



MPMS Exhibitor Opportunities
Coding & Insurance Workshop: March 7, 2015
Comprehensive Management of the Diabetic Foot: April 11, 2015

Registration is available at:
www.MassPodiatrists.org

Where:	March 7: Hilton Boston Dedham Hotel 25 Allied Drive Dedham, MA 02026 781-329-7900	April 11: Conference Center at Waltham Woods 860 Winter Street Waltham, MA 02451 781-434-7387
Exhibit Fee:	\$750 per event; register for both events and save \$100 (\$1400)	
Assignment of space	Space at both events is limited, allocations of space will be made on a first come-first served basis.	
Payment for Space	Payment must be made in full and mailed to: MPMS, 6 Boston Road, Suite 202, Chelmsford, MA 01824.	
Cancellation or withdrawal	All attendee cancellations must be in writing. Cancellations received by two weeks prior to the event will be offered a refund less a \$50 cancellation fee. No refunds after February 20, 2015 for the March event and March 27, 2015 for the April event.	
Exhibit Hours	Saturday, March 7, 2015 7:00 AM – 1:30 PM; Saturday April 11, 2015 7:00 AM – 1:30 PM	
Booth Info	Each single booth purchased includes: 2 organization reps, 1 – 6-ft. skirted table, chair, and wastebasket.	
Exhibit Setup	Setup begins at 6:00 AM on the day of the event.	
Exhibit Tear Down	After 1:30 PM on the day of the event.	
Electricity	Electricity is available at no extra charge. If you require electricity, please notify Maria Brogan at maria@masspodiatrists.org that you will need power at your booth.	
Hotel Reservations (March 7 event only)	Make your overnight room reservations at the Hilton Boston Dedham and take advantage of our low group rate of \$119/night. <i>Expires February 4, 2015.</i> Call (800) 445-8667 to reserve your room and be sure to identify yourself as part of the Massachusetts Podiatric Medical Society. Check in is 3:00 pm, check out is 12:00 pm.	

Attendee Lists	Hard copy attendee lists will be handed out on site.										
Dress	Dress for the program is business casual. We encourage you to bring a jacket or sweater that you can remove if you find the room warm and keep on if you find it cool.										
Exhibitor's Representative	Each exhibitor organization must have at least one person acting as its representative with authorization to enter into service contracts necessary for the installation and removal of exhibits and the provision for which each exhibitor is responsible. All materials placed within an exhibitor's booth are the responsibility of that exhibitor. The exhibitor agrees not to sublet any of their assigned space as provided.										
Exhibit Standards	MPMS shall retain the right to prohibit any exhibitor or part of an exhibit that it does not deem suitable for the exhibition or in keeping in character with or the purpose of this conference.										
Safety	Fire regulations require that all display material used for decoration be flame proof. All electrical equipment, including signage and lights shall be in good condition and be able to pass inspection by the fire marshal. Use of flammable materials necessary to the exhibit where no alternative can be used must first be brought to the attention of MPMS 30 days prior to the event in writing.										
Shipping	Exhibitors agree to ship at their own risk and expense property to be exhibited. All shipments must be prepaid. Due to limited storage space, shipments may not arrive at the designated facility earlier than Wednesday prior to the Saturday event otherwise the facility reserves the right to refuse the delivery. You may ship to: <table border="0"> <tr> <td>Hilton Boston Dedham Hotel</td> <td>The Conference Center at Waltham Woods</td> </tr> <tr> <td>Attn: Ann Marie Rathbun</td> <td>Attn: Carol Ferris</td> </tr> <tr> <td>Hold for MPMS 3/7/15</td> <td>Hold for MPMS 4/11/15</td> </tr> <tr> <td>25 Allied Drive</td> <td>860 Winter St</td> </tr> <tr> <td>Dedham, MA 02026</td> <td>Waltham, MA 02451</td> </tr> </table>	Hilton Boston Dedham Hotel	The Conference Center at Waltham Woods	Attn: Ann Marie Rathbun	Attn: Carol Ferris	Hold for MPMS 3/7/15	Hold for MPMS 4/11/15	25 Allied Drive	860 Winter St	Dedham, MA 02026	Waltham, MA 02451
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Copyright Permission	Exhibitor represents and warrants that no work protected by copyright will be staged, produced or otherwise performed without the expressed written consent of the owner of the copyrighted material.										
Specific Site rules and regulations	By registering for this event the exhibitor agrees to all rules and regulations set forth by the facility hosting the event.										
Amendments to Regulations	Any and all matters not related or mentioned in these rules and regulations shall be the decision of MPMS. The aforementioned items covered in these rules and regulations may be changed at any time by MPMS in the interest of the conference.										
Responsibility	It is the responsibility of the exhibitor to be fully familiar with these rules and regulations. MPMS reserves the right to refuse space to any potential exhibitor or advertiser.										

For more on exhibiting, sponsorship, or any questions on the conference please contact: maria@masspodiatrists.org

Massachusetts Podiatric Medical Society
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Ph: 978-256-0935 • Fx: 978-250-1117 • Web: www.MassPodiatrists.org