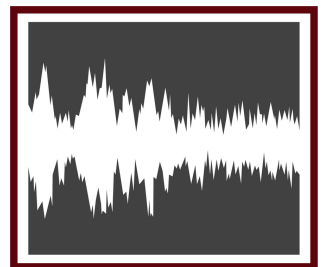


THE FALL
VOICE
CONFERENCE



2024 EXHIBITOR PROSPECTUS

OCTOBER 24-26, 2024
PHOENIX, ARIZONA



THE FALL
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CONFERENCE

AGENDA AT A GLANCE **agenda times are subject to change

THURSDAY, OCTOBER 24, 2024

6:00 - 10:00 AM *Platinum & Gold Exhibitor Set Up*

5:30 - 6:30 PM Thursday Reception for Platinum & Gold Levels

7:00PM *Bronze & Silver Exhibitor Set Up after Reception*

FRIDAY, OCTOBER 25, 2024

7:00-8:00 AM Breakfast and Exhibit Viewing

10:15-10:45 AM BREAK & EXHIBIT VISITATION

11:45AM-1:15 PM Lunch- All attendees on own

3:15- 3:35 PM BREAK & EXHIBIT VISITATION

5:30-7:00 PM Faculty Appreciation & Poster Reception

SATURDAY, OCTOBER 26, 2024

7:00-8:00 AM Breakfast and Exhibit Viewing

10:00-10:20 AM BREAK & EXHIBIT VISITATION

11:20AM-12:30 PM Lunch- All attendees on own

2:30- 2:50 PM BREAK & EXHIBIT VISITATION

2:50PM *Exhibitor Break-down*

You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 5:00 PM).

MEETING VENUE & HOTEL INFORMATION

Sheraton Phoenix Downtown
340 North 3rd Street
Phoenix, Arizona. 85004

Room Rate - \$259/night plus taxes and fees - The link to reserve a room will be sent to you with your confirmation of payment. *Reservations need to be made by September 24, 2024 to be guaranteed the group rate. (only applies if rooms are still available in our block)*

SHIPPING & RECEIVING

PREPARING YOUR SHIPMENT:

Please schedule your shipment(s) to arrive **3 days prior** to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s).

Please do not address shipments using property employee names, this includes arranging for deliveries to all areas on the property.

NOTE: If a package is not picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees.

Sample shipping label:

[Guest Name and Cell Number]
[Convention/Conference/Group/Event Name]
c/o Sheraton Phoenix Downtown
340 N. 3rd Street
Phoenix, AZ 85004

Box ____ of ____

FEES:

Package Weight*	Inbound	Outbound
Items less than 10 lbs	\$7	\$2
11 - 20 lbs	\$10	
Greater than 20 lbs	\$25	\$5
Oversized Item	\$35	
Pallets	\$75	\$10

*Package weights will be rounded up to the nearest pound.

STORAGE:

A \$10 fee will apply to each package received and stored for more than **five (5)** calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee of \$50 if stored for more than five (5) calendar days.

SHIPMENTS WITH SPECIAL REQUIREMENTS:

Meeting and event planners are encouraged to contact the Sheraton Phoenix Downtown in advance of shipping their items with any specific questions. If you have any special needs, please work directly with your Event Manager, who will communicate these needs to our receiving department in advance of your event.

Individual guests, exhibitors, and attendees are encouraged to contact the Sheraton Shipping & Receiving office at 602-817-5392 in advance of their items with any specific questions or special needs.

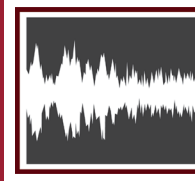
ADDITIONAL SERVICES:

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$500. Please note that staff members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.



SHERATON
Phoenix Downtown

EXHIBIT LEVELS



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PLATINUM PLUS

\$15,000

- Priority Set-Up on Thursday, October 24h between 6:00 - 10:00am
- Exhibit Space during Pre-Conference on Thursday, October 24th
- Complimentary registration, badges, and log in access for five (5) company representatives in the Conference App.
- One exhibit table with exclusive top placement in the exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Splash Screen, Rep Names & 3 Push Notifications
- Virtual Exhibit Hall - Exclusive placement, Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- Fall Voice website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Two (2) Email Blasts to the TFV membership with your ad copy (i.e. advertising a future event, information about your company/product, blind survey etc) Patron level ribbons on name badges
- Four (4) Social Media Spotlights - postings to showcase your company/product on the TFV Facebook and Twitter accounts
- *Includes **EXCLUSIVE** participation in the Friday Hands-On Workshop*
Limited spaces available!

