



STATE OF NEW YORK
DEPARTMENT OF HEALTH

433 River Street, Suite 303 Troy, New York 12180-2299
www.health.ny.gov

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

Dear EMS Exhibitor:

Thank you for your interest in participating in the 28th Annual Vital Signs EMS Symposium 2011. This year's conference will be held on October 13-16, 2011 at the Onondaga County Convention Center (OnCenter) in Syracuse, New York.

We are pleased to announce that the Vital Signs EMS Symposium will again be offering sponsorship opportunities. Please refer to the insert for all the details. Act now and take advantage of this incredible opportunity to be a part of the Vital Signs EMS Symposium.

Enclosed in this packet you will find:

Exhibitor Application Form
Map of Booth Layout
Schedule of Events
Exhibitor Rules and Responsibilities
Sponsorship Opportunity

Be aware that by returning the application form you are agreeing to these rules and will be expected to follow them. Please carefully review all enclosed material.

If you choose to exhibit at Vital Signs, return the signed two page **Exhibitor Application Form**. Vital Signs is now accepting two forms of payment. If you wish to pay by check, please make check payable to **Health Research, Inc**. We are also accepting VISA/MASTERCARD. The form is enclosed in your package. Please be aware that if any booths are still available after August 1, 2011 booth prices will increase. If you have questions or need specific information, please call (518) 402-0996, Ext 3 or go to our website at vitalsignsconference.com.

Sincerely,

VALERIE OZGA

Exhibit Coordinator
Vital Signs EMS Symposium

Enclosures

**VITAL SIGNS EMS SYMPOSIUM 2011
EXHIBITOR APPLICATION FORM**

Company Name: _____
(PLEASE PRINT OR TYPE)

Company Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Tax ID #: _____ E-Mail Address: _____

We will issue exhibitor identification name tags to the representatives who will be present during Vital Signs EMS Symposium 2011. Please print or type your representatives below.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

PLEASE CHECK ALL BOXES THAT APPLY

10" w x 10"d		FEE
Before 8/1/11	_____ @ \$900.00	_____
AFTER 8/1/11	_____ @ \$1,000	_____
Each booth space includes draping, a 8' skirted table, exhibitor sign and 2 chairs		

<u>Vehicle space**</u>		
20" w x 25"d		
Before 8/1/11	_____ @\$1,100	_____
AFTER 8/1/11	_____ @ \$1,200	_____
(One vehicle allowed per space)		

I will bring my own signage for booth display. _____

Total _____

*All vendors are allowed two (2) booths per company. If any booths are still remaining after 08/01/11, current vendors will have the opportunity to purchase additional exhibit booths according to the order applications were received.

Please indicate by checking the box if you wish to be contacted about additional booths.

Ambulance vendors are allowed one (1) vehicle space per company. If any vehicle spaces are still remaining after 08/01/11, current ambulance vendors will have the opportunity to purchase an additional vehicle space according to the order original applications were received. **Please indicate by checking the box if you wish to be contacted about additional vehicle spaces.

Please refer to the Exhibit Area map and indicate your choices for booth space location by number:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Please note that the determination of booth location will be based on the timely receipt of your application with registration fee, and space availability, on a first come, first serve basis.

Applications will not be processed or booth spaces reserved without the full registration fee attached.

Please provide a brief description of the products/services you will be exhibiting:

List any potential exhibitors you do not wish to be near:

Arrangements must be made with Northeast Decorating for your drayage, and/or additional furniture needs, you can find decorator order forms and utility request forms online at vitalsignsconference.com

NYS DOH is not responsible for supplying phone lines, electricity or drayage. The OnCenter **will not** accept any direct shipments. Exhibitors must submit their requests directly to Northeast Decorating before **Monday, October 3, 2011.**

I have read the NYS EMS Rules and Responsibilities and agree to comply with them.

