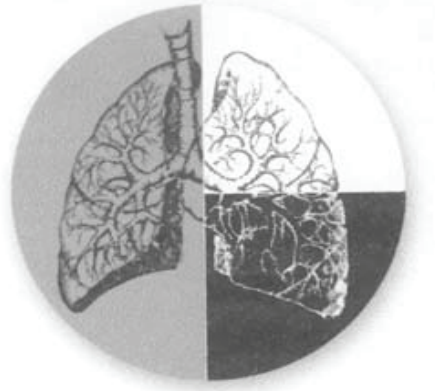


**Pennsylvania Society for Respiratory Care:
36th Annual Western Regional Seminar in
Respiratory Care and Sleep Medicine
September 24-25, 2009**

Four Points by Sheraton Pittsburgh North • Mars, PA



**2009
Prospectus
for
Exhibitors**

**★ NEW LOCATION ★
Four Points by Sheraton
Mars/Cranberry Twp, PA
(17 mi North of Pittsburgh)**

- ♦ All Inclusive Vendor Cost
- ♦ Unopposed Vendor Time
- ♦ All Attendee Refreshments/Breaks Served in Vendor Area
- ♦ Annual PSRC Thursday Festivity

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June 1, 2009



Dear Potential Exhibitor and Educational Sponsor:

I am writing to you on behalf of the Annual Seminar Committee of the Southwest Pennsylvania Society for Respiratory Care Educational District. We are informing you about the annual SW Pennsylvania Society for Respiratory Care seminar scheduled to be held on Thursday and Friday, September 24th and 25th, 2009 in Mars/Cranberry Township (17 miles north of Pittsburgh), PA at the Four Points by Sheraton.

The 36th Annual Seminar in Pulmonary Medicine and Respiratory Care, is a 2 day symposium and is aimed at providing a grass-roots perspective on current state-of-the-art practice and emerging concepts in pulmonary and sleep medicine. Our committee works hard to make this a dynamic, current conference and we expect to attract respiratory therapists, nurses and other health care professionals from throughout the tri-state western PA area. We are able to accommodate 500 attendees.

We look forward to your continued annual support and have enclosed the **Prospectus for Exhibits** at this time. We are **limited to 70 booths and will accept exhibits on a first come first serve basis**. Last year, we had another year of "sold out" exhibit space so, don't miss out on this opportunity to meet with your clients and exhibit your products at our annual seminar.

Please be aware that in addition to the exhibit opportunity, you may add to your support by either providing a \$1000 unrestricted educational grant or sponsoring a speaker. If you have a speaker's bureau and/or would like to sponsor a speaker/topic during the seminar, please contact either Gail Varcelotti (724-941-8792 or 412-370-1749) or Doug King (412-848-2706) as soon as possible to learn about the ability to provide an educational grant and receive exhibit space either gratis or discounted.

Thank you in advance for your support. In order to complete our agenda and to guarantee that your company is appropriately recognized and highlighted in the program we will need to hear from you by **July 1, 2009** if you would like to sponsor a speaker. Otherwise prospectus forms and checks are due by **August 30, 2009**.

This year, we are not be able to allow any exhibitor to set up in the exhibit hall until booth payment has been received

We thank you in advance for your kind support of this educational endeavor. Programs like this cannot be presented without substantial industry sponsorship. Your active participation in helping these programs be successful does not go unnoticed.

Sincerely yours,

Gail A. Varcelotti, BS, RRT
SW PSRC Program Coordinator
110 Horizon Drive
Venetia, PA 15367
412-370-1749 or 724-941-8792 FAX: 724-942-4729

