



# SPONSORSHIP & EXHIBIT OPPORTUNITIES



**ICAP CONFERENCE 2024**

**Collaboration Rocks!**

**May 2-5, 2024 - Cleveland, OH, USA**

[icaprofessionals.com/conference](https://icaprofessionals.com/conference)

# CONFERENCE PROFILE

The International Consortium of Ankylofrenula Professionals (ICAP) is a global, non-profit, interdisciplinary organization focused on oral restrictions. ICAP functions from the core values of integrity, diversity, and professionalism. We are a community of professionals that can be found in over 25 different countries on six different continents. Our conference seeks to embody our priorities of professional evolution through evidence-based, best practices and the development of consensus statements, research, and interprofessional communication. As a non-profit, we focus on high-quality education un-influenced by commercial entities. ICAP has a tradition of offering conferences filled with connections between professionals from many varied backgrounds. This is an opportunity to learn about all aspects of treating oral restrictions across the lifespan from leaders in the field!

## WHEN & WHERE

Thursday, May 2 - Saturday, May 5, 2024  
Crowne Plaza Cleveland at Playhouse Square  
1260 Euclid Ave, Cleveland, OH 44115, USA

## CONTACT

ICAP Sponsor & Exhibitor Management  
c/o Venue West Conference Services  
[icap-sponsorship@venuewest.com](mailto:icap-sponsorship@venuewest.com)

# DELEGATE PROFILE

- ✓ **Chiropractor**
- ✓ **Craniosacral Therapist**
- ✓ **Dental Hygienist**
- ✓ **(Pediatric) Dentist**
- ✓ **IBCLC**
- ✓ **and more...**
- ✓ **LMT/Manual/Physical Therapist**
- ✓ **Nursing Professional**
- ✓ **Occupational Therapist**
- ✓ **Orofacial Myofunctional Therapist**
- ✓ **Orofacial Surgeon**
- ✓ **Orthodontist**
- ✓ **Otolaryngologist**
- ✓ **Periodontist**
- ✓ **Physician**
- ✓ **Speech-Langue Pathologist**

# SUPPORTER PROFILE

- ✓ Lasers for the procedure
- ✓ Dental/Medical products
- ✓ Continuing education companies
- ✓ Therapeutic supplies or programs
- ✓ Companies supporting breastfeeding and maternal health
- ✓ Orthodontic and myofunctional companies
- ✓ Companies supporting healthy airways and overall wellbeing

# SPONSORS

## CONFERENCE SUPPORTER - \$3,800

Limited number available

- Logo and URL on Conference website
- Logo included in selected pre-conference email marketing communication
- Supporter spotlight in pre-conference email marketing communication
- Logo and company profile in the digital Program Book (150 words max)
- Tabletop sign with sponsor logo on coffee stations during one break on Friday or Saturday
- Logo on slide announcing the coffee break
- 1 full-page colour ad in the digital Program Book (to be provided by sponsor)
- Acknowledgment during Opening Ceremony
- One (1) complimentary full conference pass
- Option to purchase an exhibit table at the reduced rate of \$1,200.

# EXHIBITOR

## EXHIBIT TABLE

Limited number available

- Draped 6' table, 2 chairs in Exhibit Area
- Standard power outlet
- Logo and URL on Conference website
- Logo and company profile in the digital Program Book (100 words max.)
- One (1) complimentary full conference pass
- Additional conference passes at USD \$450.00



**\$2,000 for-profit rate**

**\$1,200 not-for-profit\* / small business\*\* rate**

\*organizations that do not earn profit for their owners. All money earned through pursuing business activities goes right back into running the organization.

\*\*less than 10 employees

# MORE OPTIONS TO SUPPORT

## CONFERENCE WI-FI SPONSOR - \$2,500

### Exclusive Opportunity

- Customized Wi-Fi Login page
- Logo and URL on Conference website
- Logo in the digital Program Book

## LANYARD SPONSOR - \$4,000

### Exclusive Opportunity

- Your organization's logo prominently displayed around every Conference attendee's neck!
- Sponsor logo and ICAP logo on lanyards (lanyards will be produced by the organizer)
- Logo and URL on Conference website
- Logo and company profile in the digital Program Book (max 150 words)

## CONFERENCE BAG SPONSOR - \$5,000

### Exclusive Opportunity

- Your logo along with the ICAP logo printed on the conference bag given out to all delegates (bags will be produced by the organizer).
- Logo and URL on Conference website
- Logo and company profile in the digital Program Book (max 150 words)

## PROGRAM BOOK AD - from \$250

Half-page ad: \$250 / Full-page ad: \$400

- File resolution: 300 pixels per inch
- Half-page ad: 8.5" wide x 5.5" tall (216 mm wide x 140 mm tall)
- Full-page ad : 8.5" wide x 11" tall (216 mm wide x 280 mm tall)
- File type: PDF, JPG or PNG
- To be submitted by April 1, 2024



# HOW TO APPLY

If you wish to support ICAP, please go to the [online application](#) and complete the form. All applications received will be acknowledged in writing. Submission of the application implies agreement with the full terms and conditions.

