EXHIBITOR PROSPECTUS
REGISTER ONLINE - CLICK HERE

VOICEFOUNDATION.ORG
MAY 29—JUNE 2, 2019
(215) 735-7999  PHILADELPHIA, PA

A DIFFERENT KIND OF MEETING
Symposium Contacts

Exhibit Sales and Advertising/Support
Maria Russo, office@voicefoundation.org
Phone: (215) 735-7999
Fax: (215) 762-5572
voicefoundation.org

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May 29 - June 2, 2019~ The Westin Hotel, Philadelphia, PA
You don’t need to be an actor, singer, or broadcaster to be a professional voice user. Teachers, physicians, salespeople, and many others depend on their voices to earn a living. Warning signs of a potentially serious disease – a raspy voice, a persistent, dull pain in the throat, difficulty in swallowing, or a tired voice – are ignored too often.

According to The National Institutes of Health’s National Institute on Deafness and Other Communication Disorders reports that approximately 7.5 million Americans have trouble using their voices. Despite widespread voice problems, too little is known about the vocal disorders which cut short careers, impair the speech process, devastate and even threaten people’s lives.

The Voice Foundation is the world’s leading organization dedicated to solving voice problems. The Foundation seeks to protect and enhance the gift of vocal communication through:

- Research to advance the diagnosis and treatment of vocal problems, including improved non-surgical and surgical techniques;
- Sponsoring national and international symposia and seminars;
- Publishing and distributing professional and scientific publications and video teaching materials;
- Awarding research grants and fellowship;
- Disseminating information through the media to raise awareness of voice care.

When The Voice Foundation was founded in 1969 by the internationally celebrated voice specialist Wilbur James Gould, M.D., interdisciplinary care of the human voice was non-existent. Dr. Gould’s groundbreaking foresight brought together physicians, scientists, speech-language pathologists, performers, and teachers to share their knowledge and expertise in the care of the professional voice user. Since 1989, The Voice Foundation has been led by Robert Thayer Sataloff, M.D., D.M.A., F.A.C.S., an internationally renowned otolaryngologist who is also a professional singer and conductor, and author of more than 1000 publications including 46 textbooks.
Care of the Professional Voice, the 48th annual symposium hosted by The Voice Foundation, features advanced programming presented by leading professionals in the voice care field from thirty-five states and thirty countries. Voice professionals from all over the world come to gather the latest information, network with colleagues, see product demonstrations, learn cutting-edge techniques and earn continuing education credits.

More than 400 voice care professionals attend, including a strong faculty attendance from hospitals and universities worldwide.

During breakfast and coffee breaks the attendees evaluate purchases for their practices, hospitals and facilities. With your newest publications on display, they are made aware of the tools available for learning and teaching.

The Voice Foundation welcomes all exhibitors to attend the scientific sessions. Remember to take advantage of special sponsorship and advertisement opportunities designed to fit every budget. Expand your presence throughout the conference.

Jointly provided by The Voice Foundation in collaboration with Drexel University College of Medicine, Temple University, The American Institute for Voice and Ear Research, and the Academy of Vocal Arts.

CME and CEU Credit will be available for the appropriate sessions.

Note: Per new PhRMA & AdvaMED regulations, all commercial companies are prohibited from distributing products with their company name on it at CME activities.
Exhibitor Schedule

Move-In—Exhibit—Move Out

May 29, 2019
Wednesday is a half-day.
Move-in 1:30pm
(May be changed to 9am—UPDATE on May 14th)
Show Hours 2:00pm - 5:30pm

Thursday, May 30, 2019
Move-in 6:00am - 7:00am
Show Hours 8:00am - 6:30pm

Friday, May 31, 2019
Move-in 6:00am - 7:00am
Show Hours 8:00am - 1:00pm
Exhibit room locked 1:00pm

*Exhibiting will conclude at 1:00pm on Friday, June 3rd, as we will be preparing the Ballroom for the Gala. There is no need to break down: the doors will be locked.

