



February 1, 2019

Dear Industry Supporter,

We invite you to exhibit at the MFAS Spring Meeting which takes place at the Boston Marriott Newton Hotel on Saturday, May 4th. The event has a sports medicine theme. Details are below.

Where:

Boston Marriott Newton Hotel, 2345 Commonwealth Ave, Newton, Massachusetts 02466

Exhibit Fee and Registration:

\$750 per exhibit table (6 foot, skirted.) [Registration and additional information may be found here.](#)

Assignment of space

Space is limited, allocations of space will be made on a first come-first served basis.

Payment for Space

A copy of our W-9 is available here. Payment must be made in full and mailed to:
Massachusetts Foot & Ankle Society Inc, 4 Lan Dr, Suite 310, Westford, MA 01886

Cancellation or withdrawal

All 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 April 20, 2019.

Exhibit Hours

Breakfast, Morning Break, Afternoon Break. There is also a networking lunch with the doctors.

Included in Your Exhibit

Each single exhibit table purchased includes: 2 exhibit personnel registrations, 1 – 6-ft. table, 2 chairs, breakfast, AM break, lunch and cocktail reception for 2 personnel, signage with your logo thanking you for your support.

Exhibit Setup

Setup begins at 7:30 AM on the day of the event.

Exhibit Tear Down

After 2:30 PM on the day of the event.

Electricity

Please [contact the MFAS office](#) if you need electricity.

Attendee Lists

Available in real time through our web site

Dress

Dress for the program is business or 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 in attendance acting as its representative. All materials placed within an exhibitor's table are the responsibility of that exhibitor. The exhibitor agrees not to sublet any of their assigned space as provided.

Exhibit Standards

MFAS 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 MFAS 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. Any materials being returned from the event must be packaged, labeled and left in the designated area in order to be returned.

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 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 MFAS. The aforementioned items covered in these rules and regulations may be changed at any time by MFAS in the interest of the conference.

Responsibility

It is the responsibility of the exhibitor to be fully familiar with these rules and regulations. MFAS reserves the right to refuse space to any potential exhibitor or advertiser.

Thank you for your support!

Pamela H. McKenna, CAE
Executive Director