PLATINUM

\$13,000

- Priority Set-Up on Thursday, October 24h between 6:00 - 10:00am
- Exhibit Space during Pre-Conference on Thursday, October 24th
- Complimentary registration, badges, and log in access for five (5) company representatives in the Conference App.
- One exhibit table with exclusive top placement in the exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Splash Screen, Rep Names & 3 Push Notifications
- Virtual Exhibit Hall - Exclusive placement, Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- Fall Voice website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Two (2) Email Blasts to the TFV membership with your ad copy (i.e. advertising a future event, information about your company/product, blind survey etc) Patron level ribbons on name badges
- Four (4) Social Media Spotlights - postings to showcase your company/product on the TFV Facebook and Twitter accounts

Register
Now

TABLE/EXHIBIT LOCATION

All exhibits will be in the ballroom foyer outside of the meeting space. Table placement will be based on exhibit level.

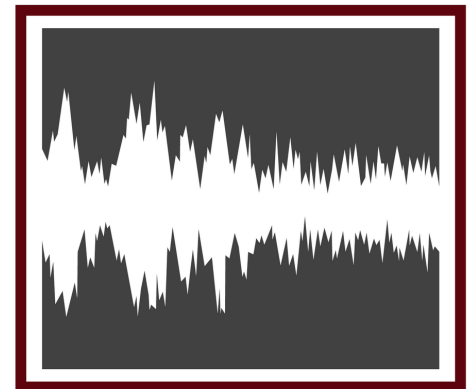
ADD'L EXHIBIT REP

\$250/rep for Gold & Platinum over number included with selected exhibit level.

A maximum of 2 additional badges are available per exhibitor. Should you need more than 2 badges you will need to move to the next highest level.

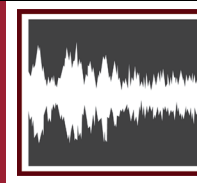
NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed



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EXHIBIT LEVELS



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GOLD LEVEL

\$10,000

- **Priority Set-Up on Thursday, October 24th between 6:00 - 10:00am**
- **Exhibit Space during Pre-Conference on Thursday, October 24th**
- Complimentary registration, badges and login access for four (4) company representatives on the Conference App (agenda, attendee directory, speaker materials, sponsor recognition, and more)
- One exhibit table with priority placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Rep Names & 2 Push Notifications
- Virtual Exhibit Hall - Priority placement, Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- Fall Voice Website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Patron level ribbons on name badges
- One (1) Email Blast to the TFV membership with your ad copy (i.e. advertising a future event, information about your company/product, blind survey etc) Three (3) Social Media Spotlights - postings to showcase your company or product on the TFV Facebook and Twitter Accounts

SILVER LEVEL

\$7,000

- Complimentary registration, badges and login access for three (3) company representatives on the Conference App (agenda, attendee directory, speaker materials, sponsor recognition, and more)
- One exhibit table with assigned placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Rep Names and one (1) Push Notifications
- Virtual Exhibit Hall - Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information
- TFV website - Company Logo
- Onsite Signage - Company logo on patron signage throughout the activity Patron level ribbons on name badges

BRONZE LEVEL

\$4,000

- Complimentary registration, badges and login access for two (2) company representatives on the Conference App (agenda, attendee directory, speaker materials, sponsor recognition, and more)
- One exhibit table with assigned placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, and Rep Names
- Virtual Exhibit Hall - Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information
- TFV website - Company Logo
- Onsite Signage - Company logo on patron signage throughout the activity Patron level ribbons on name badges

TABLE/EXHIBIT LOCATION

All exhibits will be in the ballroom foyer outside of the meeting space. Table placement will be based on exhibit level.

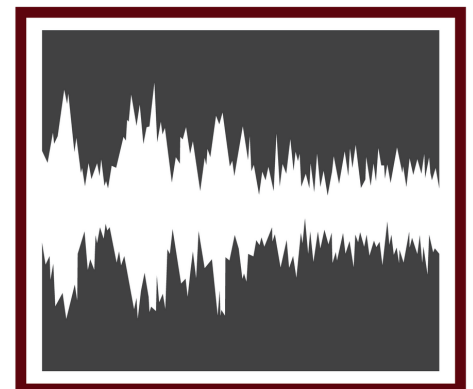
ADD'L EXHIBIT REP

\$250/rep for Gold & Platinum over number included with selected exhibit level.

A maximum of 2 additional badges are available per exhibitor. Should you need more than 2 badges you will need to move to the next highest level.

NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed



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SUPPORT ADD-ON'S



NETWORKING EVENT OPPORTUNITIES

Support the conference by sponsoring a network event. You have the ability to sponsor food stations, dinners, or receptions. Signage will be made with your company logo and displayed at the event.

PRODUCT THEATER SPONSORSHIP

\$20,000

Your organization will have the opportunity to host a NON-CME product theater for attendees. This sponsorship includes the following; (1) lunchtime slot, room rental, AV, and 1 email blast to attendees promoting the presentation. Your speaker name and title will be included on the agenda. **Your organization would be responsible for the following; Speaker fees including but not limited to all travel related expenses and honorarium.**

***Sponsoring organization will not be responsible for the cost of the lunch food and beverage for the attendees.**

FOOD & BEVERAGE:

- Thursday Cocktail Reception - \$6000
- Friday Cocktail Reception - \$7500
- Coffee/Tea Sponsor - \$1000
- Soft Drinks/Water Sponsor - \$750

ADVERTISING & PROMOTION

Use this opportunity to promote your company. Add your logo to the one of the following options that attendees will carry around or see during the entire meeting.

Lanyard Sponsor* -

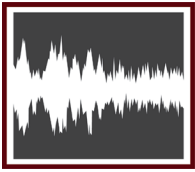
Your company logo will hold the name badges for attendees during the meeting. - \$3000
(Sponsor will produce and ship a minimum of 600 lanyards to the meeting)

Gift Bag Sponsor* - "Fall Voice Attendee Gift Bag" - Company Logo on bag filled with assorted snacks. - \$5000

WIFI PASSWORD SPONSOR

Your COMPANY NAME will be the customized WIFI PASSWORD. Every attendee and exhibitor will be using the meeting WIFI, your company name will be displayed at the registration table, on the meeting slides and all users will be required to use your company name every time they log into the WIFI. - \$5000





THE FALL VOICE CONFERENCE

EXHIBIT CONTRACT

EXHIBITOR CONTRACT TERMS

- 1.Registration must be submitted online at fallvoice.org. If purchased, each company will have one (1) table for the Fall Voice Conference.
- 2.Exhibitors are required to have a representative at their table during exhibit hours.
- 3.The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional representative is \$250.
- 4.Exhibitor set-up begins on Thurs., Oct 24 at 6:00am for Platinum & Gold Levels and Thurs., October 24 at 7:00 PM for all levels. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 5:00 PM, Saturday, October 26.
- 5.All sound equipment must be regulated so that it does not disturb neighboring exhibits. Fall Voice reserves the right to determine at what point sound constitutes an interference with others and must be discontinued.
- 6.Due to regulations by the music industry regarding music at public meetings, conventions, and shows, exhibitors may not play music during the trade show, either live or recorded.
- 7.Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
- 8.Fall Voice authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
- 9.Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
- 10.Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
- 11.Objectionable practices by exhibitors or official suppliers should be reported immediately to Fall Voice management and not after the show is completed.
- 12.No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
- 13.It is agreed that Fall Voice and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
- 14.The exhibitor agrees to indemnify and hold harmless the Fall Voice and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.

- 15.Fall Voice will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
- 16.Neither Fall Voice nor the host hotel maintains insurance covering property brought onto or stored on the resort's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
- 17.Exhibitors will not offer educational/training programs within the show facility simultaneous to the Fall Voice and related programs.
- 18.This agreement includes a one-time list of pre-meeting and post-meeting attendees.

BOOTH CONSTRUCTION

- 1.All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
- 2.No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
- 3.All materials used for decorating must be flameproof.
- 4.Construction and signs that are above 8 feet in height must be approved by the Fall Voice.
- 5.All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
- 6.Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
- 7.In order to meet the set-up deadline, the Fall Voice management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Friday, October 24, 2024. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 5:00 PM, Saturday, October 26, 2024.
- 8.The interpretation of all rules and regulations is the responsibility of the Fall Voice Executive Committees or their designated representative. All decisions of said group or representatives are final.

REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to October 24, 2024 are eligible for 50% refund. Cancellation 29 days or less before October 24, 2024 are not eligible for a refund. All refunds originally paid through a credit card will be subject to a refund minus the credit card processing fees included from credit card processor.

***YOU MUST REGISTER ONLINE ***

By registering online, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form before or on the date of the meeting or I understand that my company will not be able to exhibit. If for any reason, the Fall Voice Conference must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to October 24, 2024. Cancellations 29 days or less before October 24, 2024 are not eligible for a refund. Must allow 6-8 weeks for refund processing.