Company Name

Name (Please Print)

Signature

Date

Title

Please submit the following items:

Completed Exhibitor Application Form

A copy of your NYS Tax Certificate

Check made out to: **Health Research, Inc. OR Credit Card Form**

Vital Signs EMS Symposium 2011
NYS DOH Bureau of EMS
433 River Street, Suite 303
Troy, NY 12180-2299
(518) 402-0996 ext. 3
(518) 402-0985 - fax

SCHEDULE OF EVENTS

Friday, October 14, 2011

8:00 AM	-	5:00 PM	Preconference workshops
9:00 AM	-	11:00 AM	AMBULANCE LOAD IN – Montgomery Street
11:00 AM	-	4:00 PM	EXHIBITOR LOAD IN - Montgomery Street
5:00 PM	-	8:30 PM	Symposium Registration
5:30 PM	-	8:30 PM	EXHIBIT AREA OPENS RECEPTION

Saturday, October 15, 2011

8:15 AM	-	8:30 AM	Welcoming Comments Memorial Service
8:30 AM			Exhibitor Access to Vendor Area
8:30 AM	-	9:45 AM	General Session
9:00 AM			EXHIBIT AREA OPENS
9:45 AM	-	10:15 AM	Attendees Break
10:15 AM	-	11:45 AM	Workshop Session 1
11:45 PM	-	1:30 PM	Lunch for Symposium Attendees (on their own)
1:30 PM	-	2:45 PM	EXHIBIT AREA CLOSED
1:30 PM	-	3:00 PM	Workshop Session 2
3:00 PM	-	3:30 PM	Attendees Break
3:30 PM	-	5:00 PM	Workshop Session 3
6:00 PM			EXHIBIT AREA CLOSED

Sunday, October 16, 2011

8:30 AM			Exhibitor Access to Vendor Area
9:00 AM			EXHIBIT AREA OPENS
8:30 AM	-	9:45 AM	Endnote Session
9:45 AM	-	10:15 AM	Attendees Break
10:15 AM	-	11:45 AM	Workshop Session 1
11:45 AM	-	1:30 PM	Lunch for Symposium Attendees (on their own)
1:30 PM			EXHIBITORS BREAK DOWN & LOADOUT**
1:30 PM	-	3:00 PM	Workshop Session 2
3:00 PM	-	5:00 PM	Symposium break down & load out

****Exhibitors should not begin to break down booths until after the attendees have returned from lunch (1:30 p.m.). Please refer to #4 of the Rules and Regulations regarding the policy.**

Exhibitor Rules and Regulations

The New York State Department of Health, Bureau of Emergency Medical Services offers the annual conference "Vital Signs EMS Symposium" to provide continuing education to prehospital care providers.

1) **Exhibitor Space** - Booth locations will be assigned based on the following:

- Timely receipt of completed application and registration fee;
- Vendor requests;
- Space Availability;
- Best interest of the symposium.

Rental of 10 "w x 10"d booths **cannot** be purchased for vehicle distributors to display a vehicle. Vehicle spaces are to be rented by vehicle distributors who will be displaying ambulances **ONLY**. Please be aware that purchasing a booth does not include registration for exhibitors to the conference itself. If an exhibitor also wishes to attend Vital Signs they must register for the symposium separately.

All draped booth space will be set up before exhibitor arrival and a booth sign with the company name will be provided. We cannot provide signs for those companies registering after October 3, 2011. If you will be providing your own sign please check the appropriate box on the application.

The decorator for the conference this year is Northeast Decorating. We will be providing a 8ft table and 2 chairs. Please visit our website at: vitalsignsconference.com for additional information for purchasing furniture not already provided by symposium management. You may also find the utilities and internet connection forms on our website.

Please be aware that facility lighting may not illuminate all areas evenly and effectively for the Exhibition. Management will not assume responsibility for providing additional lighting. The Exhibitor may order additional lighting through decorator if Exhibitor deems it necessary or appropriate. Management will not assume responsibility for the temperature levels of the exhibit hall during the setup, show or tear-down periods.

- 2) If you wish to become a sponsor for this year's Vital Signs EMS Symposium, please look at the many opportunities available on our sponsorship insert. If interested, please contact Valerie Ozga at (518) 402-1123.
- 3) **Subcontracting** - Subcontracting of booth space, the substitution of exhibitors or the exhibition or advertisement of goods other than those manufactured or sold by the contracted company will not be permitted and will result in the removal of all involved parties from the exhibit hall and barred from exhibiting at future Vital Signs EMS Symposium.
- 4) **Staffing** - Exhibitors will be responsible for providing adequate staffing of the booth for the contact hours of the Symposium. For the first booth rented, exhibitors will receive 4 identification badges. For each additional booth purchased, an exhibitor will be issued 2 additional badges.

Please note that exhibit hours extend until 1:30 p.m. Sunday, October 16, 2011. Vendors should remain on-site and open for business until that time. Vendors discovered breaking down before this time or violating this policy will forfeit their priority status for booth selection in 2012. Any vendor selling merchandise to participants after exhibit hours will forfeit their priority status for booth selection for 2012.

