



TARGIT Collaborative Group

5th Annual Conference Orlando, Florida

Exhibitor and Sponsor Guide

September 16–17, 2022
Wyndham Bonnet Creek
9560 Via Encinas
Lake Buena Vista, FL 32830

Simulation Lab: September 17, 2022

TARGIT Collaborative Group
1721 Eastern Avenue, Suite 19
Sacramento, CA 95864 USA
+1-916-382-8542
Fax: +1-916-604-9224
info@targetcollaborative.org
www.targetcollaborative.org

Inside:

- **Exhibitor Information**
- **Sponsorship Opportunities**
- **General Information**

2022

As a major supplier of product and support services for targeted intraoperative radiotherapy, you won't want to miss the opportunity to exhibit at the 5th Annual TARGIT Collaborative Group (TCG) Conference.

In addition to displaying your organization's products and services, the networking opportunities available at this event will be invaluable. There are a limited number of sponsorship and table top exhibit spaces available. These will be awarded on a **first-come, first-served basis** only. Please complete the enclosed Exhibitor and Sponsor Application and return it today to guarantee your spot at this important industry event. We are expecting 150-175 attendees this year.

Exhibit Area

The TCG exhibit area is a table-top show adjacent to the main session room. This is the same area where most meals will generally be served. While there are no defined exhibit hours, it is up to each exhibitor to determine the appropriate times to staff their table.

Your products and material is limited to the immediate area around your table. In all cases, your material may not obstruct other exhibitors.

Tentative Schedule

Friday, September 16th

8:00am - 11:00am	Exhibitor Set-up
11:30am	Conference Opening & Lunch
3:00pm - 3:30pm	Afternoon Break
5:00pm - 7:00pm	Poster Session & Reception

Saturday, September 17th

7:00am - 08:00am	Breakfast
8:00am	Conference Opening
10:00am - 10:30am	Morning Break
12:30pm - 1:30pm	Lunch
2:00pm - 6:00pm	Simulation Lab
3:00pm	Exhibitor Tear Down
7:00pm	Post-Conference Party

TCG reserves the right to modify the schedule based on the final program.

Table Top Assignment Policy

If possible, the floor plan for the exhibit area will be sent in advance. Exhibitors may request the location of their table top. TCG may alter the location of any exhibitor in the best interest of the conference.

Assignment of each table top will be determined by the following general criteria:

- Sponsorship level
- Date of receipt of application and payment
- Past Participation

Exhibitor Fees

The exhibit fee includes one table, power outlet, two chairs and registration for one (1) person per company.

\$4,000 *Early - Reserved by April 15th*

\$4,500 *Regular - Reserved between April 16- July 31*

\$5,000 *Late - August 1st through Conference*

Additional Benefits also include:

- Logo included on postal mailing (July)
- Company Logo on TCG Website
- Company Logo in ongoing e-mail promotions
- Post Conference Attendee List (opt-in)

All additional services (such as audio/visual) are at the exhibitors' expense. Please contact TCG if you are interested in additional equipment for your table top.

The exhibit space granted under the terms of this agreement is to be used exclusively by the exhibitor to present their products and services and is not to be sub-divided or shared with another company.

Exhibit Personnel

Exhibitor Fee includes registration for one individual per company. Additional exhibitors will need to register separately for an additional charge. Deadline to register additional Exhibitors is **July 31st**.

Registration for all exhibitor personnel includes Reception, lunches, breakfast and breaks for the conference days. All other meals are on your own. The balcony party is optional.

Housing

Exhibitors are responsible for making their own hotel reservations. All Exhibitors are expected to stay at the conference hotel. Rooms need to be reserved by **August 22nd**. Rates are subject to change after this date. Room rates are:

Single/Double \$185

Rooms are available at these rates September 15-18. Rates quoted are per room, per night as indicated and does not include applicable taxes. Rate includes property-wide high speed wi-fi.

Conference Hotel:

Wyndham Bonnet Creek
9560 Via Encinas
Lake Buena Vista, FL 32830

To make your reservations, please call **1-800-996-3426**. Please reference **TARGIT Collaborative Group**.

Additional Exhibitor Personnel

Each exhibitor must have his/her own name badge in order to work their company's booth. Two or more exhibitors may not split a registration.

Cost for Additional Exhibitor Personnel:

\$850 Paid by **April 15th**

\$950 After **July 31st** and Onsite

Post Conference Party (Saturday)

Plans are still being made for a memorable evening at an offsite location. This will be open to vendors and a separate invitation/registration will be sent for this optional party.

Safety and Security

Exhibitors are responsible for the safety and security of their exhibits at all times. TCG will not be providing onsite security.

