitor registrations may be purchased separately)*
- *one 6' skirted table (additional tables or an affiliate company table may be purchased separately)*
- *two chairs*

Marketing Opportunities

Starting at **\$1,500** per item

Marketing on specific meeting materials is also available.

These include, but are not limited to:

- *Drink containers*
- *Mousepads*
- *Pens*
- *Notepads*

Company Flyer

\$250

Inserted into the participants' registration packet. Hard copies shipped directly to the hotel by supporter company. Includes registration on the ACPOC Sponsor webpage.

Workshop Presentation

\$900

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. This is a chance for you to present your techniques, manufacturing tools, devices, etc. to the audience and provide information on indications, fit, repair, solutions, etc.

Additional ACPOC Annual Meeting Opportunities

Inquire about custom sponsorship opportunities for the ACPOC Annual Meeting or sponsoring specific continuing education programs at: ACPOC@affinity-strategies.com

ACPOC Annual Meeting

Registration Form



Sponsorship Level *(does not include exhibit booth and extra representative fees)*

- Diamond — \$3,000 Gold — \$2,000 Silver — \$1,000 Bronze — \$500

À La Carte Support Opportunities

- Marketing Opportunity
Correspond with ACPOC to determine cost and availability
- Company Flyer — \$250

Technical Workshop Presentations — Wednesday, March 18 from 11:30am–6:15pm

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 is a chance for you to present your techniques, manufacturing tools, devices, etc. to the audience and provide information on indications, fit, repair, solutions, etc. **No one under 18 years old is permitted in the presentation. 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 seven slots with a maximum time of 45 minutes each. Suggested time allocation would be: 30 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.

One workshop per company.

To be included in the Final Program, registration must be received before January 10, 2020.

Workshop Presentation — \$900

Time Slot:

(Use 1, 2, 3, etc. to indicate preference)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30am–12:15pm	12:30–1:15pm	1:30–2:15pm	2:30–3:15pm	3:30–4:15pm	4:30–5:15pm	5:30–6:15pm	

Company Name: _____

Name of Presenter: _____

Product: _____

Title: _____

Technical Workshop presenter(s) must be registered as a booth representative or a full meeting attendee.

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.

ACPOC Annual Meeting

Registration Form



Booth and Representative Application

Company Name: _____

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's membership dues.

Non-Member Exhibitor Table — \$1,200
(One 6-foot skirted table)

Non-Member Additional Table — \$600
(Second table must be draped with same company name and logo)

Non-Member Affiliate Company Table — \$800
(By registering a second table at this rate, you may drape this table with the affiliated company's name and logo.)

One representative registration is included with each exhibit table. Included with registration is Wednesday Reception, Thursday and Friday breakfasts and breaks, lunch on Thursday, and printed material. Exhibit representatives are welcome to attend any optional events.

Name: _____
Table 1 Representative

Name: _____
Table 2 Representative

Additional Non-Member Exhibitor — \$450
Name: _____

Email: _____

Additional Non-Member Exhibitor — \$450
Name: _____

Email: _____

Member's Name: _____

Member Exhibitor Table — \$1,000
(One 6-foot skirted table)

Member Additional Table — \$500
(Second table must be draped with same company name and logo)

Member Affiliate Company Table — \$600
(By registering a second table at this rate, you may drape this table with the affiliated company's name and logo.)

Space is limited and is on a first-paid basis. All exhibits will be in the same room with food and beverage functions. Companies confirmed by January 10, 2020 will be listed in the final program. Representative cancellations require written notification by January 10, 2020.

Email: _____

Email: _____

Additional Member Exhibitor — \$350
Name: _____

Email: _____

Additional Member Exhibitor — \$350
Name: _____

Email: _____

ACPOC Annual Meeting

Registration Form



General Information *(Required for all applications)*

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Coordinator: _____ Country: _____

On-site Rep: _____ Email: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Please provide us with a high-quality .PNG logo file and a brief description, in electronic form, of your company and products for inclusion in the Final Program. This can be sent via email to ACPOC@affinity-strategies.com. Full payment is required in U.S funds only. Payment must accompany this form to guarantee your space. Cancellations require written notification by **January 10, 2020**, for a full refund. **No refunds on booth fees after January, 2020.**

Payment Information

Please add together your totals from all checked pink boxes and include in the grand total below.

