

# Exhibitor Prospectus



Northeast Region Burn Conference  
November 4-6, 2010  
The Westin Hotel  
Providence, RI



## INVITATION TO EXHIBIT

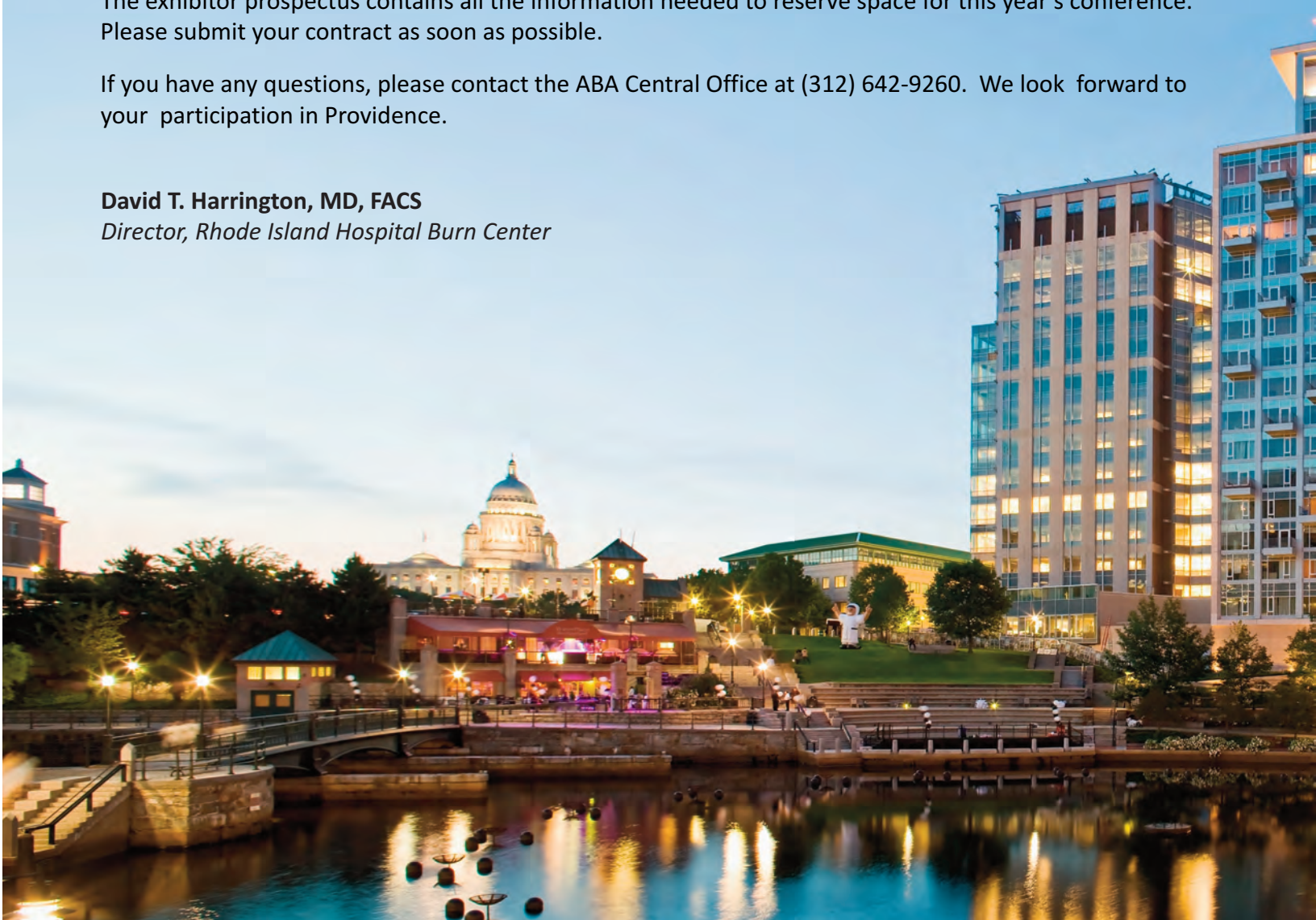
The American Burn Association (ABA), and Northeast States Burn Centers and Burn Units are pleased to extend an invitation to exhibit during the Northeast Region Burn Conference at The Westin Hotel in Providence. **The show dates will be November 4-5, 2010.**

The Northeast Region Burn Conference draws a diverse blend of physicians and other health care professionals dedicated to burn care who are highly motivated to learn about the latest advances in practice and technology as well as trends for the future.

The exhibitor prospectus contains all the information needed to reserve space for this year's conference. Please submit your contract as soon as possible.

If you have any questions, please contact the ABA Central Office at (312) 642-9260. We look forward to your participation in Providence.

**David T. Harrington, MD, FACS**  
*Director, Rhode Island Hospital Burn Center*



# EXHIBITION GUIDELINES

## Exhibitor Sponsorship Levels

All levels include a six-foot skirted table, two chairs, and wastebasket. Exhibits will be held in Narragansett A & B at The Westin Hotel.

- Bronze level for \$1,000, including one six-foot skirted table and two registration fees for exhibitors.
- Silver level for \$1,700, including one six-foot skirted table and four registration fees for exhibitors.
- Gold level for \$3,500, including one six-foot skirted table and six registration fees for exhibitors.

The Welcome Reception on Thursday, lunch and refreshment breaks on Friday will be held with the table-top exhibits. Listed below is the schedule of events.

