

*Joint World Congress of*  
**ISPGR**  
and  
**Gait & Mental Function**

June 24 – 28, 2012

Clarion Hotel and Congress Centre Trondheim  
Trondheim, Norway

**Sponsor & Exhibit  
Opportunities Package**

Version 1.0



INTERNATIONAL  
SOCIETY FOR  
POSTURE & GAIT  
RESEARCH

[www.ispgr.org](http://www.ispgr.org)

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Dear Colleagues,

It is our pleasure to invite you to support our next meeting, which will be held in Trondheim, Norway from June 24 – 28, 2012. In addition to being ISPGR's 20th International Conference we are partnering with the Gait and Mental Function Conference for this congress. We therefore invite you to the **Joint World Congress of ISPGR and Gait & Mental Function**, during the summer solstice in the beautiful and historic city of Trondheim, Norway.

The congress will be held at the **Clarion Hotel and Congress Centre Trondheim**, a state-of-the-art, energy efficient facility and Norway's largest meeting and congress centre, opening in April 2012. Located ocean-side in downtown Trondheim, this facility offers an excellent arrangement for our joint congress.

The congress theme is: **Movement Analysis – From Bench to Bedside**. Under the guidance of our International Scientific Committee, the congress will include presentations of interest to researchers and practitioners in the fields of Posture, Gait and Mental Function. Specific congress topics and presentation streams include:

- Development and aging
- Falls and falls prevention
- Cognitive impairments
- Vestibular function and disorders
- Neurological, orthopedic and psychiatric diseases
- Physical activity and exercise interventions
- Robotics, modelling and biomechanics

The congress provides an excellent opportunity for companies and organizations involved in Posture, Gait and Mental Function to extend their marketing activities and support the congress through its sponsorship and exhibit program. Advertise in the congress program, be an exhibitor and display your product, or have your company's name attached to one of our social events! Full details can be found in this package.

Trondheim - with its natural beauty, rich culture, stimulating arts, musical scene and traditional elegance - offers an endless amount of amazing experiences. We look forward to welcoming you next summer in Trondheim during the season of the midnight sun!

We look forward to welcoming you to the beautiful city of Trondheim in June 2012!

Sincerely,



**Bas Bloem**  
President



**Jorunn L. Helbostad**  
2<sup>nd</sup> Vice President &  
Conference Chair

*ISPGR is an international member-based non-profit society that provides a multidisciplinary forum for basic and clinical scientists and practitioners to present and discuss the latest research, clinical findings and practical applications relating to the control of posture and gait and disorders herein. Membership is open to scientists, students and practitioners involved in these areas of study and delivery. Join or renew your membership, or sign up to ensure you receive information about ISPGR and the joint congress at [www.ispgr.org](http://www.ispgr.org).*

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INTERNATIONAL  
SOCIETY FOR  
POSTURE & GAIT  
RESEARCH

## What is the Joint World Congress of ISPGR and Gait & Mental Function?

The 1<sup>st</sup> Joint World Congress of ISPGR and Gait & Mental Function will bring together posture and gait researchers and clinicians from around the world for discussion and exchange of the most cutting edge knowledge, insights, issues and ideas.

The International Society for Posture and Gait Research was formed in 1969 under the name the International Society of Posturography, by a group of basic scientists and clinicians who had similar interests in quantifying postural sway during stance. Most of the Society members in the first years were from Europe and Japan.

The first meetings took place in Madrid (1971), Smolenica (1973), Paris (1975), Sofia (1977), Amsterdam (1979), Kyoto (1981), and Houston (1983). At the 1983 meeting in Houston the founders realized that interest in posturography had expanded to include the entire area of balance and gait control and at the annual meeting in 1986, the Society was renamed to its current name.

By the 1992 meeting in Portland, Oregon, the Society had grown to over 300 members worldwide and member interests expanded to include sensory and motor control neurophysiology, biomechanics, movement disorders, neural circuitry, vestibular function, neurological disorders, effects of development and aging, rehabilitation, robotics, modeling, neural compensation, and motor learning as related to control of balance and gait.

