



Dear ODT Forum Supplier Expo Participant:

Thank you for supporting the sixth annual Orthopedic Design & Technology event. We have made many changes this year to make your experience more productive. Our goal is to continue to provide quality conferences sessions, networking and to advance the orthopedic manufacturing industry.

Our tagline for 2011 is “*New Name. New Format. New Opportunities.*” Here are some of the highlights:

New Name – ODT Forum Supplier Expo (formerly ODT Conference & Exhibition) will more closely align with the ODT Forum, which takes place annually in Memphis.

New Format – The conferences sessions will be held in the exhibition hall, so attendees and exhibitors have all the resources in one place.

New Opportunities – Check out our speakers this year. Take the time to listen to their message to you. We have focused the content and created an environment for exhibitors to pursue new opportunities and forge new relationships.

The following pages contain important information you will need to plan for your exhibition at the show. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Howard Revitch
Group Publisher
Orthopedic Design & Technology magazine

In this packet, you will find the following information:

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Due Date Checklist

ACTION ITEM	CONTACT PERSON	DUE DATES
Hotel Reservations	Hilton Grand Wayne 260.420.1100 Hilton Fort Wayne Group Code: <u>ROD</u> Room rate: \$119 <u>or</u> Courtyard by Marriott-Ft. Wayne 260-490-3629 1-866-704-6163 Marriott-Fort Wayne Room Rate: \$109	<p>Hilton reservations by 8/25/11</p> <p>Courtyard by Marriott reservations by 8/19/11</p>
Ship Exhibit Materials	Babette Record-Grand Wayne Convention Center	To arrive no earlier than Friday, September 9, 2011
Exhibitor Set-up	Howard Revitch	Tuesday, September 13, 2011 10:00 a.m.- 4:00 p.m.
Badges & Show Information	Registration Desk	September 14-15, 2011 Wednesday and Thursday during posted registration hours

Hotel Information

Hotel Reservations

ODT Forum Supplier Expo will be held at the Grand Wayne Center in the heart of Fort Wayne, Indiana. The hotels available in the area are the Hilton Grand Wayne and Courtyard by Marriott-Fort Wayne Downtown.

If you require hotel accommodations at the Hilton please **call the Hilton directly** at (260) 420-1100 and mention the code ROD to receive the special rate of \$119. You may also book your hotel reservation on the web. Simply click on the following link [Hilton Fort Wayne](#) and enter the Group/Convention code ROD to receive the special \$119 rate. Rooms will be released on **August 25, 2011**.

If you require hotel accommodations at the Courtyard by Marriott-Fort Wayne Downtown, please call the Marriott directly at 260-490-3629 and mention ODT Expo to receive the special rate of \$109. You may also book your hotel reservation on the web. Simply click on the following link [Marriott Fort Wayne](#) and receive the special \$109 rate. Rooms will be released on **August 19, 2011**.

Make your reservations early, we cannot guarantee availability and rooms sell out quickly!

Check-In/Check-Out

Check-in is anytime after 3 p.m. on your arrival date and checkout by 11:00 am on your day of departure. The bell desk can hold your luggage if necessary.

Wireless Access

All guest rooms and meeting rooms are well appointed and contain complimentary wireless Internet services.

Parking

Parking is available for overnight guests of the Hilton (in a private garage directly across the street from the hotel) for \$7 per night. The parking charges will be billed directly to your hotel room.

Parking is available for overnight guests of the Marriott for \$7 per night. The parking charges will be billed directly to your hotel room.



ODT Forum Supplier Expo Exhibition Registration

ODT Forum Supplier Expo Exhibition Registration

As an exhibitor, you are entitled to three (3) conference registrations for your company. This will allow all three people to staff the booth as well as attend all conference sessions and networking activities. Additional passes for your staff may be purchased for \$49 each.

The OEM passes are unlimited and must be used to register a prospective or current OEM customer. See the website for definition of an OEM.

Visit our website www.odtexpo.com

Attendee List

Approximately two weeks after the event, all exhibitors will be emailed an excel spreadsheet with name, title and contact information of all ODT Forum Supplier Expo Exhibition attendees. Your lead retrieval device will capture leads that your company has had direct contact with. That list will be sent to you directly from our lead retrieval vendor.

