

INDIANA ENA STATE SYMPOSIUM 2016

Exhibitor Prospectus



Connect with emergency nurses, nurse leaders, sexual assault nurses, and EMS personnel from across Indiana at this annual event.

April 22, 2016

NCAA Hall of Champions

700 W Washington St., Indianapolis, IN 46204



EMERGENCY NURSES ASSOCIATION

SAFE PRACTICE, SAFE CARE

Indiana State Council

INDIANA EMERGENCY NURSES ASSOCIATION | WWW.INDIANAENA.ORG

Indiana ENA State Symposium 2016

Friday, April 22, 2016

Exhibitor Registration

Name:	
Company:	
Title:	
Phone:	
Address:	
Email:	
Additional attendees:	
Years previously exhibited:	
Special booth needs, simulation product details (space for equipment, electricity, etc.):	
*We will do our best to accommodate your request. You will be contacted if we are unable to do so.	

Level of Participation

___ Exhibit only \$500 (includes lunch for 2)

___ Simulation Sponsor \$100

___ Silent auction basket donation - Please list intended gift(s) _____

___ Meals for additional representatives \$30 each- # attending _____

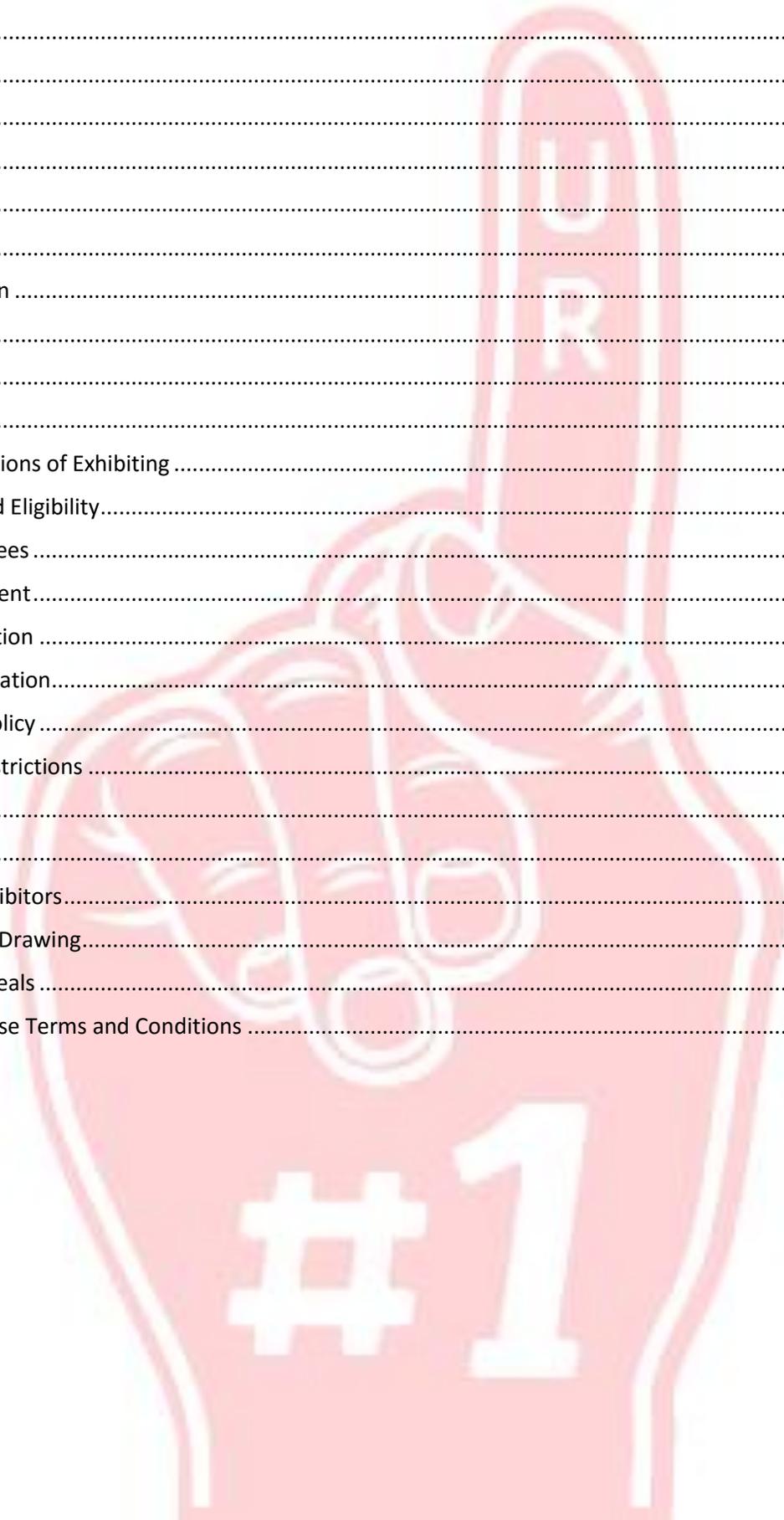
Please send payment with registration. Registration is considered incomplete without payment and will not reserve your booth space. Registration is due by March 11, 2016. Checks should be made out to "Indiana ENA" and mailed to Stacy Maitha, Vendor Chair, 5760 S Handy Rd, Bloomington, IN 47401.