Grand Total: _____ Signature: _____

Marketing Opportunity Please contact me to determine cost and availability

Check (made payable to ACPOC in US funds) **Check Number:** _____

Credit Card **American Express** **Visa** **Mastercard**

Credit Card Number: _____

Card Holder Name: _____

Expiration Date: _____

**Please send registration form and fees
before January 10, 2020 to:**

ACPOC
121 West State St
Geneva, IL 60134
ACPOC@affinity-strategies.com

Sponsorship Terms and Conditions



General Exhibit Information:

We are prepared to furnish individual companies with a draped, 6-foot exhibit table and two chairs. The maximization of your booth space will be key to your attendee traffic. Should an exhibitor want to utilize activities to draw attendees to its table (gifts, samples, food, beverage, demonstrations, etc.), these activities must take place within the confines of the tabletop space. The purpose of the exhibits is to further the education of the meeting attendees through product and service display and demonstrations. Outlying space may not be used for anything other than attendee traffic. Additionally, any activities undertaken must not interfere with traffic to or Interactions at other exhibits. Activities that should be avoided include, but are not limited to, loud music or audio that can be overheard at other exhibits, demonstrations that use up the full break time which prevents attendees from viewing other exhibits, holding attendee events outside of the exhibit hall during sessions, receptions, social events and exhibit hall hours. Gimmicks such as clowns, mimes, jugglers, cartoon characters, etc. may not be used in demonstrations. **No one under 18 years old is permitted in the exhibitor hall.**

You are responsible for ordering, before the meeting, your own internet, electrical, signs, labor, shipping, and tools necessary for setting up exhibits. If additional services are needed, it is the obligation of the exhibitor or his/her agent to provide for arrangement and payment of these services. Internet and electrical will be provided by the Marriott Downtown Waterfront Hotel. All audio-visual needs will be handled by our AV company. AV contact information is pending.

Terms and Conditions:

The terms and conditions listed here are part of the exhibit application and constitute part of the agreement between the exhibiting company and ACPOC. By applying for exhibit space, a company, its agents, consultants and employees agree to adhere to all terms and conditions outlined in this prospectus and herein. It is the responsibility of the exhibitor to ensure that all company personnel or 3rd party agents involved in the exhibit arrangements are aware of, and adhere to, these terms and conditions and conduct themselves in a professional manner throughout the annual meeting. Whenever practical or

appropriate, in the view of ACPOC, disciplinary action will be progressive according to the violation of the listed terms and conditions. However, ACPOC reserves the right to levy a more severe penalty, including refusal, or termination of the exhibit, at its sole discretion. In the event of such restriction or eviction, ACPOC will not be liable for any refunds on rentals or other exhibit related expenses incurred. **Please be sure that your promotional department or anyone else involved in the arrangements of your exhibit has a copy of these terms and conditions. All exhibits must remain fully assembled and staffed as required until the official closing of the exhibit hall.**

Booth Assignment:

Assignment of exhibit tables will be on a first-come, first-served basis for exhibitors not designated as supporters, based upon receipt of exhibit applications and full payment. **Exhibitors may not let, sublet, share or transfer the exhibit privilege or space in whole or in part without the express written consent of ACPOC.** Exhibitors may not exhibit, or permit to be exhibited in their space, any merchandise or advertising materials which are not part of their own products, or those of their subsidiaries.