In 2010, recognizing opportunities to grow the organization, the board secured professional association and conference management support and made the decision to host a congress with the Gait and Mental Function Conference. Thus, the first joint ISPGR and Gait and Mental Function group congress is scheduled for **June 24 – 28, 2012** in at the **Clarion Hotel and Congress Centre** in Trondheim, Norway.

## Who is Organizing the Congress?

The Joint ISPGR and Gait & Mental Function Congress is being organized under the leadership of Jorunn L. Helbostad, 2<sup>nd</sup> Vice President and Conference Chair, with the direction of the ISPGR and support from the association and conference management team at De Armond Management Ltd.

## Who Attends the Congress?

The congress draws leading scientists and clinicians in all areas of posture and gait research from over 40 countries worldwide, including cognitive neuroscientists, neurologists, neurophysiologists, psychiatrists, pediatricians, gerontologists, rehabilitation specialists and physical and occupational therapists.

Past ISPGR and Gait & Mental Function conferences drew scientists and clinicians from the following areas:

- Sensory and motor control neurophysiology
- Biomechanics
- Movement disorders
- Neural circuitry
- Vestibular function
- Neurological disorders
- Effects of development and aging
- Rehabilitation
- Robotics
- Modeling
- Neural compensation
- Motor learning



## Why Sponsor?

### √ **Connect with Leading Researchers, Practitioners and Clinicians**

You will gain exposure, build relationships, develop partnerships and connect with representatives in the fields of posture and gait research from over 40 countries worldwide.

### √ **Premium Branding & Positioning Opportunity**

You will reach your target audience and be recognized as a supporter of the congress and its aims. Set your product, service and brand apart from your competitors - guaranteed visibility on printed materials, advertising, and promotions.

### √ **Face Time with Leading Scientists and Clinicians**

You will have the opportunity to connect with over 800 international posture and gait representatives to build relationships and form valuable partnerships. Congress registration, marketing opportunities, exhibit booths and networking are among the many benefits associated with sponsoring this congress.

Read on for more information on the opportunities available to you when you support this congress!

## How to Become a Sponsor

To become a sponsor or exhibitor, please review the information within this package and complete the appropriate application forms. Should you wish to discuss sponsor and/or exhibit opportunities, please contact our Secretariat.

### **De Armond Management Ltd.**

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 Victoria, BC  
 Canada V8N 1X6

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## General Information

### Congress Venue

Clarion Hotel & Congress Trondheim  
Trondheim, Norway  
Tel: +47 922 42 519

### Language

The official language of the congress is English. No simultaneous translation will be provided.

### Schedule of Events

Sunday, June 24

- Registration
- Board Meeting
- Opening Lecture
- Welcome Reception

Monday, June 25

- Keynote Lecture
- Oral Sessions
- Lunch, Poster Session and Congress Expo
- Oral Sessions

Tuesday, June 26

- Keynote
- Oral Sessions
- Lunch, Poster Session and Congress Expo
- Excursions

Wednesday, June 27

- Keynote Lecture
- Oral Sessions
- Lunch, Poster Session and Congress Expo
- Oral Sessions
- Young Scientist Award Lecture
- Oral Sessions
- Mid-Summer's Night Pool Party

Thursday, June 28

- Keynote Lecture
- Oral Sessions
- Lunch, Poster Session and Congress Expo
- Oral Sessions
- Closing Ceremony



For full program details, speaker and accommodation information and a list of key dates, please visit our website.

## Your Sponsorship Opportunities

As a sponsor of the congress, your brand will be exposed to over 1500 members of the ISPGR community and the 800+ delegates of the conference through announcements and newsletters. Differentiate your company from your competitors, increase your company's visibility or introduce your new products to this unique group of leaders.

Choose any number of the opportunities listed below. Based on your selections, the total value of your sponsorship will place you in one of the following *sponsor levels* (full details on *sponsor levels*, including values, can be found in the next section):

- Platinum
- Gold
- Silver
- Bronze

Opportunities are booked on a first come, first served basis, so book early!

