



EXHIBITOR INFORMATION PACKET 2026

Dear Supporters,

We are thrilled to have you on board this year for our annual Alvin J. Ingram Memorial Lecture. This year, the lecture program will take place at the FedEx Institute of Technology at the University of Memphis. The day is full of robust content with time built in for interaction among doctors, healthcare professionals, residents and exhibitors.

In the attached document, you will find all of the details you need to prepare for the Ingram Lecture program, taking place **Friday, April 24, 2026**. Please thoroughly review the packet for exhibit hours, load-in/load-out instructions, shipping services and other details of the program.

If you have any questions, please contact:

Jennifer Lowrey, Gift Officer
jlowrey@campbell-foundation.org
901.759.3189 (direct)
870.917.9005 (mobile)

We look forward to seeing you in April.

Sincerely,

Carson M. Rider, MD
Program Co-Director

Kirk M. Thompson, MD
Program Co-Director



EVENT WEBSITE

CAMPBELL-FOUNDATION.ORG/INGRAM

EVENT DATES

Welcome Reception: Thursday, April 23, 6:00-8:00 p.m. (Presenting, Gold, Silver Levels Only)
Alvin J. Ingram Exhibition & Lecture: Friday, April 24, 11 a.m. – 5:00 p.m.

EVENT LOCATION

Exhibits & Lecture Program: University of Memphis, FedEx Institute of Technology
365 Fogelman Drive, Memphis, TN 38152

LOAD-IN

Thursday, April 23, 11:00 a.m. - 4:00 p.m. and Friday, April 24, 8 a.m. – 11:00 a.m.

NOTE: For Thursday load in, please be aware the exhibit area is in a lobby and is open to the public during regular campus hours.

LOADING INSTRUCTIONS

You may unload at the front doors of the FedEx Institute of Technology. A loading dock is not available.

PARKING

After unloading your vehicle, exhibitors should park in the garage directly across from the FedEx Institute of Technology on Fogelman Drive. You will not be charged for parking on Friday.

CREDENTIALS will be distributed on Friday, April 24, beginning at 9:00 a.m. CST.

LOAD OUT

Friday, April 24, 4:00 p.m.

Note: Anything left unattended after 5:30 p.m. CST **will be treated as abandoned assets.**

SHIPPING ADDRESS

ATTN: Michelle Parrish
FedEx Institute of Technology
Conference & Event Services
365 Fogelman Drive, Suite 210
Memphis, TN 38152

Packages may be shipped to arrive during normal business hours, Monday-Friday, **beginning April 20th.** **Please reference INGRAM LECTURE on any shipped items.**

Return shipping: **Each exhibitor is responsible for taping packages and affixing a return shipping label. The exhibitor must schedule pick up at the address above via FedEx or UPS. Please arrange pick up for Monday, April 27.**



POWER/ RENTALS

If additional power is needed, it will be addressed after load-in is complete as some spaces have access to power outlets already in place. Please contact Jennifer Lowrey at the Campbell Clinic Foundation if power is needed for your exhibit

ON-SITE CONTACT

Jennifer Lowrey
Gift Officer, Campbell Clinic Foundation
Office: 901.759.3189
Cell: 870.917.9005
jlowrey@campbell-foundation.org

EXHIBIT HOURS:

11:00 A.M. – 5:00 P.M.

Exhibits should be ready at 11:00 a.m. and must stay up through the final break at approximately 3:40 p.m. on Friday, April 24th.

Please also note that all exhibitors and their representatives are welcome at all areas/locations and presentations during the Ingram Lecture. You are all a vital part of the success of this program!

The program will open with exhibits at 11 a.m., followed by lunch. Scientific sessions will run from 12:30 – 5:00 pm. The exhibitor area will be open all afternoon to showcase your technology, innovative products and education resources. The format provides opportunities to interact with our participants, industry colleagues and Campbell residents, staff and alumni.

SPACE

Each Ingram exhibitor will be provided with space to place signage, banners and exhibit items throughout the Ingram Lecture. Locations will be assigned based on support level (largest to smallest) and the by date in which participation was confirmed.

All exhibitors will have one (1) 5' table and two (2) chairs. If more chairs are needed, please advise Jennifer Lowrey. Table drapes will not be available. Presenting and Gold sponsors are allowed 2 tables each if needed.

WI-FI

Guest WI-FI will be provided at check-in and throughout the Ingram Lecture.

PRINTING

Documents may be printed at the Convention & Event Services office located on site. Black and white copies are \$0.10/per page; color copies are \$0.25/per page.



PARKING

Parking is complimentary to all Ingram Lecture participants and exhibitors the day of the event. The garage is located on Fogelman Drive, directly across the street from the FedEx Institute of Technology entrance and load-in.

MEALS

Lunch will be provided beginning at 11 a.m. on Friday, April 24th. Snacks and beverages will be available throughout the afternoon.

SOCIAL MEDIA & PROMOTIONS

We encourage you to promote this event through social media, but ask that you use the official hashtags and handles:

#ingramlecture
@campbellclinicfdn
@ccorthoresidency

IMAGE CAPTURE

By attending and participating in events and activities held during the Ingram Lecture, attendees and exhibitors grant the Campbell Clinic Foundation (and its employees and agents) permission to capture, retain, and utilize the attendees' image, likeness, voice, and actions, whether captured live or recorded, in any format or medium. Any such images, voices or likeness captured during the Ingram Lecture may be used for display, exhibition, publication, or reproduction in any medium or context for any purpose, including, but not limited to, commercial or promotional purposes, without further notice, authorization, or compensation.

PROMOTIONAL PRODUCTS

Experiential promotional items are encouraged over material swag. Be mindful of giveaway package impacts (e.g., quantity of protective plastic film brought on site)

- Collect plastic wrapping in a separate container for proper disposal
- Flatten and stack cardboard begin your spaces or in an accessible location for recycling pickup
- Encourage your staff to bring reusable water bottles and refill them at water stations
- Unwrap giveaways and remove tags and stickers prior to event to prevent litter.



Campbell Clinic Foundation partnership opportunities are available year-round.

- Resident & Fellowship Education events and education scholarships
- Research support, including resident grants
- Resident and Fellow education travel and courses
- International elective, with scholarships for resident travel and healthcare service
- Center of Excellence for Cerebral Palsy Research & Care
- Student outreach and STEM programs
- Alvin J. Ingram Memorial Lecture
- Journal Clubs
- Visiting Professorships

And more!

For information about these opportunities and to create a customized package, contact:

Jenny Koltnow
Executive Director
Campbell Clinic Foundation
901.759.5490
jkoltnow@campbell-foundation.org