

Our Mission is to promote the profession of Acupuncture and Oriental Medicine through clinical excellence, practitioner support and freedom of public access

January 2010

Dear Prospective Exhibitor:

FSOMA is writing to you to notify you of our upcoming FALL CONFERENCE to be held in Tampa, FL on August 27, 28 and 29th, 2010. It will be held at the same hotel that we were just at in August 2009, the Renaissance Tampa Hotel International Plaza 4200 Jim Walters Boulevard, Tampa, FL 33607, 813-877-9200.

This letter is to invite you to please JOIN US by registering and attending as an Exhibitor.

We had a VERY exciting and successful Fall Conference last year. We received numerous compliments by the Exhibitors, and are already receiving inquiries from Exhibitors for space this year. As a consequence, we have arranged a "schedule" for signing up and registering for an Exhibitor space. First priority for registering is given to Exhibitors from 2009, and second priority is given to Business Members of FSOMA. Then registration opens up to everyone. It is recommended that you register early as spaces are limited and interest is high.

- The registration table(s) will again be inside the Exhibit Hall
- As in 2009, there will be also be Exhibit spaces available right outside the Exhibit Hall, in the beautiful, sunny Foyer, for those that choose it (and when spaces inside the Hall fill up)
- Coffee and Tea will be available inside the Exhibitor Hall each morning
- The Exhibitor Hall will be open for 1 hour every morning, 2 hours at lunch break and 2 hours every evening, and for a half hour break during classes
- The Exhibit Hall will be closed while attendees are in classes
- Exhibits in the Foyer will be able to stay open throughout the day
- The Exhibit Hall, Foyer and classes are all next to each other.
- Events are planned for both evenings in the Exhibitor Hall, Sponsorship opportunities to follow soon!!
- As in 2009, there are two sizes of space you may choose. One is called "Tabletop": 7' wide, is as deep as the table, and allows just 3' of height above the level of the table. The larger space is called "Exhibit": 10' wide and 8' deep, and allows height of 10'.

Exhibitors from last year may sign up right away. Business members may sign up starting February 8, 2010. All others may sign up starting February 22, 2010.

Attached is additional information on the Conference, Exhibit Hall and Regulations associated with Exhibiting, as well as the form to use to register and reserve your space.

Please review, sign and send FSOMA a copy. A **signed** copy must be received by FSOMA by August 2, 2010.

Dear Prospective Exhibitor - page 2

Exhibitor space will be assigned on a first come, first served basis—based on when you register. As well, please consider donating to FSOMA's Fall Conference in one or more of the following ways:

- * Silent Auction item(s)
- * Raffle Give Away
- * Sponsorship
- * Donate samples or items to be given to the registrants in their registration bag

Note that there is a **20% discount** for Exhibitor space for those companies that are Business Members of FSOMA. Also, Business Members of FSOMA are able to register in advance for their space. Forms for becoming a Business Member are attached and are available on the FSOMA website.

There will be a large poster and a slide show highlighting Sponsors and Business members, as well as a verbal acknowledgement and thanks during the General Session.

Thank you for your relationship with and support of FSOMA. FSOMA strongly supports our relationships with businesses, exhibitors, schools and fellow organizations in the combined effort to advance the art and science of Oriental Medicine.

Please let us know if there is any way that we may further support you and your business or organization.

Thank you,

FSOMA Fall Conference Committee
FSOMA Board of Directors
FSOMA Office



2010 Fall Conference Exhibitor Registration

August 27-29, 2010 Renaissance Tampa Hotel International Plaza Tampa, FL

Location

The FSOMA Fall Conference '10 is being held at the Renaissance Tampa Hotel International Plaza 4200 Jim Walters Boulevard, Tampa, FL 33607, 813-877-9200

Please note that you are part of the FSOMA Conference when booking sleeping rooms in the hotel. 1-800 468-3571 or 813-877-9200. You can also book rooms using the hotel website: www.marriott.com. The code to use during registration will be located on the FSOMA website once it is established.

The Hotel is located approximately 1 mile from the airport. Airport shuttle service, on request, is complimentary. Via Taxi: One way will be approximately \$10.00. Onsite self parking is complimentary, Valet parking is \$16 for overnight and \$5 for day use.