*Should you wish to participate in the Congress Expo only, please refer to the "Your Exhibition Opportunities" section later in this document.*

## Social Function Opportunities

### Welcome Reception

**\$10,000\***

*Exclusive opportunity*

This congress will open with a bang! The Welcome Reception will be held on Sunday, June 24 at **Rockheim**, Norway's national museum of pop and rock. This is your exclusive opportunity to join congress attendees for a one-of-a-kind interactive display of all that is rock and roll. Attendees will enjoy a selection of local specialties as they wander throughout this unique venue. Have your company's name attached to this social event as attendees connect with friends and colleagues in one of Trondheim's newest attractions. This opportunity comes with:

- Sponsor signage (i.e. company name and/or logo) throughout venue
- Logo placement on congress website
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Reference in pre-congress communication to all attendees
- Opportunity to integrate corporate messaging into museum programming
- Opportunity to distribute items at the door
- 4 complimentary invitations for reception
- Opportunity to network with attendees

*\* Should sponsor prefer, this opportunity can be adjusted to provide the **First Drink Free** for attendees. Please contact us for details.*

**Mid-Summer's Night Pool Party****\$10,000\****Exclusive opportunity*

The Mid-Summer's Night Pool Party will be held on Wednesday, June 27 at **Pirbadet**, Norway's largest indoor water park. Known as the 'Swimming Cathedral', this venue has stunning views of Trondheim's waterfront. A moveable pool floor ensures attendees can get their feet wet while dancing the night away! Attendees will enjoy a buffet dinner of some of Trondheim's best dishes and beverages. Have your company's name attached to this social event as attendees enjoy some delicious local food and drink in a beautiful venue. This opportunity comes with:

- Sponsor signage (i.e. company name and/or logo) at session
- Logo placement on congress website
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Moderator reference in sessions prior to session
- Opportunity to integrate corporate messaging into water park programming
- Opportunity to distribute items at the door
- 2 complimentary invitations for poster session
- Opportunity to network with attendees



\* Should sponsor prefer, these opportunities can be adjusted to provide the **First Drink Free** for attendees. Please contact us for details.

**Lunch / Poster Session****\$7,500 per session***4 opportunities*

Each poster session will be held in conjunction with a grazing lunch. Located conjointly with the conference exhibits, these sessions will become the center of attention and high traffic areas. Maximize engagement with congress attendees as they move through the poster display area to the various lunch stations and exhibits, strategically placed throughout. Benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to lunch area
- Logo placement on congress website
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Moderator reference in sessions prior to session
- 4 complimentary invitations for lunch
- Opportunity to network with attendees
- Exclusive sponsor per lunch / poster session

## Refreshment Breaks

**\$5,000 per break**  
*6 opportunities*

Refreshment breaks are always well attended! Refreshment service will be provided to attendees throughout the congress, within reach of the exhibit and poster area. Make your company known at these breaks with the following benefits:

- Sponsor signage (i.e. company name and/or logo) on the refreshment service tables
- Logo placement on congress website
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Moderator reference in sessions prior to break
- Opportunity to network with attendees
- Exclusive sponsor per refreshment break

## Program Opportunities

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### Opening Lecture

**\$10,000**  
*Exclusive opportunity*

During the congress, the Opening Lecture is the first time that all 800+ attendees are all together in one location. Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on congress website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session

### Keynote Lecture

**\$7,500 per keynote**  
*4 opportunities*

The congress will begin each day with a special Keynote Lecture. These sessions will include all 800+ attendees, together in one location. Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on congress website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session
- Exclusive sponsor per keynote

**Young Scientist Lecture****\$5,000***Exclusive opportunity*

New this year, the congress has dedicated a session to supporting an emerging young scientist. The Promising Young Scientist award acknowledges those who have performed superior research in Posture and/or Gait early in their career. It entails a certificate as well as funds for the ISPGR conference. The awardee will give a plenary presentation at the ISPGR conference. Help support an emerging scientist! Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on congress website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session

**Oral Session Block****\$5,000 per session block***8 opportunities*

The congress program includes a number of concurrent individual oral sessions based on both invited and submitted presentations. Each session block comprises up to 5 presentation rooms and a total of approximately 70 oral presentations. This opportunity includes:

- Sponsor signage (i.e. company name and/or logo) at entrance to all presentation rooms during a session block
- Promotional slides on screens at introduction and conclusion of session block (per room)
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Moderator reference in sessions prior to oral session block
- Exclusive sponsor per oral session block

**Speaker Ready Room****\$2,000***Exclusive opportunity*

Support the speakers and presenters by sponsoring their preparation space. There will be a room assigned to all speakers / presenters to upload their presentations, test their slides and become familiar with the congress technology, along with anything else they require to prepare their talks. This opportunity includes:

- Sponsor signage (i.e. company name and/or logo) at entrance to room
- Logo on desktop of speaker ready work stations
- Acknowledgement in the congress program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Opportunity for sponsor staff to serve as speaker ready room host

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## Name Your Own Exclusive Sponsorship

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Do you have an idea that is not listed here? Let us know! We will work with you to create a unique sponsorship opportunity that meets the needs of your company.