Dress Code

Attire for the opening night reception and booth set-up day are both casual. Attire for ODT Forum Supplier Expo is business casual. As the hotel and convention center temperatures may fluctuate, please bring a sweater or jacket to ensure your comfort.

Booth Package & Shipping Information

Booth Package

A single exhibition booth space is 10 X 10 feet.

NO BOOTH MATERIALS THAT EXCEED THIS SPACE WILL BE ACCEPTED.

Exhibition Package Includes:

- 1 Draped and skirted 6 X 2 ½ ft table
- 2 Chairs
- 1 Wastebasket
- 1 Electrical hook-up, 110V
- Lead Retrieval Scanner
- Booth Sign
- Unlimited OEM Passes

Each booth will be draped by 8-foot tall back drape and 3-foot tall side drapes, including a company identification sign including booth number. All draping is violet.

Additional Booth Services & Rental Items

If you need additional booth services, please contact:

Babette Record at the Grand Wayne Convention Center, 260.426.4100 or visit

www.grandwayne.com.

The Baldus Company will handle rentals of cases, tables, cabinets etc. for exhibitors.

Contact Kerry Johnson, 440 East Brackenridge Street, Ft. Wayne, IN, 46807, 260.424.2366 or email kerry@balduscompany.com.

Their extensive product line is not all on their website, please call or email them if you have any questions or do not see what you need on line.

Lead Retrieval

If you requested a lead retrieval system during the online registration process, please note that your lead retrieval device will be available on site Tuesday, September 13th. You may pick up your device at the clearly marked booth in the exhibit hall.

Your lead retrieval device will capture leads that your company has had direct contact with. That list will be sent to you directly from our lead retrieval vendor.

Services Provided by the Grand Wayne Convention Center

RETURN FORM TO

120 West Jefferson Blvd, Fort Wayne, Indiana 46802
 phone: (260) 426-4100 fax: (260) 420-9080

Full Name of Event: _____
 Date of Event: _____
 Exhibitor Name: _____
 Address: _____
 City: _____ State: _____ Zip code: _____
 Phone Number: _____ Fax: _____
 E-Mail Address: _____

Electrical Service (One Time per Show Rental Rates)

<u>Quantity</u>	<u>Description</u>	<u>Advance Rate/ Floor Rate Amount</u>
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_____	120 Volts up to 20 Amps/2400 Watts	\$25/ \$30	_____
_____	208/240 Volt up to 400 Amps	\$100/ /\$150	_____

Any 208 or 480 Volt may have an additional electrician charge based on time involved for service installation. The Grand Wayne Center will not be responsible for surge in power lines. The undersigned should provide their own surge protectors.

Technology Service (Daily Rental Rates)

Wireless Internet Access is available throughout the Grand Wayne Convention Center at no charge.

_____	Wired Broadband Internet	\$200/\$250	_____
_____	Analog Telephone Line	\$75/ \$100	_____
_____	Analog Telephone	\$25/ \$35	_____
_____	32" Television with cart	\$75/ \$100	_____
_____	42" Plasma Screen with stand	\$200/ \$250	_____
_____	22" LCD Monitor	\$75/ \$100	_____
_____	DVD Player	\$25/ \$35	_____
_____	Video/Data Projector (2k lumen)	\$175/ \$215	_____
_____	6'x6' Projection Screen	\$25/ \$35	_____

Display Tables (One Time per Show Rental Rates)

_____	Table (no cover/no skirt)	\$6/\$10	_____
_____	Table (vinyl cover & skirt)	\$18/\$25	_____

Gross Amount (Include both Electrical and Technology Services): _____

7% Sales Tax: _____

TOTAL Services: _____

PAYMENT MUST ACCOMPANY THIS ORDER FORM. WE ACCEPT ALL MAJOR CREDIT CARDS OR MAKE CHECK PAYABLE TO THE GRAND WAYNE CENTER:

Credit Card Type: _____ (Visa, MasterCard, American Express, Discover)

Account Number: _____

Exp. _____

Cardholder's name as it appears on the card: _____

Cardholder's Signature: _____

If you need specialty items not displayed on our Service Rate Sheet, we recommend the following:

The Baldus Company: Contact Kerry Johnson at 260-424-2366 or kerry@balduscompany.com

www.balduscompany.com)

