EXHIBITOR PROSPECTUS

THE WORLD’S LEADING ORGANIZATION DEDICATED TO SOLVING VOICE PROBLEMS

2023 Participating Specialties - 500 - 1,000 Attendees

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

Symposium Contacts
Exhibit Sales and Advertising/Support  Ian DeNolfo, 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.

PHILADELPHIA

May 31st - June 4th, 2023
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, 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

Care of the Professional Voice

Attracts hundreds of medical and scientific experts, speech-language pathologists, performing artists, and teachers from over 40 states and 40 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
- Health Care Providers
- Hospitals
- Private Practices
- Physicians
- Speech-Language Pathologists
- Voice Teachers
- Voice Therapists
- Basic Science Researchers
- Educators
- Voice Teacher
- Singers
Exhibitor Info

Symposium Dates and Locations

Wednesday, May 31st — Sunday, June 4th, 2023

Location:
Philadelphia Westin Hotel
99 S. 17th St.
Philadelphia, PA 19103 USA

Exhibit Hall:
Westin Ballroom, Salon III, Main Floor

Exhibitor Schedule

Wednesday (half-day), May 31st, 2023
Move-in  10:00am
Show Hours  2:00pm - 7:00pm

Thursday, June 1st, 2023
Move-in  6:00am- 7:00am
Show Hours  8:00am - 6:30pm

Friday, June 2nd, 2023
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 2, as we will be preparing the Ballroom for the Gala. There is no need to break down: the doors will be locked.

Saturday, June 3rd, 2023
Move-in  6:00am- 7:00am
Show Hours  8:00am - 5:00pm

Sunday, June 4th, 2023
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 31st, 2023
Break  4:00-4:30pm

Thursday, June 1st, 2023
Morning Breakfast  7:15 am
Break I  10:00-10:30am
Break II /Posters  4:00-4:30pm

Friday, June 2nd, 2023
Morning Breakfast  7:15 am
Break I  9:30-10:00 am

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

Sunday, June 4th, 2023
Morning Breakfast  7:30 am
Break I  10:30-11:00 am
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, 2023 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 Ian DeNolfo, 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, 2023 (60 days prior). Exhibitors will receive a 50% refund if cancellation/reduction is made in writing by May 1, 2023 (30 days prior).

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

We are pleased to announce that our 52nd 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, May 31st

Symposium Contacts
Ian DeNolfo - office@voicefoundation.org
Melanie Culhane - symposium@voicefoundation.org
Phone: (215) 735-7999
Fax: (215) 762-5572
Website: www.voicefoundation.org
### Advertising

#### Official Symposium Program

**Deadline:** February 15, 2022

- **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, 2022

- **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, 2023 and excess materials will not be returned after the meeting. Print size 8 1⁄2 x 11 1⁄2 Bleeds: Allow 1/8” on all sides.

