

# **Exhibitor Prospectus**

THE VOICE
FOUNDATION BOARD OF
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# 2022 Participating Specialties - 500 - 1,000 Attendees

- Otolaryngologists
- Pediatric Otolaryngologists
- General Surgeons
- Pulmonologists
- Neurologists
- Gastroenterologists
- Speech Pathologists
- Voice & Speech Teachers
- Singers & Actors
- Voice Scientists



## Symposium Contacts

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

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.

Lankenau Institute for Medical Research.

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

## **About The Voice Foundation**

The world's leading organization dedicated to solving voice problems

"The human voice is our chief means of communication, a fundamental tool for working and living, and a rich source of artistic pleasure." - Walter Cronkite

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

### Care of the

#### **Professional Voice**

attracts hundreds of medical and scientific experts, speech language pathologists, performing artists, and teachers from over 35 states and 30 countries.

Papers presented at this Symposium educate the public and the scientific community on the latest advances in voice science and care.

#### Attending are:

Members of The Voice Foundation

**Primary Employers** 

Academic Institutions
Hospitals
Private Practice

#### **Professions:**

Physicians
Nurses
Scientists
Educators
Speech -Language Pathologists
Voice Teachers
Singers

## Exhibitor Info - register online - click here

## Symposium Dates and Location

#### Symposium:

Wednesday, May 29—Sunday, June 2, 2022

Location: Philadelphia Westin Hotel

99 S. 17th St.

Philadelphia, PA 19103 USA

Exhibit Hall: Westin Ballroom, Salon III, Main

Floor

### **Exhibitor Schedule**

#### Move-In—Exhibit—Move Out

June 1, 2022

#### Wednesday is a half-day.

Move-in	10:00am
CI II	2.00

Show Hours 2:00pm - 7:00pm

#### Thursday, June 2, 2022

Move-in 6:00am- 7:00am Show Hours 8:00am - 6:30pm

#### Friday, June 3, 2022

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, May 31, as we will be preparing the Ballroom for the Gala. **There is no need to break down: the doors will be locked**.

#### Saturday, June 4, 2022

Move-in	6:00am- 7:00am	
Show Hours	8:00am - 5:00pm	

#### Sunday, June 5, 2022

Move-in	6:00am - 7:00am
Show Hours	8:00am - 3:00pm
Move-Out	3:00pm - 4:00pm

## **Exhibit Space**

- Table and available electrical outlet
- Unlimited exhibitor Symposium attendance (no CME credits without paid registration)
- Unlimited exhibitor staff badges
- Acknowledgment on TVF website
- Company profile in the Attendee Folders
- A Final Program Book
- Advertising discounts in Journal of Voice Grant opportunities

#### **Exhibit Hall Highlights**

Wednesday, May 29, 2022

Break 4:00-4:30pm

Thursday, June 1, 2022

Morning Breakfast 7:15 am

Break I 10:00-10:30pm
Break II/Posters 4:00-4:30pm

Friday, June 2, 2022

Morning Breakfast 7:15 am

Break I 9:30-10:00 am

Saturday, June 3

Morning Breakfast 7:30am

Break I 9:50-10:10am Break II 3:00-3:30pm

Sunday, June 2, 2022

Morning Breakfast 7:30am

Break I 10:30-11:00am

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 7:00pm Thursday 5:30pm

Saturday 5:00pm-6:00pm

# 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.

## **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.)

## **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 pri-

### 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 17<sup>th</sup> Street

Philadelphia, PA 19103 USA

Shipped materials will be found under your assigned table as of Wednesday, June I



## Symposium Contacts

Maria Russo— office@voicefoundation.org lan DeNolfo—symposium@voicefoundation.org

Phone: (215) 735-7999 Fax: (215) 762-5572

Website: www.voicefoundation.org

# Advertising - register online - click here

Official Officionality in Oction in	Official S	Sympos	ium l	Program
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Deadline: February 15, 2022

## Voices of Summer Gala Program

Deadline: April 25, 2022

Inside Back Cover	\$1,500
Full page B/W	\$1,000
Half page B/W	\$500
Quarter page B/W	\$250

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

Full Page

 $4.5" \times 7.5"$ 

### Literature in Attendee Folder

Exhibitor Fee (w/table): \$500

Non-Exhibitor Fee (w/out table): \$750

Quarter Page

2.25" x 3.5"

Half Page

 $4.5" \times 3.5"$ 

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.

## Marketing Support Opportunities

Young Laryngologists Study Group Fee: \$5,000

No CME Credit
Literature at the Study Site
Digital Ad at Registration

Vorkshop Sponsor
Fee: \$1,000

•Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.