- 5) **Cancellation Policy** - If your company is unable to attend and wishes a refund, the NYS DOH, Bureau of EMS must receive a written notice of cancellation on or before September 16, 2011. HRI will charge a 25% cancellation fee. **No refunds will be granted after September 16, 2011.**
- 6) **Hazards** - No live animals, smoke machines, open flame, flammable liquids or other safety hazards will be permitted in the exhibit area. Strobe lights should be kept to a minimum.
- 7) **Solicitations, Collections** - No solicitations or collections in the exhibit area or conference facility, whether for charity or otherwise, shall be made, attempted or allowed.
- 8) **Liability** - An exhibitor's property and merchandise are shown at their own risk and hazard. Neither the Department of Health nor Health Research, Inc. (HRI) will assume any responsibility for any losses incurred due to accident, fire, theft, flood, lightening, or Act of God beyond the control of the Department. Each exhibitor will assume full liability and will not hold the Department of Health or HRI responsible for any claims arising from any act or omission by the exhibitors, their employees, or agents.
- 9) **Logo** - NYS Bureau of Emergency Medical Services will not permit use of its logo or use of any of the following phrases or combination of phrases on any item sold or displayed: "New York State's Emergency Medical Service," "People Who Care," "NYS EMS," "New York EMS Symposium" or "Vital Signs EMS Symposium 2011" without prior written approval of the Department. Vendors are allowed to reference the date and location (city) of Vital Signs but it must not appear that the NYS Bureau of EMS in any way recognizes or authorizes such item as an officially sanctioned "conference" or "state" item. Any questions on this policy should be directed to the NYS EMS Office prior to Vital Signs. Please review item 12-d if you are planning to exhibit clothing.

The display or sale of any items in conflict with this policy will result in the immediate removal of such items. The continued display or sale will result in the removal of vendor and barrment from attendance at future Vital Signs Symposiums. This policy will be strictly enforced.

- 10) **Security** - The NYS Bureau of EMS will provide security in the exhibit area during the duration of the conference. The vendor area will be locked with no admittance on Friday from 8:30 p.m. until 9:00 a.m. Saturday and again 6:00 p.m. Saturday until 9:00 a.m. Sunday. Please plan to cover tables with sheets or tarps and to secure small items for safe keeping during this time.

- 11) **Exhibitor Load In** - All exhibitors will need to check in with the dockmaster prior to unloading any equipment. All vendor materials, including identification badges, will be held by the dockmaster. To save time, please know your booth number prior to arrival. There will be three entrances for exhibitor load in.
- 12) **The NYS DOH Bureau of EMS reserves the right to:**
- a) reject any application without prejudice, in the best interest of the Symposium.
 - b) reject, prohibit or remove any exhibit in whole or in part, or any exhibitor or its representatives, with or without giving cause. If cause is not given, liability will not exceed the return to the exhibitor of the amount of rental unearned at the time of the removal. If an exhibit or an exhibitor is removed for violation of these rules or for any other stated reasons, no return of rental shall be made.
 - c) modify the Exhibit Rules. If there is a change, exhibitors will be notified in writing.
 - d) prohibit or limit the sale of items that the Department, at our sole discretion, feels could be interpreted as degrading to the image of EMS providers. Any item (clothing or otherwise) sexual in nature will not be allowed. Should you wish to exhibit clothing, the exhibitor must submit, to the Bureau of EMS, a description of the clothing product(s) and type(s) to be sold or displayed, including the **complete** wording and reproductions of any images, pictures, drawings or other art work. The NYS DOH, Bureau of EMS will review and approve items that enhance the educational focus of the symposium. Please review item 9 - Logo above.
 - e) cancel the symposium. If the symposium is canceled by the NYS DOH, Bureau of EMS, exhibitor fees will be returned.

**Northeast Decorating
NDES
& Exhibit Services, Inc.**

Re: **Vital Signs 2011 EMS Symposium**
Onondaga County Convention Center - Syracuse, NY
October 13-16, 2011

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you as an exhibitor.

Please note that the Association has made arrangements with Northeast Decorating to provide your exhibit space with the following equipment.