Exhibitor Rules & Regulations

The Exhibit spaces will be located inside the Exhibit Hall (Costa Del Sol Ballroom A-E) and in the Foyer outside the Ballroom.

Space will be assigned on a first come, first serve basis, and various parameters will be utilized to determine and assign spaces, see registration form on last page.

The Exhibit Hall will be OPEN:

- Each day 8 am to 9 am, and Coffee and Tea will be served.
- Two hours each day for lunch.
- Friday and Saturday 5 pm to 7 pm for planned activities inside the exhibitor area.
- 30 minute breaks each morning and afternoon --while the attendees are on break from classes.

The Exhibit Hall will be closed while the various classes are in session. The Exhibit Hall will be locked at night. The Foyer will be open all day.

The Exhibit Hall rental fees are listed in the registration form of this document. Note that there are two sizes available: "Tabletop": 7' wide, and "Exhibit": 10' by 8' space for larger, deeper, and taller displays. No walls, partitions, signs or decorations may be erected which will interfere with the general view of other exhibits. FSOMA Business Members receive a 20% discount on this pricing. Early Bird discount pricing before July 1, 2010.

Exhibit rental includes a booth area of the size indicated, with one 6' draped table, 2 chairs, and a wastebasket. Access to an electrical outlet must be requested. You will be responsible for your own display and the ordering and cost of any additional items such as audio/visual equipment, telephones, and Internet access. Please indicate on the enclosed Exhibit Request Form the size and type of display you would like to exhibit, use hotel form included here to order those things indicated on it, and submit that directly to the hotel.

The Exhibit Hall and the Foyer will be available for Exhibitor set up Thursday, August 26th 2010 from 6 PM to 9 PM.

Exhibitor table/display MUST be completely set up no later than 7:30 AM on Friday, August 27th, 2010. Exhibitor table/display must stay up throughout the weekend and may not be taken down until 11:00 AM on Sunday, August 29, 2010.

BANNERS: Please note that banners may only be hung on the solid perimeter walls (the outer wall of the Foyer is glass), and certain policies apply. If you have a banner that you desire to be hung on the wall behind you:

- 1) Banners may not be any wider than your Exhibit space – Exhibit spaces come in two widths.
- 2) Hotel allows double sided Velcro tape ONLY. No stick pins or thumb tacks. Exhibitors desiring to have their banner behind them must indicate this on the registration form so they may be placed appropriately, and must bring the Velcro tape needed to do this.
- 3) If hanging your banner requires a ladder or assistance from the hotel, there will be a charge (\$75.00) for the hotel staff to do these, and you must notify the hotel in advance-use space on hotel form for this.

Please note that if banners or other items are placed on the walls in a way other than stated above, the hotel reserves the right to remove the item. In the event of damage to the ballroom, cost will be assessed and presented to the individual exhibitor. In addition, FSOMA reserves the right to remove your banner and to pass on the cost of the fine to you and your company.

SHIPPING MATERIALS TO (AND FROM) THE CONFERENCE:

Packages may be delivered to the Renaissance Tampa Hotel no more than five (5) business days prior to the event. A \$3.00 per package and \$50.00 per pallet fee will be assessed. These fees will be charged. These fees will be charged to the individual exhibitor unless otherwise noted. To ensure proper delivery and storage, please include the following information on all shipping labels:

Ship To:
Renaissance Tampa Hotel International Plaza
4200 Jim Walter Blvd.
Tampa, Florida 33607

Hold For:
FSOMA Exhibit Hall Salons A-E
August 26-29, 2010
Company Name/Exhibit Table #
Contact:
Number of Packages (i.e. 1 of 2, 1 of 6)

The Renaissance Tampa Hotel Banquet Department will be delighted to assist you with the return shipment of your packages. All return shipments must be paid for using the client's account number or credit card number. No packages will be shipped using

the hotel's account. Blank shipping labels are available for UPS, FED EX and DHL.

IF YOU ARE DRIVING IN WITH YOUR MATERIALS:

As designated by Renaissance Tampa, all exhibitors must load in and load out through Lot C or at the loading dock in the rear of the building. The delivery person is responsible for unloading items from their vehicle, utilizing their own equipment. Should the driver require assistance or use the hotel equipment, additional charges will apply, and arrangements must be made in advance.