Saturday, June 1, 2019
Move-in 6:00am - 7:00am
Show Hours 8:00am - 5:00pm

*Improbable, but possible that Saturday evening will require a move-out. At 4:00pm

Sunday, June 2, 2019
Move-in 6:00am - 7:00am
Show Hours 8:00am - 3:00pm
Move-Out 3:00pm - 4:00pm

Exhibit Hall Highlights
(May be changed —UPDATE on May 14th)

Wednesday, May 29, 2019
Break 4:00-4:30pm

Thursday, May 30, 2019
Morning Breakfast 7:15 am
Break I 10:00-10:30pm
Break II/Posters 4:00-5:00pm

Friday, May 31, 2019
Morning Breakfast 7:15 am
Break I 9:20-9:50 am

Saturday, June 1
Morning Breakfast 7:30AM
Break I 9:50-10:10am
Break II 3:00-3:30pm

Sunday, June 2, 2019
Morning Breakfast 7:30AM
Break I 9:50-10:20AM
Break II Prefunction 3:00pm

Some attendees choose to spend part of the break in the Exhibit Hall.

Mealtimes are as follows:

Lunch
Thursday 12:00-1:30pm
Friday 12:00pm
Saturday 12:00-12:50pm
Sunday 12:00pm

Dinner
Wednesday 5:00pm
Thursday 5:45pm
Saturday 5:00pm-6:15pm
One 6’ Exhibit Table per week - Fee: $1,250.00
Includes:
• 6 ft. skirted table
• Two chairs
• Exhibitor personnel badges
• Power supply as requested at no charge
• Daily maintenance by Hotel Staff
• Listing in the Program and in Attendee Folders
• Morning Coffee in the Exhibit Hall Daily

One 6’ Exhibit Table per day - Fee: $400.00.
Includes:
• 6 ft. skirted table
• Two chairs
• Exhibitor personnel badges
• Power supply as requested at no charge
• Daily maintenance by Hotel Staff
• Listing in the Program and in Attendee Folders
• Morning Coffee in the Exhibit Hall Daily

Literature Display per week - Fee: $500
Space is made available for exhibitor literature at an unmanned table for the duration of the Symposium. Literature must be received by The Voice Foundation office no later than May 1, 2018 and materials will not be returned after the meeting.

Hotel Accommodations
The Westin Hotel
99 S. 17th St.
Philadelphia, PA 19103
Phone: (215) 563-1600

We are pleased to announce that our 46th Annual Symposium will again be held at The Westin Philadelphia Hotel. The Westin rivals both the Four Seasons and the Ritz Carlton in grandeur.
The Voice Foundation has secured a block of rooms in the Philadelphia Westin. Discounted room rates will be announced shortly. Please check back after the new year for the Voice Foundation’s dedicated Westin Hotel webpage.

Located in the heart of the city known as America’s birthplace, The Westin Philadelphia combines traditional elegance with modern luxury. It is directly connected to Liberty Place, an upscale shopping center, and the Pennsylvania Convention Center is just a few blocks away. Famous nearby landmarks: Liberty Bell, Independence Hall, the Betsy Ross House, and the Philadelphia Museum of Art.

Shipping Instructions
If you have any materials you would like shipped to the hotel prior to your arrival, please ship them to:
The Westin Hotel
c/o Rebecca Boulay
The Voice Foundation’s Symposium (5/26 – 5/31)
99 South 17th Street
Philadelphia, PA 19103 USA
Shipped materials will be found under your assigned table as of Wednesday, June 1.

Symposium Contacts
Sales/registration:
Maria Russo—office@voicefoundation.org
Katie Erikson—symposium@voicefoundation.org
Phone: (215) 735-7999
Fax: (215) 762-5572
Website: www.voicefoundation.org

Exhibitor Assignments
Space will be assigned to Exhibitors on a first-come, first-served basis. We will also take into consideration number of tables requested and consequent space necessary in assigning Exhibitor placement.
Please notify Maria Russo, Executive Director, of any specific space requirements.

Cancellation Policy
Exhibitors will be refunded in full if written notification of cancellation is received by April 1, 2018 (60 days prior). Exhibitors will receive a 50% refund if cancellation/reduction is made in writing by May 1, 2018 (30 days prior). No refunds will be given for Exhibitors who cancel after May 1, 2018.

