



30th Annual PSRC Northwest District Respiratory Care Seminar

Friday, April 30, 2010

Ambassador Banquet & Conference Center
7794 Peach Street. Erie, PA (I-90 & Peach St., Exit 24)

Exhibitor's Prospectus

ELIGIBILITY FOR EXHIBITING

Only companies, which provide products or services related to the fields of Respiratory Therapy and Pulmonary medicine, are invited to exhibit. The exhibit manager reserves the right to determine the appropriateness of a company's product or service for the purpose of this exhibition.

EXHIBIT DATES AND HOURS

The seminar and exhibition will be held on Friday, April 30, 2010. Exhibits must be set upon Thursday, April 29, 2010 after 5:00 PM. All exhibits must be dismantled by 4:15 PM on Friday, April 30, 2010. All exhibitors should observe the following exhibition time schedule:

<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>
Thursday, 4/29/10	5:00 - 8:00 PM	Booth set up
Friday, 4/30/10	8:00 AM - 4:00 PM	

<u>Unopposed exhibit hours are as follows:</u>	07:30 - 08:00 AM	Registration and exhibits
	10:00 - 11:00 AM	Exhibits
	12:00 - 1:00PM	Lunch and exhibits

BOOTH INFORMATION

Booth space (8 ft x 6 feet) may be purchased at a rate of \$225.00 per booth. Registration includes general lighting, tables, chairs, sheets, lunch, and standard electrical connections (110 volts).

NOTES: The Fire Marshall strictly prohibits the use of oxygen in the exhibit hall; cylinders of compressed air are permitted. Each exhibitor must supply his or her own compressed air. All cylinders must be secured by strap, stand, or cart.

- The enclosed Exhibit Booth Contract/Invoice and registration form must be completed and submitted with payment by April 23, 2010 to assure your exhibit booth registration.

EXHIBIT 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:

1. All the exhibitor's activities must be kept within the contracted area. No person, signs, distribution of material, or other attention attracting devices will be permitted outside this 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 in the rear and three and one half feet on the sides. The exhibit manager will make exceptions to this if the exhibitor's plans indicate that additional height will not interfere with an approach to other booths.
3. All construction materials must conform to the local fire code. Tables, drapes, back wall drapes, textile or paper displays, and decorations must be flame retardant. All materials and displays are subject to inspection by the Fire Marshall.
4. There will be **NO SMOKING**. 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 exhibit manager is final in determining what noise level is excessive. We would also ask that all equipment making noise be turned off or silenced during the speakers' presentations.
6. Distribution of refreshments or other products for consumption on the premises, not manufactured or specifically related to sales activities, will not 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 booth is not permitted.**
9. Soliciting participation in surveys or otherwise harassing registrants will not be permitted.
10. Each exhibitor must make provisions to safeguard goods, materials, equipment, and displays. The NWPSRC is not responsible for loss or damage of any materials by or for any cause.
11. Exhibitors violating any of the exhibit rules and regulations will be subject to expulsion from the convention. Determination of such violations will be made by the exhibit manager.

Regarding Raffles: It's become somewhat of a tradition that vendors raffle off some sort of gift at their booth. We have no objections and invite such involvement. We ask only that you not draw a winner until after the last speaker of the day and that the winner must be present to win. Thank you.

BOOTH REGISTRATION

Only representatives of the exhibiting company are permitted to register as exhibitors. Exhibiting companies may register ***two representatives per booth***, one of who is designated as the company's official contact for the seminar. Exhibitor name badges will be issued only to booth attendants. Name badges are not transferable and may only be worn by the person to whom they are issued. Representatives of non-exhibiting companies are required to register at the non-member rate of \$125.00 or if they are an AARC member: \$50. (NOTE: Non-exhibiting company representatives may register on the day of the seminar.)

HOTEL RESERVATIONS

Host Hotel: COURTYARD by MARRIOTT - 7792 Peach St., Erie, PA - 814-860-8300

**** Rooms are blocked for the seminar but must be booked by March 30, 2010 to receive the special PSRC discounted rate of \$109.00 (mention the **PSRC Seminar** to receive the discounted rate).**

Other Scott Enterprises hotels in the area:

COMFORT INN - 8051 Peach Street, Erie, PA - 814-866-6666

DAYS INN - 7415 Shultz Rd., Erie, PA - 814-868-8521

HOLIDAY INN EXPRESS – 8101 Peach Street, Erie, PA - 814-217-1100

RESIDENCE INN by MARRIOTT - 8061 Peach Street, Erie, PA - 814-864-2500

REGISTRATION FORM

The following pages contain a registration form for exhibit company representatives, and exhibit booth contract/invoice. Provisions of the exhibit booth contract are listed under the exhibit contract portion of this prospectus. It must be signed and returned before exhibit space is allocated

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 printed as you wish them to appear on the name badges. Maximum of 2 representatives for the \$225 booth registration, any others must pay attendant registration fee: \$150 non AARC member, \$60 AARC member (must provide AARC membership number).

