

VERMONT EMERGENCY MEDICAL SERVICES CONFERENCE, INC.

P.O. Box 64755
Burlington, VT 05406-4755
802-863-7260
802-863-7577-FAX

December 2008

Dear Prospective Vendor:

We are celebrating our 21st year of our Annual Vermont EMS Conference. We cordially invite you to be an exhibitor for our upcoming spring conference. The sponsor of this conference is the Office of Public Health Preparedness and Emergency Medical Services, a division of the Vermont Department of Health. Our conference is being held on March 28-29, 2009 at the Sheraton Burlington Hotel & Conference Center located in Burlington, Vermont.

In light of the current economic situation and in spite of rising costs associated with the conference we are proud to announce that we have managed to keep the majority of our vendor fees the same as in past years. We are striving to keep our fees attractive for both exhibitors and attendees alike. Our intention is to continue attracting a large number of attendees and make it a success for all. We depend on the support of our industry vendors and look forward to your continued participation.

Our conference is the largest gathering of Emergency Medical Providers, squads, fire departments and hospital personnel in the state of Vermont. Our objective is to offer a wide variety of EMS products, the latest EMS equipment, and vehicle displays that are of interest to these groups. We are also inviting exhibitors that may provide a personal interest product to this diverse group. We hope you will take advantage of this reasonable marketing opportunity and join us at our conference. We are anticipating 600-700 attendee's at this year's conference.

Please note that we offer 2 levels of registration fees. We offer an early-bird registration fee as a cost-saving effort for your organization. It is helpful for us to receive early registrations rather than late registrations so we encourage you to register early and save money!

Please find the enclosed general information and registration forms for the conference:

- ❖ General Vendor Information
- ❖ Vendor Registration Form **(Early registration fee deadline 2/13/09 & Late registration fee deadline 3/06/09) Please Note: Hotel reservations may be booked on-line or called in, hotel room deadline is 3/10/09.**
- ❖ Proposed Conference Schedule
- ❖ Sheraton Hotel Electrical Order Form **(Deadline 3/10/09)**

As an incentive for conference attendee's to visit each vendor display, we request that vendors furnish a door prize, which will be raffled off by Vermont EMS staff after the closing session. This has been a tradition for our conference and we have found it to be very successful for attendee's and vendors. We feel it allows one last opportunity to advertise your organization. Your participation is very much appreciated. If you choose to participate an EMS staff representative will collect door prizes on Saturday or give to a representative upon vendor check in on Friday.

We welcome and appreciate your participation as a vendor and hope you will consider attending. We encourage you to register early and take advantage of the early registration savings. Please return the enclosed form **on or before Friday, February 13, 2009 to take advantage of early registration fees (final deadline 3/6/09)**. Space is limited. Upon receipt of payment you will receive a confirmation.

If you have any questions please call the EMS Conference Hotline at 802-863-7260 or 800-244-0911 within Vermont. We look forward to seeing you at New England's premier EMS Conference.

Best Regards,

Jo-Anne Conant – Conference Coordinator & Donna Jacob-VT EMS Administration Secretary

NON-PROFIT VENDOR INFORMATION
2009 Vermont Emergency Medical Services, Inc. Conference
March 28- 29, 2009

Conference Vendor Fees:

The charge for display space will be \$190.00 for early registration postmarked on or before Feb. 13th and \$205.00 for late registration deadline postmarked by Mar. 6th. This fee includes one 2x6 table, continental breakfast, lunch and breaks for two representative for both days. Space is limited so register early. Additional representatives (over two) are welcome at the cost of \$30.00 per person per day.

Early Registration deadline is Fri., Feb.13th with the final deadline March 6th.

Space Assignments:

Table space is assigned on a first paid, first served basis. Vendor tables will be located throughout the entire conference facility. On Friday, March 27th at 4:00pm a representative will be located at a registration table inside the Exhibit Hall to advise you of your table assignment. You will not be advised in advance of your "specific" table number.

