



# VENDOR PACKET



## ACA Rehab Council Symposium 24<sup>th</sup> Annual Symposium



**MARCH 16-17, 2024**

*Wyndham Lake Buena Vista Resort  
1850 Hotel Plaza Boulevard  
Lake Buena Vista, Florida 32830-2202*



**Come and join us in the sunshine state with as many as 100 attendees expected at the ACA Rehab Council's 24th Annual Symposium.**

***Please review the enclosed documentation to read more about exhibitor pricing, sponsorship opportunities and general information.***



AMERICAN CHIROPRACTIC ASSOCIATION REHAB COUNCIL  
24th ANNIVERSARY SYMPOSIUM  
**WYNDHAM LAKE BUENA VISTA RESORT**  
1850 Hotel Plaza Boulevard  
Lake Buena Vista, FL 32830-2202  
**March 16-17, 2024**

The ACA Rehab Council invites you to be an exhibitor and sponsor at our ANNUAL SYMPOSIUM to be held IN PERSON at the Wyndham Lake Buena Vista Resort in Orlando, Florida.

**DATES:** March 16-17, 2024

**EXHIBIT INFORMATION:** Exhibitor space includes 6' x 30" draped table, two chairs, one wastebasket, one symposium registration, one logo and link on our website for one year and one lunch ticket. *Additional lunch tickets are available to purchase on our website ([www.acarehabcouncil.org](http://www.acarehabcouncil.org)) for \$50.00 each.* If additional booth space is needed you may purchase another booth. However, this is based on availability. Wireless internet is included in resort fee and additional equipment will be available for purchase from the WYNDHAM Lake Buena Vista Resort.

**SET-UP TIME:** 1pm – 3pm Friday, March 15, 2024.

**VENDOR COST/PAYMENT:** \$1250.00/booth. For information about our symposium and to register as a vendor go to our website: [www.acarehabcouncil.org](http://www.acarehabcouncil.org)

**NOTE:** *Logo positioning on our website, preferred vendor page, and vendor educational page is based on order of registration. Booth selection is determined by sponsors first then registration second. Example: the first vendor registered after all sponsors have selected their booths will then get a choice of location, the second vendor registered after all sponsors and the first registered vendor will then get a choice of their location.*

Vendor space and sponsorships are limited. It is important to register online as soon as possible. If you would like to sponsor an event or if you have any questions, please call Dr. Amanda Fisher at 740-312-9100 or email her at [dramandafisher@gmail.com](mailto:dramandafisher@gmail.com). Our sponsorship levels are listed on the next page.

## **SPONSORSHIP OPPORTUNITIES:**

### **PREMIER LEVEL: *OUR TOP 3 LEVEL MONETARY SPONSORS FOR THE SYMPOSIUM WILL BE ADVERTISED AS "PREMIER LEVEL" SPONSORS***

- Multiple sponsors will be accepted
- Recognition of your company's sponsorship on a sign placed in the event area
- A company ad/description will be provided to attendees in a Vendor Participating Listing
- Exposure on the ACA Rehab Council website and social media as a sponsor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbracciadc@gmail.com](mailto:mbracciadc@gmail.com))

### **DIAMOND LEVEL: Luncheon Host - *\$5,000***

- Exclusivity – limited to one sponsoring company at this level
- Opportunity to address attendees at luncheon (25 min. maximum presentation)
- Company brochure/material placed on luncheon tables (material provided by sponsor)
- Recognition of your company's sponsorship on a sign placed in the event area
- A company ad/description will be provided to attendees in a Vendor Participation Listing
- Exposure on the ACA Rehab Council website and social media as a sponsor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbracciadc@gmail.com](mailto:mbracciadc@gmail.com))

### **PLATINUM LEVEL: Student Poster Contest - *\$3,500***

- Exclusivity – limited to one sponsoring company at this level
- Opportunity to address attendees (10 min. maximum) at the Student Poster Contest Awards Presentation on Sunday
- Recognition of your company's sponsorship on a sign placed in the event area
- Photo opportunity of presentation of awards to the student winners of the poster presentation with photo included in symposium articles, ACA publications, institutional newsletters and social media
- Exposure on the ACA Rehab Council website and social media as a sponsor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbracciadc@gmail.com](mailto:mbracciadc@gmail.com))

### **GOLD LEVEL: Breakfast Saturday or Sunday - *\$2,000/breakfast***

- Exclusivity – limited to one sponsoring company either for Saturday or Sunday
- Opportunity to address attendees at breakfast (15 min. maximum)
- Recognition of your company's sponsorship on a sign placed in the event area
- Company brochure/material placed on breakfast tables (material provided by sponsor)
- A company ad/description will be provided to attendees in a Vendor Participation Listing
- Exposure on the ACA Rehab Council website and social media as a sponsor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbracciadc@gmail.com](mailto:mbracciadc@gmail.com))