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LOCATION of the Conference and Exhibits	
<p>Four Points by Sheraton Pittsburgh North 910 Sheraton Drive · Mars, PA 16046 Phone: (724) 776-6900</p>	
RATES	
<p>All inclusive vendor cost for 4 representatives, draped booth, table, 2 chairs and electric.</p> <p>2009 RATE FOR ONE BOOTH: \$575.00. 2009 ONE ADDITIONAL BOOTH: \$350.00</p> <p>Rate includes registration and all breaks served in exhibit area and Thursday Festivity for a <u>maximum of four company representatives per one booth.</u> Names of reps must be submitted prior to conference (see Registration section of this Prospectus)</p>	<p><u>Booth Reps seeking CRCE must sign in for CRCE daily at the specified registration desk and are required to attend the lectures and submit an evaluation form prior to leaving the conference.</u></p> <p>Two additional reps may be added only if purchasing an additional booth OR Additional reps may be added for \$50/rep. If the additional company rep is seeking CRCE they will be required to register at the conference non-member rate or the AARC/PSRC rate (must verify with membership number).</p> <p>For additional chairs, tables or special electrical needs contact: Doug King 412-848-2706, FAX 724-695-8797</p>
EXHIBIT INFORMATION	
<p>ELIGIBILITY FOR EXHIBITING Only those products or services related to the fields of cardiopulmonary medicine and respiratory care shall be eligible for exhibiting. The decision as to what is a non-related product or service shall be made by the Exhibits Manager Doug King.</p> <p>APPLICATION AND ASSIGNMENTS OF BOOTH SPACE Space is limited to 70 booths; space assignments will be made on a first-come, first-served basis, upon their receipt by the Exhibits Manager.</p> <p>Registration and Invoice Forms are enclosed. These forms must be completed and returned to the Exhibits Manager.</p> <p>Every effort will be made to allocate space as requested by exhibitors.</p> <p>The Registration Form for booth space MUST contain the name of the person who will be in charge of the exhibitor's booth at the Meeting. This person will receive further communications regarding the Meeting.</p>	<p>PAYMENT OF EXHIBIT SPACE</p> <p>Invoicing information is included on the Registration Form. The PSRC TAX ID Number is: 22-2462998 Two methods of registration payment are available: No exhibitor will be allowed to set up a booth unless all invoices are paid in full.</p> <p>1. Internet: Payment may be made by credit card via the PSRC's website. Log onto www.PSRC.net and follow clickables into exhibitor site for the 36th Annual Western PA Conference. The registration and agreement form still must be sent to the Exhibit Manager to complete the process</p> <p>2. Mail: Payment may be made by check and returned with your company's Registration, Agreement and completed Invoice form by August 30, 2009.</p> <p>Make your check payable to PSRC a Mail to: Doug King c/o PSRC Exhibit Manager 165 Cranbrooke Drive Coraopolis, PA 15108</p> <p>Registrations received after August 30, 2009 will not be guaranteed a booth or signage with the company's name.</p>

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REGISTRATION	EXHIBIT SCHEDULES
<p>Only representatives of exhibiting companies attending the meeting will be allowed to register as exhibitors.</p> <p>Names of the representatives must be given to the PSRC at least one week prior to the conference.</p> <p>Representatives of companies not taking booth space will be required to register at the non-member rate or the AARC/PSRC rate upon presenting membership number.</p> <p>Specific Exhibitor badges will be issued <u>only to booth attendants.</u></p> <p>Badges are not transferable and the right is reserved to lift badges used by persons other than those to whom they are issued.</p>	<p>The format for this year will offer exhibits for two days according to the schedule below. The exhibit time will be unopposed during the hours listed below. The official opening will be 10:00 AM, September 24, 2009.</p> <p>Wednesday, September 23, 2009 5:00 – 7:00 P.M. Thursday, September 24, 2009 Set Up : 6:00 – 8:30 AM Exhibit Hours : 10:00 AM – 4:00 PM (Unopposed hours 10:00 – 11:00 AM, 12:00 – 1:00 PM and 3:00 – 3:30 PM) PSRC Festivity : 5:30 – 9:00 PM</p> <p>Friday, September 25, 2009 Exhibit Hours: 7:00 – 11:00 AM (Unopposed hours 9:30 – 10:00 AM and 12:00-12:45 PM) Breakdown 12:45 – 3:00 P.M.</p>
TO CONFIRM YOUR BOOTH REGISTRATION	HOTEL REGISTRATION: <i>PLEASE READ THIS MATERIAL AS THERE IS A MAJOR HOTEL CHANGE IN 2009! WE will be at the Four Points by Sheraton Pittsburgh North</i>
<p>Complete and return Registration, Agreement and Invoice with your payment form by August30, 2009.</p> <p>MAKE CHECK PAYABLE TO: PSRC</p> <p>SEND TO: Doug King c/o PSRC Exhibit Manager 165 Cranbrooke Drive Coraopolis, PA 15108</p> <p>Additional questions please contact Doug King at 412-848-2706, FAX 724-695-8797</p>	<p>If you are in need of hotel reservations this year, please be aware that the Sheraton has a block of rooms on reserve for the conference until September 10, 2009</p> <p>The 2009 rate for rooms are \$110.00 plus 14% occupancy tax. Be sure to identify yourself as a PSRC Seminar participant to be eligible for these rate reductions.</p> <p>Reservations may be made by contacting the hotel directly at (724) 776-6900 or 1-888-627-8175 .</p> <p>The hotel will hold these rooms and rates until 12 midnight September 10. After that date, reservations will be made on a space available basis only.</p>

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EXHIBIT RULES & 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.