Exhibitor Booth Size: 10' Deep x 10' Wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7"x 40" Exhibitor ID (**One Line**) Sign
- 1 - 8' x 24" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

Vehicle Space: 20' Wide x 25' Deep to include:

- 1 - 8' x 24" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

If you require any **additional equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to:

Northeast Decorating
225 Wilkinson Street
Syracuse NY 13204

OR

FAX to: (315) 471-0237
(machine in secure office location)

If you have any questions or concerns, please feel free to contact us directly at 315-471-9989

Sincerely,



Susan Brewer
NORTHEAST DECORATING
Email: suzi@nede.net
Enclosures

Northeast Decorating & Exhibit Services
 225 Wilkinson Street
 Syracuse NY 13204
 Phone: 315- 471- 9989
 Fax: 315- 471- 0237

Vital Signs 2011 EMS Symposium
 Onondaga County Convention Center
 Syracuse, New York
 October 13-16, 2011

Equipment Order Form

NOTE: ORDERS MUST BE RECEIVED BY OCTOBER 6, 2011

JOB: 2890

<u>Qty</u>	<u>Description</u>		<u>Amount</u>
<u>Wood Display Tables</u>			
_____	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$	15.00 _____
_____	6'x 24" Table " "		15.00 _____
_____	8'x 24" Table " "		15.00 _____
_____	6'x 30" Table " "		16.00 _____
_____	8'x 30" Table " "		16.00 _____
_____	Extension Legs (ONLY) to raise above table to 40" High-Set of 4		5.00 _____
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- CIRCLE HEIGHT CHOICE)		15.00 _____
<u>Table Skirting</u> Colors: (Show Colors)			
_____	30"High Skirting	\$	20.00 _____
_____	40"High Skirting (Includes Extension Legs for 40"High)		25.00 _____
<u>Chairs</u>			
_____	Folding Chair (White <u>OR</u> Gray)	\$	6.00 _____
_____	Padded Chair		8.50 _____
_____	Bar Stool (Econo-Padded seat, no back)		25.00 _____
_____	Bar Stool (Deluxe-Padded back & seat)		35.00 _____
<u>Carpeting-PLEASE CIRCLE COLOR CHOICE **Facility is NOT Carpeted</u>			
_____	10'x 10' (Blue Red Gray Black Burgundy)	\$	45.00 _____
_____	10' x 20' " " " " "		80.00 _____
_____	10' x 30' " " " " "		120.00 _____
<u>Miscellaneous</u>			
_____	Self-Standing Glass Display Case (6' L x 38" H x 17" D)	\$	125.00 _____
_____	Floodlight Unit (2-150 watt floods on 8' upright pole)		25.00 _____
_____	Wastebasket		6.50 _____
_____	Tripod Easel		20.00 _____
_____	Bag Holder		25.00 _____
_____	Ficus Tree (7" Tall)		25.00 _____

Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER
 Above rental prices are for the duration of the show and include delivery and pick-up of equipment to/from designated spaces. All material to remain the property of Northeast Decorating. Prices listed above cover rental only.

Sub Total: _____
 ** 8.00%
 Sales Tax: + _____

******PLEASE PRINT CLEARLY & FILL IN COMPLETELY**

Total Due: _____

Name: _____
 Company: _____
 Address: _____
 City, State, Zip: _____

Booth# _____
 PHONE: () _____
 FAX: () _____

() Charge my Visa/MC/AMX _____ Exp. Date _____

Northeast Decorating & Exhibit Services
225 Wilkinson Street
Syracuse New York 13204
Phone: 315-471-9989
FAX: 315-471-0237

Vital Signs 2011 EMS Symposium
Onondaga Cty Convention Ctr-Syracuse, NY
October 13-16, 2011

Drayage/Freight Service Order Form-PAGE ONE

*****BOTH PAGES MUST BE RETURNED-PLEASE PRINT CLEARLY**

Job 2890

BOOTH # _____

- 1) FAX OR MAIL BOTH PAGES TO: NORTHEAST DECORATING, 225 WILKINSON STREET, SYRACUSE, NY 13204
- 2) ALL FREIGHT MUST BE SHIPPED TO OUR WAREHOUSE. FREIGHT WILL NOT BE ACCEPTED AT THE SHOW SITE.
- 3) FREIGHT CANNOT BE PICKED UP AT THE SHOW SITE. FREIGHT MUST BE PICKED UP AT OUR WAREHOUSE.
- 4) ANY FREIGHT LEFT ON THE SHOW-SITE FLOOR, THAT WAS NOT PRE-CONTRACTED WITH US, WILL BE PICKED UP & HANDLED BY US AND YOU WILL BE CHARGED ACCORDINGLY FOR OUR OUTGOING DRAYAGE SERVICE.
- 5) Charges for drayage service in accordance with rate schedule on PAGE TWO ARE DUE & PAYABLE UPON PRESENTATION.
- 6) WE DO NOT ACCEPT ANY C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT OR HANDLE IT.

NOTEINBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN **OCT. 6th****
IF FREIGHT CANNOT BE DELIVERED TO US BY THE ABOVE GIVEN DATE, PLEASE CALL US FOR AN EXCEPTION, OTHERWISE, WE CANNOT GUARANTEE ITS DELIVERY TO THE EVENT-SHOW SITE.

SHIP PREPAID FREIGHT TO: Northeast Decorating Phone: 315 - 471- 9989
225 Wilkinson Street Fax: 315 - 471- 0237
Syracuse, N.Y. 13204 (Fax machine is in secure office location)

ALL INBOUND SHIPMENTS MUST BE MARKED WITH SHOW NAME, EXHIBITING NAME & BOOTH #

Exhibiting Name: _____ Address Shipped From: _____
Shipped Via: _____ CONTACT PHONE #:(_____) _____
Date Shipped: _____ CONTACT NAME: _____

*****TOTAL # OF PCS:** _____ *****TOTAL WEIGHT:** _____ ****DESCRIPTION:** _____

OUTBOUND SHIPPING INSTRUCTIONS-*IF APPLICABLE**
**** PLEASE INDICATE ANY RUSH SHIPMENTS HERE**

*****NOTE: THE AREA BELOW MUST BE COMPLETED**
FOR OUTBOUND CARRIER INFORMATION-IF NEEDED

Ship to: _____

FedEx Acct#: _____

Address: _____

UPS Acct #: _____

City, State, Zip: _____

DHL Acct #: _____

Motor Freight: _____

Attention: _____

*****CARRIER PHONE (_____) _____**

Phone: (_____) _____

FED EX GROUND OUTBOUND: Shipments are handled
by CALL TAG Service ONLY! YOU MUST MAKE
THESE ARRANGEMENTS WITH FED EX GROUND.

PLEASE GO TO NEXT PAGE FOR FREIGHT SERVICE FEES >>>>

Northeast Decorating & Exhibit Services
 225 Wilkinson Street
 Syracuse New York 13204
 Phone: 315-471-9989
 FAX: 315-471-0237

Vital Signs 2011 EMS Symposium
 Onondaga Cty Convention Ctr-Syracuse, NY
 October 13-16, 2011

Job 2890

FREIGHT/DRAYAGE- PAGE TWO

BOOTH # _____

NOTE: INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE
*****NOTE: YOUR CARRIER CAN PICK UP FREIGHT AT OUR WAREHOUSE STARTING ON: TUESDAY, OCTOBER 18TH.**

The rates below will apply on all shipments received, stored, transported and/or handled at the show-site (dock & forklift service), before and/or after the event. This service shall include delivery to your booth, removal and return of empty containers to and from your booth.

****IMPORTANT NOTE: Prices ARE subject to Onondaga County 8.00% Sales Tax**

0 to 100 lbs.	\$ 50.00	1001 to 1100 lbs.	\$ 346.50
101 to 200 lbs.	70.00	1101 to 1200 lbs.	378.00
201 to 300 lbs.	105.00	1201 to 1300 lbs.	409.50
301 to 400 lbs.	140.00	1301 to 1400 lbs.	441.00
401 to 500 lbs.	175.00	1401 to 1500 lbs.	472.50
501 to 600 lbs.	199.50	1501 to 1600 lbs.	496.00
601 to 700 lbs.	232.75	1601 to 1700 lbs.	527.00
701 to 800 lbs.	266.00	1701 to 1800 lbs.	558.00
801 to 900 lbs.	299.25	1801 to 1900 lbs.	589.00
901 to 1000 lbs.	332.50	1901 to 2000 lbs.	600.00
		2001 lbs. Plus... Overage Weight will be based on above rates.	

LIABILITY STATEMENT-PLEASE READ BOTH SECTIONS:

Northeast Decorating & Exhibit Services will not be responsible for damage to uncrated and/or unskidded materials, nor will Northeast Decorating & Exhibit Services be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed \$.30 per pound. **ITEMS OF HIGH VALUE SHOULD BE INSURED PRIOR TO SHIPMENT.** All outbound shipments, crates, skids, etc., must meet transportation companies' minimum requirements. Signature below hereby authorizes Northeast Decorating & Exhibit Services to make necessary repairs, banding, shrink wrap etc., as may be required. A labor rate of \$ 25.00 per man-hour, plus materials applies.