## Congress Items\*

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### Congress T-Shirts

**Provided in kind + \$5,000**

*Exclusive opportunity*

Everyone loves a new t-shirt! Help us in our efforts to promote this new joint congress – be the official supplier of the Joint World Congress of ISPGR and Gait & Mental Function T-shirts! This is an exclusive opportunity with a lasting impact on the posture and gait research community. Your company logo will be printed on approximately 800 shirts. Also receive:

- Logo placement on t-shirts (800+)
- Acknowledgement on the website and in the congress program as the “Official T-Shirt Supplier”
- Acknowledgement on Sponsor Thank You Board (on-site)

### Congress Tote Bags

**\$5,000**

*3 opportunities*

Here is a great opportunity that has a lasting benefit! Provide the official congress tote bags with your logo printed on each bag (approximately 800!). These keepsake bags will be used long after the congress ends. With this opportunity you also receive:

- Logo placement on tote bags (800+)
- Acknowledgement on the website and in the congress program as the “Official Tote Bag Supplier”
- Acknowledgement on Sponsor Thank You Board (on-site)
- Opportunity to include one piece of promotional material in each bag

### Congress Bag Inserts

**\$3,000**

*5 opportunities*

Here is the perfect way to expose your latest product, publication or a company profile or gadget of your choice. Provide one piece of promotional material to be inserted into the congress registration packages. This is also a highly effective way to guide attendees to your booth at the Expo!

**Lanyards**

**\$5,000**

*2 opportunities*

All 800+ congress attendees will receive a name badge with a lanyard that functions as their ticket into all sessions and functions. This badge must be worn at all times throughout the congress. Have your logo printed on the lanyards (800+) – guaranteed visibility throughout the congress and beyond!

**Notepads / Pencils / Pens**

**\$2,500**

*Exclusive opportunity*

Guarantee each attendee receives your company advertisement! Supply notepads and pens or pencils with your company’s logo and we will distribute them to all congress attendees when they arrive on-site. Your branding will be seen throughout the congress.

\* *Minimum number of items required for all Congress Items: 800*

**Advertisements in the Congress Program**

Get maximum visibility in the congress program! Choose from the following advertisement options.

Full Page - Colour	\$3,000
Full Page - Black & White	\$2,500
1/2 Page - Colour	\$2,000
1/2 Page - Black & White	\$1,500
1/4 Page - Colour	\$1,000
1/4 Page - Black & White	\$500



Advertisement Specifications:

Full page	7.5" x 11"
½ page	7.5" x 4.85"
¼ page	3.6" x 4.85"

All advertisements must be submitted as JPEG files.  
All files must be received by **May 15, 2012**.

## Sponsor Levels

Based on the value of your selections, you will be assigned a sponsor level. These levels and their associated values are noted below. Each level comes with an additional set of sponsor benefits as listed.

### Platinum Sponsor

**Value: \$25,000+**

- The right to use the designation “Platinum sponsor” and the Joint World Congress of ISPGR and Gait & Mental Function branding in advertising and promotions until December 31, 2012
- Special announcement to distribution list upon becoming a sponsor, including links and/or special offers
- Corporate identification on all media and awareness campaigns (where applicable)
- 1<sup>st</sup> right of refusal for next congress

#### Exhibit/Display

- One 8’ x 10’ booth in display area (premium location)
- Four complimentary congress registrations

#### Promotion

- Opportunity to distribute materials in registration package
- Multimedia recognition at the congress
- Signage at Registration – Sponsor Thank You board

#### Logo and Ads

- Platinum sponsor recognition on event E-Newsletters
- Logo (hyperlinked) on congress website home page and E-Newsletters