All sponsors and exhibitors will be subject to approval by the conference organizers. Products and information related to early childhood feeding must comply with the International Code of Marketing of Breast-milk Substitutes, World Health Organization, Geneva, 1981. Organizations whose services and products are appropriately related to the purpose of the ICAP shall be permitted as sponsors, advertisers, or exhibitors.

**Marketing obligations will be fulfilled only after payment has been received in full. All sponsors and exhibitors are subject to approval by the conference organizers.**

## APPLICATION DEADLINE

**April 1, 2024**



# HOST CITY & VENUE

Cleveland, Ohio is a vibrant city located in the northeastern part of the United States. It is known for its rich history, diverse culture, and a variety of attractions that cater to both locals and tourists. Cleveland offers a mix of cultural experiences, entertainment, and outdoor activities that cater to a wide range of interests. Whether you're interested in music, art, sports, or history, you'll find something to enjoy in this dynamic city.

The conference will take place at the **Crowne Plaza Cleveland at Playhouse Square**. Surrounded by the glimmering atmosphere and unique history of Cleveland's theater district, the Crowne Plaza offers a distinctive travel experience you can't find anywhere else. Enjoy modern rooms and suites, an intimate, inviting lobby, and a professional staff that's always ready to help. The Crown Plaza provides the perfect venue for what will be another amazing event!

# GENERAL TERMS AND CONDITIONS FOR SPONSORS & EXHIBITORS

as of December 2023

## DEFINITIONS

The International Consortium of Ankylofrenula Professionals is the official host of the Conference and hereafter referred to as "Organizer".

Venue West Conference Services has been contracted by the Organizer and is responsible for registration services and hereafter referred to as "Conference Secretariat"

The General Terms and Conditions are valid for each sponsor and exhibitor registered for the ICAP Conference taking place May 2-5, 2024 in Cleveland, Ohio (hereafter referred to as "Conference"). Any person is considered an attendee.

## HOW TO APPLY

To submit your application, please go to the [online application](#) and complete the form. All applications received will be acknowledged in writing. Submission of the application implies agreement with the full terms and conditions. All sponsors and exhibitors will be subject to approval by the conference organizers. **The application deadline is April 1, 2024.** Application requests after the deadline are at the discretion of the Organizing Committee.

## PRICING

All pricing listed is quoted in US Dollars.

## CONFIRMATION OF PARTICIPATION / PAYMENT

Your application will be confirmed in writing. To confirm your sponsorship package and/or exhibition space, payment has to be received in full by the Conference Secretariat within 21 days after receipt of the invoice. Marketing obligations will be fulfilled only after payment has been received in full. All sponsors and exhibitors are subject to approval by the conference organizers.

## METHODS OF PAYMENT

All fees must be paid in US dollars by check, bank transfer (subject to a US \$25 surcharge), or credit card (subject to a 4.5 % surcharge). Details of the payment options are included on the invoice. Any bank charges incurred (including non-sufficient funds (NSF) and credit card chargebacks for challenged bookings must be paid by the sender and not the Organizer or the Conference Secretariat. All transactions will appear as a payment to Venue West Conference Services. Invoices are payable within 21 days after receipt, or before the first day of the conference if the booking date is less than 21 days before the start of the conference.

## CANCELLATION POLICY

All cancellations must be sent in writing to the Conference Secretariat. For cancellations received before January 31, 2024, 50% of the total amount (non-refundable) will be retained. Cancellations received on or after February 1, 2024, the full amount will be due. If the balance of payment is not received by the due date, the allocated sponsorship or exhibition table space will be cancelled. Any changes in the duration and/or location of the exhibition do not entitle the sponsor/exhibitor to cancel the agreement, request a refund of rates or put forward a claim for damages incurred thereby.

## REGISTRATION FOR STAFF MEMBERS

All staff in attendance must be registered for the Conference. For complimentary and additional conference passes, you will be required to provide the staff names with the details of the attending staff member before April 20, 2024. Full conference passes include access to all scientific sessions and meal functions (not including pre-conference workshops).

