



Dear Exhibitor,

The Indiana Society for Respiratory Care Program Committee is pleased to invite you to our 2013 Respiratory Care Seminar. **We are excited for our 50<sup>th</sup> birthday, and we would like to invite you to join our celebration of "SURVIVING" 50 years!** The conference is in Indianapolis again this year, and will be held at the Wyndham Resort Hotel on the west side of Indy near the old Indianapolis airport on October 3<sup>rd</sup> and 4<sup>th</sup>. Again this year we expect about 300 participants from Indiana and the surrounding states.

Vendor booths will be available for each day, with discounted packages available for both days. Special sponsorship packages are also available. Booth rental and sponsor packages are outlined on the accompanying application. If you have any questions, please feel free to call **Jeff Hunsucker** at **(317) 944-1007** or email [jhunsucker@in-isrc.org](mailto:jhunsucker@in-isrc.org) OR **Kathy Stephens** at **(765) 983-3385** or email [kstephens@in-isrc.org](mailto:kstephens@in-isrc.org). **Get your application in early, because booth space is limited.** For your convenience, payment may be made at the ISRC website ([www.in-isrc.org](http://www.in-isrc.org)) via PayPal.

The theme for this year's seminar is "**WE ARE SURVIVORS!**" The therapists attending the conference will choose a "Best of Show" Booth. The Program Committee also will recognize one sponsor for outstanding support of our state society.

For the **TENTH** year in a row, the ISRC will have a **Silent Auction** at the conference to raise money for student scholarships. We invite you to participate in the bids with everyone else and we would also appreciate if you would consider donating a basket or item to be placed in the auction. If you would like to donate something to be auctioned, please contact **Mary Todd** at **(812) 779-6842** or email [marytodd25@yahoo.com](mailto:marytodd25@yahoo.com).

We look forward to seeing you at the show.

**Jeff Hunsucker & Kathy Stephens**  
ISRC Exhibits Coordinators

**Pat Ingle**  
ISRC Program Chairperson

**Schedule for Exhibitors:**

**Wednesday October 2, 2013**

6:00pm - 8:00pm..... Set up and registration for Thursday Exhibitors (optional)

**Thursday, October 3, 2013**

7:00am-8:00am.....Set up and registration

8:00am-5:00pm.....Exhibit Hours

5:00pm..... Take Down Exhibits **(Thursday only exhibitors PLEASE RESPECT THIS TIME)**

**Friday, October 4, 2013**

7:00am-8:00am.....Set up and registration

8:00am-3:30pm.....Exhibit Hours

3:30 pm.....Take Down Exhibits **(PLEASE RESPECT THIS TIME)**

For your information the ISRC Federal Tax ID # is 23-7069216.

# ISRC SEMINAR 2013 – VENDOR INFORMATION SHEET

## ISRC SEMINAR 2013 – EXHIBITOR/SPONSOR RATES

All booths are 8' x 8' unless otherwise noted. Booth Rental includes a six foot draped table, two chairs, and registration for two attendants. Additional attendants may be registered for a fee of \$50.00 each (maximum of 2 additional). Lunch will be provided each day! **Electricity is included in this contract, as long as it is asked for in advance.** *You do not have to coordinate it with the hotel- we will take care of this for you.*

### THURSDAY ONLY EXHIBITOR /VENDOR.

\$500.00 if paid by 9/3/13. After 9/3/13, cost will be \$525.00. Booths assigned by the ISRC Exhibit coordinator.

### FRIDAY ONLY EXHIBITOR/VENDOR.

\$500.00 if paid by 9/3/13. After 9/3/13, cost will be \$525.00. Booths assigned by the ISRC Exhibit coordinator.

### BRONZE LEVEL SPONSOR

\$675.00 if paid by 9/3/13. After 9/3/13, cost will be \$700.00. Two (2) day booth included. Booths assigned by the ISRC Exhibit coordinator.

### SILVER LEVEL SPONSOR

Donation in the amount of \$1000.00. Two (2) day booth included. **Sponsors responding by 6/8/2013 will be recognized in the program brochure and at the seminar.**

### GOLD LEVEL SPONSOR

Donation to be determined based on speaker expenses with a minimum donation of \$1250.00. Two (2) day booth included. **Sponsors responding by 6/8/13 will be recognized in the program brochure and at the seminar.**

**Sponsors will be recognized at the event.**

## ISRC SEMINAR 2013 – EXHIBITOR RULES AND REGULATIONS

**The following rules and regulations are not intended to restrict exhibitors, but to provide an environment where all exhibitors can operate efficiently without undue interference from other exhibitors.**

All cylinders containing oxygen, compressed air or other medical gas must be secured by strap, stand or cart to prevent tip over. Exhibitors not complying with this regulation will not be permitted to use such cylinders in the exhibit area.

Each exhibitor must make provisions for the safeguarding of exhibitor goods, materials, equipment, and displays at all times. The hotel provides regular building security for the safety, protection and convenience of guests and Convention Center property. The Society will not be responsible for loss of any material or for any cause.

Each exhibitor must keep an attendant in his/her display during the open hours of the exhibition as listed under "Exhibit Hours" listed elsewhere in this application.

Distribution of refreshments or other products for consumption on the premises will be limited to packaged items (i.e.: wrapped candies, bottled water). Non-packaged items such as fresh cookies, etc are not permitted.

