

MICHIGAN SOCIETY *for* RESPIRATORY CARE

2015 FALL CONFERENCE

October 5–6 | DoubleTree | Bay City, MI

EXHIBITOR INFORMATION

Visit www.michiganrc.org for more information

SHORTER HOURS AND LONGER EXPOSURE!

- Exhibit hall opening at 9:15 am on Monday
- Longer breaks!
- Join us for a Patio Reception on Monday
- You are welcome to attend our House of Representatives Meeting
- Exhibit Hall closes after lunch on Tuesday at 1:00 pm
- Discounted room rates with the DoubleTree. You MUST mention you are with MSRC in order to receive the discounted rate.

SPONSORSHIP OPPORTUNITIES

Breakfast Sponsor	\$300	Social Event	\$250
Sign Recognition at Breakfast		Sign Recognition at Social Event	
Listing in the Conference Booklet as Breakfast Sponsor		Listing in the Conference Booklet as Social Event Sponsor	
Lunch Sponsor	\$500	House Meeting	\$200
Sign Recognition at Lunch		Sign Recognition at House Meeting	
Listing in the Conference Booklet as Lunch Sponsor		Listing in the Conference Booklet as House Meeting Sponsor	
Exhibit Hall Break	\$150	Conference Book Ad	\$500
Sign recognition in Exhibit Hall		Full page, full color ad in conference booklet that all attendees will receive.	
Listing in the Conference Booklet as Vendor Hall Break Sponsor		Ad can either be inside front cover or inside back cover. Limit two sponsors.	



EXHIBITOR INFORMATION

EXHIBIT HOURS

The exhibit premises will be open as follows:

Sunday, October 4

10:00 pm – 11:00 pm

Exhibitor move in and set up.

(Please RSVP on registration form)

Monday, October 5

9:15 am – 4:00 pm

Exhibit Hall will be accessible at 7:00 am

Exhibits must be set up by 8:45 am

Exhibit Hall opens at 9:15 am

9:15 am – 9:45 am

Exhibit Hall Break

11:45 am – 1:00 pm

Lunch and Visit Exhibitors

4:00 pm

Last lecture of the day concludes

4:30 – 5:30 pm

Patio Reception

Cash Bar Provided

5:30 pm

MSRC House of Representatives Meeting

Tuesday, October 6

7:00 am – 1:30 pm

Exhibit hall opens at 7:00 am

10:00 am – 10:45 am

Exhibit Hall Break

11:45 pm – 1:00 pm

Lunch and Visit Exhibitors

1:30 pm – 3:00 pm

Exhibit Break Down

EXHIBIT SPACE RATES

One Day Conference \$350

Monday, October 5 OR Tuesday, October 6

Full Conference \$500

Monday October 5 AND Tuesday, October 6

EXHIBIT SHIPPING INFORMATION

DoubleTreeOne Wenonah Park Place

Bay City, MI 48706

Attn: Your Name

Hold For: MSRC Fall Conference

Date of Event: October 5 – 6, 2015

HOTEL INFORMATION

For reservations, please call 1-989-891-6000 and

MENTION YOU ARE WITH THE

MSRC CONFERENCE to receive the group discount

of \$99.00 (plus tax). Reserved rooms by MSRC MUST

be filled to continue receiving discount pricing.

Reservations must be made by September 9, 2015.



EXHIBITOR RULES & REGULATIONS

Contract for Space

Your application for exhibit space will constitute a contract for the right to use. Payment in full is due with the application by September 11, 2015. All contracts are expressly made subject to the terms for the MSRC lease relating to the Exhibition Premises.

Cancellations

The MSRC shall have the right to retain the exhibit fee as liquidated damages. Exhibitors may not sublease, reassign or apportion a whole or any part of the space assigned. Requests for refunds must be made in writing to the MSRC. Cancellations prior to September 11, 2015 will be refunded minus a processing fee of \$100. No refunds will be made if cancellation notice is received on or after September 11, 2015 regardless of registration date.

Space Assignment

In the assignment of booths, MSRC will assign space according to the sponsorship level, date of receipt and product type. MSRC will make every attempt to not put like product types next to each other.

