# **Improve Your**

# **Healthcare Facility Efficiency**

Midwest Healthcare Engineering
Conference & Trade Show

OCTOBER 26-28 INDIANAPOLIS, IN



# **Improve Your Healthcare Facility Efficiency**

OCTOBER 26-28, 2016

INDIANAPOLIS, IN

### WHY EXHIBIT?

The Midwest Healthcare Engineering Conference and Trade Show has been bringing professionals, like you, together for 15 years to discuss the ever changing healthcare industry. Attendees traveled from 10 different states last year to continue their education and check out the newest concepts and products in the industry. This year, the Trade Show provides more time for you to reach your target market and showcase your products and services.

### WHO ATTENDS?

Over 70% of our attendees make purchasing decisions for their healthcare facility.

- Architects
- Biomedical/Clinical Engineers
- **Building Maintenance** Personnel
- Design & Construction Managers
- **Facility Engineers**
- Facility Managers & Regional Directors
- Healthcare Building Construction Companies

- Healthcare Building Equipment & Supply Manufacturers
- Healthcare Building Product Manufacturers
- Healthcare Design Engineers
- Healthcare Facility Managers & Plant Operations
- Healthcare Technology Management
- Hospital Administrators
- Infection Control
- Safety Officers

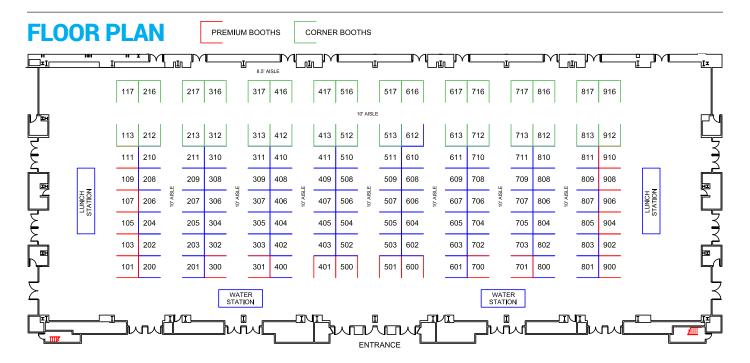
### **EXHIBITOR BENEFITS**

- ▶ 5 hours of unopposed exhibit time
- 50-word company listing in the Conference Program
- 3 complimentary trade show full access passes, per booth, with educational sessions and lunch included
- Company name listed on Grand Prize Giveaway cards to draw Attendees to your booth
- Grand Prize Giveaway on the Trade Show floor
- Reception on the Trade Show floor
- Your products and services listed in the online exhibitor profile on the conference website
- Discount on additional badges
- Complimentary Attendee list

## **BOOTH RENTAL FEES**

Please note booth space does NOT include tables, chairs, internet or electricity. These may be rented through Markey's Exposition Services the official exhibit decorator.

**10' x 10' Booth Space**......\$840 Premium Booth Location ......\$275 additional Corner Booth Location ......\$150 additional





## **SPONSORSHIPS**

**Unable to Exhibit?** Still make your company seen by purchasing a Sponsorship. Pricing for Sponsorships (without booths) are listed below. Select from the Sponsorship options listed on the following pages.

Platinum Sponsorship \$5,200 Ala Carte Individually Priced Gold Sponsorship \$3,650

### **SPONSORSHIP BENEFITS**

- Includes all Exhibitor Benefits
- Premium visibility before, during and after the Conference
- ▶ Company logo in/on the:
  - Registration Brochure and Conference Program (based on print deadlines)
  - · Home page of the Conference website
  - Conference Facebook Page
  - · Main entry piece to the Exhibit Hall
- Link to the MWHCEC sponsor page on all promotional emails sent to attendees and potential attendees
- Acknowledgement of your participation during the Opening General Session and the Trade Show
- 8" x 10" sign to be displayed at your booth recognizing your sponsorship
- First priority to select sponsorship and booth space in 2017

# ADVERTISE IN THE CONFERENCE PROGRAM

ADVERTISEMENT	SIZE	RATE
Color		
Outside Back Cover SOLD	4" w x 9" h	.\$850
Inside Front Cover SOLD		
Inside Back Cover	4" w x 9" h	.\$650
Black and White		
Full Page	3 ½" w x 8 ½" h	.\$350
2/3 Page		
1/3 Page		

Art is required by **September 12, 2016**. Provide your advertisement in .pdf and .eps files. Advertisement sizes must be as listed above and must be black and white unless you purchase a cover advertisement. No modifications will be made. Improperly formatted artwork will be returned to the advertiser with no refund of the advertisement cost. Advertisements must be emailed to mwhcec@raybourn.com no later than **September 12, 2016**.