Parking & Unloading:

Parking at the Sheraton is free. When arriving for set up please **do not** park and unload in front of the conference center doors (overhang). This area must be kept clear due to fire safety regulations. Please unload around the back of the Sheraton at the loading dock area or at the side garage door entering to the Exhibit Hall. You may also park in general parking and come in through the conference doors but you cannot park in front of that area. If possible bring a small cart to unload your product, since availability of carts at the hotel are quite limited.

Vendor Set Up & Breakdown:

Vendors will have access to the Exhibit Hall beginning at 4:00p.m. on Friday, March 27, 2009. Set up will continue up until 9:00pm. A representative will be located just inside the Exhibit Hall to give you your table assignment. Vendors are encouraged not to breakdown their exhibit until 2:00pm on Sunday, March 29th. The conference adjourns at 4:15p.m.

Vendor Exhibit Hours:

Saturday	– March 28, 2009	8:00a.m. - 6:00p.m.
Sunday	– March 29, 2009	9:00a.m. - 2:00p.m.

Door Prizes & Sponsorships:

As an incentive for conference participants to visit each vendor display, vendors are requested to furnish a door prize, which will be raffled off by Vermont EMS staff after the closing session. While we understand that many vendors hold their own raffles, conference participants look forward to the one held at the end of the weekend. This also gives one last opportunity to advertise your company. An EMS staff representative will collect your door prize on Saturday. Your participation is appreciated.

We also have available conference sponsorships, gold level - \$500.00, silver \$350.00, and bronze level \$200.00. See the registration form for details. This is another opportunity for vendors to receive additional recognition of their products.

Electrical & Telephone Connections:

Electrical and telephone services are available through the Sheraton Hotel. Please indicate on your registration form if this service is required. You also need to complete and send the enclosed electrical order form directly to the Sheraton Hotel. Electrical fees are in addition to your booth fees and must be paid directly to the Sheraton. Fees will vary depending on your needs. The **deadline for electrical/telephone orders is March 10, 2009**. It is important that you indicate on your registration form if you do need electrical and send payment and electrical orders to the Sheraton. If you need to contact the Sheraton the number is 802-865-6600 or you may fax your order form to 802-865-6617.

Hotel Accommodations:

The Sheraton Burlington Hotel is offering a discounted rate of \$125.00 inclusive of tax (up to 4 persons allowed in the room). You may phone in your reservation by calling 802-865-6600 or 1-800-677-6576. Identify yourself as a vendor attending the VT EMS Conference in order to receive the conference hotel rate. You may also book your reservation on-line by using the following hotel link:

<http://www.starwoodmeeting.com/Book/VTEMS2009>

Registration deadline is March 10, 2009, reserve early because space is limited.

Directions – Exit 14W off I-89 or access www.sheratonburlington.com for directions.

Awards Banquet & Ceremony: Saturday, March 28th there will be an EMS Awards Dinner and presentation ceremony. At 5:30p.m. there will be a cash-bar cocktail hour, with dinner at 7:00pm and awards to follow, there will a DJ providing music for dancing. The Sheraton will be serving a sumptuous dinner buffet! The cost is 37.00 per person.

Pre-shipping:

The hotel has limited storage capacity for pre-shipped exhibit materials. It is not permitted to pre-ship for arrival at the hotel earlier than Monday March 23rd. All pre-shipped materials must be labeled according to the following example:

John Q. Smith
ABC Corporation
123 Country Rd.
Middletown, USA 12345

Hold for arrival on 3/27/09
John Q. Smith (please insert name of on-site rep)
Vermont EMS Conference
Sheraton Hotel Burlington
870 Williston Rd.
Burlington, VT 05403

Box #1 of 6

2009 VERMONT EMS ANNUAL CONFERENCE
 Sheraton Burlington Hotel & Conference Center – Burlington, Vermont
March 28 – 29, 2009
NON-PROFIT VENDOR REGISTRATION FORM - PLEASE PRINT

Organization _____ Contact Person _____

Street _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Product Description: _____

On-site Representatives: Please list all representatives requiring a name badge. Print the name, as you would like it to appear on the badge. Please advise all names by Friday March 6th.