1. All of the exhibitor's activities must be kept within the area contracted. No person, signs, distribution of material or other attention attracting devices will be permitted outside the area. Customers shall be contacted and all business activities of the exhibitor shall be conducted within the allotted exhibit area.
2. Booth construction will be limited to eight feet in height. Exceptions to this will be made by the Exhibits Manager if the exhibitor's plans indicated that additional height will not interfere with an approach to other booths. Side dividers will be 42 inches in height, and, in general, higher booth construction along the sides should not extend out more than three feet from the back.
3. All construction materials must conform to the local fire codes. Tables, drapes, back wall drapes, textile or paper displays and decorations must be flame-proofed. All materials and displays are subject to inspection by the Fire Marshall. The use of oxygen in the exhibit hall is not permitted by the Fire Marshal. Cylinders of compressed air are permitted. Each exhibitor must make individual arrangements for ordering gas. ALL CYLINDERS MUST BE SECURED by strap, stand, or cart to prevent tip over.
4. THERE WILL BE NO SMOKING IN THE EXHIBIT HALL. The service contractor will not offer smoking stands for rental. Exhibitors in violation will be asked to leave the exhibit hall.
5. No excessively loud audio or mechanical equipment will be permitted. The decision of the Exhibits Manager is final in determining what noise level is excessive.
6. Distribution of refreshments or other products for consumption on the premises, not manufactured or specially related to the sales activities, will be permitted.
7. 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.
8. Subletting or sharing an exhibit will not be permitted.
9. Exhibits shall not be installed or dismantled before the hour designated by the association and the Exhibitor's Manager.
10. All cylinders containing compressed air 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.
11. Soliciting participation in surveys, or otherwise harassing registrants will not be permitted.
12. Each exhibitor must make provision for the safeguarding of his goods, materials, equipment and displays. Exhibit area will be guarded during non-conference hours. PSRC will not be responsible for loss or damage of any materials by or for any cause.
13. Exhibitors violating any one of the Exhibit Rules and Regulations will be subject to expulsion for the convention. Determination of such violations will be made by the Exhibits Manager and/or Executive Director of the association.

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THIS **EXHIBIT AGREEMENT** made between the Pennsylvania Society for Respiratory Care hereinafter referred to as PSRC and your company hereinafter referred to as Exhibitor.

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

1. PSRC will permit Exhibitor to occupy booth(s) during the Conference and Exhibition September 24-25, 2009.
2. Exhibitor agrees that full rental fee must be paid prior to the setting up of his booth at the Conference and Exhibition.
3. Exhibitor is hereby given the right to cancel this agreement without penalty at or any time prior to sixty days in advance of the Conference, such cancellation to be effective when written notice thereof is received by Exhibits Manager. In the event of such cancellation, all rights, liabilities and obligations hereunder shall terminate except that Exhibitor will be liable for and agrees to pay to PSRC twenty-five percent (25%) of the total rental fee and PSRC may retain this portion from any payments made to it by Exhibitor.
4. In the event that Exhibitor cancels this agreement from sixty (60) days to thirty (30) days prior to the Conference, all rights, duties, liabilities and obligations hereunder shall terminate except the Exhibitor shall be liable for and agrees to pay one-half (1/2) the rental fee reserved hereunder, and PSRC may retain said amount from any payment made to it by Exhibitor. Such cancellation shall be effective when written notice thereof is received by Exhibits Manager.
5. In the event that Exhibitor cancels this agreement any time within (30) days prior to the Conference and Exhibition, as evidenced by receipt of notice of such cancellation by Exhibits Manager, all rights, duties, liabilities and obligations hereunder shall terminate, except that Exhibitor shall remain liable and agrees to pay the full rental fee reserved hereunder.
6. PSRC reserves the right to relocate the booth space to be occupied hereunder by Exhibitor, provided that upon receiving from PSRC notice of such relocation, Exhibitor, notwithstanding any other provision hereof, may cancel this agreement without penalty, and shall be entitled to the return of any rental fee paid.
7. Exhibitor agrees to not sublet, or to otherwise assign, to any other person or organization whatsoever any right to occupy any booth, or part of any booth covered by this agreement without first obtaining the written consent of PSRC.
8. Exhibitor agrees to abide by the special regulations as outlined in the official prospectus for exhibitors.
9. Exhibitor agrees to indemnify PSRC and the Four Points by Sheraton Pittsburgh North against and hold it free from any and all claims arising from the death of/or injury to Exhibitor's personnel or seminar attendees and from any and all claims arising from the loss damages to Exhibitor's property by whatsoever cause occasioned and wheresoever such property is located during the period in which PSRC occupies the Four Points by Sheraton Pittsburgh North except for such injury or loss as may be proximately caused by willful and malicious conduct on the part of any employee of PSRC or Four Points by Sheraton Pittsburgh North