Payment
Payment in full is due with the submission of the Corporate Support Form. The Voice Foundation will accept Visa, Master Card, Discover and company checks. (Sorry, no American Express.)
Official Symposium Program  
Deadline: February 15, 2019  
Inside Back Cover $1,500  
Full page B/W $1,000  
Half page B/W $500  
Quarter page B/W $250  

Voices of Summer Gala Program  
Deadline: April 25, 2019  
Inside Front Cover $5,000  
Center Spread $3,500  
Inside Back Cover $3,000  
Back Cover $4,500  
Full page B/W $2,000  
Half page B/W $1,000  
Quarter page B/W $500  

Literature in Attendee Folder  
Exhibitor Fee (w/table): $500  
Non-Exhibitor Fee (w/out table): $750  
Promotional materials can be included in the packets distributed to all attendees at registration. Literature must be received by The Voice Foundation office no later than May 1, 2018 and excess materials will not be returned after the meeting. Print size 8 ½ x 11 ½  
Bleeds: Allow 1/8” on all sides.  
Publication size: 5 ½ x 8 ½  
All advertising materials should be supplied as electronic files with color print. We accept high-resolution PDF files. All files should be collected to disk with fonts (Adobe) and supporting files (all formats: TIF, JPEG).  

Marketing Support Opportunities  

<table>
<thead>
<tr>
<th>Young Laryngologists Study Group Fee: $5,000</th>
<th>Workshop Sponsor Fee: $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>No CME Credit</td>
<td></td>
</tr>
<tr>
<td>•Literature at the Study Site</td>
<td>•Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.</td>
</tr>
<tr>
<td>•Digital Ad at Registration</td>
<td>•Acknowledgment in Folder Literature</td>
</tr>
</tbody>
</table>
# Educational Grant Opportunities

<table>
<thead>
<tr>
<th>Sponsor Type</th>
<th>Fee</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Sponsor</td>
<td>$10,000</td>
<td>Dedicated signage &amp; listing in all promotional materials, Program book acknowledgment, Meet &amp; Greet with Award Honorees</td>
</tr>
<tr>
<td>Registration Table</td>
<td>$2,000</td>
<td>Exclusive Signage in Registration Area, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
<tr>
<td>Coffee Break Sponsor</td>
<td>$1,500</td>
<td>10 Coffee Break Sponsorships Available, Acknowledgment in Symposium Program &amp; Website, Signage during coffee break</td>
</tr>
<tr>
<td>Multimedia</td>
<td>$5,000</td>
<td>Company recognized via multimedia projections, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
<tr>
<td>Poster Award Sponsor / Session Sponsor</td>
<td>$1,000 - $10,000</td>
<td>Sponsor Awards given to the Best Poster in each category: Basic Science, Medical, Speech Language Pathology, Voice Pathology, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
<tr>
<td>Van Lawrence Award Sponsor</td>
<td>$2,000</td>
<td>The Fellowship is intended to provide opportunities for the Fellow to become more thoroughly acquainted with practices, techniques, technology and people involved in laryngology and voice science. Acknowledgment in Symposium Program &amp; Website, Exclusive Signage at site</td>
</tr>
<tr>
<td>Master Class Sponsor</td>
<td>$5,000</td>
<td>Meet and Greet Master Class Presenter, Exclusive Signage at site, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
<tr>
<td>Workshop Sponsor</td>
<td>$1,000</td>
<td>Contribute to the advancement of voice care and training by sponsoring Vocal Workshops, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
<tr>
<td>Keynote Speaker Sponsor</td>
<td>$5,000</td>
<td>Acknowledgment in Symposium Program &amp; Website, Meet and Greet Keynote Speaker</td>
</tr>
<tr>
<td>Special Event Sponsor</td>
<td></td>
<td>Master Class Wine Reception $2,000, Workshop Wine Reception $2,000</td>
</tr>
<tr>
<td>Master Class Wine Reception</td>
<td>$2,000</td>
<td>Acknowledgment in Symposium Program &amp; Website, Exclusive Signage at site</td>
</tr>
<tr>
<td>Workshop Wine Reception</td>
<td>$2,000</td>
<td>Acknowledgment in Symposium Program &amp; Website, Exclusive Signage at site</td>
</tr>
<tr>
<td>Official Airline, Transportation</td>
<td>$500</td>
<td>Travel expenses for Gala Honorees, Lecturers, Attendees, Official Merchant Status, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
<tr>
<td>Program Mentoring Sponsor</td>
<td>$500</td>
<td>Exclusive Signage at Mentoring Site, Acknowledgment in Symposium Program &amp; Website</td>
</tr>
</tbody>
</table>

Educational Grant Opportunities
Gala Sponsor  
Friday, May 31, 2019

Γ Gold Benefactor at $5,000 includes:

•Acknowledgment in the Voice Foundation’s marketing materials and website at a Corporate Sponsorship/Underwriters Gold Level

Gala Sponsor  
Friday, May 31, 2019

Silver Supporter at $3,500 includes:

•Acknowledgment in the Voice Foundation’s marketing materials and website at a Corporate Sponsorship/Underwriters Silver Level

Gala Sponsor  
Friday, May 31, 2019

Award Recipient Sponsor at $1,500 includes:

•Acknowledgment in the Voice Foundation’s marketing materials

Choose the Awardee you would like to sponsor

Gala Sponsor  
Friday, May 31, 2019

Various Other Sponsorships  
$500

Grand Piano, Flowers and Decorations, Crystal Awards, Entertainment

•Acknowledgment in the Voice Foundation’s marketing materials

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Voices of Summer Gala, May 31st!