# GENERAL TERMS AND CONDITIONS FOR SPONSORS & EXHIBITORS

continued

## **SPONSORSHIP**

Priority amongst sponsors within the same level will depend on the order of receipt of application and appropriate payment. Priority for sponsors is applicable for the following: exhibition table allocation, and exclusive sponsorship options. Through the sponsorship participation, the contractor is partially supporting the financing of the Conference. In return, the contractor will receive the opportunity to present their endeavours, products, and findings within the scope of the Conference. Additional benefits will be allocated to sponsors as listed in the prospectus.

## **EXHIBIT TABLE ALLOCATION**

An application for an exhibit table will be considered valid only when full payment has been submitted along with a completed online form. All exhibit table applications will be allocated on a first-come, first-served basis and the Organizer reserves the right to accept or decline any application. Exhibitors desiring to share their contracted table with another company will face a surcharge and such an agreement is subject to approval.

## **EXHIBITOR PROTOCOL**

Each exhibitor must keep their display within the dimensions of their exhibition table space at all times during the Conference and refrain from amplified announcements or music. Nothing shall be taped, mounted, or attached in any form or manner to walls, doors, or facility structure. The driving of nails, tacks, or screws into floors, walls, columns, ceilings, or trim will not be permitted.

## **ADVERTISEMENTS IN THE PROGRAM BOOK**

For advertisements in the electronic program book, the respective files must be submitted to the Conference Secretariat by April 1, 2024, at the latest. The advertisement is subject to the Organizer's approval.

## **HOTEL ACCOMMODATION**

Room bookings at the conference hotel can be made via the Exhibitor / Sponsor Registration site. The link will be provided once a package is confirmed and paid in full.

## **RELATED EVENTS**

Sponsors and exhibitors should not arrange competing events against any of the Conference functions or sessions and are required to provide the Conference Secretariat with information regarding proposed social activities.

## **PRIZE DRAWS AND DELEGATE LISTS**

Due to Canadian privacy laws, some delegates have chosen to have their name excluded from the delegate list. Exhibitors may collect contact information at their exhibit table. Prize draws, instant giveaways, and contests are permitted.

## **FIRE, SAFETY AND HEALTH**

Participants are fully responsible for compliance with all applicable local, municipal, provincial and federal fire, safety, and health regulations regarding the installation, operation, and dismantling of display material and equipment or otherwise relating to the participant or its exhibit table.

## **INSURANCE**

Participants are required, at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft, or damage, occurring before, during, and after the Conference/Exhibition for a minimum amount of US \$1,000,000. ICAP, its board of directors, as well as Venue West Conference Services and the Crowne Plaza Cleveland at Playhouse Square and their employees, must be listed as additionally insured. A copy must be available to the Conference Secretariat one month before the event should it request it.

# GENERAL TERMS AND CONDITIONS FOR SPONSORS & EXHIBITORS

continued

## LIABILITY

It is agreed that participants shall assume all responsibility associated with damage resulting from, or arising in connection with, their negligence or that of their employees or agents, to the exhibition area and neither the Organizer, Conference Secretariat, the Crowne Plaza Cleveland Hotel, nor any of the above groups' employees or subsidiaries or any ICAP conference supplier will assume liability for damage, loss of any nature or personal injury in connection with the showing or viewing or presenting of exhibits whatsoever. Participant has sole responsibility for its property of any theft, damage, or other loss to such property, including any subrogation claims by its insurer. Neither the Organizer nor the event facility, the exhibit service contractors, nor any of their representative officers, directors, shareholders, agents, employees, or representatives shall be liable for, and the participant hereby releases all of them from, and covenants not to sue any of them concerning, any risks, damages, and liabilities described in this paragraph and will hold harmless and indemnify the Organizer from such risks, damages, and liabilities.

## CANCELLATION OF THE CONFERENCE

In the event that the Conference cannot be held or is postponed due to events beyond the control of the Organizer (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Organizer, the Conference Organizer cannot be held liable by sponsors and exhibitors for any costs or losses incurred. If proof can be given that the amount withheld by the organizer from sponsorship payments exceeds the costs incurred, the organizer shall be obliged to refund a proportionate amount of the sum not required for recovery of costs and expenses to the contractor. The organizer also reserves the right to reschedule the conference in equal terms within a year. In this case, the contractor does not have the right to withdraw from or decrease its sponsorship participation.

Apply Now



We look forward to your participation and thank you in advance for your contribution to the conference!

## CONTACT

### ICAP Sponsor & Exhibit Management

c/o Venue West Conference Services

Vancouver, BC - Canada

Phone: +1.604.681.5226

[icap-sponsorship@venuewest.com](mailto:icap-sponsorship@venuewest.com)

[icapprofessionals.com/events/conference](http://icapprofessionals.com/events/conference)