**SILVER LEVEL: Break Host - \$1000**

- Exclusivity – only one sponsor will be accepted per break
- Recognition of your company's sponsorship on a sign placed in the event area
- A company ad/description will be provided to attendees in a Vendor Participation Listing
- Exposure on the ACA Rehab Council website and social media as a sponsor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbraccioldc@gmail.com](mailto:mbraccioldc@gmail.com))

**SILVER LEVEL: Student Registration Sponsor - \$500-2500**

- Varying sponsorship levels available. Student registration is \$100/student. Sponsors can choose to sponsor students in increments of 5 (5, 10, 15, etc.)
- Recognition of your company's sponsorship on a sign placed in the event area
- A company ad/description will be provided to attendees in a Vendor Participation Listing
- Exposure on the ACA Rehab Council website and social media as a sponsor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbraccioldc@gmail.com](mailto:mbraccioldc@gmail.com))

**BRONZE LEVEL: DOOR PRIZES**

- Multiple sponsors will be accepted
- Sponsorship of Friday, Saturday and Sunday door prizes, such as books, gift cards, shirts, etc.
- Recognition of your company's sponsorship on onsite material
- A company ad/description will be provided to attendees in a Vendor Participation Listing
- Exposure on the ACA Rehab Council website and social media as a vendor for the 2024 symposium  
(Logo and website link must be emailed to Dr. Michael Braccio at [mbraccioldc@gmail.com](mailto:mbraccioldc@gmail.com))

**\*\* Please contact Dr. Amanda Fisher at 740-312-9100 or email her at [dramandafisher@gmail.com](mailto:dramandafisher@gmail.com) the event(s) you wish to sponsor. \*\***



## How to Register

Go to our website [www.acarehabcouncil.org](http://www.acarehabcouncil.org) or mail a check with the following information to Dr. Amanda Fisher to the address below.

***Don't forget to fax a signed copy of the Rules and Regulations found on the last page of this packet to Dr. Amanda Fisher (740) 425-2703.***

Amount Authorized \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Check (enclosed)  
\_\_\_\_\_ (Visa or MC)

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Card Holders Name (please print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

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

Company Representative(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Please enclose TOTAL REMITTANCE before event. Checks must be made payable to the **ACA REHAB COUNCIL**

Mail to:

Dr. Amanda K. Fisher  
712 W Main Street  
Barnesville, Ohio 43713

## **HOTEL RESERVATIONS:**

If any attendee wants to book via phone have your delegates contact our Reservations Department. Callers must identify themselves as being with ACA Rehab Council.

Requests must be made **by 5pm on Tuesday, February 13, 2024** in order to qualify for your group rate. Individual reservations within the group block can be cancelled up to seventy-two (72) hours prior to arrival without penalty. Reservations canceled within 72 hours will be charged a one night room and tax penalty. These canceled rooms will be covered by the attrition or cancellation clause outlined in this contract. A credit card guarantee is required for all reservations.

To make a reservation by phone for the Wyndham Lake Buena Vista Disney® Springs Resort, please have delegates call Toll Free: 800-624-4109.

To make a reservation by phone for the Wyndham Garden Lake Buena Vista Disney® Springs Resort, please have delegates call Toll Free: 844-482-8444.

To book directly online please use the following link: [\[REDACTED\]](#)

**Callers must identify themselves as being with the ACA REHAB COUNCIL SYMPOSIUM 2024.**

Requests must be made by 5:00 pm on Thursday, February 13, 2024 in order to qualify for the group rate. A credit card guarantee or one night's deposit by cash prepayment is required at the time the reservation is made and must be received within 7 days after the reservation is made.

Discounted room rates are as follows: \$189 Tower plus RF & tax per night; \$159 Garden plus RF & tax per night.

NOTE: City/State taxes are subject to change without notice.

Individuals will be required to guarantee their reservations for late arrival. Cancellation of individual reservations made within 72 hours will be charged one night's rooms and tax. *Reservations and deposits received after 5:00 pm on Thursday, February 10, 2022 or exceeding the contracted room block will be confirmed on a space and rate available basis only. Book your rooms early.*

## **PARKING:**

The Wyndham and Wyndham Garden offer both valet and self-parking services. There is a parking fee of \$22.00 per night.

## **STORAGE:**

The Hotel is not responsible for storage of materials. Please ensure that prior arrangements for storage have been made before making any shipment of materials to the Hotel. Arrangements must be made with the Conference Services manager. ***All material should be clearly labeled with the function name, function date, function room (Horizons Ballroom) and Guest's name.***

Materials being delivered to the Hotel must not be delivered prior to the set-up date without approval of the Conference Services manager.

Materials delivered seven (7) days or more prior to the set-up date and/or stored two (2) or more days after the group's departure are subject to storage fees:

Materials delivered on the set-up date must be delivered directly to the meeting floor (Horizons Ballroom) or assigned storage area and not left in the loading areas. Such displays (i.e. tabletop displays) or products must be removed from the function room daily, unless the room is reserved on a

24 hour basis. In such cases, the Hotel will arrange to have the function locked. The Hotel will not be responsible for the exhibit, displays and products locked in the function room.

