



WASHINGTON CHAPTER
AMERICAN COLLEGE
OF EMERGENCY PHYSICIANS

Summit to Sound – Northwest
Emergency Medicine Assembly
May 19-20, 2011

Bell Harbor International Conference Center
Seattle, Washington

Exhibitor Prospectus

The following benefits are included in your exhibitor package:

- 8' x 30" display table, one chair, for exhibit on May 19 and 20, 2011
- Print acknowledgement on posters and on the conference e-syllabus
- Exhibitor ribbons for your representative name badges
- Complimentary breakfast, snacks, and lunch during the conference for 2 representatives

Attendees

Emergency physicians, nurses and paramedics from throughout Washington State are expected to attend, and the event will be promoted to both throughout the Western U.S. and Canada. Anticipated attendance is 150.

Location

Bell Harbor International Conference Center (BHICC)
Pier 66, 2211 Alaskan Way
Seattle, Washington 98121
206-441-6666
www.bellharbor.com

Exhibit Times

Thursday, May 19

7:00 – 8:00 AM – Breakfast in Exhibit Hall
9:30-10:00 AM – Coffee Break in Exhibit Hall
12:00-1:00 PM – Lunch with Attendees
2:30 – 3:00 PM – Coffee Break in Exhibit Hall
5:00 – 6:00 PM – Welcome Reception in Exhibit Hall

Friday, May 20

7:00 – 8:00 AM – Breakfast in Exhibit Hall
9:30-10:00 AM – Coffee Break in Exhibit Hall
12:00-1:00 PM – Lunch with Attendees

Move In

May 19: 6:00 – 7:00 AM

Move Out

May 20: 1:00 PM

Booth Space

One booth space includes an 8' x 30" skirted table with two chairs and a waste basket if needed. Additional items and services may be arranged through Bell Harbor.

Electrical Hookup

If you would like an electrical hookup at your booth, please order with BHICC Event Planning Manager.

Internet Access

Complimentary wireless Internet is available throughout Bell Harbor International Conference Center.

Attendee Lists

A hard copy list of attendees will be provided at the conference. An electronic mailing list of attendees, excluding phone, fax and email addresses is available after the meeting upon request.

Shipping and Receiving

BHICC has limited storage facilities. Shipments will only be accepted that arrive within 3 business days of the event. Bell Harbor will not be responsible for any loss or damage to materials sent prior to your event date. If you will be sending any large equipment or odd/oversize materials, you must coordinate in advance with BHICC Event Planning Manager. Depending upon the weight and number of boxes, a drayage fee may be applied on a per box basis.

When shipping packages be sure to label as follows:

Bell Harbor International Conference Center
WA-ACEP May 19-20, 2011
Pier 66, 2211 Alaskan Way
Seattle, WA 98121-1604
Phone: 206.269.4197

Shipping – Out Bound Services

If you or your exhibitors need shipping services at the end of the event, payment is required by credit card, at the time of services. The BIHCC Event Planning Manager will have forms available for you to expedite this. At the conclusion of the event, please take your belongings and left over printed material with you.

Exhibitor Load-in Access

The loading bay is located on the Pier 66 apron. Access is located on the north end of the pier via a black and white security mesh gate. The loading bay is surface level only.

Confirmation / Booth Assignments

Contact show management below if you have not received an exhibitor confirmation within 30 days of submitting your exhibitor agreement. You will be notified of your booth assignment no later than May 1. Assignments to be based on sponsorship priority and on first come basis.

Show Management Questions

Shannon McDonald, Executive Director, WA - ACEP
Phone: 206-956-3648; Fax: 206-441-5863; Email: smc@wsma.org

Exhibit Practices and Regulations

- The WA-ACEP reserves the right to restrict exhibits, without refund, which may be falsely entered.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without the consent of the WA-ACEP Executive, Shannon McDonald – email: smc@wsma.org
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- There is a **\$100 service fee on all cancellations. Cancellations received on or after March 1, 2011 will be charged a \$250 service fee. No Refunds for cancellations received after April 1, 2011.**
- The WA-ACEP and Bell Harbor International Conference Center do not guarantee against theft, vandalism or otherwise.
- It is expressly understood that exhibitors shall indemnify and hold harmless the WA-ACEP and Bell Harbor International Conference Center of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that the WA-ACEP will not pay for special equipment, facilities and services ordered by technical exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Aisles must be kept clear. To this end, exhibits must be arranged so that exhibitors and their representatives will be within their exhibit space.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by him/her, the exhibiting company will be held responsible.
- Use of the name "WA-ACEP" or that of any officer of said Association, in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by the close of the exhibit installation period as specified above, will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management.