Acknowledgment in Folder Literature

# **Educational Grant Opportunities**

Presentation Sponsor Fee: \$10,000  •Dedicated signage & listing in all promotional materials  •Program book acknowledgment  •Meet & Greet with Award Honorees	Registration Table Fee: \$2,000  •Exclusive Signage in Registration Area  •Acknowledgment in Symposium Program & Website	
Coffee Break Sponsor Fee: \$1,500  •10 Coffee Break Sponsorships Available •Acknowledgment in Symposium Program & Website •Signage during coffee break	Mulitimedia Fee: \$5,000  •Company recognized via multimedia projections •Acknowledgment in Symposium Program & Website	
Poster Award Sponsor / Session Sponsor  Fee: \$1,000 - \$10,000  •Sponsor Awards given to the Best Poster in each category: Basic Science, Medical, Speech Language Pathology, Voice Pathology  •Acknowledgment in Symposium Program & Website	Van Lawrence Award Sponsor Fee: \$2,000  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 & Website •Exclusive Signage at site	
Master Class Sponsor Fee: \$5,000  •Meet and Greet Master Class Presenter •Exclusive Signage at site •Acknowledgment in Symposium Program & Website	Workshop Sponsor Fee: \$1,000  Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  Acknowledgment in Symposium Program & Website	
Keynote Speaker Sponsor Fee: \$5,000  •Acknowledgment in Symposium Program & Website  •Meet and Greet Keynote Speaker	Special Event Sponsor  Master Class Wine Reception Fee: \$2,000  Workshop Wine Reception Fee: \$2,000  •Acknowledgment in Symposium Program & Website  •Exclusive Signage at site	
Official Airline, Transportation Fee: \$500  •Travel expenses for Gala Honorees, Lecturers, Attendees  •Official Merchant Status  •Acknowledgment in Symposium Program & Website	Program Mentoring Sponsor Fee: \$500  •Exclusive Signage at Mentoring Site  •Acknowledgment in Symposium Program & Website	

### Gala Sponsor

Friday, June 3, 2022

#### 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, June 3, 2022

#### 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, June 3, 2022

#### 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, June 3, 2022

Various Other Sponsorships

\$500

Grand Piano, Flowers and Decorations, Crystal Awards, Entertainment

•Acknowledgment in the Voice Foundation's marketing

## Voices of Summer Gala, June 3rd!









## **Planning Calendar**

June 1 - June 5, 2022  $\sim$  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 refun

Deadline for Voices of Summer Gala print

advertising

Folder Inserts due at TVF

February 15, 2022

April 15, 2022

April 15, 2022

April 15, 2022

April 25, 2022

May 1, 2022



## Forms Deadlines

Contracts, logos and payment are due

Space assignment begins

Space cancellation deadline

Exhibitor final information confirmation

Hotel accommodation special rates expi

## Symposium Schedule

Exhibitor move-in begins

Symposium begins and Exhibit Hall opens

Exhibit Hall locked for Gala preparation

March 15, 2022

March 30, 2022

April I, 2022

May 1, 2022

May 1, 2022

10:00am June 1, 2022

2:00pm June I, 2022

3:30pm June 5, 2022

3:30pm June 2, 2022





## **Exhibit Reservation Form**



Company Name:

Street Address:

City, State, ZIP:

Contact Person Name, Title and Ad	ldress:	
Website:		
Exhibitor Only		
☐ One 6' Exhibit Table @ \$1,250 p	oer week	
☐ One 6' Exhibit Table @ \$400 pe	r 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 Exh	nibitors:	
— We do <u>not</u> require electric	ity ——	We require a standard electrical outlet
Please list the names of representati	ives attending for name l	padges.
☐ Literature Display @ \$500/we than May 13, 2019)	eek (literature must be r	eceived in The Voice Foundation office no later
Literature in Registration Pack than May 13, 2019)	<b>ets</b> (literature must be r	eceived in The Voice Foundation office no later
☐ Exhibitor (w/table) \$500 per we	ek	
☐ Non-Exhibitor (w/out table) \$75	50 per week	

Advertising Support: C	Circle your choice	☐ Advertising in <b>Gala Pr</b>	ogram Book	
		Inside Front Cover	\$5,000	
☐ Advertising in <b>Sympo</b> s	sium Program Book	Center Spread	\$3,500	
Inside Back Cover	\$1,500	Inside Back Cover	\$3,000	
Full page B/W	\$1,000	Back Cover	\$4,500	
Half page B/W	\$500	Full page B/W	\$2,000	
Educational Grant Opp	ortunities			
See pages 8 & 9 for details		Quo	ıntity	Fee
PAYMENT: Please sen	d completed form and	l payment in US\$ by Mar	ch 15, 2019.	
Check or m	noney order made pay	able to The Voice Foundat	ion	
VISA / MAS	STERCARD			
Print name as it appea	rs on credit card:			
Street Address of cred	it card:			
Zip Code:				
Credit Card Number:				
Credit Card Number:				
Expiration:	CVV 3-d	igit 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 De	scription:
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

<u>Directions:</u> The Loading Dock entrance is on 16<sup>th</sup> Street between Chestnut and Market Streets. From Chestnut Street, turn left onto 16<sup>th</sup> 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