

**“Walk the Plank”
39th Annual MSRC Conference
Missouri Society for Respiratory Care Convention
April 28th – April 30th, 2010**

January 26th, 2010

Dear Vendor:

The Missouri Society for Respiratory Care Program Committee invites you to participate in the 39th annual MSRC State Convention. This year’s convention will be held April 28th, April 29th, and April 30th 2010 at Tan-Tar-A Resort in Osage Beach, MO.

Last years meeting, for those of you unable to attend, was an overwhelming success. We had over 400 Respiratory Care Professionals that attended in 2009. The planning committee has made great strides to improve the vendor hall and accommodate our expected large crowd. Exhibit time schedule for the 2010 convention is Wednesday, April 28th from 4:00 pm to 7:30 pm, the first hour of which is open to managers only. The exhibit area will again be open on Thursday, April 29th from 10:00am to 12:00pm.

Vendor ID’s – Again this year, clear badges will be given to each vendor at their respective booths. Since there are always last minute changes in who might represent your company, **we are asking that you have business cards with you to insert in these clear badges.**

If you do not have a business card, please make arrangements to have temporary cards made. Writing in names/companies will be accepted.

Sales on the floor will again be allowed this year. To enhance the convenience of this, we will be setting up a vendor lounge right in the hall. This will be a quiet, private area, open to vendors and their customers only. It will be set up with tables and refreshments.

This year we will again be utilizing the Tier Structure for purchasing booth space. The tiers are as follows:

Platinum: 1 Booth with 4 exhibitors, Golf for 4 at state meeting, vendor booth with 2 exhibitors at 4 MSRC district seminars, priority booth selection at district level, second booth discount of 25% if not waived with sponsorship. In addition: 1 free booth at the MSRC Fall conference in Springfield, Missouri. *Price: \$1,800*

Gold: 1 Booth with 4 exhibitors, Golf for 4 at state meeting, vendor booth with 2 exhibitors at **2 MSRC district seminars**, Priority booth selection at district level, Second booth discount of 20% if not waived with sponsorship. *Price: \$1000*

Silver: 1 Booth with 4 exhibitors, Golf for 2 at state meeting, Vendor booth with 2 exhibitors at **1 MSRC district seminar**, Second booth discount of 15% if not waived with sponsorship. *Price: \$650*

Bronze: 1 Booth with 4 exhibitors *Price: \$400*

The purchase of a Silver, Gold or Platinum Tier entitles the company to select the booth space of their choice. Enclosed in your packet you will have a copy of the floor plan layout. Choices will be honored on a first come, first serve basis upon receipt of signed contract.

*****PLEASE NOTE: THE MAXIMUM VENDORS ALLOWED PER TABLE WILL BE 4. NO EXCEPTIONS WILL BE MADE*****

*****PARTICIPANTS WANTING CEU CREDITS MUST BE AARC MEMBERS. MEMBERSHIP APPLICATIONS WILL BE AVAILABLE FOR THOSE PARTICIPANTS WHO ARE NOT CURRENT MEMBERS.*****

***** ALSO NOTE WE WILL HAVE ONLINE REGISTRATION FOR VENDORS PERTAINING TO THE CONFERENCE REGISTRATION and THE VENDOR HALL.**

www.mosrc.com

(online registration will be available starting Feb. 1)

Any vendor who wishes to sponsor a speaker may do so and will receive a bronze level exhibit with the fee being waived. Sponsorship of a speaker will be defined as covering all costs associated with that speaker's presentation, i.e. travel, lodging, expenses and honorarium.

The theme for this year's meeting is **“Walk the Plank”**- Please help us by making every effort to incorporate the pirate theme and spirit into your display. Again this year, the vendor that incorporates the convention theme the best, will be entitled to choose the location of their booth for the 2010 convention.

SILENT AUCTION / DOOR PRIZE

The silent auction has averaged \$1,000 per year for the last 3 years with the proceeds from this auction being donated to the MSRC Education Committee. Again this year, all door prizes will be added to a Silent Auction. Your item should be incorporated in the theme of your booth, and will remain at your booth for the entire exhibit time the first day. Participants will be allowed to place bids on that item, allowing a visit to your booth each time. The highest bidder will be posted at your booth prior to the end of the exhibit

time on Wednesday, April 28th. The success of this endeavor is totally dependent upon your item being available at the opening of the exhibit hall on Wednesday. Silent Auction Chair is Bridgett Hamilton, 573-632-8708.