Map



ODT FORUM SUPPLIER EXPO SEPTEMBER 14-15, 2011

Grand Wayne Convention Center
Fort Wayne, IN

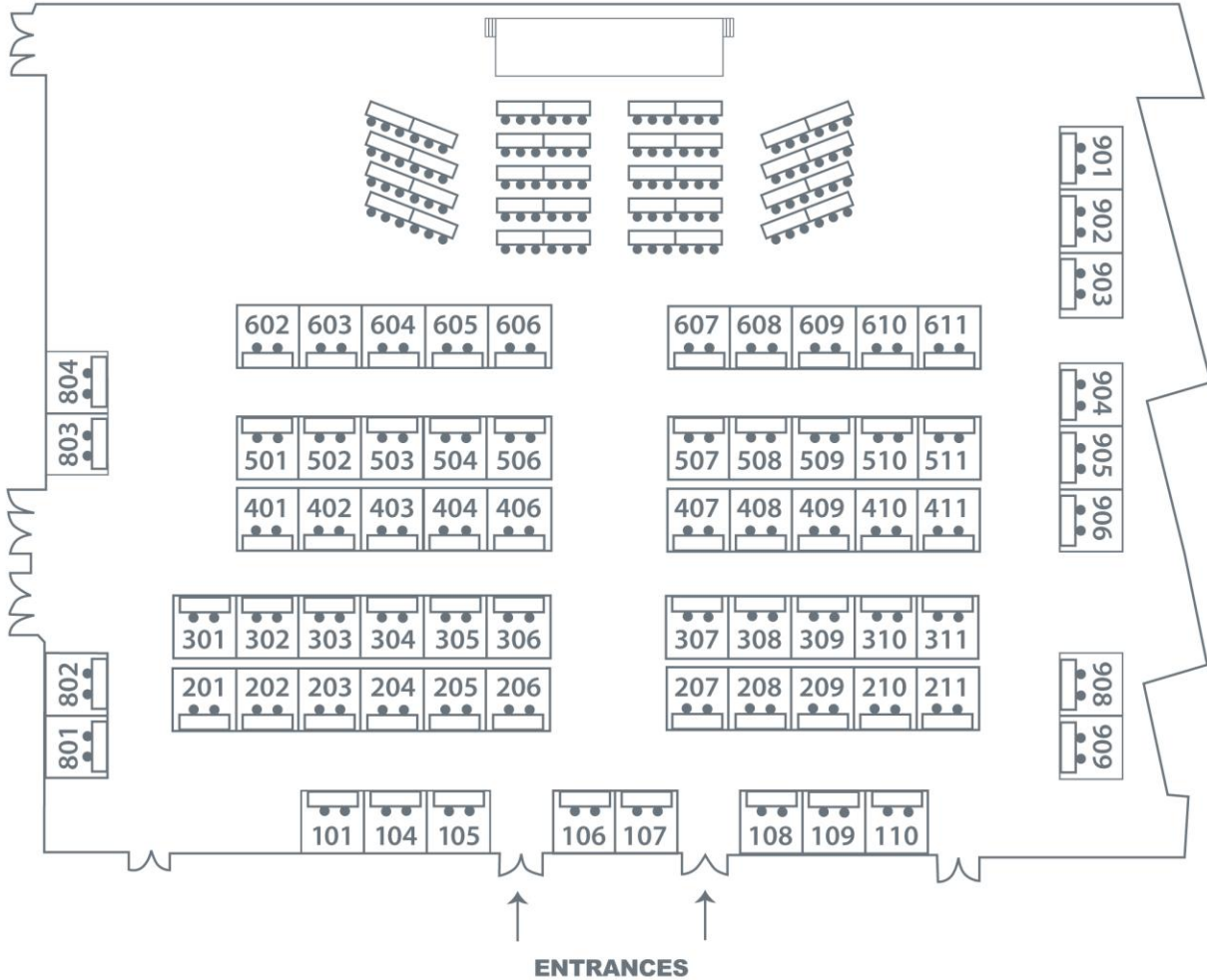


Exhibit Shipping Instructions

Ship all exhibit materials to arrive **no earlier** than **Friday, September 9, 2011** to:

Grand Wayne Convention Center
120 West Jefferson Blvd.
Fort Wayne, IN 46802

Attn: Babette Record
HOLD for ODT Forum Supplier Expo September 13-15, 2011

Booth #(s) _____

→ YOUR NAME _____

→ COMPANY NAME _____

There is no charge to deliver the materials to your booth on the day of set up. If a forklift is needed, you will be charged \$35 per hour.