### Gold Sponsor

**Value: \$15,000 - \$24,999**

- The right to use the designation “Gold sponsor” and Joint World Congress of ISPGR and Gait & Mental Function branding in advertising and promotions until December 31, 2012
- Special announcement to distribution list upon becoming a sponsor, including links and/or special offers
- Corporate identification on all media and awareness campaigns (where applicable)
- 1<sup>st</sup> right of refusal for next congress

#### Exhibit/Display

- One 8’ x 10’ booth in display area (regular location)
- Two complimentary congress registrations

#### Promotion

- Multimedia recognition at the congress
- Signage at Registration – Sponsor Thank You board

**Logo and Ads**

- Gold sponsor recognition on event E-Newsletters
- Logo (hyperlinked) on congress website

**Silver Sponsor**

**Value: \$7,500 - \$14,999**

- The right to use the designation “Silver sponsor” and the Joint World Congress of ISPGR and Gait & Mental Function branding in advertising and promotions until December 31, 2012

**Exhibit/Display**

- One table top display in exhibit area (regular location)
- One complimentary congress registration

**Promotion**

- Multimedia recognition at the congress
- Signage at Registration – Sponsor Thank You board

**Logo and Ads**

- Silver sponsor recognition on event E-Newsletters
- Logo (no hyperlink) on congress website

**Bronze Sponsor**

**Value: \$3,500 - \$7,499**

- The right to use the designation “Bronze sponsor”
- One complimentary congress registration
- Wordmark on congress website
- Wordmark in congress Program
- Opportunity to purchase exhibit space with a 10% discount



## Sponsorship Application Form

Please complete the following information and submit to De Armond Management Ltd via email, mail or fax as soon as possible to confirm your sponsorship. Contact details are below.

### A. Contact Information:

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

PC: \_\_\_\_\_ Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Please select your sponsorship item(s) below.

Opportunity	Price	# of Opportunities	Exclusive	Selection(s) √	Total
<b>Social Functions</b>					
Welcome Reception	\$10,000	1	YES		
Mid-Summer's Night Party	\$10,000	1	YES		
Lunch / Poster Session	\$7,500 per lunch	4	Per session		
Refreshment Break	\$5,000 per break	6	Per break		
<b>Congress Program</b>					
Opening Lecture	\$10,000	1	YES		
Keynote Lecture	\$7,500 per keynote	4	Per keynote		
Young Scientist Lecture	\$5,000	1	YES		
Oral Session Block	\$5,000 per block	8	Per block		
Speaker Ready Room	\$500	1	YES		
<b>Congress Items</b>					
Congress T-Shirts	In kind + \$5,000	1	YES		
Congress Tote Bags	\$5,000	3			
Promotional Inserts	\$3,000	5			
Lanyards	\$5,000	2			
Notepads / Pens / Pencils	\$2,500	1	YES		
<b>Advertisements in Congress Program</b>					
Full Page (colour)	\$3,000	4			
Full Page (black & white)	\$2,500	4			
1/2 Page (colour)	\$2,000	6			
1/2 Page (black & white)	\$1,500	6			
1/4 Page (colour)	\$1,000	8			
1/4 Page (black & white)	\$500	8			

Total Sponsorship Value: \_\_\_\_\_

Please check your **Sponsorship Level** (based on total sponsorship value from items selected above).

**Platinum** (\$25,000+)     **Gold** (\$15,000 to \$24,999)     **Silver** (\$7,500 to \$14,999)     **Bronze** (\$3,500 to \$7,499)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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INTERNATIONAL  
 SOCIETY FOR  
 POSTURE & GAIT  
 RESEARCH

## Your Exhibit Opportunities

As an exhibitor of the Joint World Congress of ISPGR and Gait & Mental Function, your brand will be exposed to approximately 800 researchers, practitioners and clinicians in a diverse range of posture and gait research from over 40 countries worldwide. Differentiate your company from your competitors, increase your company's visibility or introduce your new products to this unique group of researchers, practitioners and clinicians.

The Congress Expo will take place **June 24 – 28, 2012**, at the Clarion Hotel & Congress Center in Trondheim, Norway.

## Who Should Exhibit?

Would your company benefit from connecting with researchers and clinicians in the field of posture and gait research? This Congress Expo provides an excellent opportunity for you to market your product to approximately 800 of these representatives in one location!

