

23rd Annual  
**Porubsky Symposium and Alumni Event**  
June 13-14, 2025, Augusta, GA



AUGUSTA UNIVERSITY  
**MEDICAL COLLEGE  
OF GEORGIA**

1120 15<sup>th</sup> Street BP-4109 | Augusta, GA 30912 | tel 706-721-6100 | fax 706-721-0112 | <http://www.aofedtn.org/porubsky/>

## Symposium Exhibit Levels

You are invited to participate in the 23rd Annual Porubsky Symposium and Alumni Event that will take place June 13-14, 2025 at the Medical College of Georgia at Augusta University in Augusta, Georgia.

### **\$8000 - Platinum Level Includes:**

- Two (2) 6ft tables
- Four (4) complimentary exhibit badges
- Company Logo listed on the Porubsky Website as a Platinum Level Sponsor
- Company Name and Logo on Meeting App noted as Platinum Level Exhibitor
- 50 word description on Meeting APP
- Large Company LOGO on Patron Signage throughout the activity
- Two (2) push notification in APP during meeting dates
- One (1) advertisement to be displayed on screen in meeting room during breaks (on rotation)
- Priority Placement in Exhibit Hall close to food and beverage
- Pre-Registration and Final Attendee List

### **\$6500 - Gold Level Includes:**

- One (1) 6ft table
- Three (3) complimentary exhibit badges
- Company Logo listed on the Porubsky Website as a Gold Level Sponsor
- Company Name and Logo on Meeting App noted as Gold Level Exhibitor
- 50 word description on Meeting App
- Medium Company LOGO on Patron Signage throughout the activity
- One (1) push notification in APP during meeting dates
- One (1) advertisement to be displayed on screen in meeting room during breaks (on rotation)
- Pre-Registration and Final Attendee List

### **\$5000 - Silver Level Includes:**

- One (1) 6ft table
- Two (2) complimentary exhibit badges
- Company Logo listed on the Porubsky Website as a Silver Level Sponsor
- Company Name and Logo on Meeting App noted as Silver Level Exhibitor
- 50 word description on Meeting APP
- Small Company LOGO on Patron Signage throughout the activity
- Pre-Registration and Final Attendee List

### **\$3,500 - Bronze Level Includes:**

- One (1) 6ft table
- One (1) complimentary exhibit badge
- Company Name and Logo on Meeting App noted as Bronze Level Exhibitor
- Company name on patron signage throughout the activity
- Pre-Registration and Final Attendee List

## Symposium Exhibit Level ADD ONS

**ADD ONS** - Specific commercial support opportunities that may be added to your selected exhibit level

Opportunity	Amount Requested	Recognition												
<p><b>Food &amp; Beverage Stations</b>                      Stand out in the crowd with your own signage on the food &amp; beverage station. This is a great opportunity to showcase your logo and show your support.                      **All food and beverage costs provided during the Product Theater will be covered by the Augusta Otolaryngology Educational Foundation (AOEF) and not incurred by Exhibitor. **</p>	<table border="0"> <tr> <td>Coffee/Tea</td> <td>\$750 (2 avail/day)</td> </tr> <tr> <td>Soft Drinks/Water</td> <td>\$500 (2 avail/day)</td> </tr> <tr> <td>Pastries/Bagels</td> <td>\$500 (1 avail/day)</td> </tr> <tr> <td>Breakfast Fruit</td> <td>\$500 (1 avail/day)</td> </tr> <tr> <td>Yogurt</td> <td>\$500 (1 avail/day)</td> </tr> <tr> <td>Cookies</td> <td>\$500 (1 avail/day)</td> </tr> </table>	Coffee/Tea	\$750 (2 avail/day)	Soft Drinks/Water	\$500 (2 avail/day)	Pastries/Bagels	\$500 (1 avail/day)	Breakfast Fruit	\$500 (1 avail/day)	Yogurt	\$500 (1 avail/day)	Cookies	\$500 (1 avail/day)	<ul style="list-style-type: none"> <li>• Acknowledgement in the meeting app</li> <li>• Acknowledgement on onsite meeting signage</li> </ul>
Coffee/Tea	\$750 (2 avail/day)													
Soft Drinks/Water	\$500 (2 avail/day)													
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Yogurt	\$500 (1 avail/day)													
Cookies	\$500 (1 avail/day)													
<p><b>Name Badge Lanyards</b>                      (company supplies 75 branded lanyards)</p>	<p>\$750</p>													
<p><b>Additional Exhibit Representative</b></p>	<p>\$200 per rep over number included with selected exhibit Level</p>													
<p><b>Additional Exhibit Table</b></p>	<p>\$600 per table over number included with selected exhibit Level</p>													
<p><b>Product Theater</b></p>	<p>\$8000 for a product theater presentation (1 avail/day)</p>													