VENDOR FEE: _____ **Early Registration Fee - \$190.00 (postmarked by 2/13/09)**

We encourage you to register early due to space limitations and cost savings!

_____ **Late Registration Fee - \$205.00 (postmarked by 3/6/09)**

The above registration fees include **one** (1) 2' x6' tables, continental breakfast, lunches and breaks for one representatives for Saturday and Sunday. This fee does not include electrical needs.

Electrical Service Required? Yes or No **Telephone Service Required?** Yes or No

Please complete enclosed electrical order form if applicable. Deadline for Electrical Order is **March 10th**.

Lunches: Number of people for lunch on Saturday March 28: _____ Sunday March 29: _____
 (Please add **\$30.00 per person per day** for each representative above the 2 included in the space fee)

Awards Banquet – Saturday, March 28, 2009: _____ I will attend _____ Number attending
 Cost is \$37.00 per person _____ I will not be able to attend

Other information/comments/special needs/location requests?

Door Prize to be furnished: _____

Booth space is assigned on a first-come, first served basis, space cannot be reserved without full payment.

Early Registration Deadline is on or before Friday, Feb. 13, 2009.

Final deadline is Mar. 6th.

Fees Due:

Vendor Early Registration Fee \$190.00 \$ _____ Postmarked by 2/13/09

Vendor Late Registration Fee \$205.00 \$ _____ Postmarked by 3/6/09

Additional Representatives @ \$30.00 each x _____ Saturday \$ _____

x _____ Sunday \$ _____

Banquet Fee @ \$37.00 each x _____ Saturday \$ _____

TOTAL Amount Due \$ _____

I have enclosed my check for \$ _____ payable to Vermont EMS Conference.
Mail to: VTEMS Conference, P.O. Box 64755, Burlington, VT 05406-4755

2009 Vermont EMS Conference Vendor Information

Here is an introduction to the proposed schedule (at the time of this mailing) for 2009. Listed below are key times, which will be helpful in planning high traffic times for attendees visiting your exhibits.

Friday – March 27, 2009

2:00pm-3:00pm

Vehicle Sales Representatives arrive with their vehicles. There will be a designated area for washing trucks. Set up for vehicles within the parking lot will take place at 3:00pm, all vehicle vendors must arrive at the same time to arrange set up. Beginning at 4pm you may set up your inside table display.

4:00pm-9:00pm

All other vendors arrive for set up within the Exhibit Hall areas. Vendor Registration will take place just inside the Exhibit Hall.

Saturday – March 28, 2009

8:00am – 9:00am

Conference Registration for Attendees - Diamond Foyer
If you are a vendor checking in on Saturday, please wait and come to the registration area after attendee registration, approximately 9:15am.
Continental Breakfast is served in the Exhibit Hall

9:00am –10:10am

Keynote Presentation - Emerald Ballroom

10:10am – 10:30am

Morning Break-time – Exhibit Hall

10:30am- 12:00pm

Conference Sessions begin

12:00pm – 1:15pm

Buffet Lunch Served in the Exhibit Hall (11:30am for exhibitors)

1:15pm – 2:30pm

Conference Sessions continue

2:30pm – 2:45pm

Afternoon Break-time – Exhibit Hall

2:45pm- 4:15pm

Conference Sessions

4:15pm-6:00pm

Free time for attendee's to visit vendor booths.

6:00pm

Exhibit Hall locked for the night.

6:00pm

Cocktail Hour Emerald Promenade

7:00pm

Awards Banquet Dinner & Ceremony – Emerald Ballroom
(advance ticket purchase required)

Sunday – March 29, 2009

8:00am – 9:00am

Continental Breakfast Served in the Exhibit Hall

9:00am

Conference Sessions Begin

10:15am – 10:30am

Morning Break-time - Exhibit Hall

12:00pm – 1:15pm

Buffet Lunch Served in the Exhibit Hall (11:30am exhibitors)

2:00pm

Vendors begin breaking down exhibits.