PLEASE TAKE SPECIAL CARE IN FILLING OUT THIS FORM. YOUR SIGNATURE ON THIS FORM AUTHORIZES NORTHEAST DECORATING & EXHIBIT SERVICES, INC. TO HANDLE YOUR FREIGHT SHIPMENT AS LISTED ABOVE. BE SURE TO NOTE RUSH SHIPMENTS WHERE INDICATED IN THE OUTBOUND SECTION OF THIS FORM. ALSO, INDICATE FRAGILE ON BOXES, IF NEEDED.

*****IMPORTANT *** THE AREA BELOW MUST BE COMPLETED OR THIS FORM IS UNACCEPTABLE. THANK YOU.**

I HEREBY AUTHORIZE NORTHEAST DECORATING & EXHIBIT SERVICES TO HANDLE THE FREIGHT INDICATED ON PAGE ONE IN ACCORDANCE WITH THE TERMS AND CONDITIONS AS STATED ABOVE IN THE LIABILITY SECTION.

PLEASE PRINT COMPANY NAME: _____
CLEARLY &
ADD ON ADDRESS: _____
SALES TAX CITY, STATE, ZIP: _____
(See Above)

PHONE: () _____ FAX: () _____

CONTACT PERSON: _____

() Charge my Visa/MC/AMEX # _____ Exp Date: _____

AUTHORIZED SIGNATURE (Print & Sign Name): _____

PS. HAVE YOU MARKED YOUR FREIGHT WITH THE SHOW NAME, YOUR EXHIBITING NAME & BOOTH NUMBER??

ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING

225 WILKINSON STREET

SYRACUSE NY 13204

*****NOTE: WE CANNOT
HANDLE FRIEGHT
TALLER THAN 95"**

EXHIBITOR NAME: _____

BOOTH #: _____

SHOW NAME: VITAL SIGNS 2011 EMS SYMPOSIUM
ON CENTER COMPLEX-SYRACUSE NY
OCTOBER 2011

IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 6, 2011

-----CUT HERE-----

ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING

225 WILKINSON STREET

SYRACUSE NY 13204

*****NOTE: WE CANNOT
HANDLE FREIGHT
TALLER THAN 95"**

EXHIBITOR NAME: _____

BOOTH#: _____

SHOW NAME: VITAL SIGNS 2011 EMS SYMPOSIUM
ON CENTER COMPLEX-SYRACUSE, NY
OCTOBER 2011

IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 6, 2011

-----CUT HERE-----

These labels are provided for your convenience. ATTACH ONE OF THE LABELS TO EACH PIECE SHIPPED to ensure proper advance delivery to our warehouse. Please FILL OUT & FAX BACK the 2 Page Drayage Form ASAP, as this is our ONLY NOTICE when we can expect to receive freight from you.

Transport and / or Return Shipping Questions?

Please call Bill / Sue: 315-471-9989. Thank you for your cooperation.

Northeast Decorating & Exhibit Services
225 Wilkinson Street
Syracuse NY 13204
Phone: 315-471-9989
FAX: 315-471-0237

Vital Signs 2011 EMS Symposium
On Center Complex-Syracuse, NY
October 13-16, 2011

Job # 2890

Custom Carpet Cleaning
Order Form

NOTE: PLEASE RETURN FORM BY OCTOBER 6, 2011

=====

Firm Name: _____ Booth # _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized by: _____ Title: _____ Date: _____

Phone:(_____) _____ FAX:(_____) _____

=====

Carpet Cleaning Pre- Order On-Site Order Total

1. Vacuum ONCE before initial opening of event Booth Size _____ #of Days _____ \$0.20/sq.ft. or \$0.25/sq.ft. \$ _____

2. Vacuum before initial opening of event and daily thereafter Booth Size _____ #of Days _____ \$0.15/sq.ft. or \$0.20/sq.ft. \$ _____

=====

Sub Total: \$ _____

8.00% Sales Tax: + _____

TOTAL: \$ _____

Payment MUST accompany this order:

() Charge my Visa/ MC/ Amex Card # _____

Expiration Date: _____

Authorized Signature: _____

Northeast Decorating & Exhibit Services
 225 Wilkinson Street
 Syracuse New York 13204
 Phone: 315-471-9989
 Fax: 315-471-0237

Vital Signs 2011 EMS Symposium
 Onondaga Cty Convention Ctr-Syracuse, NY
 October 13-16, 2011

