

Interior Region EMS Symposium 2012

EMS Symposium– March 23-24, 2012

Princess Riverside Lodge, Fairbanks, Alaska

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Please plan to be in Fairbanks on March 23rd and 24th for the IREMSC Symposium 2012. Once again Fairbanks will become an even more exciting place to be when the symposium opens March 23rd. Don't miss this opportunity to exhibit your supplies to EMTs, Firefighters, Paramedics, EMS Educators and other healthcare professionals at our annual EMS Symposium.

Outstanding educational programming, marketing and networking opportunities are hallmarks of this conference and contribute to its continued success. In the past it has been attended by as many as 100 people and we expect another great turnout this coming year. Please take the time to review the information in this exhibitor prospectus; then join us at what promises to be the best symposium yet.

For those vendors who are unable to attend our conference, but are interested in providing material for distribution to the attendees, we will also accept items to be included in the registration packets. Please provide 200 packet inserts (brochures, pamphlets, pads, pencils/pens) and pay a nominal handling fee of \$75.00. These items must be received by March 15, 2012.

We have set aside a block of rooms at the *Fairbanks Princess Riverside Lodge*. Reservations can be made by calling 1-800-777-1725 ext. 2 and request group code TNBL2080, to receive a special room rate of \$75.00 a night (not including tax). Please make reservations by March 19, 2012 to receive the special rate. Alaska Airlines is offering special discounts as well. You can book online at www.alaskaair.com and use **eCert Code ECMG155**.

We sincerely hope you will be able to attend our conference. If you are unable to attend our Symposium, we would like to offer you the opportunity to help sponsor a break and/or donate a door prize for the exhibit area prize drawings. All drawings are held in the exhibitor room and prize donors and winners are posted on a signboard along with a notice announcing your sponsorship.

Please make sure to register by March 15, 2012 to ensure you make the printing deadline. Your support of Alaska's EMS system is appreciated and we look forward to seeing you at the Symposium.

Sincerely,

Janelle Williams
907/456-3978
E-mail: jwilliams@interioremscouncil.org
Website: www.iremsc.org

Vendor registration fee is \$200.00 included in the exhibitor registration:

- 2 Vendor Information Packets
- Listing in our conference program
(Must be registered by 3/15/12)
- One 30" x 72" table, two chairs

Interior Region EMS Symposium 2012

March 23-24, 2012

At the Princess Riverside Lodge

If paying by credit card, you may fax your completed registration to: **Fax 907-456-3970**

For exhibitor information: Call 907-456-3978
Symposium website: www.iremssc.org

(Information used for name badge and printed program *please* type or print)

INTERIOR REGION EMS SYMPOSIUM 2012 — EXHIBITOR REGISTRATION FORM

Company Name _____

Contact Person _____

Address _____ City _____ State ____ Zip _____

Phone _____ Fax _____

Contact person's e-mail address _____

Type of business products _____

Two representatives per exhibit space are included in the registration fee.

Last Name	First Name	Title
1. _____	_____	_____
2. _____	_____	_____

Regular Booth 30" x 72"

<i>Check box</i>	<i>Regular</i>	<i>Late</i>
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<input type="checkbox"/> One booth	\$200.00	\$250.00
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<input type="checkbox"/> Two booths	\$300.00	\$350.00
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<input type="checkbox"/> We will provide packet materials	\$75.00	
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Thank you, but we will not attend

Please keep us on the mailing list

Please remove us from the mailing list. Please fill in company name below.

Do you need power for your booth? (please circle) Yes No

Regular if received before or on 3/15/12

Late if received on or after 3/16/12

Packet materials due by 3/15/12

Make check payable to:

Interior Region EMS Council

Mail to:

Interior Region EMS Council

2503 18th Avenue

Fairbanks, AK 99709

If paying by credit card, you may fax your completed registration to:

907-456-3970

Office Use Only

Date Rec'd. _____

Type of Pmt. _____
(if check write #)

Amt. Rec'd. _____

MC Visa

Credit Card No: _____

Card Holder: _____

Card Exp.: _____ CVC Code (3 or 4 digit code on back of card): _____

Signature of Card Holder _____

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Princess Riverside Lodge, Fairbanks, Alaska

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CONFERENCE AIRLINE

Discounted airfare available with Alaska Airline book
on-line at www.alaskaair.com
and use eCert Code **ECMG155**

CONFERENCE HOTELS

Princess Riverside Lodge.....\$75.00*
Mention Group Code: TNBL2080
1-800-777-1725 ext. 2

*does not include taxes (Rates are current as of printing date.)

Exhibit Hall Schedule

Friday March 23rd

Move in and Set Up
7:00 am to 8:00 am
Exhibits open
8:00 am-4:40 pm

Saturday March 24th

Exhibits open
8:00am-4:30pm
Exhibitor Tear down
4:30pm

An Exceptional Opportunity

- If you would like your logo or an ad to be used in the place of your listing in the conference program, please include camera ready artwork or copy (word, jpg or MS Publisher, or PDF). You may also e-mail your artwork to us at jwilliams@interioremscouncil.org.
- The space designated for each vendor will be 4” x 5”.
- All coffee breaks, lunches and prize drawings are held in the exhibitor room to ensure maximum visibility to attendees.
- Please note, vendors wishing to attend symposium for continuing education credits (CE's) must pay the registration fee which applies to the type of CE's being sought.