4:15pm

Conference Closing/Door Prize Drawings

**SHERATON BURLINGTON HOTEL AND CONFERENCE CENTER
ELECTRICAL AND TELEPHONE ORDER FORM**

Please fully complete this form and enclose your check for the full amount payable to *The Sheraton Burlington Hotel and Conference Center, 870 Williston Road, Burlington, VT 05403*. OR, fax form with complete credit card information to 802-865-6617. **PLEASE PRINT**. All requests must be received in writing ten (10) days before show. **All late orders will be subject to an additional \$25.00 per item late charge.**

Name of Show : **Vermont Emergency Medical Services Conference**

Show Dates : **March 28-29, 2009**

Credit Card # _____

Your Name _____

Company Telephone _____

Company Address _____

Email Address _____

Check Enclosed _____

Expiration Date _____

Company Name _____

Contact Person at Show _____

Booth # _____

ELECTRICAL NEEDS

ELECTRICITY DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	TOTAL FEE
Multi Outlet Strip (does not include power)	\$5.00 / day	_____	_____	_____
<u>Single Phase</u>				
Outlets to 10 amps, 120 volts (booth light, basic computer)	\$20.00 / day	_____	_____	_____
Outlets to 20 amps, 120 volts	\$25.00 / day	_____	_____	_____
Outlets to 20 amps, 208 volts	\$25.00 / day	_____	_____	_____
Outlets to 30 amps, 208 volts	\$30.00 / day	_____	_____	_____
<u>Special Circuits/Three Phase</u>				
Outlets to 10 amps, 208 volts	\$35.00 / day	_____	_____	_____
Outlets to 20 amps, 208 volts	\$35.00 / day	_____	_____	_____
Outlets to 30 amps, 208 volts	\$40.00 / day	_____	_____	_____
Outlets to 50amps, 208 volts	\$50.00 / day	_____	_____	_____
Outlets to over 60 amps – subject to quote and availability				

Equipment Description: _____

On any single or three phase 208 volt circuits, proper grounding and neutral is required. Also, specify type plug (NEMA Number) or whether a direct hook-up is needed. All 60 cycle AC equipment must be properly tagged and wired with complete information as to type of current, voltage, amperage, phase, horse power, etc. Overloading and over-current are your responsibility.

Usage price for single-phase outlets include your pro-rated share of the cost of special switchboards, temporary lines, and power lines to your booth, as well as removal after the show and current consumption.

Power requests made less than 24 hours prior to show cannot be guaranteed.

ELECTRICIAN PRICES

General Labor \$20.00 / person / hour

Special Services \$30.00 / person / hour

Electrician Notes

- For Houseman and Electricians please specify day, hours, and number of men needed. Minimum 1 hour labor charge.
- Additional labor and material costs for installation of special circuits.
- **All connections must be made by our electricians.**

Electrician Needs: _____

TELEPHONE

TELEPHONE DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	LOCATION(s)	TOTAL FEE
Local calls only	\$45.00/day	_____	_____	_____	_____
Long distance & local	\$45.00/day	_____	_____	_____	_____
High Speed Internet	\$115.00 per computer/day	_____	_____	_____	_____

***** Bulk rate pricing available...please contact Arthur Goldshteyn at 847-287-8926 OR agoldsht@wayport.net for details. *****

Note: Plus local & long distance charges. Payment must be guaranteed by a major credit card. See above.

Prices of special services and materials not listed will be given upon receipt of written information. All prices include 6% state tax. (Except materials). Per day usage price based upon show days only.

SIGNATURE _____

DATE _____

Reservations Use Only

Date Deposit Posted: _____

Amount: _____

Initials: _____