**Care of Building**

Any damage to the building by the exhibitor will be charged to the exhibitor. Walls, woodwork and flooring must not be defaced or altered in any manner. Tacking, taping or nailing of signs, banners, etc. to permanent walls or posts is prohibited.

Signs and Distribution of Literature

No signs or banners may be placed outside of the immediate table top area except as previously authorized by TCG. No interference with other exhibitors will be allowed. All signs must be self supported.

No company is allowed to distribute their product and/or service literature for general consumption except in their paid exhibit area and/or as a benefit of their paid sponsorship.

Sound Restrictions

Sound amplification must be kept at a level that does not disturb other exhibiting companies or attendees.

Refund and Cancellation Policy

No refunds or cancellations will be accepted after Friday, **July 30th**. There is a \$500 processing fee for cancellations prior to this date. Cancellations of exhibit space must be directed in writing to TCG.

Shipping

Exhibitors are responsible for their own shipping charges. Any incoming or outgoing boxes are subject to a service fee.

Shipping details will be sent approximately 30 days in advance of the conference.

Conference Program

Each exhibitor and sponsor will be included in the onsite app. Additional details and deadline will be sent after sign-up.

Conference App

To connect everyone, we will be using a service called Attendify. This is a downloadable Conference App for our onsite attendees. This will have some benefit for our vendors as well. Additional information will be shared as we get closer to the conference. Some of the features include:

- Attendee List
- Ability to send messages to each other
- View Meeting material
- Full Schedule
- Activity Stream (think Facebook)...and more.

Dates & Deadlines**April**

- 15 Early Exhibitor Deadline
- 15 Early reserve to have logo included in postal mailing.

July

- 30 Last Day to Cancel for Partial Refund
- 31 Regular Exhibitor / Sponsor Application Due
- 31 Additional Exhibitor Registration Deadline

August

- 22 Hotel Housing Deadline
- 27 Pre-Registration List Sent (Sponsors Only)

September

- 12 Promotional Items Due to hotel (Optional)
- 16-17 TCG Conference
- 17 Final Registration List Sent (Exhibitors and Sponsors Only)

Sponsorship Packages

Sponsorship gives companies an opportunity to extend their marketing dollars. There are several sponsorship opportunities available to further promote your company. Some sponsorship opportunities could have more than one sponsor. Companies wishing to Sponsor do not need to be in attendance at the meeting. Each are on a first come, first serve basis.

Sponsorship Packages

Platinum \$75,000 (1 Available)

Includes:

- Sponsored Speaker for 10 minutes
- Three (3) Table Top Exhibit Spaces
- Six (6) Exhibitor Registrations
- Twenty (20) Limited Access Exhibitor Registrations
- Two (2) promotional items in Conference packet

Gold \$50,000 (2 Available)

Includes:

- Sponsored Speaker for 5 minutes
- Two (2) Table Top Exhibit Spaces
- Four (4) Exhibitor Registrations
- Ten (10) Limited Access Exhibitor Registrations
- Two promotional items in the Conference packet

Silver \$20,000 (Multiple)

Includes:

- Sponsored Speaker for 2 minutes
- One (1) Table Top Exhibit Space
- Three (3) Exhibitor Registrations
- Five (5) Limited Access Exhibitor Registrations
- One promotional item in the Conference packet

Bronze \$10,000 (Multiple)

Includes:

- One (1) Table Top Exhibit Space
- Two (2) Exhibitor Registrations
- One (1) Limited Access Exhibitor Registration
- One promotional item in the conference packet

Other Sponsor Opportunities:

Additional opportunities to sponsor also exist. Please contact Sara Shippy at sshipy@targetcollaborative.org at the TCG office to inquire.

Sponsorship Opportunities

Post-Conference Party: \$10,000

Plans are still being made for this fun evening at an offsite location. You will also have the opportunity to give a welcome to the group. This sponsorship can be split with other companies.

Meal Sponsor: \$6,000

Sponsors either the Friday Lunch, Saturday Lunch or Saturday Breakfast. Also includes presentation in front of the group for up to 5 minutes.

Reception Sponsor: \$5,000

Sponsors the Poster Review and Evening Reception on Friday night of the conference. Limited to (2) companies.

Conference App: \$4,000

Sponsors the downloadable Conference App. The App includes the daily schedule, offers networking opportunities to attendees, and much more.

Speaker Dinner: \$2,500

Sponsors our invite-only dinner for Conference Speakers the night before the Conference.

Breaks: \$1,500

Sponsor one of the three breaks during the conference. Limited to (2) companies per break.

Promotional Item: \$300

Have your company brochure or promotional item distributed to every attendee in the official conference packet. Limited to one item. Unlimited number of companies allowed.