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## Exhibitor Registration Form

### 1 Registrant Information

Company Name (as you want it to appear in the program) \_\_\_\_\_

Office Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (req.) \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

### 3 Select an Exhibit Level

- PLATINUM EXHIBITOR \$8,000
- GOLD EXHIBITOR \$6,500
- SILVER EXHIBITOR \$5,000
- BRONZE EXHIBITOR \$3,500

**YES, we will be exhibiting**

Add'l Exhibit Representative\* \_\_\_\_\_ x \$200

Add'l Exhibit Table\* \_\_\_\_\_ x \$600

*\*see # allowed by exhibit level selected*

**Access to an Electrical Outlet required?**

### 4 Select Add-On and/or Add'l Support Opportunities

- Coffee/Tea Station \$750
  - Soft Drinks/Water Station \$500
  - Pastry/Bagel Station \$500
  - Breakfast Fruit \$500
  - Yogurt \$500
  - Cookies \$500
  - Lanyards \$750
  - Product Theater \$8,000
  - Contributor (No Exhibit) \$500
  - Grant Funding \$ \_\_\_\_\_
- \*3.5% Credit Card Fee (6) \$ \_\_\_\_\_

### 6 Payment Information

- Check (preferred) *Made payable to Augusta Otolaryngology Educational Foundation*
- AMEX
- MC
- VISA *3.5% processing fee will be applied to credit card transactions*

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### 2 Name Badges

Main Onsite Contact | Name Badge 1 \_\_\_\_\_

Email (req.) \_\_\_\_\_

Add'l Badge Name \_\_\_\_\_

Add'l Badge Email \_\_\_\_\_

Add'l Badge Name \_\_\_\_\_

Add'l Badge Email \_\_\_\_\_

*\*see # allowed by exhibit level selected*

### 5 TOTAL - We would like to contribute financially to the Porubsky Symposium in the amount of

\$ \_\_\_\_\_, which is to be used for:

Exhibit Level Subtotal (3) \$ \_\_\_\_\_

Add'l Support Subtotal (4) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

### 7 Submit Completed Forms & Payment

**Fax:** (706) 721-0112

**Email:** [brifrazier@augusta.edu](mailto:brifrazier@augusta.edu)

**Remittance:**

Porubsky Symposium

6134 Poplar Bluff Circle, Ste 101

Peachtree Corners, GA 30092

**AOEF Tax ID #27-1867863**

# Porubsky Symposium and Alumni Event

June 13-14, 2025 Augusta, GA



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## Contract

### EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for the 23rd Annual Porubsky Symposium, June 13-14, 2025.
2. Exhibitors are required to have a representative at their table at all times during exhibit hours.
3. A maximum of one (1) sales representative is allowed to exhibit at the meeting upon payment unless additional representatives are noted based on patron level. Each additional representative is \$200.
4. All sound equipment must be regulated so that it does not disturb neighboring exhibits. The activity reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
5. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
6. The activity authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
7. Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
8. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
9. Objectionable practices by exhibitors or official suppliers should be reported immediately to activity management and not after the show is completed.
10. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
11. It is agreed that activity and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
12. The exhibitor agrees to indemnify and hold harmless the activity and its representatives, and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.
13. The activity will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
14. Neither the activity nor the venue maintains insurance covering property brought onto or stored on the venue's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
15. Exhibitors will not offer educational/training programs within the show facility simultaneous to the activity and related programs.
16. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

### DISPLAY CONSTRUCTION

17. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
18. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
19. All materials used for decorating must be flameproof.
20. Construction and signs that are above 8 feet in height must be approved by the activity.
21. All applicable city, county and state codes and ordinances must be complied with as well as those of the host facility.
22. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the building, furniture or equipment.
23. In order to meet the set-up deadline, activity management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Friday, June 13, 2025. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 5:30 PM, Friday, June 13, 2025.
24. The interpretation of all rules and regulations is the responsibility of the activity or their designated representative.
25. All decisions of said group or representatives are final.

### PAYMENT

Exhibitors must guarantee payment in full of the amount selected on the exhibitor registration form before or on the date of the meeting or exhibitors will not be able to exhibit.

### REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to the meeting date are eligible for 50% refund. Cancellation 29 days or less before the meeting date are not eligible for a refund.

### AGREEMENT

As an exhibitor, I agree and adhere to all policies and regulations. If for any reason, the meeting must be canceled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to the meeting date. Cancellations 29 days or less before the meeting date are not eligible for a refund. Must allow 6-8 weeks for refund processing.

Signature \_\_\_\_\_ Date \_\_\_\_\_