

**VITAL SIGNS EMS CONFERENCE 2016
EXHIBITOR APPLICATION FORM**

Company Name: _____

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 Conference 2016. Please print or type your representatives below.

1. _____ 2. _____

3. _____ 4. _____

PLEASE CHECK ALL BOXES THAT APPLY

10" w x 10"d

Before 8/5/16 _____ @ \$900.00

AFTER 8/5/16 _____ @ \$1,100

Each booth space includes draping,
a 8' skirted table, exhibitor sign and 2 chairs

FEE

Vehicle space**

20" w x 25"d

Before 8/5/16 _____ @\$1,100

AFTER 8/5/16 _____ @\$1,300

(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 08/05/16, 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 08/05/16, 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 **Friday, September 16, 2016.**

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

Make Checks Payable to: **Health Research, Inc. OR**

Fill Out the Enclosed Credit Card Form

Vital Signs EMS Conference 2016
NYS DOH Bureau of EMS
875 Central Avenue
Albany, NY 12206
(518) 402-1123
(518) 402-0985 - fax

SCHEDULE OF EVENTS

Friday, October 14, 2016

8:00 AM	-	5:00 PM	Preconference workshops
9:00 AM	-	11:00 AM	AMBULANCE LOAD IN – Montgomery Street Entrance
11:00 AM	-	4:00 PM	EXHIBITOR LOAD IN - Montgomery Street Entrance
5:00 PM	-	7:00 PM	Conference Registration
5:00 PM	-	7:00 PM	EXHIBIT AREA OPENS RECEPTION

Saturday, October 15, 2016

7:30 AM			Exhibitor Access to Vendor Area
7:45 AM			EXHIBIT AREA OPENS
8:15 AM	-	8:30 AM	Welcoming Comments NYS EMS Council Awards
8:30 AM	-	9:45 AM	General Session
9:45 AM	-	10:30 AM	Attendees Break
10:30 AM	-	12:00 AM	Workshop Session 1
12:00 PM	-	1:30 PM	Lunch for Conference Attendees (on their own)
1:30 PM	-	3:00 PM	Workshop Session 2
3:00 PM	-	4:00 PM	Attendees Break
4:00 PM			EXHIBIT AREA CLOSSES
4:00 PM	-	5:30 PM	Workshop Session 3

Sunday, October 16, 2016

7:30 AM			Exhibitor Access to Vendor Area
7:45 AM			EXHIBIT AREA OPENS
8:30 AM	-	9:45 AM	Endnote Session – Memorial Service
9:45 AM	-	10:30 AM	Attendees Break
10:30 AM	-	12:00 AM	Workshop Session 1
12:00 PM	-	1:30 PM	Lunch for Conference Attendees (on their own)
12:30 PM			EXHIBITORS BREAK DOWN & LOADOUT **
1:30 PM	-	3:00 PM	Workshop Session 2
3:00 PM	-	5:00 PM	Conference break down & load out

****Exhibitors should not begin to break down booths until after 12:30 pm. 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 Conference" 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 conference.

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 conference 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 September 16, 2016. 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 an 8ft table and 2 chairs. Please visit our website at: vitalsignsconference.com for additional information for purchasing furniture not already provided by conference 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 Conference, 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 Conference.
- 4) **Staffing** - Exhibitors will be responsible for providing adequate staffing of the booth for the contact hours of the Conference. 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 12:30 p.m. Sunday, October 16, 2016. 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 2017.

- 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 9, 2016. HRI will charge a 25% cancellation fee. **No refunds will be granted after September 9, 2016.**
- 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 unless authorized by Vital Signs Staff.
- 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 Conference" or "Vital Signs EMS Conference 2016" 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 11-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 Conferences. 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 7:00 p.m. until 7:30 a.m. Saturday and again 4:00 p.m. Saturday until 7:30 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 Conference.
 - 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 conference. Please review item 9 - Logo above.
 - e) cancel the Conference. If the Conference is canceled by the NYS DOH, Bureau of EMS, exhibitor fees will be returned.