Examples of past congress exhibitors include (but are not limited to) companies with the following expertise:

- Motion capture and tracking
- Bioengineering
- Medical supplies
- Fitness and research equipment manufacturing
- Motion analysis software
- Pressure mapping and force measurement
- Digital imaging
- Electrophysiological measurement
- Electromyography
- Electroencephology

## Why Exhibit?

### √ **Connect with Leading Researchers, Practitioners and Clinicians**

You will gain exposure, build relationships, develop partnerships and connect with representatives in the fields of posture and gait research from over 40 countries worldwide.

### √ **Premium Branding & Positioning Opportunity**

You will reach your target audience and be recognized as a supporter of the congress and its aims. Set your product, service and brand apart from your competitors - guaranteed visibility on printed materials, advertising, and promotions.

### √ **Face Time with Leading Scientists and Clinicians**

You will have the opportunity to connect with over 800 international posture and gait representatives to build relationships and form valuable partnerships. Congress registration, marketing opportunities, exhibit booths and networking are among the many benefits associated with sponsoring this congress.

## Expo Information

### Expo Venue

Clarion Hotel & Congress Trondheim  
Trondheim, Norway  
Tel: +47 922 42 519

### Expo Schedule\*

Move-In:           **Sunday, June 24**  
8:30am – 5:00pm

Expo Hours:       **Monday, June 25**  
8:00am – 6:00pm  
**Tuesday, June 26**  
8:00am – 2:30pm  
**Wednesday, June 27**  
8:00am – 6:30pm  
**Thursday, June 28**  
8:00am – 2:30pm

Move-Out:         **Thursday, June 28**  
2:30pm – 4:30pm



*\*Hours subject to change per final congress program.*

**Please note:** The Expo Floor Plan will be available in November, 2011.

### Expo Fees

Booth space is available at **\$500 per square meter**.

## What's Included?

The Congress Expo will be located in Hall 3 and the main foyer. The posters will also be displayed in this area, along with all meals and refreshment breaks. This will be a high traffic area with posters, exhibits and food. Maximize engagement with congress attendees as they move through this area to the various refreshment and lunch stations, posters and exhibits strategically placed throughout.

All exhibit space includes:

- One 2 meter skirted table
- Two chairs
- 2 Expo name badges
- Acknowledgement in the congress program as "Congress Exhibitor"
- Acknowledgement on Expo sign (on-site)
- Complimentary lunch and refreshment service during Expo hours

## Booth Types

Your **Full Booth** (2 meters x 3 meters) also comes with:

- Includes back and side draped walls
- Logo placement on congress website

Your **Table Top Display** (2 meters x 1 meter) also comes with:

- Wordmark on congress website

## How to Become an Exhibitor

To book your booth at the Joint World Congress of ISPGR and Gait & Mental Function, visit our website - [www.ispgr.org](http://www.ispgr.org).

Our online registration system will ask you for the following information:

- Company and contact information
- Expo representative information
- Company description (maximum 50 words)
- Payment information (Visa, MasterCard and company cheques accepted)

You will also be asked to review the Exhibitor Terms & Conditions, located at the end of this package.

***Exhibit booths are booked on a first come, first served basis, so book early!***



## Exhibition Terms & Conditions

These terms and conditions are the contractual agreement between the Organizer and the Exhibiting Firm (hereinafter referred to as 'Exhibitor').

**PURPOSE:** The Joint World Congress of ISPGR and Gait & Mental Function (hereinafter referred to as 'Event') is conducted by the ISPGR through its Secretariat De Armond Management Ltd (hereinafter referred to as 'Organizer'). The purpose of the congress is to bring together posture and gait researchers and clinicians from around the world for discussion and exchange of the most cutting edge knowledge, insights, issues and ideas.

**APPLICATION TO PARTICIPATE:** Application to participate will be considered only upon submission of the completed online Exhibitor Application Form to the Organizer.

**ELIGIBILITY:** The Organizer, in its sole discretion, determines whether a prospective Exhibitor is eligible to participate in the Event. The Organizer reserves the right to reject an application for exhibit space including, without limitation, those submitted by applicants whose product or service would not be in the best interest of the Organizer or the Event.