Payment

The Exhibitor Rental Fee must be paid in full in order to reserve space. A \$100.00 REFUNDABLE deposit is required. This deposit has been established to guarantee compliance with Rules and Regulations, especially set up and tear down times. This fee is FULLY refunded if Rules and Regulations are followed, and exhibit is set up on time and not broken down before the proper time.

ALL CANCELLATIONS MUST BE IN WRITING. Written cancellations postmarked or e-mailed by August 2, 2010 are eligible for a full refund of monies paid, less a \$200.00 administrative charge. NO REFUNDS WILL BE MADE for cancellation requests postmarked or e-mailed after August 2, 2010.

Other Terms and Conditions

FSOMA reserves the right to relocate Exhibitor space(s) as may be necessary for the benefit of all concerned.

FSOMA will not be liable for damage or loss to any exhibitor's properties through theft, fire, accident or any other cause whether the result of negligence or otherwise. The Exhibitor shall indemnify the FSOMA against, and hold it harmless from any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitor's use of display space. It is recommended that exhibitors insure their exhibit and display materials. Exhibitors should carry a minimum of \$500,000.00 Public Liability insurance for bodily injury, \$1,000,000.00 in any one accident, and \$250,000.00 property damage.

While the Exhibit Hall will be locked at the appropriate time each evening, it is recommended that booths located in the Front Foyer remove all items of value once the exhibit area has closed for the day. FSOMA will not be held responsible for any security complication. Exhibitor will indemnify and hold FSOMA harmless for all costs, losses, damages or expenses including expense of litigation, and attorney's fees, resulting from any damage to any. The Exhibitor shall comply with all fire laws, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit. The exhibitor shall also comply with all reasonable requests of FSOMA and the Products and claims in exhibits will be subject to the same requirements as those for advertising in the FSOMA Journal. person or property arising out of any act of omission of Exhibitor or its employees or other representatives.

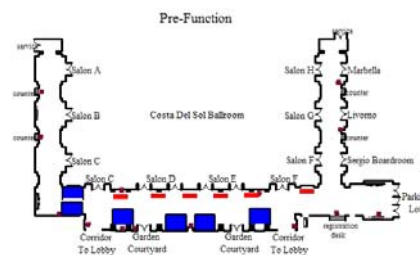
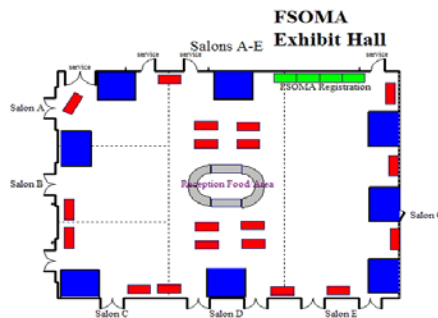
Names of confirmed exhibiting companies may be used by FSOMA for promotion and publicity purposes. Photos taken by FSOMA staff or FSOMA designated photographer of confirmed exhibiting companies may be used by FSOMA for promotion and publicity purposes.

The Exhibitor agrees to abide by the Rules and Regulations as provided. All Exhibitor Contracts that are accepted by FSOMA require and assume the full acceptance of these Rules & Regulations. FSOMA reserves the right to all final decisions in their interpretation and enforcement.

Exhibit Hall Floor Plan

Please note that there are spaces available inside the Exhibit Hall as well as outside in the Foyer. Please note that banners may only be hung on the perimeter walls inside the Exhibit Hall, and not the Foyer. Note that this is just a representation of the Exhibit areas, and actual placement will be determined by the actual spaces sold. The two maps are not to the same scale. All red spaces are the same size, and all blue spaces are the same size.

KEY – Blue is for 10' Exhibits
Red is for 7' table tops





Application/Contract for Exhibit Space. Please assign space for the following company. It is understood that this application becomes a contract when signed by us and accepted by FSOMA. It is understood that our preferences may not be available and space will be assigned as close to our preferences as possible. We agree to abide by the Rules and Regulations governing the Exhibit Show as indicated on the preceding pages.