Job #2890

**Installation and Dismantle
 Labor Order Form**

Name: _____ BOOTH # _____
 Company: _____
 Address: _____ Phone: (_____) - _____
 City, State, Zip: _____ Fax: (_____) - _____

******NOTE: PAYMENT MUST ACCOMPANY THIS PRE-ORDER. Please Complete Below Credit Card Information
 PLEASE FAX COMPLETED FORM TO NORTHEAST DECORATING (315) 471-0237 NO LATER THAN OCTOBER 6, 2011**

Labor Rates: ONE HOUR MINIMUM PER MAN

Straight Time: Monday - Friday; 8:00am to 4:30pm \$ 25.00/hr
 Overtime: All labor before 8:00am and after 4:30pm weekdays
 and all hours Saturday, Sunday and Holidays \$ 37.50/hr

=====

INSTALLATION OF EXHIBIT

We Will Require _____ person/s to assist in installing our exhibit, beginning at: _____ a.m./ p.m.
 on _____
 Month Day Year

=====

DISMANTLING OF EXHIBIT

We Will Require _____ person/s to assist in dismantling our exhibit, beginning at: _____ a.m./ p.m.
 on _____
 Month Day Year

() Our representative in charge of installing the display will be _____, and will supervise display men.

() WE WANT NORTHEAST DECORATING STAFF TO SUPERVISE INSTALL OR DISMANTLE. **PLEASE CIRCLE ONE OR BOTH**

Installation: _____ Display person/s x _____ /hr rate (as listed above) = \$ _____
 Dismantling: _____ Display person/s x _____ /hr rate (as listed above) = _____
 Sub Total: \$ _____
 8.00% Sales Tax: + _____
 TOTAL: \$ _____

() Charge my Visa/M/ Card/AMEX Card # _____ Expiry Date: _____

Authorized by: (PLEASE PRINT NAME & SIGN) _____

© THE ONCENTER

Meet. Play. Celebrate. Syracuse

Utilities Connection Order Form

Please return to Oncenter
 800 South State Street
 Syracuse, New York 13202
 (315) 435-8000
 FAX: (315) 435-8098

PLEASE FAX BACK
TO: 315 - 435 - 8098

Date Rec'd By: Payment

--	--	--

Name of Event:	Date(s) of Event:	Booth #:
Firm Name:		On Site Contact:
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:		

PAYMENT MUST ACCOMPANY ORDER

ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials. Oncenter will not be responsible for power failures or voltage functions. We cannot guarantee service prior to show opening on late requests. **All service request forms and payments MUST be received no later than 10 business days prior to the opening date of the show.** No credits can be issued on service installed and not used. Rates subject to change without notice

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

120 VOLT OUTLETS

Description		Quantity	Advance Order	On Site	Total
20 amps	Less than 2000 Watts		\$65.00	\$84.50	

208 VOLT OUTLETS

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 20 amps					\$100.00	\$130.00	
Up to 30 amps					\$105.00	\$136.50	
Up to 60 amps					\$135.00	\$175.50	
Up to 100 amps*					\$180.00	\$234.00	
Up to 200 amps*					\$230.00	\$299.00	

480 VOLT OUTLETS

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 60 amps*					\$205.00	\$266.50	
Up to 100 amps*					\$255.00	\$331.50	
Up to 200 amps*					\$425.00	\$552.50	

* Special arrangements must be made with Oncenter electrical department prior to the start of the event. An additional labor charge will be added for hook-up and disconnection. Special memos or instructions, please write in the box below.

See other side for special conditions & regulations --->

MISCELLANEOUS UTILITY CONNECTIONS

The rates listed are for one (1) connection			
Description		GPM	Total
Active water & drainage	Minimum \$100/day. Call Oncenter for details		
Compressed Air	Call Oncenter for details		
Water/Drain (static display)	\$75.00/unit		

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits must be approved by Facility.
4. Claims will not be considered unless filed by exhibitor prior to close of exposition.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operations may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc..
8. All material and equipment furnished by Oncenter for this service order shall remain Oncenter property and shall be removed ONLY by Oncenter at the close of the show.
9. Unless otherwise directed, Oncenter electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates are on your application form.
12. Oncenter will provide the following Receptacle types Standard Duplex, NEMA # L6-30R, L5-20R, 6-15R, 6-20R and 10-50R. Exhibitor must provide any other type of receptacle.
13. Any hook-up cable larger than #4 AWG must be provided by exhibitor.



