

**SUMMIT TO SOUND - NORTHWEST EMERGENCY MEDICINE ASSEMBLY**

MAY 17-18, 2012

BELL HARBOR INTERNATIONAL CONFERENCE CENTER – SEATTLE, WASHINGTON

**EXHIBITOR PROSPECTUS****BENEFITS**

- 8' x 30" display table, one chair, for exhibit on May 17 and 18, 2012
- 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 throughout the Western U.S. Anticipated attendance is 170.

**SCHEDULE**Thursday, May 17, 2012**6:00 - 7:00 AM**

7:00 - 8:00 AM

8:00 - 10:00 AM

10:00 - 10:30 AM

10:30 - 12:30 PM

12:30 - 1:30 PM

1:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 5:30 PM

5:30 - 6:30 PM

Friday, May 18, 2012

7:00 - 8:00 AM

8:00 - 9:30 AM

9:30 - 10:00 AM

**10:30 AM****Booth Setup**

Continental Breakfast/Visit the Exhibits

General Session

Coffee Break/Visit the Exhibits

General Session

Lunch/Visit the Exhibits

General Session

Coffee Break/Visit the Exhibits

General Session

Welcome Reception

Continental Breakfast/Visit the Exhibits

General Session

Coffee Break/Visit the Exhibits

**Exhibitor Breakdown****LOCATION**

Bell Harbor International Conference Center (BHICC)

Pier 66, 2211 Alaskan Way

Seattle, Washington 98121

206-441-6666

[www.bellharbor.com](http://www.bellharbor.com)

## BOOTH SPACE

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One booth includes a 6' skirted table and one chair. You will be notified of your booth assignment no later than May 1. Booth space will be assigned based on level of sponsorship followed by first come basis. Electrical hookups must be arranged through Bell Harbor Conference Center. Complimentary wireless Internet is available throughout Bell Harbor International Conference Center.

## REPRESENTATIVE REGISTRATION

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All exhibitor representatives must be registered for the meeting. A standard booth includes two meeting registrations for two exhibit representatives. Exhibit representatives will not be allowed on the exhibit floor without a registration and a name badge.

## EXHIBITOR SHIPPING AND STORAGE

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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 17-18, 2012  
Pier 66, 2211 Alaskan Way  
Seattle, WA 98121-1604  
Phone: 206.269.4197

## SHOW MANAGEMENT QUESTIONS

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Rachel Corkern, Meeting Coordinator, WA-ACEP  
Ph 206-956-3646 Fax 206-441-5863; Email [rec@wsma.org](mailto:rec@wsma.org)

## EXHIBIT PRACTICES AND REGULATIONS

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- 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, Pauline Proulx – email: [plp@wsma.org](mailto:plp@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. No Refunds for cancellations received after March 17, 2012.**
- The WA-ACEP and BHICC do not guarantee against theft, vandalism or otherwise.
- It is expressly understood that exhibitors shall indemnify and hold harmless the WA-ACEP and BHICC 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.