Suggested packing checklist:

- ✓ ***Your company's carrier account number for return shipping***
- ✓ ***Phone number for your carrier***
- ✓ ***Shipping labels and plastic sleeves***
- ✓ ***Packing tape for return shipping***
- ✓ ***Scissors***
- ✓ ***Bubble wrap/peanuts***
- ✓ ***Box cutter to open your shipments***
- ✓ ***Additional business cards***
- ✓ ***Pens***
- ✓ ***Company literature***
- ✓ ***Incentives/giveaways***
- ✓ ***Monitors/screens***
- ✓ ***Power cords to electronic devices***

SHIP TO: THE GRAND WAYNE CENTER
120 WEST JEFFERSON BLVD.
FORT WAYNE, IN 46802
Attn: Babette Record

SHOW/EVENT: ODT Forum Supplier Expo
EXHIBITOR: _____
BOOTH NO(S): _____

SHIP TO: THE GRAND WAYNE CENTER
120 WEST JEFFERSON BLVD.
FORT WAYNE, IN 46802
Attn: Babette Record

SHOW/EVENT: ODT Forum Supplier Expo
EXHIBITOR: _____
BOOTH NO(S): _____

SHIP TO: THE GRAND WAYNE CENTER
120 WEST JEFFERSON BLVD.
FORT WAYNE, IN 46802
Attn: Babette Record

SHOW/EVENT: ODT Forum Supplier Expo
EXHIBITOR: _____
BOOTH NO(S): _____

OUTBOUND SHIPPING INSTRUCTIONS

IF YOU ARE SHIPPING MATERIALS OUT AFTER A SHOW:

1. **YOU MUST CONTACT THE SHIPPING COMPANY OF YOUR CHOICE FOR PICK-UP. PLEASE TELL THAT SHIPPER YOUR BOOTH #, COMPANY NAME, AND SHOW ENDING TIME.**

FED EX	(800) 463-3339
CON-WAY	(800) 322-0162
DAYTON FREIGHT	(800) 860-5102
USF HOLLAND	(260) 489-5502
YELLOW FREIGHT	(800) 610-6500
UPS	(800) 742-5877
TOWNE AIR FREIGHT	(800) 755-3183

2. **SEAL** ALL BOXES, CRATES, ETC AND **CLEARLY LABEL** EACH WITH **DESTINATION, SHIPPING CO.** AND ACCOUNT NUMBER (or credit card). **CHECK** WITH YOUR SHIPPING COMPANY FOR SPECIFIC REQUIREMENTS. SIGN ALL DOCUMENTS.
3. IF YOUR SHIPPING COMPANY DOESN'T PROVIDE LABELS, BLANK **BILL OF LADING** FORMS ARE AVAILABLE FROM GRAND WAYNE CENTER ENGINEERING OFFICE. SIGN ALL DOCUMENTS.
4. CONTACT GRAND WAYNE CENTER PERSONNEL FOR ASSISTANCE IN **THE SHIPPING PROCESSOR** ANY OTHER QUESTIONS.
5. **NO C.O.D. PACKAGES MAY BE SENT FROM THE GRAND WAYNE CENTER. ALL PACKAGES, CRATES, ETC. MUST BE CLEARLY MARKED WITH YOUR ACCOUNT NUMBER OR CREDIT CARD NUMBER.**

ANY ITEMS MISSING AND NEEDING INFORMATION WILL NOT BE SHIPPED AND ARE SUBJECT TO A DAILY STORAGE FEE.

Set-Up & Move-Out Instructions

Exhibit Set-Up Instructions

Set-up will be held in Convention Hall "A/B1" in the Grand Wayne Convention Center from **10:00a.m. - 4:00 p.m. on Tuesday, September 13, 2011.**

Exhibitor Move-Out

No exhibit or exhibit material may be moved into or removed from the exhibit area during the official show hours except by prior written permission. Admittance to the exhibit area at all times requires personnel to display an exhibitor badge, which will be provided.