Rules & Regulations

1. Assignment of Booth Space: IREMSC reserves the right to preferential space selection. IREMSC reserves the right to alter locations of booths as shown on the official floor plan.
2. Exhibitors wishing to avoid assignment of space adjacent to that of a particular company should indicate so on their registration form to exhibit.
3. Limitation of Liability:
Indemnification- The exhibitor, for itself, its successors and assigns, hereby release IREMSC from any and all claims of every sort it may have against IREMSC based upon, arising out of, or in connection with exhibitor's occupancy and use of the trade show premises, or any action or inaction of nature of IREMSC in connection with or related to the trade show, including, but not limited to loss, theft, damage, destruction, or delay or non-delivery of goods, display material and other effect; any injury to exhibitor, its employees, agents, representative or guests while on the trade show premises; any damage to exhibitor's business by reason of failure to provide space for the exhibit or removal of exhibit; and failure to hold the trade show as scheduled. Exhibitor agrees to indemnify and hold forever harmless IREMSC from any and all damage, loss, liability, claim, or expense (including legal fees) based upon, arising out of or in connection with (1) the violation of any law or ordinance by the exhibitor, its employees, agents, representatives, guest, or other holding under the exhibitor; (2) failure by exhibitor or any such persons to comply with all applicable terms and conditions contained in these rules, or in the agreement between the meeting facility and IREMSC regarding the trade show; and (3) exhibitor's occupancy and use of the trade show premises or apart thereof.
4. All fire, safety and building regulations must be strictly adhered to.
5. Security - High security items must be protected by the exhibitor. However, the exhibit area will be secured the night of Friday, April 3rd, such that materials may be left in the exhibit area.
6. Damage to Property - No items may be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any cost incurred in protecting the building, equipment, or furniture from damage will be at the expense of the exhibitor. Exhibitors are liable for any damage caused to the building, floors, walls, columns, and standard booth equipment or to other exhibitor's property. Paint, lacquer, adhesives, or any other coating may not be applied to building floors, or to the standard booth equipment.
7. Decorations - IREMSC retains absolute discretion and authority in the appearance of all trade show displays. No liability shall be attached to IREMSC for costs that an exhibitor may incur in complying with such conference objectives.
8. Rejected Displays - IREMSC reserves the right to reject, eject, or prohibit any exhibit in whole or part, or any exhibitor or his/her representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of the ejection. If an exhibit or an exhibitor is ejected for violation of these rules or for any other stated reasons, no return of rental shall be made.
9. Right to Privacy - This is an 'open' trade show. Exhibitors are permitted to visit other display, however exhibitors are expected to conduct themselves in a courteous manner and respect the rights of fellow exhibitors. Permission of the exhibitor is expected before handling display samples, picking up literature or taking photographs.
10. Taxes - Exhibitors will pay or reimburse IREMSC if IREMSC has to pay any or all taxes resulting from the exhibitors' rental or occupancy or exhibition space, display of merchandise, taking of orders, or related trade show activities, no matter how the taxes are designed or levied.
11. Exhibitors are responsible for the removal of all materials at the conclusion of the show. Material left on the exhibit floor after 5:00 PM on Saturday, March 24, 2012 will be considered trash and will not be stored.
12. Subletting of Space - Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them to others. Advertisement or display goods and services other than those manufactured or sold by the assigned exhibitor is not permitted.
13. Audiovisual Components of Exhibits - Audiovisual equipment is acceptable as part of the display. Sound equipment must be regulated so as not to disturb neighboring exhibitors. Equipment is not permitted that obstructs aisles or interferes with access to other exhibits. IREMSC reserves the right to determine when sound levels from audiovisual or sound equipment interferes with others or becomes unacceptable. In such cases, sound levels will be reduced or the equipment will be removed at the exhibitor's expense.
14. Vendor Fee-The standard fee will apply to all vendors except that any government funded agency or educational facility whose table represents EMS related or injury prevention programs; these agencies will be charged a reduced rate of one half the stated vendor fee.
15. CME Policy- In exchange for their vendor fees the vendors will receive; a listing in our conference program, 2 vendor packets, one 30" x 72" table and two chairs. Vendors wishing to attend symposium for continuing education credits (CE's) must pay the registration fee which applies to the type of CE's being sought.
16. Space Assignment- In limited space cases, the vendors that have registered and paid their vendor fees will receive their booths first. Space assignments will be first paid/first served with special considerations for returning vendors. Full fee vendors will be given priority over reduced fee vendors. If there isn't enough room for all vendors in the designated vendor rooms, space in those rooms will be assigned according to the above priorities and some vendors may be assigned space outside that area.
17. Cancellation Policy - If space is cancelled before March 15, 2012 a 17% administration fee can be charged. For cancellations after that time, the IREMSC reserves the right to charge the entire exhibit fee.