Use of Oxygen or Other Gases

Exhibitors must make their own arrangements for ordering oxygen, medical air or other medical gases. All cylinders MUST BE SECURED with strap, stand, or cart to prevent tip over. All exhibits requiring the use of oxygen, compressed air or other medical gas shall comply with all NFPA and local Fire Code Safety regulations.

Shipping and Storage

Items must be received to the DoubleTree not more than three (3) business days before the Conference. If items are received before 3 business days prior to the event they will be returned to the shipper at the shipper's expense. Items must be marked with MSRC CONFERENCE, COMPANY NAME and CONFERENCE DATES. Double Tree is not responsible for any damages or loss of material due to shipping.

Admission

Admission to the MSRC 2015 Fall Conference will be by MSRC name badge entitling the attendees to unlimited attendance. Exhibitors and their representatives must wear these badges at all times. These badges are not transferable and must not be loaned or given to other persons; violators will be barred from the MSRC Conference. The MSRC shall have sole control of admission policy at all times.

Advertising Matter

The MSRC reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter or anything else considered objectionable. Distribution of allowed materials other than from within an exhibitor's space is forbidden. MSRC will not be liable for any injuries resulting from prize drawings, raffles, or promotional contests that require any degree of physical skill by the contestants. Allowed materials other than from within an exhibitor's space is forbidden. MSRC will not be liable for any injuries resulting from prize drawings, raffles, or promotional contests that require any degree of physical skill by the contestants.

Advertising/Bag Inserts

The Exhibitor shall not distribute or circulate any advertising materials or programs in or around the premises except such advertising that pertains to the Exhibitor's current show.

Solicitation of Business

Solicitation of business will be permitted by Exhibitors only. The exhibitor shall be responsible for any state or local taxes that may be applicable. All merchandise sold and delivered on the Exhibition Premises must be accompanied by a sales receipt.

Arrangement of Exhibits

Exhibitors must agree to arrange their exhibits so as not to obstruct the general view nor hide other exhibits. Exhibitors may use cards or signs of appropriate size on individual exhibits, but large display signs must be approved by the MSRC.

Installation of Exhibits

Booth spaces will be available for installation 5:00 - 7:00 pm on Sunday, October 4 and 8:00-8:45 am on Monday, October 5, 2015.

Dismantling

The Exhibitor agrees not to dismantle the exhibit prior to 1:30 pm on October 6, 2015 and further agrees to have all material removed by 3:00 pm. Any material left on the floor after this time will be discarded at the Exhibitor's expense.

Noisy and Obnoxious Equipment

If the operation or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring Exhibitors and guests, it will be necessary to discontinue such operation. The Exhibitor agrees that radio, television, motion picture or other audio and visual aids will be operated in such a manner and place as to provide no inconvenience to other Exhibitors. Sound may be at a level to reach the immediate vicinity of the Exhibitor's area only and the MSRC reserves the right to prohibit the use of any equipment violating these regulations.

Compliance with Fire Regulations

Fire-hose cabinets must be left accessible and be in full viewing at all times. Flammable and related materials which conflict with the underwriting, DoubleTree, or Fire

Department rules must of necessity be excluded. The use of paper in any form for decoration is prohibited. All decorations, draperies, table covers, etc., must be flame proof. All materials and fluids that are flammable are to be kept in safety containers. All packing containers, excelsior and wrapping paper, are to be removed from the floor and must be stored under tables or behind displays. THE EXHIBIT HALL IS A SMOKE-FREE ENVIRONMENT.

Insurance

In all cases, Exhibitors wishing to insure their goods must do so at their own expense.

Care of Building

Acceptance of exhibit space makes it obligatory on the part of the Exhibitor and its employees that they shall not deface, injure, nor mar the Exhibition Premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. No gasoline, kerosene, acetylene, candles or other flammable or explosive substance will be permitted by the DoubleTree. Any damage done shall be made good by the Exhibitor to MSRC or the owners of the DoubleTree as their interests may appear.