### Marketing Support Opportunities

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

<table>
<thead>
<tr>
<th><strong>Presentation Sponsor Fee:</strong> $10,000</th>
<th><strong>Registration Table Fee:</strong> $2,000</th>
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<tbody>
<tr>
<td>• Dedicated signage &amp; listing in all promotional materials</td>
<td>• Exclusive Signage in Registration Area</td>
</tr>
<tr>
<td>• Program book acknowledgment • Meet &amp; Greet with Award Honorees</td>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<tr>
<th><strong>Coffee Break Sponsor Fee:</strong> $1,500</th>
<th><strong>Multimedia Fee:</strong> $5,000</th>
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<tbody>
<tr>
<td>• 10 Coffee Break Sponsorships Available</td>
<td>• Company recognized via multimedia projections</td>
</tr>
<tr>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<tr>
<td>• Signage during coffee break</td>
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<tr>
<th><strong>Poster Award/Session Sponsor Fee:</strong> $1,000 – $10,000</th>
<th><strong>Van Lawrence Award Sponsor Fee:</strong> $2,000</th>
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<tbody>
<tr>
<td>• Sponsor Awards given to the Best Poster in each category: Basic Science, Medical, Speech Language Pathology, Voice Pathology</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.</td>
</tr>
<tr>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<td>• Exclusive Signage at site</td>
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<tr>
<th><strong>Master Class Sponsor Fee:</strong> $5,000</th>
<th><strong>Workshop Sponsor Fee:</strong> $1,000</th>
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<tbody>
<tr>
<td>• Meet and Greet Master Class Presenter</td>
<td>• Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.</td>
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<td>• Exclusive Signage at site</td>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<tr>
<th><strong>Keynote Speaker Sponsor Fee:</strong> $5,000</th>
<th><strong>Special Event Sponsor</strong></th>
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<tr>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<tr>
<td>• Meet and Greet Keynote Speaker</td>
<td>Master Class Wine Reception Fee: $2,000</td>
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<tr>
<td></td>
<td>Workshop Wine Reception Fee: $2,000</td>
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<td></td>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<td>• Exclusive Signage at site</td>
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<tr>
<th><strong>Official Airline, Transportation Fee:</strong> $500</th>
<th><strong>Program Mentoring Sponsor Fee:</strong> $500</th>
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<tr>
<td>• Travel expenses for Gala Honorees, Lecturers, Attendees</td>
<td>• Exclusive Signage at Mentoring Site</td>
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<tr>
<td>• Official Merchant Status</td>
<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<td>• Acknowledgment in Symposium Program &amp; Website</td>
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<tr>
<td>Gold Benefactor at $5,000</td>
<td>Silver Supporter at $3,500</td>
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<tr>
<td>• Acknowledgment in the Voice Foundation’s marketing materials and website at a Corporate Sponsorship/Underwriters Gold Level</td>
<td>• Acknowledgment in the Voice Foundation’s marketing materials and website at a Corporate Sponsorship/Underwriters Silver Level</td>
</tr>
<tr>
<td>Award Recipient Sponsor at $1,500</td>
<td>Various Other Sponsorships $500</td>
</tr>
<tr>
<td>• Acknowledgment in the Voice Foundation’s marketing materials</td>
<td>• Grand Piano, Flowers and Decorations, Crystal Awards, Entertainment</td>
</tr>
<tr>
<td>• Choose the Awardee you would like to sponsor</td>
<td>• Acknowledgment in the Voice Foundation’s marketing materials</td>
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Marketing Deadlines
Deadline for Symposium print advertising: February 15, 2023
Deadline for Coffee Break Sponsorship: April 15, 2023
Cocktail Party and Registration Table: April 15, 2023
Cancellation/reductions with a full refund: April 15, 2023
Deadline for Voices of Summer Gala print advertising: April 15, 2023

Forms Deadlines
Contracts, logos and payment are due: March 15, 2023
Space assignment begins: March 30, 2023
Space cancellation deadline: April 1, 2023
Exhibitor final information confirmation: May 1, 2023
Hotel accommodation special rates expire: May 1, 2023

Symposium Schedule
Exhibitor move-in begins 10:00am: 10am - May 31, 2023
Symposium begins and Exhibit Hall opens: 2pm - May 31st, 2023
Exhibit Hall locked for Gala preparation: 3:30pm - June 2, 2023
Exhibitor move-out: 3:30pm - June 4, 2023
Exhibit Reservation Form

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

THE VOICE FOUNDATION

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 5/31/23  ☐ Thursday 6/1/23

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 15, 2023)

Literature in Registration Packets (literature must be received in The Voice Foundation office no later than May 15, 2023)

☐ Exhibitor (w/table) $500 per week
☐ Non-Exhibitor (w/out table) $750 per week
Advertising Support: Circle your choice

☐ Advertising in Symposium Program Book
  Inside Back Cover $1,500
  Full page B/W $1,000
  Half page B/W $500

☐ Advertising in Gala Program Book
  Inside Front Cover $5,000
  Center Spread $3,500
  Inside Back Cover $3,000
  Back Cover $4,500
  Full page B/W $2,000

Educational Grant Opportunities
See pages 6 & 7 for details

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<tr>
<th>Quantity</th>
<th>Fee</th>
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PAYMENT: Please send completed form and payment in US$ by March 15, 2023

_________ 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.