**ATTENDANCE & BOOTH REPRESENTATIVES:** The Event is not open to the public. Exhibitor name badges are to be worn by exhibitors at all times. Exhibitors without name badges may be asked to leave at the discretion of the Organizer. Booths must be staffed during the stated exhibit hall hours by qualified employees of the Exhibitor.

**PAYMENT:** Payment is due in full upon submission of the online application form. Forms submitted without payment will not be considered complete and will not be processed.

**CANCELLATION BY EXHIBITOR:** All notices of cancellation must be received in writing by May 15, 2012. There will be an administration charge of 25% of the exhibit fee for all cancellations. If written notice is received by May 15, 2012, the Organizer will refund 75% of the total fee. No refunds will be issued for cancellation notices received after May 15, 2012.

**CANCELLATION BY ORGANIZER:** If Exhibitor fails to make a payment required by this contract in a timely manner, the Organizer may terminate this contract (and the Exhibitor's participation in the event) without further notice and without obligation to refund any monies previously paid. The Organizer reserves the right to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payment due to Organizer. The Organizer may also terminate this contract effective upon written notice of termination if Exhibitor breaches any of its obligations under this contract or any other contract or arrangement with the Organizer, without any obligation on the Organizer's part to refund any payments previously made and without releasing any Exhibitor from any liability arising as result of or in connection with such breach. If the Organizer removes or restricts an exhibit it considers to be objectionable or inappropriate, no refund will be due to the Exhibitor.

**CANCELLATION OF THE EVENT:** In the event that the premises where the Event is to be held shall, in the sole opinion of the Organizer, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason

of picketing, strike, embargo, injunction, act of war, act of God, fire or provincial or federal government agency or by reason of any other occurrence beyond the control of the Organizer, the Organizer may cancel or terminate the exhibition. In the event of such cancellation or termination, the Exhibitor waives any and all claims the Exhibitor may have against the Organizer for damages and expenses and agrees to accept in complete settlement and discharge of all claims against the Organizer the Exhibitor's pro-rated share of the total amount paid by all Exhibitors less all costs and expenses incurred by the Organizer in connection the Event including a reserve for future claims and expenses in connection therewith.

**SUBLETTING OR TRANSFERABILITY:** Exhibitor may NOT assign, sublet or apportion to any other entity or individual all or any part of the exhibit space allocated and may not advertise or display goods or service other than those produced or sold by said exhibitor in the regular course of business. No person, firm, or organization not having contracted with the Organizer for the occupancy of space at the exhibit will be permitted to display or demonstrate their products, processes or services, nor may this agreement be transferred or assigned without written consent of the Organizer.

**ASSIGNMENT OF SPACE:** Exhibit space shall be assigned by the Organizer in its sole discretion for the Event and for the Event dates only. That assignment does not imply that similar space will be assigned for future Events. The Organizer reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event for any or no reason.

**NO SHOW POLICY:** If the Exhibitor is delayed in arrival or set-up, the Exhibitor must notify the Event Coordinator at the Event facility. Non-notification may result in resale of space, and no refunds will be made.

**FLOOR PLAN:** All measurements shown on the floor plan have been drawn as accurately as possible but the Organizer reserves the right to make such modifications as may be needed, making equitable adjustments with the exhibitors affected thereby.

**DISPLAY RULES AND REGULATIONS:** For all booth types, the exhibit booth is considered to be contained in the space as contracted, to the maximum heights stated. No display material exposing an unfinished surface to nearby booths will be permitted. Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays. Canvassing or distributing advertising material outside of the assigned booth space is not permitted and is grounds for removal from the exhibit hall, and the company may be excluded from future events hosted by the Organizer.

The Organizer reserves the right to restrict, prohibit or remove any exhibit or display items which, in the sole opinion of the Organizer, may detract from the general character of the exhibition or be considered objectionable to the Organizer or supporting organizations, facilities and stakeholders as a whole. In the event of such restriction or removal, the Organizer will have no liability therefore, nor will it refund any amount paid hereunder.

**CARE OF SPACE & FACILITY:** The Exhibitor shall promptly pay for any and all damages to the Exhibit facility or associated facilities, booth equipment or the property of others caused by the Exhibitor.