Individuals, manufacturers, dealers or firms conducting business or attempting to solicit in the exhibit area, hotel property or immediate vicinity, without having secured booth space, will be expelled from the meeting.

All of the exhibitor's activities must be kept within the area they have contracted. No person, signs, distribution of materials or other attention-attracting devices will be permitted outside the area. Exhibitors shall be bound by the contract and all business activities shall be conducted within the allotted exhibit area.

Exhibitors violating any of the Exhibit Rules and Regulation will be subject to expulsion from the convention. Determination of such violations will be made by the ISRC Program Chairperson.

**ONCE YOU HAVE TYPED IN ALL OF THE SHADED AREAS, DOUBLE CLICK AND PLACE AN "X" IN THE DESIRED BOXES PLEASE PRINT THEN SIGN, DATE AND RETURN TO EXHIBIT COORDINATOR**

**EXHIBITOR AGREEMENT: ISRC, October 3 & 4, 2013**

THIS AGREEMENT is made by and between the Indiana Society for Respiratory Care, hereinafter referred to as ISRC and  Herein after referred to as Exhibitor.

WITNESSETH. That in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

FIRST. ISRC will permit Exhibitor to occupy booth(s) during the State Meeting and Exhibition. Booth set up will be as listed in the Schedule for Exhibitors on the attached sheet. An attendant must be present in booth during all exhibit hours.

SECOND. Exhibitor will pay booth rental to ISRC as described in the Booth Rental Information on the attached sheet.

THIRD. The Exhibitor has the right to cancel this agreement, without penalty, thirty (30) days prior to the State Meeting. Cancellation to be effective when written notice is received by ISRC Exhibits Coordinator. In the event of cancellation, all rights, liabilities, and obligations shall terminate.

FOURTH. In the event that Exhibitor cancels this agreement less than thirty (30) days prior to the State Meeting, all rights, duties, liabilities, and obligations shall terminate, except the Exhibitor agrees to pay ISRC one-fourth the rental fee. ISRC shall retain the penalty fee from the payment made by Exhibitor. Such cancellation shall be effective when written notice is received by ISRC Exhibits Coordinator.

FIFTH. In the event the Exhibitor cancels this agreement any time less than ten (10) days prior to the State Meeting, the Exhibitor shall remain liable for and agrees to pay ISRC the full rental fee reserved hereunder.

SIXTH. Exhibitor agrees not to sublet to any other person or organization any right to occupy any booth, or part of any booth, covered by this agreement without first obtaining the written consent of an authorized ISRC member.

SEVENTH. Exhibitor hereby indemnifies ISRC against and hold ISRC harmless from any and all claims arising from the death of or injury to Exhibitor or Exhibitor's personnel and from any and all claims arising from the loss or damage to Exhibitor's property during the period in which ISRC occupies the Wyndham Resort Hotel.

IN WITNESS WHEREOF, the parties have executed this contract on the dates set forth below.

**Schedule for Exhibitors:**

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**Please return this page to the ISRC Exhibit Coordinator.**

**Initials**

**ISRC SEMINAR 2013 – EXHIBITOR/SPONSOR REGISTRATION**

Name of Company:

Address:

City:  State:  Zip:

Telephone:  Fax:

Name of Contact:

E-mail:

Address:

City:  State:  Zip:

**Name of the two Booth Attendants (PLEASE type in shaded box):**

1)  2)

Yes, I will be claiming CRCE credit. AARC #   Yes, I will be claiming CRCE credit. AARC

We do not wish to be placed next to the following companies\*:

**\*The ISRC makes no guarantees concerning booth placement.**

**Payment must accompany this contract/application** this contract/application must be signed before exhibit space will be allocated. This contract/application will not be effective until accepted by the ISRC Exhibits Coordinator.

**Exhibitor's Authorized Representative:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this page to the ISRC Exhibitor Coordinator. Page 2 of 3**

**Initials**

Booth Selection

**Gold Level Sponsor**

16 X 8 booth both Thursday & Friday  
Recognition in program & within booth

**Silver Level Sponsor**

8 x 8 booth both Thursday & Friday  
Recognition in program & within booth

**Bronze Level Sponsor**

8 x 8 booth both Thursday & Friday

**One Day only Booth** (please select which day attending)

**Thursday**

**Friday**

Total Fee (**please check one**)

\$1250 and up

\$1000

\$675 prior to 9/03/13

OR

\$700 after 9/03/13

\$500 prior to 9/03/13

OR

\$525 after 9/03/13

Additional items

Donation to the ISRC

**Additional** booth attendees\* (\$50/each in advance or \$75/each on-site)

**Please TYPE names & #'s before printing**

1) \_\_\_\_\_

Yes, I will be claiming CRCE credit. AARC # \_\_\_\_\_

\$

**\*Please note maximum 4 attendees in booth. All other attendees must register as a participant.**

2) \_\_\_\_\_

Yes, I will be claiming CRCE credit. AARC # \_\_\_\_\_

\$

Electricity\* included as long as noted; on-site requests will be an **additional** \$50/day. \*0-2500 watts = (1) 20 amp circuit

Yes, I need electricity\* in my booth. I understand that if I need more than 0-2500 watts or (1) 20 amp circuit, I will contact the vendor coordinator to discuss additional fees.

**Total Amount**

Check enclosed

\$

Check to be sent directly from company

Payment made via PayPal from the ISRC website

**Please return this page to the ISRC Exhibitor Coordinator.**

**Initials** \_\_\_\_\_