

2018 Spring

CONFERENCE | APRIL 11-13

THE HENRY
DEARBORN, MICHIGAN

EXHIBITOR INFORMATION

Visit www.michiganrc.org for more information

SPONSORSHIP OPPORTUNITIES

Sputum Bowl Preliminaries

\$500

Sign Recognition at the Event
Listing as Sponsor in all published materials
Listing in the Conference Booklet

Sputum Bowl Finals

\$500

Sign Recognition at the Event
Listing as Sponsor in all published materials
Listing in the Conference Booklet

Cocktail Reception

\$500

Sign Recognition at the Event
Listing as Sponsor in all published materials
Listing in the Conference Booklet
Food Station at your booth

Educational Grant

\$1,500

Unrestricted Sponsorship for
Educational Training and Development
Company logo and contact information will
be on the MSRC website with a link to
your company's website
Company contact information in designated
Conference Booklet
Sign with company logo posted at designated
Conference

Continental Breakfast

\$500

Sign Recognition at the Event
Listing as Sponsor in all published materials
Listing in the Conference Booklet

House of

Representatives Meeting

\$500

Sign Recognition at the Event
Listing as Sponsor in all published materials
Listing in the Conference Booklet

YOU ASKED! WE LISTENED!

Shorter hours and longer exposure!

- Exhibit hall opening at 11:00 a.m. on Thursday
- Longer Breaks!
- Exhibit hall closes after lunch on Friday
- Discounted room rates with The Henry. **You MUST mention you are with MSRC in order to receive the discounted rate!**

EXHIBITOR INFORMATION

EXHIBIT HOURS

Wednesday, April 11, 2018

1:00 – 5:00 p.m.

Vendor Set up

Thursday, April 12, 2018

10:00 a.m. – 4:30 p.m.

Exhibits must be set up by 9:30 a.m.

Exhibit Hall opening at 11:00 a.m.

11:00 – 11:30 a.m.

Exhibit Hall Break

11:30 – 1:00 p.m.

Lunch on your own for exhibitors and attendees

3:00 p.m. – 3:30 p.m.

Exhibit Hall Break

4:30 p.m.

Last lecture of the day concludes

7:30 p.m.

Sputum Bowl Finals

Cash Bar Provided

Friday, April 13, 2018

7:00 a.m. – 2:00 p.m.

Exhibit Hall opens at 7:00 a.m.

9:00 a.m. – 9:15 a.m.

Exhibit Hall Break

12:15 p.m. – 1:30 p.m.

Lunch on your own for exhibitors and attendees

1:30 p.m. – 3:00 p.m.

Exhibit Break Down

EXHIBIT SHIPPING INFORMATION

The Henry, An Autograph Collection,

300 Town Center Dr.

Dearborn, MI 48126

Attn: Your Name/ Hold For: MSRC Spring Conference

Date of Event: April 12-13, 2018

BOOTH SPACE

The MSRC will honor booth requests based on a first come, first serve basis upon receipt of exhibitor contract and full payment. Booth spaces are 6'x8' areas, with one (1) skirted table, two (2) chairs, and one (1) wastebasket. The booths are pipe and draped. The booth fee is \$700. Electricity is included in booth. Please indicate on registration if Electricity is needed.

HOTEL INFORMATION:

THE HENRY, AN AUTOGRAPH COLLECTION

300 Town Center Dr.

Dearborn, MI 48126.

Rooms are available starting at \$139 per night (plus tax) for single or double occupancy. Please contact The Henry directly for reservations at 1-888-709-8081.

Be sure to mention the MSRC 2018 Conference it to receive this low rate. This rate expires March 23, 2018.

EXHIBITOR RULES & REGULATIONS

Definition of Terminology

As used herein in reference to the 2018 Spring Conference, the words "MSRC", "Conference", "Conference Management", "Exhibits Manager" and "Management" refer to the Michigan Society for Respiratory Care (MSRC), acting through its agents or its employees in the management for the Conference and vendor Exhibition Premises; "Exhibitor" refers to those companies and corporations contracting for the MSRC exhibition; "Exhibition Premises" and "Hall" refer to The Henry; "Decorator" refers to the contracting/decorating company.

Contract for Space

Your signed official application for exhibit space will constitute a contract for the right to use. Payment in full is due with the application by March 30, 2018. Booth charges are shown on the Exhibitor Prospectus and Contract. All Contracts are expressly made subject to the terms for the MSRC lease relating to the Exhibition Premises.