Liability

Neither MSRC, the DoubleTree, the Decorator

nor others associated with the management of the Conference, will assume responsibility for the safety of the property of the Exhibitor, its officials, agents, or employees, from theft, damage by fire, accident or other causes, but will use reasonable care to protect against such loss. It is agreed that the Exhibitor shall indemnify and hold harmless MSRC, the Decorator, the DoubleTree and others associated with the Conference and Exhibits Management from all liability which might result from any cause whatsoever. There will not be a security guard present when the Exhibit Hall is closed. The Hall doors will be locked, however this does not constitute acceptance of any responsibility of MSRC, the Decorator or others associated with the management of the Conference and Exhibit Premises or the DoubleTree, for such security of the Exhibitor's products. MSRC, the Decorator and others associated with the management of this Conference, and the DoubleTree, shall not be liable for non-fulfillment or commitment for the delivery of space by reason of the DoubleTree premise being damaged or destroyed or rendered unusable by fire, accident, acts of nature or public enemy, strike, authority of law or any other cause. In the event that the Conference cannot be held or space delivered to that purpose, MSRC's sole liability shall be to reimburse the Exhibitor pro rata on monies actually paid by such Exhibitor less any and all cash or charges paid or incurred for advertising, administration and similar purposes.

General

These rules are subject to revision by MSRC, and all points not covered herein are subject to its decision. These rules have been formulated for the best interests of the Exhibitors, as well as MSRC, and Exhibitors are respectfully requested to cooperate in observance of them.

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2015 FALL CONFERENCE

October 5-6 | DoubleTree | Bay City, MI

EXHIBITOR/SPONSOR REGISTRATION

Company Information (please print) | Confirmation will be sent via email ONLY

Company Name		Contact Name
Contact Address		
Billing Address		
City	State	Zip Code
Website	Phone Number	
Email		

Attendee Information (if different from above) | Exhibitors are allowed 2 attendees. Additional attendees are \$75 each.

Badge to Read	City	State	Email
Badge to Read	City	State	Email
Additional badges (\$50 each)			
Badge to Read	City	State	Email
Badge to Read	City	State	Email

YES! I will be setting up my booth on Sunday, October 4 from 10 – 11 pm YES! I will be attending lunch on Monday and/or Tuesday

Sponsorship Registration Fees

- | | | |
|---|--|---|
| <input type="checkbox"/> Exhibit Full Conference.....\$500
Two attendees included
(\$50 per additional attendee) | <input type="checkbox"/> Breakfast Sponsor.....\$300
Pick a day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday | <input type="checkbox"/> House Meeting Sponsor.....\$200
Monday, September 29 |
| <input type="checkbox"/> One Day Only.....\$350
Pick a day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday
Two attendees included
(\$50 per additional attendee) | <input type="checkbox"/> Social Event Sponsor.....\$250
Monday, September 29 | <input type="checkbox"/> Vendor Hall Break Sponsor.....\$150
Pick a day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday |
| | <input type="checkbox"/> Lunch Sponsor.....\$500
Pick a day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday | <input type="checkbox"/> Conference Book Ad.....\$500
(limit two sponsors)
<input type="checkbox"/> Inside Front Cover <input type="checkbox"/> Inside Back Cover |

Total Exhibit Fee _____ Total Additional Reps _____ Total Sponsorships _____ **Grand Total \$** _____

Payment Confirmations will be sent via e-mail

<input type="checkbox"/> Visa	Card Number	Exp. Date
<input type="checkbox"/> MasterCard		
<input type="checkbox"/> Discover	Authorized Signature	Date
<input type="checkbox"/> Check enclosed (payable to MSRC)	Please send or fax your completed registration form and full payment to: MSRC 124 West Allegan Street, Suite 1900 Lansing, MI 48933 Tel (517) 267-3909 Fax (517) 484-4442	

CANCELLATION POLICY Requests for refunds must be made in writing to the MSRC. Cancellations prior to September 11, 2015 will be refunded minus a processing fee of \$100. No refunds will be made if cancellation notice is received on or after September 11, 2015 regardless of registration date.