

## **2018 LSRC EXHIBITOR'S CONTRACT**

The Louisiana Society for Respiratory Care will hold the 48th Annual Educational Meeting at the Embassy Suites (off I-10) in Baton Rouge, LA on April 04, 05, and 06, 2018. If you would like to exhibit at the 48th Annual Educational Meeting in Baton Rouge or sponsor an activity or speaker, please read the enclosed material and return your exhibition request form/contract early.

### **EXHIBITS/FEES/BOOTH SPACES/SOCIAL**

Exhibit/booth space will be available in an exhibit hall near the lecture hall. Conventional curtained cubicle with skirted table will be supplied, as well as a sign with your agency's name and 110 volt electric current. The Booth size will be 6 X 6' and the fee for exhibiting at this event varies based on Booth size as follows:

- Single Booth \$500 (admits 2 representatives)
- Double Booth \$800 (admits 4 representatives)
- Triple Booth \$1000 (admits 6 representatives)

**REGISTER ON-LINE at <http://www.lsrc.net> (credit cards accepted)**

### **Special Event for Exhibitors:**

**Manager's only Exhibit Session, Thursday, April 05, 2018 see details below.**

**LSRC CORPORATE PARTNERSHIPS ARE AVAILABLE.....SEE ATTACHMENTS.**

### **GENERAL INFORMATION**

Sections or side wings on display units may not extend so as to interfere with views of adjacent exhibits. Details for setting up and dismantling booths at these meetings will be provided by LSRC. A minimum of four (4) hours of exhibit time will be scheduled during the first two days of the meeting. On the evening of the first day, LSRC will host a **“Getting to Know You Social”** in the exhibit hall.

On the second day, the LSRC will host **“Manager’s Hour Exhibit Session”**, which is limited to individuals in leadership/management positions (any RT Managers, Directors, and Supervisors with purchasing/rental control). This will take place over the lunch hour with light lunch/finger foods served.

The LSRC will also hold the **“TB (Terry Bourgeois) Funny Money Auction”** during the Crawfish Boil and encourage vendors to donate auction items for this event. Your item(s) will be auctioned for purchase

with funny money (earn during events leading up to the auction) and **Your Company's Name** will be announced with each item(s) you donate once auctioned. Items can be delivered at the Crawfish boil.

Payment for booth rental should be remitted as soon as possible. Booth assignments will NOT be made without full payment. Space will not be held for unconfirmed exhibitors. **Early sell out is anticipated.** Exhibitors and sponsors who have **paid all fees by March 26, 2018**, will be listed in the program. Note: Additional expenses for multiple electrical outlets & furnishings are the exhibitor's responsibility. Please indicate needs on your returned exhibition request form. You may contact Gulf Coast Event Services for shipping information and to discuss matters related to exhibition (1-800-488-3836).

### **VENDOR REGISTRATION/VENDOR CEU'S**

Vendors whom have indicated on the registration form that they want to earn CEU's and document their AARC number, will have their company tags available in the on-site registration room 8am-11am. After that time, all vendor company tags will be placed at their booth.

### **VENDOR CEU'S**

Vendors wishing to receive CEU's must be AARC members and must attend lectures. Vendors must document the lectures that they attended by turning in the answer sheet/questionnaire when they leave the meeting. Failure to abide by these policies means that no CEU's will be awarded, **NO EXCEPTIONS.** Non-member vendors may pay an additional fee of \$100 to obtain CEU's under the policies outlined above. The fee will include an opportunity to join the American Association for Respiratory Care (AARC).

### **VENDOR SET-UP TIMES**

Booths may be set up during the hours of **1 PM and 4 PM on WEDNESDAY** Identification badges will be provided and **MUST be worn at all times.** Each single booth fee paid will admit two representatives. Additional exhibitors may register at the rate of \$50 per person per day (\$100 on site). There will be a \$5.00 charge for replacing lost name badges. Exhibitors may not remove displays **before 2:30PM on Thursday.** Each double booth fee paid will admit four representatives and each triple booth will admit six representatives.

### **NO EXHIBITS OPTION**

Although we encourage exhibits of products and services, we know this may not be practical for all vendors. LSRC invites your support through sponsorship of a speaker/workshop or social event. If you choose to sponsor a speaker or workshop, all fees and expenses incurred by the speaker/workshop facilitator shall be the sole responsibility of the sponsor. If you would like to participate in this manner, please check the appropriate box on the exhibition request form and return it ASAP. **LSRC CORPORATE PARTNERSHIPS** are also available.

### **HOSPITALITY SUITES**

The Board of Directors does not allow hospitality suites to open prior to 6 p.m., nor later than 11 p.m. as not to interfere with the educational program. Your adherence is appreciated.

### **GETTING TO KNOW YOU SOCIAL**

On the first evening (Wednesday) of the Annual Meeting, LSRC will host a social event from 4PM- 6PM in conjunction with an evening exhibit session. Food will be provided during the **Getting to Know You Social**. We will also be accepting item(s) donations for the TB Funny Money Live Auction.