If your company would like to sponsor a social event or refreshment break, the fee for a second booth in the exhibit area will be waived. Please contact one of the Vendor Chairpersons if you are interested in assisting with sponsorship. All sponsors will be recognized in the final program and in the exhibit hall.

If you wish to participate in the golf tournament please contact the tournament coordinator. Everyone wanting to participate must register with the golf coordinator even if you purchase a platinum, gold, or silver tier with golf included. Information pertaining to the 23rd Annual Golf Tournament can be obtained from tournament coordinator Randy Flanigan. Email: flanaginp@health.missouri.edu or call 573-882-8507.

There is a deadline for the MSRC room block at Tan-Tar-A Resort. For room reservations, please call 800-826-8272 or go online www.tan-tar-a.com

The deadline for Vendor Registration for the exhibit hall will be **April 10th, 2010**. After this date, you still may register for display, but signage for your booth display will not be guaranteed.

Without the VENDORS these conventions would not be possible. We appreciate all of your support in the past and look forward to working with each one of you this year and many years to come. If there is anything that can be done to improve our convention, please do not hesitate to let one of us know.

Thank you for all of your cooperation. Please contact one of us if you have questions or need additional information.

2010 Vendor Committee

Heather Wade

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or

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**MISSOURI SOCIETY FOR RESPIRATORY CARE CONVENTION
TAN-TAR-A RESORT OSAGE BEACH, MISSOURI
GUIDELINES FOR EXHIBITORS
April 28th – April 30th, 2010**

APPLICATION FOR SPACE: Complete and return the enclosed application form. Confirmation will be made as quickly as possible. Booth space can be selected for Silver, Gold, and Platinum Tiers on a first come first serve basis. A copy of the layout for the hall will be provided upon receipt of your application. Bronze Tier levels will be assigned on a first come first serve basis.

EXHIBITOR'S FEE: See Vendor Letter for Tier Level Fees.

BOOTH SIZE: Each booth is 8' x 10'.

BOOTH FURNISHINGS: Rental fee includes drapery background (8 feet high), side dividers (3 feet high), sign with the name of the company and tier level, 6 foot draped table, trash can, and electrical outlet if indicated on the application form.

EXTRA EQUIPMENT: Additional electrical needs, counters, extra tables and chairs and other equipment are available at an additional fee through Tan-Tar-A.

EQUIPMENT SHIPMENT:

TAN-TAR-A NO LONGER PROVIDES COMPLIMENTRY RECEIVING AND STORAGE!!!

Please make arrangements through Page & Brown Convention Services. Information for these services is available by contacting one of the vendor chairs. Any exhibitor freight shipped directly to Tan-tar-a will be assessed a handling and storage fee.

SETTING UP & DISMANTLING: The exhibit area will be open for set-up beginning 12:00 noon on Wednesday, April 28th. Set-up must be completed by 3:00p.m. Dismantling may begin at 12:00 noon on Thursday, April 29th, and **MUST** be completed by 3:00p.m. (Arrangements must be made with the hotel if your exhibit will take longer to set up than the time allowed).

EXHIBIT HOURS:

Wednesday, April 28th - 4:00 p.m. to 7:30 p.m. Exclusive vendor time with cash bar and hors d'oeuvres served in the Exhibit Hall. Exclusive vendor time for Respiratory Care Managers Only from 4:00-5:00 p.m. Thursday, April 29th - 10:00 a.m. to 12:00 noon. Exclusive vendor time and refreshments.

INSURANCE: Exhibitors are encouraged to take out a portal-to-portal rider, which is available at a nominal cost on their own insurance policy, to protect them against loss through theft, fire, damage, etc.

LIABILITY: It is agreed that the individual exhibitors will protect, save and keep the Missouri Society for Respiratory Care, Tan-Tar-A, from any damage or charges imposed for violation of any law or ordinance whether occasioned by negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms regarding the exhibitor's premises; and further, exhibitors shall at all times protect, indemnify, save and keep harmless the above parties against and from any and all loss, cost, damage, liability or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitee, which arise from or out of by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof.

CONVENTION FACILITY RESTRICTIONS: 1) Volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulation or insurance carriers may not be used in any booth. 2) All construction in a booth shall be substantial and fixed in position for the duration of the show. 3) All aisles and exits must be kept clear, clean and free from obstruction to comply with fire restrictions.