Notice to Exhibitors

The Oncenter Complex is a county owned facility; therefore there is no smoking in any of the Oncenter Complex buildings.

Decorations, signs, banners, etc.... may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces, or any space within the Oncenter Complex.

No holes maybe drilled, cored, or punched in any building within the Oncenter Complex.

No adhesive backed (stick-on) decals or similar items may be distributed or used in any building within the Oncenter Complex.

If you require disposal of any cardboard boxes, all boxes must be broken down. Please leave broken down boxes in aisle way and Oncenter Complex personnel will have it removed.

Exhibitor sponsoring organizations and/or exhibitors may distribute no sample food and/or beverage products except upon written authorization of the Oncenter Complex's Director of Food and Beverage.

The distribution and/or sale of alcoholic beverages, other than by Oncenter Complex, is strictly prohibited. Oncenter Complex reserves the right to remove any alcoholic beverages found on the premises.

Parking in the loading dock and service drives, except for loading and unloading, is prohibited. Violators will be towed at their expense and risk.

All freight and exhibit materials must enter the building through designated loading docks on Montgomery Street. In **No Case** should passenger elevators, escalators, or public lobbies be used for freight and/or exhibitor load in or load out.

Oncenter Complex accepts deliveries of freight, packages, cartons, or mail for any customer, exhibitor, or delegate of the customer two days prior to the event. Shipments arriving at Oncenter Complex within two weeks, but more than two days, of move-in day may be accepted at customer/exhibitor's risk, depending on available storage space. Shipments arriving prior to two weeks without arrangements with Oncenter Complex maybe refused for shipment at a later date. Please arrange for drayage with an outside contractor for storage prior to two days before your event. When shipping packages to Oncenter Complex, be sure to include your name, your company name, booth number, name and date of event.

Prior to the completion of the event, please schedule return shipments with your own freight company. Please completely tape and label all boxes and arrange removal by the end of the load-out period. Nothing may be left in the facility and Oncenter Complex takes no responsibility for items left following an event.

All fire and safety and building regulations must be strictly followed. Particular attention should be paid to the prohibition against propane, acetylene, and other flammable materials. Questions may be directed to your Event Coordinator. Exhibitors are responsible for showing proof of flame retardant materials.

Gas powered vehicles that are to stay in the building during the event can contain no more than 2 gallons of gasoline. The gas cap must be locked or taped, battery must be disconnected, carpet must be put under all wheels, and plastic under the vehicle. Vehicles must be in good working order, free of any leaks and drips.

It is the goal of every employee of the Oncenter Complex to provide you with efficient, courteous service. Therefore, tipping and giving of gratuities is **NOT** accepted practice, with serious repercussions to the employee(s) involved.

Oncenter Complex has exclusivity for utility services to assist exhibitors with show needs. All utility orders and payments must be received no later than 10 business days prior to the opening date of the show. A 30% service charge will be levied on any transaction within the 10-day pre-show limit. Oncenter Complex cannot guarantee services prior to show opening on late request. No credit can be issued on service ordered, installed, and not used. For extensive booth layouts and utilities, it is recommended that a plan be submitted to the Event Coordinator, indicating where utilities are required.

If you have any questions, please feel free to contact the Event Coordinator assigned to your event at the Oncenter Complex main phone number (315) 435-8000.

WE LOOK FORWARD TO YOUR PARTICIPATION IN A SUCCESSFUL SHOW.
THANK YOU FOR YOUR COOPERATION.

Vital Signs 2011 EMS Symposium





28th Annual New York State EMS Vital Signs Symposium
October 13-16, 2011 • Oncenter • Syracuse, NY
Visit us at vitalsignsconference.com

CREDIT CARD ORDER FORM

- No registrations will be accepted over the phone.
- Health Research, Inc. will appear as the transaction on your credit card statement.
- Credit cards will NOT be accepted at on-site registration.

Name That Appears On Card _____
Address 1 _____
Address 2 _____
City _____ State/Province _____ Zip/Postal Code _____
Day Phone (_____) _____ Evening Phone (_____) _____
Name of Individual Placing Order _____

I authorize Health Research, Inc. to charge my credit card for the services as described.

Signature of Cardholder **X** _____

Credit Card Type: Visa MasterCard Please note that all credit cards must be valid through the dates of the event.
Credit Card Number _____ - _____ - _____ - _____ Expiration Date ____ / ____
Amount Charged _____

FOR HRI USE ONLY

Transaction Processed (Circle one): Approved Declined

Amount Charged \$ _____ Settlement Date _____