Exhibitor Registration:

Advance exhibitor registration is provided to all exhibitors. All exhibitors are required to register. **Sharing or trading of badges is not allowed.** A company may register one (1) individual complimentary per one exhibit table. Additional badges may be purchased in advance or on-site. Registration fees must be paid prior to, or at the time of, registration. "No Show" badges are non-refundable. Company badges will not be accepted in lieu of the official badge. Representatives registering on-site will be required to show proof of affiliation (business card) with the exhibiting company and pay a registration fee. Each representative of an exhibiting company must wear the official exhibitor badge at all ACPOC events. **Companies registered and paid in full by January 10, 2019, will be listed in the Final Program.**

Sponsorship Terms and Conditions

Cancellation Policies:

Booth and representative cancellations require written notification by email, fax or mail to the ACPOC office. Cancellations before January 10, 2019 will receive a full refund. Representative cancellations will be charged a 25% administrative fee for each representative cancellation received after January 10, 2019. No refunds will be made on booth registrations after January 10, 2019.

Exhibit Space Policy:

Exhibit personnel may not enter another exhibitor's space or photograph/investigate another exhibitor's products at any time without the express permission of that exhibitor. Exhibitors may not enter an unstaffed exhibitor space at any time. This is in respect to the rights of other vendors to conduct business during the exhibit hours without interference or improper intervention. ACPOC, its representatives, and staff shall have free access to any exhibit during any time in their performance of their assigned duties. Canvassing outside the exhibitor's designated table area is forbidden. Exhibitors may not distribute materials to other exhibitors at any time. All business must be conducted within each exhibitor's table area.

Exhibit Space Occupancy:

Exhibiting companies are responsible for monitoring their own space. Exhibits must be staffed by registered individuals who are representatives of the exhibitor. An exhibitor is responsible for the conduct and appearance of the exhibitor's employees or agents, and **an exhibitor or agent must be present in the exhibit space during all required open hours**. An exhibiting company whose booth space is not completed and staffed by the close of the exhibit installation period will forfeit all exhibit rights. ACPOC reserves the right to reassign space without notification or refund.

Exhibit Personnel:

ACPOC and the Exhibitor agree that the purpose of the Exhibition is exclusively for the education of persons attending the Annual Meeting and exhibit staff will conduct themselves accordingly. If models are utilized for product demonstration, their conduct and manner must adhere to the professional environment of the ACPOC Annual Meeting. **No one under 18 years old is permitted in the exhibitor hall.**

Exhibit Materials:

Items considered appropriate for distribution are educational materials, pens, mouse pads, pencils, luggage tags, calendars, note pads, mugs and key chains. Balloons, noisemakers and tobacco products are prohibited, as well as other items at the discretion of ACPOC staff.

Exhibitor Meetings/Events:

Exhibitors are welcome to hold meetings and events so long as they do not interfere with ACPOC related activities such as the welcome reception, all educational sessions, social event and when the exhibit hall is considered open. ACPOC will have control of assignment of all suites and meeting space contracted at the Marriott Downtown Waterfront Hotel will release space to exhibitors on a first-come, first-served basis. Exhibitors may request hotel meeting space by contacting the ACPOC Headquarters office. Space outside of hotel property may be secured directly through that vendor. Under no circumstances, will companies neither exhibiting, nor making ACPOC Annual Meeting contributions equal to the average booth fee, be permitted to sponsor activities during the ACPOC Annual Meeting.

Optional and Social Events:

A separate registration form for optional and social events will be available in the Preliminary Program, available in December 2019. Exhibit representatives are welcome to join these events. When registering for any optional events, indicate on the Registration Form your company and that you are registered with an exhibit. Exhibitors may attend the general session or symposia at no additional charge, unless the room where the course is being held is full. Exhibitors must identify themselves and maintain a courtesy to the speaker. Name badges must be worn at all times.

Compliance with Local and Ordinances:

Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations.

Sponsorship Terms and Conditions



Fire Ordinances:

Local fire codes and ordinances require that the aisles be clear at all times. Demonstration areas shall not be placed on the aisle sideline of an exhibit. Sufficient space within an exhibit area must be left to absorb any crowd. Should spectators interfere with other exhibits, ACPOC may, in its sole discretion, require that the demonstration be limited or canceled.

