



OHIO
FOOT AND ANKLE MEDICAL
FOUNDATION

2018 Coding and Financial Institute

Hosted by Ohio Foot and Ankle Medical Foundation

We would like to invite you to sponsor our 2018 Coding and Financial Institute which will be limited to 5 companies. All sponsors are welcome to set up exhibit tables on Friday, February 16th from 7:00am – 4:00pm and will be provided with pre and post institute attendees lists.

The cost of a sponsorship is \$800, and spaces will be assigned on a first come, first PAID basis. A six foot long table, 2 chairs and a table cloth will be provided. Once sponsorships are sold out a wait list will be started. Sponsors will be promoted on www.ohfama.org

Sponsors are welcome to send OFAMF a company flyer that will be included in all registration packets.

Location • Embassy Suites, 2700 Corporate Exchange Dr February 16, 2018 • Columbus, Ohio 43231

Company Name: _____

Company Product: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Business Phone: _____ Fax #: _____

E-Mail: _____ Website: _____

Payment Method – Please Mark One ___ Sponsorship \$800

Check payable to OFAMF American Express Discover Card MasterCard VISA Amount Authorized: \$ _____

Account Number: _____ Expiration Date: _____ Security Code: _____

Name as printed on Credit Card: _____

Billing Address of Credit Card: _____

Signature: _____ Date: _____

Company Representative(s): 1) _____ 2) _____

Please mail or fax form with payment to:

OFAMF, 1960 Bethel Rd Ste 140, Columbus, OH 43220 Phone: (614) 457-6269, Fax: (614) 457-3375 or email:
Iridolfo@ohfama.org

Please review these rules and regulations carefully. Your signature on the Exhibit/Sponsorship Form binds you and your company to this contract and the terms expressed herein.

Products/Services

The products or services that are exhibited at the OFAMF 2018 Coding and Financial Institute must be those related to the interests and educational values of the conference. The OFAMF 2018 Coding and Financial Institute may refuse to accept the application of any company or persons whose products/services do not meet the educational integrity and objectives of the OFAMF 2018 Coding and Financial Institute.

Exhibitor/Sponsor Activities

Any products/services showcased or displayed by the exhibitor/sponsor must be conducted or distributed within the exhibit space assigned. The exhibitor/sponsor is prohibited from displaying their products/services in other exhibitor/sponsor spaces or in common areas.

Only one company can exhibit per space. Exhibitors/sponsors are required to keep their assigned space in good order and cleanliness at all times. Exhibitors are prohibited from bringing oversized displays due to space requirements. Exhibitors must be able to display on the 6 foot table top provided or not use the table top using a floor display. Displays are not to be wider than 6 feet. A representative of the company may attend the program, but is not allowed to engage in any promotional activities in the lecture hall while the program is taking place. **Only 2 (two) representatives per sponsorship space are permitted at one time.**

Set Up

Set-up for Sponsors is Friday, February 16, 2018 from 7:00 – 7:30 am.

Liability

OFAMF and the hotel are not responsible for any loss or damage of property. It is the responsibility of the representatives to secure valuables when the exhibit table is not attended. Insurance, if desired, is the responsibility of the exhibitor.

Deposits/Refunds

Sponsorship spaces will not be assigned without a payment in full. No refunds will be given for cancellations or no shows.

Seminar Location

Embassy Suites, 2700 Corporate Exchange Dr, Columbus, Ohio 43231

For hotel reservations, call 614-890-8600 and use the Group Code: **OFA**