No exhibitor shall begin removing materials, displays or promotional items from the exhibition hall until the conclusion of the event on Thursday, September 15, 2011.

Exhibit Hall Information

Exhibit Floor Plan

ODT Forum Supplier Expo will take place in Convention Hall "A/B1" of the Grand Wayne Convention Center. See the attached floor plan for more details.

Exhibit Hall Carpet

The Grand Wayne Convention Center has recently been completely renovated, including carpeting. There is no need for additional carpeting.

GRAND WAYNE RULES & ETIQUETTE FOR ODT EXHIBITORS

1. Equipment may not extend into the aisles and across the exhibitors purchased booth lines.
2. All signs must be located within the boundaries of the assigned booth space and hung no higher than the height limitations for each booth type. Signs may not be attached to walls, nor may they be hung from the ceiling, outside the assigned booth space.
3. The exhibitor may not display or distribute printed matter, samples, advertising matter or other articles outside the confines of its assigned space.
4. The exhibitor will keep the exhibit open and staffed at all times during the exhibit hours. The exhibitor will keep the exhibit in good condition at all times.
5. Exhibitors may not conduct group functions, such as meetings, hospitality suites, demonstrations, film showing, speeches or other similar activities outside the exhibit area during the exhibit hours or in conflict with any officially programmed exposition or conference event.
6. Exhibitors may not distribute food or beverages in their booths without prior authorization from the Grand Wayne Center.
7. To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and maintain the "good neighbor policy" at all times. Loud or obtrusive audio-visual or oral presentations or other activity that would be distracting to neighboring booths will not be permitted. If found to exist and cause such distraction, the exhibitor will be asked to discontinue such practice.

8. Prizes, awards, raffles and drawings are permitted provided that the exhibitor has obtained written permission from Howard Revitch. Permission can be obtained by sending a written description of the type of prize to be given, the qualifications to win and the equipment used for the drawing.
9. Each exhibitor will be provided badges for booth personnel, which must be displayed and identifiable to conference attendees.
10. All exhibitors will be bound by and subject to the policies and procedures of the Grand Wayne Center. The exhibitor further agrees to comply with all fire rules, electrical codes, union jurisdictions and all other applicable Federal, State, Municipal and County laws and regulations.
11. Exhibitors will be liable for damage caused by marking, defacing or damage by fastening fixtures or other items to floors, walls, or columns of the Grand Wayne Center and for any damage to equipment furnished by management or its service suppliers.
12. To facilitate shipments into and out of the Grand Wayne Center, please refer to the instructions attached regarding shipping.
13. An ODT Forum Supplier Expo representative will be on hand to assist you and answer your specific questions.

Travel & Directions

Closest Airports

The closest airport is Fort Wayne International Airport (FWA). Please call the hotel directly at (260) 420-1100 for information about a courtesy bus from the airport. Taxi service from the airport is approximately \$20.00 and takes about 15 minutes.

Driving Directions

For Driving Directions, please visit <http://www.grandwayne.com/directions.htm>

Contact Information

<p align="center">ODT Forum Supplier Expo Staff Orthopedic Design & Technology magazine</p>		
<p>Howard Revitch Group Publisher T. 201.880.2243 F. 201.825.0553 howard@rodpub.com</p>	<p>Mark Weeks Associate Publisher T. 732.961.0885 mark@rodpub.com</p>	<p>Julie Steinkrauss Fuhrer Regional Sales Manager T. 781.863.0400 Julie@rodpub.com</p> <p>Carolyn Dale Regional Sales Manager T.512.494.5943 Carolyn@rodpub.com</p>
<p>Hilton Grand Wayne</p>	<p>Grand Wayne Convention Center</p>	<p>The Baldus Company</p>
<p>1020 S. Calhoun St. Fort Wayne, IN 46802 260.420.1100 www.ftwayne.hilton.com</p>	<p>Babette Record 120 West Jefferson Blvd. Fort Wayne, IN 46802 260.426.4100 www.grandwayne.com</p>	<p>George Baldus Kerry Johnson 440 East Brackenridge Street Ft Wayne, IN 46807 260.424.2366 Kerry@balduscompany.com</p>