



8063 S. Madison Ave.
Suite 248
Indianapolis, IN. 46227
Fax number: (317) 351-7812

Dear Conference Exhibitor,

The Indiana Biomedical Society is now planning our nineteenth annual conference. The date for the conference is **Saturday January 23, 2010, with set up on Friday evening**. The organizing committee members are striving to make this our most successful conference ever, to honor of the memory of Phil Diehl and to be respectful of her dedication and support for the prior conferences.

The event will take place at the Sheraton Hotel, 31 West Ohio Street, Indianapolis, IN. 46204. The Sheraton Hotel is located in the heart of the downtown area, just a couple blocks from Circle Centre Mall, offering restaurant, shopping, and live entertainment with 7 bars to choose from and an 8 screen theatre and over looking the Monument Circle.

If you are having difficulty acquainting yourself with the people that purchase, evaluate, use, or service your products, you will want to reserve a booth early. Participants from other symposiums and conferences know the benefit of displaying their products to health care professionals in this type of setting. Invitations will be extended to clinical engineers, medical administrators, biomedical technicians, and nursing personnel throughout Indiana. A conscious effort is being put forth to attract a variety of attendees by offering sessions relating to management and technical skills.

Rental of booth space including admission for two representatives, one table 6ft. by 2ft., two chairs, and one duplex 15 ampere electrical outlet is priced at \$275.00, or a double size area and two tables at \$375.00. Please make your check payable to the Indiana Biomedical Society, and send it to the address above. Please note that the Fax # is different this year. We would appreciate a fax copy of the completed contract as well, to help us identify any that may be inadvertently misplaced when received through the mail. We appreciate your patience this year, as we are still trying to adjust to not having Phil's expertise in managing this process.

There will be time to set up your booth on Friday evening, the 22nd, from 6:00pm till 8:00pm. This room will be secured after the IBS board members leave for the evening. All vendor booths should be prepared for exhibit hall traffic beginning at 7:00am on Saturday. We will set up the continental breakfast in the exhibit hall area and encourage the attendees to spend time in there prior to the morning sessions. Booth tear-down is scheduled to begin at 2:30pm.

You are a significant part of the conference; and all levels of participation are greatly appreciated. In addition to the booth space, we would appreciate your support for our scholarship fund or donations toward the break stations. We are also seeking presenters for our educational sessions. Please contact us if you are interested. We will be happy to answer any questions or provide any additional information that will facilitate your attendance. The Indiana Biomedical Society hopes to see you at the conference in January.

Respectfully,

Kelly VanDeWalker
2009 IBS President
(317) 714-7008
E-mail: kvandewalker@ecommunity.com

Karen Waninger
2009 Trustee, Conference Coordinator
(317) 355-3614
Fax: (317) 351-7812
E-mail: KWaninger@ecommunity.com

INDIANA BIOMEDICAL SOCIETY 19th ANNUAL CONFERENCE

EXHIBITOR CONTRACT

_____ (Enter Vendor Name)

hereby tenders the sum of (please enter total and specify below) \$_____

_____ two hundred seventy-five (\$275.00) for one booth (the use of a table, two chairs, and one duplex 120 volt-15 ampere outlet), with admission for two representatives

_____ three hundred seventy five (\$375.00) for double booth space (the use of two tables, four chairs, and two duplex 120 volt- 15 ampere outlet), with admission for four representatives

_____ (enter # of additional people attending) Additional representatives from an exhibiting organization may participate for the "member" price of \$55 each

Payable to the **Indiana Biomedical Society** for the rental of exhibit space for the IBS Annual Conference being held on January 23, 2010. The Indiana Biomedical Society agrees to provide access to all exhibit hall facilities as listed above and conference food services for the registered number of attendees from the exhibitor.

The exhibitor indemnifies and agrees to hold harmless the Indiana Biomedical Society and its officers and members against any and all damage to property or personal injury incurred by the exhibitor, his agent, representative, employees, or any other person within his direction.

The exhibitor indemnifies and agrees to hold harmless the Sheraton Hotel, its officers, directors, employees, and any legal entity which may own, lease, and/or operate all or part of its properties.

AGREED TO THIS _____ DAY OF _____, 20____.

(Company Name)

BY _____

(Authorized Representative Signature)

(Printed Name & Title)

List the Names of Representative(s) attending

_____, _____
_____, _____
_____, _____

(mailing address) city state zip code

(_____) _____
(Telephone)

(_____) _____
(Cell phone)

(e-mail)

ACCEPTED BY THE INDIANA BIOMEDICAL SOCIETY
THIS _____ DAY OF _____ 20____

BY _____
(Conference Coordinator)

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