Fairbanks Princess Riverside Lodge
Vendor Request/Instruction Form

Please fax the next 2 pages no later than one week before event to IREMSC 907-456-3970

Company Name: _____

Contact Phone: _____

Contact Name: _____

Arrival Date: _____

Function Name: Interior Region EMS Symposium

Setup Date: March 23, 2012

Your Needs:

_____ Number of Electrical Outlets

_____ Number of Extension Cords

_____ Returned?
staff initials

_____ Phone Line

_____ Analog

_____ Digital

_____ Wireless Access

_____ Number of Chairs per Table

_____ Display Height

_____ Table Top

_____ Free Standing

1. Fairbanks Princess Riverside Lodge extension cords used and not returned will be charged replacement fees.
2. Because of heavy demand for phone lines, FPRL offers wireless internet access using a Linksys card. This provides for much faster connection time than dial-up. Cards are available for purchase at Season's Gift Shop.
3. Shipped materials are to arrive no more than one week prior to your function. Your name and the function name are to be easily visible on all labels.
4. You must take delivery of all boxes at the same time. Storage of your supplies and materials is to be in your guest room. FPRL assumes no responsibility for any materials or displays left on, behind or beneath your vendor table.
5. You may not affix anything to the walls in the public spaces. Only trained FPRL employees are allowed to stand on ladders at this property. The art on the walls must remain on the walls. Large decorative trees may not be moved. Vendor tables and displays may not block aisles or fire exits or interfere with the proper operation of automatic fire doors.
6. You are responsible for unpacking your boxes, repacking your boxes and properly disposing of any trash that results from these actions. Boxes, packing materials, tape, etc. can be purchased at local stores located within one mile of FPRL. All boxes to be disposed of must be broken down. Labor and disposal fees will be charged if FPRL staff is required to pack or dispose of materials.
7. You must make your own shipping arrangements. All of your materials must be packaged, labeled and ready for pick up. Neither FPRL's front desk nor receiving department is authorized to make these arrangements for you. Labor and handling fees will be charged on boxes for which

Fairbanks Princess Riverside Lodge Vendor Checklist

Please share the following information with your vendors.

initial

Electricity - Electrical outlets are located throughout the building. Extension cords are available from FPRL. If you will need an extension cord, please notify us at least a week in advance. Cords must be used in a safe manner. Failure to return our equipment will result in replacement & handling fees. Excessive electrical needs must be communicated to FPRL 30 days prior to start date and such usage may result in additional charges.

Phone Lines - There are a predetermined number of phone jacks available. Please notify us at least 2 weeks prior to your arrival of the number of lines you will need. If you will need more lines than we have, it will be your responsibility to contact a service provider to have additional lines brought in at your cost. To assist with your communication needs, FPRL has wireless internet available in all of our public spaces. Wireless internet is much faster than a dial-up connection. Laptop users may access this with a Linksys card (available for sale at Seasons Gift Shop).

Shipping & Receiving - Vendors are welcome to ship their materials to FPRL to arrive no more than 1 week prior to the function. The onsite person's name and function name should be clearly visible on all labels. Please collect all packages at once. Storage of your belongings and materials will be limited to your guest room.

Set Up - **Please** do not start setting up until the time agreed upon. We schedule catering staff to assist you based on the contracted set up time. Please notify us a week in advance if you will need to have any banners hung. Only trained FPRL staff are allowed on ladders in our property. **At no time** are you allowed to affix posters, banners or flyers to the walls of public space with tape, staples, pins or in any other manner. Wall art is not removable. Large decorative trees may not be moved. Vendors are responsible for properly disposing of boxes and packing materials. All boxes must be broken down by the vendors. Fees may be assessed to the planning organization if vendors do not properly maintain their own areas.

Safety - Four foot aisles must be maintained at all times. Clear access to all fire exits must be maintained at all times. Tables and displays must stay clear of automatic fire doors. All cords must be taped down. If you wish to move your table from where it has been set, please contact the catering or sales manager.

Displays & Materials - When vendor tables are located in public spaces, we strongly recommend that you remove nightly any materials or displays that are not meant for public consumption or distribution. FPRL will not accept responsibility for the loss of any items left on, behind or beneath any display. Sponsoring organizations may choose to bring in security at their own expense if loss is a concern.

Breakdown & Shipping - Vendors are responsible for packing up all of their items. Repacking of materials, and the supplies needed to do so, are the responsibility of the vendor. Local stores are located within 1 mile of the property if one needs to purchase boxes, packing materials, tape, etc. Baggage carts are available for moving boxes. We will hold your boxes for pick up, but all packaging and arrangements must be made by the shipper. Neither the Front Desk nor the Receiving Department are authorized to make shipping arrangements for the vendors or organization planners. Handling charges will be assessed for any materials left for which the vendor has not made proper arrangements. Again, proper disposal of boxes and related materials is the responsibility of the vendor. All boxes must be properly broken down. Failure to comply with this request could result in additional charges to the sponsoring organization.

Signature

Printed name

Organization