Email stacymaitha@yahoo.com or call 812-327-4067 with questions.

Your registration expressly implies compliance with the terms and conditions of exhibiting as put forth in this document.

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What You Get!

- Access to nurses, nurse leaders, sexual assault nurses, and EMS personnel attending the 2016 symposium
- Attendee BINGO activity to drive traffic to your exhibit
- Attendee-Exhibitor NCAA Hall of Champions collaborative activities
- Simulation Lab to demonstrate your product and interact with attendees
- NCAA Hall of Champions admission on day of event (10a-5p)
- An electronic list of attendee names and emails after the conference
- Breakfast and lunch for two representatives
- Entrance to symposium sessions, as seating allows (symposium attendees receive priority seating)

Simulation Lab

New this year is the Simulation Lab! Vendors will have the opportunity to exhibit their products during a simulated exercise with active attendee involvement. If you have a product that you would like to demonstrate in this setting, please indicate what it is and provide its usage information with your registration. More information is available by contacting Stacy Maitha at stacymaitha@yahoo.com. Cost for this opportunity is \$100.

BINGO Game

Each conference attendee will be given a BINGO card at registration and will be entered in a drawing for a prize in exchange for their full BINGO card. BINGO spaces are marked by visiting each exhibitor and completing various exhibitor related activities. Each vendor is encouraged to donate a prize of at least \$50 value to participate in the exhibit hall BINGO game.

Deadlines

Registration & payment due by 3/11/16. No late registrations and no walk-in registrations will be accepted.

Schedule

Friday, 4/22

7a	Set up in exhibit hall
730	Exhibit hall opens
730-830	Continental breakfast with attendees
930	Break with attendees
1130-1230	Lunch (exhibit hall will remain open)
1330-1345	Break with attendees
1445-1500	Break with attendees
1615	Symposium closes
1700	Exhibit hall closes (all materials should be removed by this time)

This schedule is subject to change prior to event.

Travel Information

Parking

White River State Park underground garage \$3 per vehicle.

Airport

Indianapolis International Airport.

Hotels

Hotel reservations are the responsibility of each vendor. The nearest hotels, walking distance, to the NCAA Hall of Champions are the JW Marriott, Courtyard, Fairfield, and Springhill Suites.

Terms and Conditions of Exhibiting

Application and Eligibility

Application for booth space and sponsorships must be made in writing and be executed by an individual who has the authority to act for the registrant. This exhibition is designed for the display and demonstration of products and services related to the practice of and professional education of those attending the Indiana ENA State Symposium. Indiana ENA will determine the eligibility of any company, product, or service and may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the Indiana ENA, with the education character and objectives of the exhibition. If a decision is made to reject the application, any payments will be refunded. Registration to exhibit implies compliance with the terms and conditions of exhibiting contained in this document.

Booth Rental Fees

Booth rental fees are \$500 and non-negotiable.

Booth Assignment

Booth assignment will be made on a first come, first serve basis during exhibit hall set-up. If you have special equipment or space needs, please contact Stacy Maitha at stacymaitha@yahoo.com or 812-327-4067 by April 1st. Every effort will be made to accommodate your needs and request.

Booth Information

Each booth includes a table, tablecloth and skirt. The exhibit hall is carpeted. Electricity is available. Please note your need with your registration.

Walk-in Registration

No walk-in registration will be allowed on the day of the event.

Cancellation Policy

Cancellation of exhibition must be made in writing by 4/1 for a 50% refund. No refunds will be made after this date. No refunds of special sponsorships will be made.

Exhibit Hall Restrictions

No music may be played in the exhibit hall. No exhibit or display materials may protrude into the aisles or block the view of neighboring exhibits. All exhibit materials must conform to the fire regulations and electrical codes of the exhibit area.

Liability

Indiana ENA is not responsible to any exhibitors for any damages, losses, lower than anticipated sales revenue, and/or claims from any cause whatsoever that may arise from exhibitors' participation in the Indiana ENA State Symposium.

Exhibitors assume the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises; and shall indemnify and hold harmless Indiana ENA affiliates from any and all such losses, damages and claims.

Insurance

Exhibitors are responsible for obtaining any insurance that may be necessary to protect their exhibits, merchandise and display materials against theft, fire, etc. at their own expense.

Conduct of Exhibitors

The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified by the registration application is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of materials outside the exhibitors' own tabletop will not be permitted. Booths must be attended by an exhibitor representative at all times. Indiana ENA reserves the right to restrict the operations of, or evict completely, any exhibit which, in the sole opinion of Indiana ENA, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted to interfere with the use of or impede access to thruways and aisles.

Raffles & Prize Drawing

Raffles and prize drawings may be held at an exhibitor's booth. Exhibitors are responsible for contacting winners and delivery of prizes. Communication on the time of drawing shall be provided through signage at exhibitor's booth. No form of payment may be collected for raffles or prize drawings. No announcements will be allowed in the meeting room and all activities are restricted to the exhibit hall.

Lodging and Meals

Lodging is the responsibility of the exhibitors. Continental breakfast and lunch on Friday, 4/22 are included for two exhibit representatives. Meals for additional representatives are \$30 and should be paid for in advance with registration.

Changes to these Terms and Conditions

Indiana ENA reserves the right to makes changes, amendments, and additions to these terms as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of any such changes.