## **AGENDA**

#### **WEDNESDAY, OCTOBER 26, 2016**

<b>7:45</b> ам — <b>4:15</b> рм	Registration
$7:45\ {\sf AM}-8:15\ {\sf AM}$	Continental Breakfast
$8:15\ {\sf AM}-9:30\ {\sf AM}$	Opening General Session
$9:30\ {\sf AM}-9:45\ {\sf AM}$	Refreshment Break
$9:45\ { m am}-10:45\ { m am}$	Concurrent Sessions (2)
11:00 ам — 12:00 рм	General Session
12:00 рм — 1:30 рм	Lunch on Own
12:00 рм — 1:30 рм	Local/State Chapter Meetings/Luncheons
1:30 рм — 2:30 рм	Concurrent Sessions (2)
2:30 рм − 2:45 рм	Refreshment Break
2:45 рм − 3:45 рм	Concurrent Sessions (2)
$4:00\ { m PM}-5:00\ { m PM}$	Concurrent Sessions (2)

#### **THURSDAY, OCTOBER 27, 2016**

7:30 ам $-5:00$ РМ	Registration
$7:30\ {\sf AM}-8:00\ {\sf AM}$	Continental Breakfast
$8:00\ {\sf AM}-9:00\ {\sf AM}$	General Session
$9:15\ {\sf AM}-10:15\ {\sf AM}$	Concurrent Sessions (3)
10:30 ам — 11:30 ам	Concurrent Sessions (3)
11:30 ам — 5:30 рм	Trade Show Open
12:00 рм — 1:00 рм	Lunch on the Trade Show Floor
1:30 рм — 2:30 рм	Concurrent Sessions (3)
$2:30\ { m PM}-3:00\ { m PM}$	Break on the Trade Show Floor
3:00 РМ $-4:00$ РМ	General Session
4:00 РМ $-5:30$ РМ	Reception on the Trade Show Floor

#### FRIDAY, OCTOBER 28, 2016

7:30 ам — 11:30 ам	Registration
$7:30\ {\sf AM}-8:00\ {\sf AM}$	Continental Breakfast
$8:00\ {\sf AM}-9:00\ {\sf AM}$	Concurrent Sessions (2)
$9:00\ { m AM} - 9:15\ { m AM}$	Refreshment Break
$9:15\ { m AM} - 9:45\ { m AM}$	General Session
10:00 ам — 11:00 ам	Concurrent Sessions (2)
11:15 ам — 12:15 рм	Closing General Session

# PLATINUM PACKAGE \$5,500

- Includes all Sponsorship/Exhibitor Benefits
- ▶ 10' x 10' Exhibit Booth Space in a Premium Booth Location (based on availability)
- Full page color advertisement in the Conference Program (based on availability)
- ▶ 6 Trade Show full access passes with Educational Sessions and lunch included
- Logo and link to company website included in ALL communications regarding the Conference
- Opportunity to hand out your company literature and promotional items at the event sponsored

# **Choice of 1 Platinum Sponsorship Option Below**

#### Opening General Session

- Representative from your company to introduce the presenter with 60 seconds for company endorsement
- Pre-event and onsite sponsor recognition, including logo in the program guide, event website, and on-site signage
- Opportunity to place collateral on all seats in the general session room (materials provided by sponsor)
- Reserved prime seating at the general session

#### **▶ Trade Show Reception**

- 50 beverage tickets to distribute with your company logo
- Greeting spot at the reception
- Company logo on cocktail napkins
- Company logo to appear on Reception signage placed outside the room
- Opportunity to place collateral in the showcase (materials provided by sponsor)
- Pre-event and onsite sponsor recognition, including logo in the program guide, event website, and on-site signage

# GOLD PACKAGE \$4,000

- Includes all Sponsorship/Exhibitor Benefits
- ▶ 10' x 10' Exhibit Booth Space in Corner Booth Location (based on availability)
- ► Full page black and white advertisement in the Conference Program
- ▶ 5 Trade Show full access passes with Educational Sessions and lunch included
- ▶ Logo and link to company website included in ALL communications regarding the Conference

#### **Choice of 1 Gold Sponsorship Option below**

#### Name Badge Lanyards

 Company logo will be printed on lanyards provided to each attendee

#### Trade Show Luncheon

- Company logo displayed next to the buffet table
- Company logo printed on napkins used at the buffet table
- Company logo to appear on Luncheon signage placed outside the room
- Opportunity to place collateral at station (materials provided by sponsor)

## Conference Program SOLD

 Company ad will appear on the outside back cover of the Conference Program

#### ▶ Trade Show Continental Breakfast (on Thursday)

- Company logo displayed next to the buffet table
- Company logo printed on napkins used at the buffet table
- Company logo to appear on Breakfast signage placed outside the room
- Opportunity to place collateral at station (materials provided by sponsor)



# ALA CARTE SPONSORSHIP OPTIONS

### Conference Pens SOLD

#### \$700

 Company logo on pens provided to every attendee

#### **▶ Educational Session**

#### \$700

- Company representative to introduce to session
- Company logo to appear on signage placed outside the room
- Opportunity to provide marketing collateral on chairs during the session
- Logo will appear next to the Education Session in the Registration brochure (based on print deadlines), Conference Website, and Conference Program (based on print deadlines)

#### Charging Station Sponsor (multiple sponsorships available)

#### \$1,200

- Logo on signage at charging station
- Station placed close to your booth in the tradeshow
- Pre-event and onsite sponsor recognition, including logo in the program guide, event website, and on-site signage