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EXHIBIT BOOTH REGISTRATION, AGREEMENT FORM and INVOICE

Please RETURN NO LATER THAN AUGUST 30st, 2009, we are limited to 70 exhibits only

- This page and only this page must be filled out, signed and returned with payment by August 30, 2009
- Rental of exhibit space at the annual meeting of the SW District - Pennsylvania Society for Respiratory Care is in accordance with the rules and regulations as set forth within the exhibitor's registration, exhibit agreement, and prospectus for exhibitors.
- **PSRC TAX ID Number is: 22-2462998. All payments should be made out to PSRC**

PLEASE COMPLETE THE FOLLOWING INFORMATION

I. COMPANY INFORMATION

You must include the name of a representative who will be in charge of your exhibit booth. All future correspondence will be directed to this representative. All names should be typed or neatly printed.

Firm Name _____

Address _____

City _____ State _____ Zip _____

Person in Charge of Booth(s) _____ Title _____

E-Mail Address _____

Address _____

City _____ State _____ Zip _____

Phone Number (____) _____

II. REPRESENTATIVES - Must include names at this time. 4 per booth, 6 only if purchasing an additional booth or paying \$50.00 per extra rep. Please see prospectus for explanation and for CRCE information for you representatives.

The following persons will be representing my firm at the seminar:

NAME	EMAIL Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

NOTE: Under the terms of this agreement, you are permitted four representatives per exhibit booth, one of whom will be in charge of your exhibit. Booth registration does not include Thursday/Friday luncheons (a discounted lunch will be available to vendors at the hotel if you so desire) but does include Thursday evening social event.

III. ELECTRICITY

Two Standard 110V electrical outlets are available. Additional electrical needs are \$45.00 each outlet and must be requested one week prior to the conference. Requests should be given to Doug King, Exhibit Manager.

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IV. LOCATION

Please indicate those firms, if any, that you do not want to be located near. The Exhibit Manager will make every effort to accommodate your preferences.

V. SIGN

Please indicate what you would like printed on a two-line sign.

INVOICE

(Company Name)

(Address)

(City, State and Zipcode)

Exhibit Booth. @ \$575.00 \$ _____

Additional Booth..... @ \$360.00 \$ _____

Additional Electricity @ \$45.00..... \$ _____
(in addition to the two outlets provided)

TOTAL AMOUNT DUE \$ _____

EDUCATIONAL GRANT/SPONSORSHIP

The PSRC accepts corporate sponsorship to help fund educational activities for state conferences.

Corporations who provide grants/sponsorship of \$1000 or more will receive one booth in the vendor exhibit area free of charge at the conference.

Education Grants/Sponsors receive:

- Gratis Booth space in our Exhibit, signage at the conference reflecting sponsorship
- Listing as Education sponsor on program (if received prior to July 1 when the program goes to print) and PSRC website as an event sponsor.

Sponsorship funds can be paid as an unrestricted educational grant directly to the PSRC. PSRC will then reimburse the selected speaker/topic for the honoraria requested, travel/lodging and meals.

However, in the event that sponsorship funds must be paid directly to a speaker or other party, a listing of funds paid indicating payment of \$1,000 or more must be provided to the PSRC in order to receive a free vendor booth.

- Unrestricted Educational Grant (paid to PSRC) in the amount of \$ _____.
- Speaker Sponsorship (paid directly to the speaker or other party, receipts will be provided to PSRC) in the amount of \$ _____.

TOTAL AMOUNT DUE for Booth (difference IF sponsorship is not exceeding \$1000) \$ _____