Cancellations

The Exhibits Manager 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 March 30, 2018 will be refunded minus a processing fee of \$100. No refunds will be made if cancellation notice is received on or after March 30, 2018 regardless of registration date.

Space Assignment

In the assignment of booths, MSRC will assign space according to the grant 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.

EXHIBITOR RULES & REGULATIONS (CONTINUED)

Shipping and Storage

Items must be received to The Henry 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. The Henry is not responsible for any damages or loss of material due to shipping.

Admission

Admission to the MSRC 2018 Spring Conference will be by official name badge entitling the wearer to unlimited attendance. Exhibitors and their representatives must wear these badges at all times while on the display floor. These badges are issued for the exhibitor's protection and identification. They are not transferrable and must not be loaned or given to other persons; violators will be barred from the Exhibition Premises. The Exhibits Manager shall have sole control of admission policy at all times. Additional badges may be purchased for \$75 per attendee.

Rejection and Penalties

The Exhibits Manager reserves the right to restrict, reject or prohibit any exhibit in whole or part which because of noise or for any other reason becomes objectionable, 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 rejection. If an Exhibitor is rejected because of a violation of these rules, or for any stated reason, no return of rental shall be made. The Exhibitor shall abide at all times by any and all regulations and requirements of The Henry with respect to the exhibits or any other matter connected herewith.

Advertising Matter

The Exhibits Manager 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, raffle, or promotional contests that require any degree of physical skill by the contestants.

Advertising/Bag Inserts

The Exhibitor shall not distribute or circulate, or permit to be circulated, any advertising materials or programs in or around the premises except such advertising that pertains to the Exhibitors 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. No partitions other than the side dividers provided by the Exhibits Decorator will be allowed unless specifically approved. Exhibitors may use cards or signs of appropriate size on partitions, but large display signs must be approved by MSRC. Side dividers may not be removed.

Installation of Exhibits

Booth spaces will be available for installation on Wednesday, April 11, 2018 from 1:00 – 5:00 p.m.

Dismantling

The Exhibitor agrees not to dismantle the booth prior to 1:30 p.m. on April 13, 2018 and further agrees to have all material removed by 3:00 p.m. 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 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, The Henry, 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 Henry. Any damage done shall be made good by the Exhibitor to MSRC or the owners of The Henry as their interests may appear.

Liability

Neither MSRC, The Henry, 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 Henry, 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 and others associated with the management of this Conference, and The Henry, shall not be liable for non-fulfillment or commitment for the delivery of space by reason of The Henry premises 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.

2018 Spring

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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

Email

Phone Number

Email

☐ **YES! I will need electricity**

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 (\$75 each)

Badge to Read

City

State

Email

Badge to Read

City

State

Email

Registration Fees

☐ **Exhibit Booth** **\$700**

2 attendees included
(\$75 per additional attendee)
DEADLINE for entry into conference
booklet: March 26, 2018

☐ **Non Profit Booth** **\$400**

☐ **Sputum Bowl Preliminaries** **\$500**
DEADLINE: March 26, 2018

☐ **Sputum Bowl Finals** **\$500**

DEADLINE: March 26, 2018

☐ **Cocktail Reception** **\$350**

DEADLINE: March 26, 2018

☐ **Continental Breakfast each** **\$500**

Pick a Day:

☐ Thursday

☐ Friday

DEADLINE: March 26, 2018

☐ **Vendor Break Sponsor** **\$250**

Pick a Day:

☐ Thursday

DEADLINE: March 26, 2018

☐ **House of Representatives Meeting** **\$500**

DEADLINE: March 26, 2018

☐ **Educational Sponsorship** **\$1,500**

Unrestricted

DEADLINE: March 26, 2018

Total Exhibit Fee _____ **Total Additional Reps** _____ **Total Extra Costs** _____ **Grand Total** _____

Payment Confirmations will be sent via e-mail

☐ Visa

☐ MasterCard

☐ Discover

☐ AMEX

☐ Check enclosed (payable to MSRC)

Card Number

Exp. Date

Authorized Signature

Date

Please send or fax your completed registration form and full payment to:
MSRC | 124 W. Allegan | Suite 1900 | Lansing, MI 48933 | Telephone: 517-267-3909 | Fax: 517-484-4442