2016 *Chita Rivera

2016 Drs Jack Jiang, Shigeru Hirano, Norm Hogikyan, Ken Altman, Mike Johns, Jon Bock, Mike Benninger

2014 *Bootsy Collins, *Roberta Flack, Dr. Robert Sataloff, *Denyce Graves

2017 Dr. Michael Benninger, *Tommy Tune, *Reri Grist, Dr. Robert Sataloff
Planning Calendar
May 30 - June 2, 2019 ~ The Westin Hotel, Philadelphia, PA

Marketing Deadlines
Deadline for Symposium print advertising
Deadline for Coffee Break Sponsorship
Cocktail Party and Registration Table
Cancellation/reductions with a full refund
Deadline for Voices of Summer Gala print advertising
Folder Inserts due at TVF

Marketing Deadlines
February 15, 2019
April 15, 2019
April 15, 2019
April 15, 2019
April 25, 2019
May 1, 2019

Forms Deadlines
Contracts, logos and payment are due
Space assignment begins
Space cancellation deadline
Exhibitor final information confirmation
Hotel accommodation special rates expire

Forms Deadlines
March 15, 2019
March 30, 2019
April 1, 2019
May 1, 2019
May 1, 2019

Symposium Schedule
Exhibitor move-in begins
Symposium begins and Exhibit Hall opens
Exhibit Hall locked for Gala preparation
Move-out begins
Meeting Adjourned

Symposium Schedule
1:00pm May 29, 2019
2:00pm May 29, 2019
3:30pm May 31, 2019
3:30pm June 2, 2019
5:00pm June 2, 2019
THE VOICE FOUNDATION
Exhibit Reservation Form

Company Name: 
Street Address: 
City, State, ZIP: 
Country: USA

Contact Person Name, Title and Address:

Website:

**Exhibitor Only**

- [ ] One 6’ Exhibit Table @ $1,250 per week
- [ ] One 6’ Exhibit Table @ $400 per day
  - [ ] Wednesday 5/29/19
  - [ ] Thursday 5/30/19
  - [ ] Friday 5/31/19 (half day)
  - [ ] Saturday 6/1/19
  - [ ] Sunday 6/2/19

**Electrical requirements for Exhibitors:**

- [ ] We do **not** require electricity
- [ ] We require a standard electrical outlet

Please list the names of representatives attending for name badges.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

- [ ] Literature Display @ $500/week (literature must be received in The Voice Foundation office no later than May 13, 2019)

**Literature in Registration Packets** (literature must be received in The Voice Foundation office no later than May 13, 2019)

- [ ] Exhibitor (w/ table) $500 per week
- [ ] Non-Exhibitor (w/out table) $750 per week

- Check or money order made payable to The Voice Foundation
- VISA / MASTERCARD

Print name as it appears on credit card:

__________________________________________________________________________________

Street Address of credit card:

__________________________________________________________________________________

Zip Code: ______________________

Credit Card Number:

__________________________________________________________________________________

Expiration: ________________  CVV 3-digit security code: ____________________

Authorized Signature: ___________________
RENTAL VEHICLE INFORMATION

Store Receiving Delivery: The Westin Philadelphia

Name of Function: The Voice Foundation Symposium

Date of Delivery: 

Time of Delivery: 

Vehicle Rental Company: 

Vehicle Description:

Model: 
Year: 
Color: 
License plate & State: 

Driver’s Name: 
Passenger’s Name: 

PLEASE FAX THIS FORM TO BOTH NUMBERS:

Westin Fax #: (215) 567-2845
Liberty Dock Master Fax #: (215) 851-9728

Directions: The Loading Dock entrance is on 16th Street between Chestnut and Market Streets. From Chestnut Street, turn left onto 16th Street. The Loading Dock is on the left side of the street, just after the entrance to the public parking lot. There is a sharply descending unmarked driveway immediately upon making the left into the Dock entrance.