Firm name _____

Address _____

City _____ State _____ Zip code _____

Person in charge of booth(s) _____ Title _____

Address _____

City _____ State _____ Zip code _____

Phone number (____) _____ E-mail: _____

II. REPRESENTATIVES

The following persons will also be representing my firm at the seminar along with the individual listed above:

1. _____ 2. _____

III. 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.

IV. OTHER REQUIREMENTS

Please indicate the number of electrical outlets or other special requirements needed.

EXHIBIT CONTRACT

THIS AGREEMENT is made between the Northwest District of the Pennsylvania Society for Respiratory Care hereafter referred to as NWPSRC and _____ hereafter referred to as exhibitor.

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

- FIRST: NWPSRC will permit exhibitor to occupy booth(s) during the seminar and exhibition.
- SECOND: Exhibitor agrees that full rental fee must be paid prior to the setting up of his booth at the seminar and exhibition.
- THIRD: Exhibitor is hereby given the right to cancel this agreement at any time prior to thirty days in advance of seminar, such cancellation to be effective when written notice thereof is received by exhibit manager. In the event of such cancellation, all rights, liabilities, and obligations hereby shall terminate except that exhibitor will be liable for and agrees to pay the NWPSRC twenty-five percent (25%) of the total rental fee and the NWPSRC may retain this portion from any payments made to it by exhibitor.
- FOURTH: In the event that exhibitor cancels this agreement thirty (30) days to fifteen (15) days prior to the seminar and exhibition, all rights, duties, liabilities, and obligations hereunder shall terminate except that exhibitor shall be liable for and agrees to pay one-half (50%) the rental fee reserved hereunder, and NWPSRC may retain said amount from any payment made to it by exhibitor. Such cancellation shall be effective when exhibit manager thereof receives written notice.
- FIFTH: In the event that exhibitor cancels this agreement anytime within fifteen (15) days prior to seminar and exhibition, as evidenced by receipt of notice of such cancellation by exhibit 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.
- SIXTH: NWPSRC reserves the right to relocate the booth space to be occupied hereunder by exhibitor, provided that upon receiving from NWPSRC notice of such relocation, exhibitor, notwithstanding any other provision hereof, may cancel this agreement without any penalty, and shall be entitled to the return of any rental fee paid.
- SEVENTH: Exhibitor agrees to abide by the special regulations outlined in the official prospectus for exhibitors.
- EIGHTH: Exhibitor agrees not to sublet, or otherwise assign, to any other person or organization whatsoever any right to occupy any booth covered by this agreement without first obtaining the written consent of the NWPSRC.
- NINTH: Exhibitor agrees to indemnify the Ambassador Banquet & Conference Center against and hold it free from any and all claims arising from the death of/or injury to exhibitor's personnel or meetings attendees and from any and all claims arising from the loss or damage to exhibitor's property by whatsoever cause occasioned and whosoever such property is located during the period in which NWPSRC occupies the Ambassador Banquet & Conference Center except for such injury as may be proximately caused by willful and malicious conduct on the part of any employee of NWPSRC or Ambassador Banquet & Conference Center.

IN WITNESS WHEREOF, the parties hereto have executed this contract upon this ____ day of _____, 2010.

Exhibit authorized by: _____
(Signature)

Company: _____ Title: _____

INVOICE

Number of exhibit booths _____ x \$225.00 = _____
(Includes two vendor badges & lunch)

Number of additional representatives: _____ x \$150.00 = _____
(non AARC member)

Number of additional representatives: _____ x \$60.00 = _____
(AARC_member #: _____)

Total: _____

Note: All exhibit spaces must be paid in full no later than April 29, 2010. Any vendors not paid by that date will not be allowed to exhibit.

Make check payable to: PSRC
Tax ID number 22-246-2998

Please return completed Pages 4, 5 & 6
with payment to:

Thomas Lamphere
Executive Director, PSRC
225 Hampshire Dr.
Sellersville, PA 18960

(215) 687-2904;
or email: Executive Director@psrc.net