Authorized signature _____ Date _____

Company: _____ Contact Name: _____
Street Address: _____ Onsite Contact: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____ Website: _____
Product Description (50 word Max) _____

Exhibit Space

Space will be assigned on a first come, first served basis. Best pricing is until July 1, 2010.

Table with 7 columns: Booth Size, Early Bird Member Rate, Early Bird Non-Member Rate, Rate after 7/1/10 Member, Rate after 7/1/10 Non-Member, # of Booths, Total Cost. Rows include 7' Table Top Space and 10'x8' Exhibit Space.

*all pricing includes \$100 refundable deposit

TOTAL _____

FSOMA will assign the location of your space based on: the date of your registration, the size you have signed up for, the flow of the room, and the following:

I prefer: ___ The Exhibit Hall ___ The Foyer
___ A corner space ___ Solid wall behind me for a banner that I will bring

Please note if there is a company that you would prefer not to be next to, as we will try to accommodate this _____

Method of Payment Check: [] Visa/Mastercard []

Account Number: _____ Exp: _____

Cardholder's Name: _____ Cardholder Signature: _____

Mail, fax, or scan your completed registration/contract to: FSOMA
PO BOX 331097
Atlantic Beach, FL 32233-1097 800-578-4865 904-246-9233 fax
director@fsoma.com

Use the following form to communicate directly with the hotel for the items and services noted on the Hotels' Exhibitor Requirement Form.



FAO: Christine Biscardi
Direct Phone: 813-313-3221
Fax: 813-877-3000
Please complete and fax back by the
August 13, 2010

EXHIBITOR REQUIREMENT FORM
FSOMA 2010 Annual Conference
August 27-29/2010

<i>REQUIREMENT</i>	<i>QUANTITY</i>	<i>TOTAL PRICE</i>
DID Phone Line \$50.00 per line		
Polycom Speaker Phone \$80 each		
Wired High Speed Internet Access \$175 per line Wireless High Speed Internet Access \$25 Per Code		
LCD Projector 3200 lumens \$550 each		
8'x8' Screen \$65.00 each		
Electrical Access Power Strip/Extension Cord \$25.00		
42" Plasma Screen \$450 each		
Conference Monitor \$150 Each		
Banner Hung \$75 Each		

**** Hotel does not charge to plug in to an electrical outlet if you supply your own cords****

**Additional Technology Requests please notify Event Manager,
Christine Biscardi at 813-313-3221**

~~ Above prices are subject to a 24% taxable service charge and 7% sales tax ~~~
~~~Prices are quoted per day charge~~~

SHIPPING ARRANGEMENTS

Packages may be delivered to the Renaissance Tampa Hotel no more than five (5) business days prior to the event. The hotel allows a maximum of four (4) packages to be accepted for storage on a complimentary basis per group/event. Should your program require that more than four (4) packages be sent, a \$3.00 per package and \$50.00 per pallet fee will be assessed. These fees will be charged to the method of payment provided on file unless otherwise noted. To ensure proper delivery and storage, please include the following information on all shipping labels:

Ship To:
Renaissance Tampa Hotel International Plaza
4200 Jim Walter Blvd.
Tampa, Florida 33607

Hold For :
Event Manager: Christine Biscardi
Name of Group or Event: FSOMA Annual Conference
Date of Event:
Number of Packages (i.e. 1 of 2, 1 of 6)

Our Banquet Department will be delighted to assist you with the return shipment of your packages. All return shipments must be paid for using the client's account number or credit card number. No packages will be shipped using the hotel's account. Blank shipping labels are available for UPS, FED EX and DHL.

Please complete the Credit Card details in order to confirm the above order:

Name: _____ Event Name: _____

Company: _____ Event Date(s): _____

Address: _____

For Credit Guarantee Purposes:

Credit Card Holder: _____

Credit Card Type: _____

Number: _____

Expiry Date: _____

Telephone: _____

**PLEASE NOTE YOUR CREDIT CARD
WILL NOT BE CHARGED UNTIL THE
FINAL DAY OF THE EVENT.**

Fax: _____

I confirm the above order:

Signed: _____

Date: _____