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<b>Installation</b> Thursday, November 4, 2010 2:00pm-4:30pm	<b>Exhibit Hours</b> Thursday, November 4, 2010 5:00pm-7:00pm – Welcome Reception
<b>Dismantle</b> Friday, November 5, 2010 2:00pm-4:00pm	Friday, November 5, 2010 9:30am-2:00pm

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## Sponsorship Opportunities

Additional opportunities to enhance company visibility during the meeting are listed below. Company acknowledgement will be included on all marketing pieces affiliated with the meeting.

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<b>Registration Bags</b> \$2,500	<b>Lunch</b> Friday, November 5, 2010 \$1,500
<b>Welcome Reception</b> Thursday, November 4, 2010 \$2,000	<b>Afternoon Coffee/Refreshment Break</b> Friday, November 5, 2010 \$750
<b>Satellite Symposium</b> (7:00 pm 8:30 pm) Thursday, November 4, 2010 \$3,500	<b>Continental Breakfast</b> Saturday, November 6, 2010 \$1,000
<b>Continental Breakfast</b> Friday, November 5, 2010 \$1,000	<b>Morning Coffee/Refreshment Break</b> Saturday, November 6, 2010 \$750
<b>Morning Coffee/Refreshment Break</b> Friday, November 5, 2010 \$750	<b>Lunch</b> Saturday, November 6, 2010 \$1,500

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## Hotel Accommodations

A limited number of rooms are available for conference participants at The Westin Hotel at One West Exchange Street, Providence, RI 02903. Special room rates are \$129 per night plus tax for single and double rooms. To make reservations, call (888) 627-8449 and identify yourself as being with the ABA Northeast Burn Conference. **The hotel must receive your room request by Thursday, October 14, 2010.**

# TERMS AND CONDITIONS

- 1. TABLE-TOP ASSIGNMENT** Table-Top assignments will be made based on the order that completed contracts are received. The exhibit area will be located in Narragansett A & B at The Westin Hotel Providence.
- 2. TABLE-TOP** A standard six-foot skirted table is provided. All displays are limited to the surface of the table provided. Audio/visual aids or equipment may not be played at a level to interfere with adjacent displays or conference sessions.
- 3. STAFFING/REGISTRATION OF EXHIBIT PERSONNEL** Exhibitor may elect not to staff their table-top display. Any additional company representatives planning to be on site at the conference, above the allotted number per sponsorship level, must register at the full conference rate.
- 4. TRANSPORTATION/SETUP** All transportation costs, and any other costs related to table top setup not explicitly offered by the ABA are to be paid by the exhibitor. Additional setup arrangement, including audiovisual and electricity, must be made directly with the hotel.
- 5. PAYMENT AND CANCELLATION** The full table-top rental fee must accompany contract. Cancellations made prior to September 15, 2010 will be subject to a 50% cancellation fee. No refunds will be made after September 15, 2010.
- 6. SUBLETTING OF SPACE** Exhibitor agrees not to assign, sublet, or apportion the whole or any part of the space allowed.
- 7. LIMITATION OF LIABILITY** Neither the ABA, its agents, employees, or officers and directors, nor The Westin Hotel in Providence, its agents, or its employees shall be liable for injuries to exhibitor's person, his or her agents, his or her employees or their persons no matter how sustained (from fire, theft, or other causes). Exhibitor agrees to make no claims against and to protect, indemnify, and hold harmless the ABA and The Westin Hotel in Providence against loss, theft or damage to exhibitor's property or for any injury to persons in the exhibit area. Exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property of the exhibitor, and his guests. Exhibitor also assumes responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor's display caused by the employees.
- 8. SECURITY** Exhibitor must make provision for the safeguarding of his or her goods from the time they arrive at the display area until the goods are removed. The ABA will provide security in the table-top area.
- 9. PROTECTION OF THE DISPLAY AREA** Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls floors, or other parts of the hotel, conference, or exhibit area without permission from the proper hotel authority and the ABA.
- 10. AGREEMENT OF CONDITIONS** Each exhibitor and its employees agree to abide by these conditions, it being understood and agreed that the sole control of the exhibit table-top area rests with the ABA.
- 11. AMENDMENTS** The ABA shall have the sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto, and to make further rules and regulations as shall be necessary for the orderly conduct of the table-top displays.
- 12. SELLING IN EXHIBIT SPACE** In order to protect its tax exempt status, the ABA will not allow selling in the exhibit hall.
- 13. ABA RESTRICTIONS** The ABA reserves the right through its Executive Director, to restrict exhibits which for any reason are objectionable, and also prohibit or evict any exhibit which, in the opinion of the Executive Director, may detract from the general character of the exposition. In the event of such restrictions or eviction, the ABA will not be liable for any refunds, rentals or other exhibit expenses.

# CONTRACT TO EXHIBIT

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Contact Person \_\_\_\_\_

A. Table-top Selection (Please indicate in order of preference.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

B. Sponsorship Level:

Bronze - \$1,000 (one 6' skirted table, registration fees for 2 staff)

Silver - \$1,700 (one 6' skirted table, registration fees for 4 staff)

Gold - \$3,500 (one 6' skirted table, registration fees for 6 staff)

C. Sponsorship Opportunities (see page 2): \_\_\_\_\_

D. Total amount enclosed: \$ \_\_\_\_\_

E.  Check enclosed or  Bill my credit card for the amount of: \$ \_\_\_\_\_

Circle One: AMEX / VISA / MASTERCARD

Name on card: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Date \_\_\_\_\_

Make check payable to: American Burn Association. Send payment to: American Burn Association,  
625 N. Michigan Ave., Ste. 2550, Chicago, IL 60611; Fax payments to: (312) 642-9130  
Questions? Please call the ABA Central Office at (312) 642-9260

## Northeast Region Burn Conference November 4-6, 2010 The Westin Hotel - Narragansett A & B