COOPERATION: Exhibits are required to be installed within the assigned space and not interfere with other exhibits. The following practices are prohibited: 1) Use of noisy electrical or mechanical apparatus interfering with other exhibits. 2) Canvassing or distributing any material outside the exhibitor's own space. 3) Subleasing of exhibit space. 4) the use of billboard advertisement and/or display of signs outside of the exhibit MSRC area without prior approval from the Program Committee. Any violators of these rules will be banned from exhibiting at the 2011, 2012, and 2013 MSRC Conventions.

The use of audio systems is allowed, however, the exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the convention participants or adjacent exhibitors.

The character of the exhibitors is subject to the approval of the MSRC Program Committee. The right is reserved to refuse the applications of concerns not meeting standards required or expected, as well as the right to curtail or close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct and attire of persons, etc.

REFUNDS: Requests for refunds should be made in writing, postmarked no later than April 6th, 2010.

**2010 ANNUAL MISSOURI SOCIETY FOR
RESPIRATORY CARE CONVENTION
“Walk the Plank” – 39th Annual MSRC Conference
April 28th – April 30th, 2010**

BOOTH RESERVATION CONTRACT

Please select Tier Level choice and you will be contacted for booth selection choice upon receipt of this application.

PLATINUM _____

GOLD _____

SILVER _____

BRONZE _____ Sponsoring a speaker? Y or N

*****THE MAXIMUM NUMBER OF VENDORS CAN NOT EXCEED 4 PER TABLE*****

*** Number of Electrical Outlets Needed _____ (Fee for 1 is included in booth price) Information for additional outlets can be obtained from one of the vendor chairs.

PLEASE PRINT OR TYPE:

Company Name as it should appear in program:

Company Address:

Telephone Number: (____) _____ Fax: (____) _____

Contact Person: _____

E-Mail address of above: _____

Representatives staffing exhibit (All vendors in the exhibit area will be required to have a pass):

Please indicate credentials and AARC # (if applicable): _____

Products to be displayed:

**If you will be sponsoring a speaker and/or event please indicate below (Sponsorship will be recognized in the final program and seminar displays):

Exhibit space choices for Silver, Gold & Platinum tiers will be granted on a first come, first serve basis, upon receipt of this application. Exhibit space for Bronze tier level will be assigned on a first come first serve basis. You will receive notification once the Vendor committee receives the signed application. This application when signed becomes a firm contract between the two parties. Registration fees minus a \$20.00 handling fee will be refunded for cancellations before April 6th, 2009. We agree to abide by all conditions under which exhibit space at Tan-Tar-A is leased to the Missouri Society for Respiratory Care, and we agree to abide by the "GUIDELINES FOR EXHIBITORS" which are a legal section of the contract.

Missouri Society for Respiratory Care (MSRC) Registration Policy. The registrant (participant or vendor) will NOT be permitted to participate in the program until all registration fees are paid in full. Any returned check will be assessed a collection fee of \$30.00 and the participant must submit payment and fees by cashier check or money order within 30 days of notification of returned check to avoid further legal action. CEU awards will be withheld until all payments are reconciled. Violation of this agreement will result in the registrant and/or vendor being prohibited from participation in all MSRC sponsored activities.

Submitted by: _____
(print name)

Signature: _____

Title: _____

Date: _____

Booth preference: 1st choice _____ 2nd choice _____ 3rd choice _____

COST SUMMARY	AMOUNT
Tier level choice _____	_____
Sponsorship choice _____	_____
3rd or more Booth Discount _____	_____
Grand Total	_____

Please make checks payable to: **MISSOURI SOCIETY FOR RESPIRATORY CARE**
Mail completed application to:

Heather Wade
1903 E 19th
Joplin, MO 64804

GOLD AND SILVER SPONSERS

Please indicate which District Seminar(s) your company would like to attend as part of your Tier Package. You will receive notification once the Vendor committee receives the signed application as well as forward a copy to the districts of your choice.

GOLD SPONSOR

1st CHOICE: _____

2nd CHOICE: _____

SILVER SPONSOR

1st CHOICE: _____

Submitted By: _____ Date: _____

Accepted By: _____ Date: _____

MSRC

*** Registration for District seminar must meet deadline set by program committee for lunch to be included.

***** This form must accompany the registration for the 2010 state meeting to qualify for district participation.**

You will receive notification once the Vendor committee receives the signed application. This application when signed becomes a firm contract.