### **CONTRACT**

We hereby make application for exhibit space(s) as indicated below, for our use at the 2018 LSRC Meeting, to be held in Baton Rouge,

\_\_\_\_\_ \$500 single booth

\_\_\_\_\_ \$800 double booth

\_\_\_\_\_ \$1000 triple deluxe booth

*It is agreed that neither the Embassy Suites in Baton Rouge LA, nor the LSRC shall not be liable for any damage, loss or destruction of any exhibit, or for any theft or disappearance of any of the property contained in or about the booth of the undersigned exhibitor, whether such loss be caused by negligence of the host facility, the LSRC, or its officers and/or agents; all claims for such loss, damages or theft being expressly waived by the undersigned exhibitor, and the same exhibitor agrees to indemnify and hold the host facilities and the LSRC harmless for such claims.*

2018 LSRC ANNUAL CONVENTION	EXHIBITION REQUEST FORM
COMPANY NAME: _____	Contact Person: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: ( ) _____ - _____	Fax ( ) _____ - _____
Email _____	
Size of booths: single (\$500), double (\$800), or triple (\$1000) (circle one please)	
Type of products to be displayed: _____	
We do not want to be located in the vicinity of the following exhibitors: _____	
We are interested in the no exhibit option: [ ] check	
We wish to sponsor a speaker: [assign premium booth] [ ] check	
We wish to sponsor a social event: [ ] check	
We wish to sponsor a coffee or Continental Breakfast: [ ] check	
Mail this form, with remittance to LSRC with your <b><u>PAYMENT</u></b> :	
C/O Raymond Pisani	
204 Tournament Blvd	
Berwick, LA 70342	
985-518-3346 (Cell)	
_____	
LSRC USE ONLY	
Date received: _____ AMT _____	

**Dear Exhibitor:**

Thank you for displaying at the **LSRC ANNUAL CONVENTION AND EXHIBITS**. Would you please fill in the names of those who will represent your company at the meeting? Remember you get two exhibitors for a single booth, four exhibitors per double booth, and six exhibitors per triple booths.

Additional exhibitors may register at the rate of \$50.00 per day per person (limit 2)

**ALL VENDORS WANTING CEU'S MUST ATTEND THE LECTURES**

-----COMPANY NAME (how your sign should read)

**PLEASE PRINT CLEARLY**

- 1. \_\_\_\_\_ AARC# \_\_\_\_\_
- 2. \_\_\_\_\_ AARC# \_\_\_\_\_
- 3. \_\_\_\_\_ AARC# \_\_\_\_\_
- 4. \_\_\_\_\_ AARC# \_\_\_\_\_
- 5. \_\_\_\_\_ AARC# \_\_\_\_\_
- 6. \_\_\_\_\_ AARC# \_\_\_\_\_

Please mail contract with **PAYMENT** to the address below.

Sincerely,

Raymond Pisani

204 Tournament Blvd

Berwick, LA 70342

***An \$800 No exhibit option for the Corporate Partner than can't attend will be granted the following:***

- Invitation to private luncheon with the LSRC Board of Directors.
- Participation in all educational sessions.
- Recognition of corporate sponsorship in Annual Meeting, Syllabus, and Recognition of one hour of Educational activity.
- Recognition of corporate sponsorship on website with your link/logo.
- Representation to the LSRC as Industry Advisory on Program Committee.
- Invitation to LSRC's Board of Directors/ Past Presidents Reception.
- Corporate message included with newsletters and posted on web.

***A \$1000 exhibit option for the Corporate Partner will be granted the following:***

- Complimentary meeting Exhibit registration for LSRC Convention (SINGLE BOOTH)
- Invitation to private luncheon with the LSRC Board of Directors.
- Participation in all educational sessions.
- Recognition of corporate sponsorship in Annual Meeting, Syllabus, and Recognition of one hour of Educational activity.
- Recognition of corporate sponsorship on website with your link/logo.
- Representation to the LSRC as Industry Advisory on Program Committee.
- Invitation to LSRC's Board of Directors/ Past Presidents Reception.
- Corporate message included with newsletters and posted on web.

***A \$1500 exhibit option for the Corporate Partner will be granted the following:***

- Complimentary meeting Exhibit registration for LSRC Convention (DOUBLE BOOTH).
- Invitation to private luncheon with the LSRC Board of Directors.
- Participation in all educational sessions.
- Recognition of corporate sponsorship in Annual Meeting Syllabus and Recognition of two hours of Educational activity.
- Recognition of corporate sponsorship on website with your link/logo.
- Representation to the LSRC as Industry Advisory on Program Committee.
- Invitation to LSRC's Board of Directors / Past Presidents Reception.
- Invitation to make Private Corporate Presentation to the LSRC Board of Directors.
- Corporate message included with newsletters and posted on web.

***A \$2500 exhibit option for the Corporate Partner will be granted all of the basic benefits, plus the following:***

- One additional complimentary meeting booth.
- Recognition of corporate sponsorship in Annual Meeting, Syllabus, and Recognition of three hours of Educational activity.
- Representation to the LSRC as Industry Advisory on Program Committee.
- Invitation to LSRC's Board of Directors/ Past Presidents Reception.
- Invitation to make Private Corporate Presentation to the LSRC Board of Directors.
- Private meeting with the LSRC Executive Committee.
- Corporate message included with newsletters and posted on web.

***On behalf of the LSRC Board of Directors, we thank you for your support and appreciate your future consideration.***