Exhibitor Liability:

All property of the exhibitor remains under the exhibitor's custody and control in transit to and from the Marriott Downtown Waterfront Hotel, during installation and removal, and while it is in the confines of the Marriott Downtown Waterfront Hotel. Neither ACPOC, the Marriott Downtown Waterfront Hotel nor any other of the officers, directors, agents, or employees of any of the same are responsible for the safety of the exhibitor's property from theft, damage by fire, accident, vandalism, or any other causes, and the exhibitor expressly waives and releases any claim or demand against any of them by reason of any damage to or loss of any property, except where the damage or loss is due to gross negligence or willful misconduct of the person or entities mentioned above, their agents or employees. 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. We recommend that you take laptops and other electronic valuables with you when you leave the exhibit hall.

The exhibitor expressly releases ACPOC and the Marriott Downtown Waterfront Hotel, their directors, officers, agents and employees from any such loss, damage, including that by fire and theft or injury. If ACPOC is made a party to any litigation commenced by or against an exhibitor, or relating to this lease or the premises leased hereunder, then the EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including reasonable attorneys' fees, INCURRED BY OR IMPOSED UPON ACPOC BY REASON OF LITIGATION. ACPOC recommends that the exhibitor obtain its own insurance at its expense for loss or damage to property or injury to persons.

Damage to Property:

Exhibitors will be held financially responsible for any damage done to the Marriott Downtown Waterfront Hotel by them, their employees, or agents. No nails, tacks, or screws may be driven into the floor, wall, or woodwork of the building.

Use of ACPOC Name, Insignia or Logotype:

The use of the name, insignia, logotype or other identifying marks of ACPOC may not be used in signs, advertising or promotions in any media or descriptive product literature or products without written permission from the ACPOC staff. The only exception is that exhibitors may reference the Annual Meeting (with date and place) of ACPOC on their materials associated with the Annual Meeting.

Reservation of Right to Make Changes:

Any matters not specifically covered herein are subject to decision by the ACPOC Board of Directors and staff. ACPOC reserves the right to make such changes, amendments, and additions to these terms and conditions as it considers advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any changes.

Warranties:

ACPOC makes no warranties, either express or implied, as to the availability or suitability of the facilities and the equipment of the conference site.

Hotel:

By staying at the conference venue, you help ACPOC meet their contractual obligations. Please take this into consideration when making your accommodation decision.

Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201
(503) 226-7600

Hotel Reservations are available online at
<https://book.passkey.com/go/acpocannualmeeting>

Room rate is \$169 plus taxes.

Sponsorship Terms and Conditions

Audio Visual and Internet Contractor:

AV Contact Information Pending

Shipping Information:

Please ensure your package is delivered to the hotel up to three working days prior to the start of the event. The following information must be on all packages to ensure proper delivery:

In-bound Shipping Instructions:

Portland Marriott Downtown Waterfront
C/O (Person Receiving the Boxes) ACPOC March 18–20
1401 SW Naito Parkway
Portland, OR 97201

Installation and Dismantling of Exhibits:

Exhibits need to be set up prior to the start of the reception on Wednesday, March 18, at 6:00 PM.

Set Up: Wednesday, March 18, 2020 between 1:00 PM - 6:00 PM

Take Down: Friday, March 20, 2020, after the afternoon break (approximately 3:00 PM)

Exhibit Hours:

The Exhibit Hall will be open for attendees:

- Wednesday, March 18: 6:30 PM - 8:30 PM
- Thursday, March 19: breakfast, lunch and breaks
- Friday, March 20: breakfast and breaks

(Exact exhibit times are TBD. Times will be published once the program has been finalized and will be sent to registered exhibitors in 2020)

Approximate Schedule:

Wednesday, March 18

- Set Up, 1:00 PM – 6:00 PM
- Technical Workshops, 11:30 AM – 6:15 PM
- Welcome Reception, 6:30 PM – 8:30 PM

Thursday, March 19

- Light Breakfast
- Morning Break
- Lunch
- Afternoon Break

Friday, March 20

- Light Breakfast
- Morning Break
- Lunch for Members Only Business Meeting
Nonmembers – on their own for lunch
- Afternoon Break – Passport prize announced
- Take Down: After the afternoon break

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

*****Companies who leave early or are not in attendance at their booth at the required times above may be subject to a penalty*****