All Sponsorship Levels Include:

- Logo included on postal mailing (July)
- Pre & Post Conference Attendee List (Opt-in)
- Logo with Link on TCG Website
- Recognition in Advance Promotions
- Recognition in Signage On-site at Conference
- Additional Benefits as indicated:

**** Please note the sooner your sponsorship is received the sooner your benefits start.**

Additional Sponsorship Opportunities

Emerging Technologies Sponsored Speaker: \$4,000

Sponsor a speaker of your company's choice. Limited to one (1) speaker per company. Fifteen (15) minutes of speaking time will be allotted to the speaker during the conference. Included in the Sponsorship:

- Conference Registration
- Housing (Two nights at the Conference Hotel)

You agree to fund the speaker's:

- Travel expenses (Flight, Taxi, etc.)
- Honorarium at your discretion

Benefit Includes:

- Pre and Post Conference Attendee List
- Recognition in Advance Promotions

Simulation Lab Sponsor: \$3,500

Support our Simulation Lab training of residents and fellows. With this sponsorship you have the opportunity to bring in equipment and a support person during the simulation lab. As part of this sponsorship you agree to take on the related expenses of the shipping and set-up costs in addition to the costs of your support personnel. Display and literature table included.

Benefits Include:

- Logo included on postal mailing (July)
- Logo included in promotion to potential lab attendees.
- Pre and Post Lab Attendee List (Opt-in)
- Logo with Link on TCG Website
- Recognition in Advance Promotions
- Recognition in Signage On-site at Conference

	Exhibitor	Bronze	Silver	Gold	Platinum
Promotional item distribution	0	1	1	2	2
Onsite Signage	No	Yes	Yes	Yes	Yes
Table Top Exhibit Space	1	1	1	2	3
Exhibitor Registration	1	2	3	4	6
Logo with Link on TCG Website	Logo Only	Yes	Yes	Yes	Yes
Recognition in Advanced Promotions	Yes	Yes	Yes	Yes	Yes
Attendee List (Opt-in)	Post Conference	Pre & Post Conference	Pre & Post Conference	Pre & Post Conference	Pre & Post Conference

2022 TCG Conference

Orlando, Florida USA
September 16–17, 2022

[CLICK HERE](#) to submit form online, any pay by invoice.



To pay by check, complete the following documents and send to Sara Shippy at sshippy@targitcollaborative.org or mail to the address listed below.

Exhibitor / Sponsor Application

Contact information: *(Please Print)*

Company _____

Contact _____

E-Mail _____ Phone _____

Additional information for the conference program and App listing will be requested after this application is received.

ADDITIONAL INFORMATION:

We do not wish to be placed directly beside the following companies: _____

We need electricity: () Yes () No

Exhibitor Registration

Exhibit Fee includes the registration for one Main Exhibitor Representative. Additional exhibitor registration can be purchased now and individuals identified later.

Exhibitor Type	Paid by April 15th	Paid after April 15th	Paid after August 1st	Total
Table Top Exhibit	\$4,000	\$4,500	\$5,000	\$
Additional Exhibitors	\$850	\$950	\$950	\$
<i>All prices are \$USD</i>			Total	\$

Payment Information:

Exhibitor Registration Fee (above) \$ _____

Sponsorship Opportunity \$ _____

Total Amount Due \$ _____

Please make checks payable to:
TCG and remit with completed application to:

TARGIT Collaborative Group
1721 Eastern Avenue, Suite 19
Sacramento, CA 95864 USA

info@targitcollaborative.org

() Check Enclosed () Check In Mail

Exhibitor and Sponsor Application (cont.)

Please choose your Sponsorship or individual Sponsorship Opportunities.

Sponsorship Level

- ___ **Platinum** **\$75,000**
- ___ **Gold** **\$50,000**
- ___ **Silver** **\$20,000**
- ___ **Bronze** **\$10,000**

Speaker Sponsorship

___ **\$4,000**

Simulation Lab Sponsor

___ **\$3,500**

Sponsorship Opportunities

Post Conference Party

___ \$10,000 - Saturday Night

Meals

- ___ \$6,000 - Friday Lunch
- ___ \$6,000 - Saturday Lunch
- ___ \$6,000 - Saturday Breakfast

Reception

___ \$5,000 - Friday Night

Conference App

___ \$4,000

Speaker Dinner

___ \$2,500 - Thursday Night

Daily Breaks

- ___ \$1,500 - Friday Afternoon
- ___ \$1,500 - Saturday Morning
- ___ \$1,500 - Saturday Afternoon

Promotional Item

___ \$300

TOTAL \$ _____

Please contact me to discuss other sponsorship opportunities

Exhibitor Check List

- Complete Exhibitor / Sponsorship Application (2 pages)**
- Complete Individual Exhibitor Registration**
- Send Promotional Item (Optional)**
- Send Company Logo and description**

Next Steps

Once your application and payment is received, you will be contacted by TCG with additional information about your participation.