**SHIPPING AND RECEIVING:**

*All group materials must be sent via UPS or FedEx to the following address:      Wyndham Lake Buena Vista Resort  
1850 Hotel Plaza Boulevard  
Lake Buena Vista, FL 32830-2202*

*All materials should be clearly labeled with ACA Rehab Council Symposium, 3/16/2024, Horizons Ballroom and your company/ reps. name.*

All shipping costs will be the responsibility of the Group. The Hotel is unable to pay any shipping charges unless provided with a credit card number by the Group that can be billed expressly for such purposes.



***Please fax a signed copy of the Vendor Rules and Regulations below to Dr. Amanda Fisher at (740) 425-2703.***



## **EXHIBITORS & SPONSORS RULES & REGULATIONS**

The following regulations have been established for the best interest of all parties. All Exhibitors and Sponsors, by submission of their application, agree to abide by the following regulations:

- 1. Eligibility:** Exhibitors and Sponsors are subject to approval by the **ACA Rehab Council**.
- 2. Payment:** Payment is due in full, with the submission of your application to guarantee space.
- 3. Codes and Agreement:** Exhibitor and Sponsor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.
- 4. Space Assignments:** Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor and Sponsor booth locations are on a first come, first served basis. The Council reserve the right to move Exhibitor and Sponsor and make final assignments. Within these rules, decisions regarding space are solely at the discretion of the Council.  
Expo Hall Hours (subject to change)  
Setup (Date & Time): **Friday, March 15<sup>th</sup> 1:00pm – 3:00pm**  
Hours (Date & Time): **3/16 7am – 6:30pm ; 3/17 7am – 10:30am**  
Dismantle (Date & Time): **Sunday, March 17<sup>th</sup> at 10:30am**
- 5. Use of Space:** Exhibitor and Sponsor shall not sublet or share the booth provided by the Council, nor shall Exhibitor and Sponsor assign space in whole or in part without written notice to and approval from the Council. Exhibitor and Sponsor, as specified in these rules and regulations, will forfeit space not occupied by the close of the setup period. The space may be resold, reassigned, or used by the exhibit management. Exhibitor and Sponsor may not block the view of other Exhibitors and Sponsors.
- 6. Early Dismantling of Booths:** Exhibits are to remain set up until **10:30am** on Sunday, March 17th. You may not dismantle your booth before **10:30am** on **Sunday, March 13th**. Early dismantling of booths may result in loss of Exhibitor and Sponsor privileges in future years.
- 7. Exclusion:** The Council reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. The Council shall have the right to prohibit the use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. The Council reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.
- 8. Safety Regulations:** The use or storage of flammable liquids, gases, or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked. Exhibitor and Sponsor must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed, and other material must comply with fire department regulations.
- 9. Insurance:** Exhibitor and Sponsor will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.
- 10. Liability:** Exhibitor and Sponsor shall be fully responsible to pay for any and all damages to property owned by **Wyndham Lake Buena Vista Resort** and its owners or managers, which results from any act or omission of Exhibitor and Sponsor.  
Exhibitor and Sponsor agrees to defend, indemnify and hold harmless, **The ACA Rehab Council** and the Council, their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's and Sponsor's use of the property. Exhibitor's and Sponsor's liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor and Sponsor, its agents, employees, and business invitees which arise from or out of the Exhibitor and Sponsor's occupancy and use of the exhibition premises, the Venue or any part thereof.

**11. Hall Security:** The exhibit hall will be locked when it is closed. The Council does not provide additional hall security. The Council, its officers, agents, employees, subsidiaries, affiliates, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an Exhibitor and Sponsor either from fire, theft, or accidents or other causes.

**12. Food and Beverage:** If you plan on distributing food and/ or beverage from your booth, you must receive prior approval from the Council and any additional fees that are levied by the Venue will be your sole responsibility. Please contact the Council prior to the event to determine the cost associated for your consumable give away.

**13. Minimum Age for Entry:** To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall but must remain in the stroller and be accompanied by an adult at all times.

**14. Official Service Contractor:** To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, [REDACTED] has been selected as our official service contractor. [REDACTED] will send all confirmed Exhibitors and Sponsors a service kit containing information on material handling, furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental, and recommended transportation carriers.

**15. Amendment of Rules:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Council and the Venue. These rules and regulations may be amended at any time by the Council and the Venue. All amendments shall be binding on Exhibitors and Sponsors.

**16. Force Majeure:** If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, Council may terminate this Agreement upon written notice to the other party without liability.

**17. Cancellation and Refunds:** In the event the Exhibitor and Sponsor cancels its reservation for space or sponsored item, and sends written cancellation notice on or before **January 11, 2024**, then Exhibitor and Sponsor will be refunded the Exhibitor and Sponsor registration fee less a 50% nonrefundable fee. Cancellations received after **January 11, 2024**, will forfeit the entire fee. No refunds will be made if exhibit space is not used or for space used part of the time.

AGREEMENT AUTHORIZED BY: *(PRINT)* \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_