The Exhibitor shall take good care of their exhibit space, not deface or mark said premises, and will keep and maintain the aforesaid premises in good order at all times. Decorations may not be taped, nailed, tacked or otherwise fastened to the painted surfaces, columns, fabrics, or walls unless otherwise approved by the Organizer or show service provider.

**CONTRACTOR SHOW SERVICES:** Complete information instructions and schedules or prices regarding available services for labour for erecting and dismantling exhibitor displays or for installing electrical, furniture, booth cleaning, audio-visual, internet, telephone services, etc. is included in the Exhibitor Manual.

**EXHIBITOR MANUAL:** Prior to the Event, the Organizer will send an Exhibitor Manual to the 'Primary Contact' noted in the online Exhibitor Application Form, likely via email. The Exhibitor Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibit display rules, and move-in, move-out schedules.

**COMPLIANCE:** The Exhibitor assumes all responsibility for compliance with, and agrees to comply with all applicable local laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and the operators and/or owners of the property in which the Event is held. Cloth decorations must be flameproof and wiring must comply with the fire department and insurance underwriters' rules.

**INSURANCE:** The Exhibitor acknowledges that the Organizer and the facility do not maintain insurance covering the Exhibitors' property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

**LIMITATION OF LIABILITY:** The Organizer is not responsible for any loss, theft or damage to the property of the Exhibitor, their employees or representatives. Further, the Organizer will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use or occupancy of the booth space or the participation in the Event by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save the Organizer and their employees and agents, harmless against all claims, losses and damages to persons property, governmental charges or fines and attorneys' fees arising out of or caused by the Exhibitor or exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Organizer, their employees or agents.

**EXHIBITOR LOSS:** The Organizer shall not be in any way liable or responsible for the loss or disappearance, by theft or otherwise, of any object, items, goods or materials whether personal or commercial property, from Exhibitor's booth space or from the exhibit hall; except for such loss or disappearance is due to intentional and tortuous theft committed by the employees of the Organizer. The Organizers may provide certain security services as a convenience to exhibitors, however, neither the providing of or failure to provide such services, nor the failure of security guards to prevent the theft or loss of property, shall be grounds for holding the Organizer or the facility liable for any related loss, damage, or claim. Responsibility for the security of an exhibitor's area, product and property rests soles with the Exhibitor.

**LISTINGS AND PROMOTIONAL MATERIALS:** By exhibiting at the Event, the Exhibitor grants to the Organizer a fully paid, perpetual non-exclusive license to use, display and reproduce the name, trade names, product names of the Exhibitor in any directory (print, electronic or other media) listing the companies exhibiting at the Event and to use such names in Event promotional materials. The Organizer shall not be liable for any error in any listing or descriptions or for omitting the Exhibitor or any other exhibitor from any directory or other lists or materials. The Organizer may also take photographs of the Exhibitor's booth space, exhibit, guests and personnel during, before or after the open hours of the Event and use those photographs for any promotional purpose.

**TRADESHOW SET-UP AND SHOW HOURS:** This information is provided in the Exhibitor Manual.

**AMENDMENT TO CONTRACT REGULATIONS:** Any and all points not covered specifically are subject to the discretion of the Organizer. The Organizer may, in its sole discretion, make reasonable changes, amendments or additions to Exhibit Terms & Conditions. Any such changes shall be binding on Exhibitor equally with the other regulations contained herein.

Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this contract shall be subject to determination by the Organizer in its sole discretion. The Organizer may adopt rules or regulations from time-to-time governing such matters and may amend or revoke them at any time, upon notice to the Exhibitor. Any rules and regulations (whether or not included in an Exhibitor Manual or similar document) are an integral component of this contract and are incorporated herein by reference. The Exhibitor shall observe and abide by additional regulations made by the Organizer as soon as these additional rules or regulations are communicated to the Exhibitor. This contract (including the Exhibitor Manual and any additional rules or regulations adopted by the Organizer) states the entire agreement of the parties with respect to the subject matter hereof.

**AGREEMENT:** By completing the online Exhibit Application Form and incorporating these terms by reference, the Exhibitor agrees to abide by these rules and regulations, and those of the facility and by the decision of the Organizer. This agreement will become binding on both the Exhibitor and the Organizer upon its acceptance by the Organizer.