### ▶ Registration Desk SOLD

#### \$1,200

- Logo on all registration desk signage
- Opportunity to meet and greet attendees as they register/check in

#### **▶ Pocket Schedules**

#### \$1,300

 Company logo prominently highlighted on the pocket schedule that is included in every attendee's badge

#### **▶** Refreshment Break (5 available)

#### \$1,300

- Company logo displayed next to the break station
- Company logo printed on napkins
- Company logo to appear on Break signage placed outside the room
- Opportunity to place collateral at station (materials provided by sponsor)

#### ► Continental Breakfast (2 available)

#### \$1,700

- Company logo displayed next to the buffet table
- Company logo printed on napkins used at the buffet table
- Company logo to appear on Breakfast signage placed outside the room
- Opportunity to place collateral at station (materials provided by sponsor)
- Choice of Wednesday or Friday

#### **▶ Water Bottle**

#### \$2,500

 Company logo on water bottles provided to every attendee

#### **▶** Conference Bags

#### \$3,000

Company logo on bags provided to every attendee

# Photography Parlor (Professional headshots provided to attendees)

#### \$3,000

- Company logo to appear on signage placed near the parlor
- Parlor placed near company's exhibit booth
- Sponsor logo included on online gallery available after the event
- Sponsor mentions in the follow-up email with links to the gallery (emailed approximately two weeks after the event)

#### **Conference Notepads**

#### \$3 500

Logo on notepads provided to all attendees

#### Conference App

#### \$4,500

- Enhanced profile in app
- Prefferred listing in app
- One footer banner
- One custom ad space
- One push notification per day



# RULES & REGULATIONS

Please read these rules and regulations. This section contains information you must know and agree to abide by.

#### 1. EXPOSITION SPONSORSHIP & MANAGEMENT:

The Midwest Healthcare Engineering Conference & Trade Show (MWHCEC) is produced by and is property of Midwest Healthcare Engineering Association. The MWHCEC will provide show management and attendance promotion.

#### 2. CONTRACT FOR EXHIBIT BOOTH SPACE:

The order for booths, assignment of space, and the full payment of rental charge, constitutes a contract or rental of the space assigned. An exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price.

No exhibit booth space may block another exhibitor's view down the aisle. Height restriction is 4' high on the sides, 5' deep from the outside aisle, and 8' high along the back. Peninsulas are restricted to 4' high on the sides, 16' is the maximum height in center of booth, and sides must be open 5' from the outside aisles in order to not block neighboring exhibits. Exhibits that are not in compliance with these height restrictions during the Trade Show, will be required to disassemble the section(s) in order to comply. No partition other than the 36" high side dividers provided by MWHCEC will be permitted unless specifically approved. Uniform ID signs bearing the name and booth number of the exhibitor will be provided by MWHCEC at no extra cost. Exhibitors may use their own sign if desired. No signs of any kind may be displayed at a height greater than 8 feet from the floor to the top of the sign. Standard booth background and side rails will be provided without charge.

#### 3. ASSIGNMENT OF SPACE:

Allocations of available space will be made first come, first served based on the size of space. MWHCEC reserves the right to make final space assignment or change the space assignment after the acceptance of the application if it is in the best interest of the show.

#### 4. PAYMENT OF SPACE:

Contracts must be accompanied with full payment. Contracts received without payment will not be confirmed until payment is received.

#### 5. CANCELLATION OR WITHDRAWAL:

Upon giving written notice, an Exhibitor may cancel or withdraw from the Trade Show prior to July 11, 2016, no refund will be given unless all exhibit booth space has been sold; then 50 (fifty) percent of the payment shall be returned approximately 30 (thirty) days after the show closes. After July 11, 2016, no refund will be given. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. MWHCEC has the right to resell the space vacated upon notification of cancellation.

#### 6. OCCUPANCY OF SPACE:

Installation may begin at 7:15 AM on Thursday, October 27, 2016. The Exposition will officially open at 12:30 PM, Thursday, October 27, 2016 and close at 5:30 PM, on Thursday, October 27, 2016. Exhibits must be removed by 8:00 PM Thursday, October 27, 2016.

#### 7. TERMINATION OF EXHIBIT:

If the premises where the MWHCEC is to be housed are destroyed or damaged; or the MWHCEC fails to take place as scheduled; or is relocated or interrupted and discontinued; or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency; or for any other reason, this contract may be terminated by MWHCEC. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of MWHCEC would be to return a portion of the Exhibitor's rental payment.

#### 8. EXHIBITOR'S REPRESENTATIVE:

Each Exhibitor organization must name at least one person to be its official representative, with authorization to enter into such service contracts necessary for the installation and removal of exhibits and the provision of services, for which the Exhibitor will be responsible. Exhibitor agrees to notify MWHCEC immediately of any change in its official representative. At least one person and a professional display must be in the Exhibit Booth space when the Exposition is open. An exhibitor without a display is not entitled to the complimentary Trade Show passes. Should the complimentary Trade Show passes be issued in advance of the Conference and the exhibitor does not have a display and a person in the rented Exhibit Booth space, a charge of \$350 per pass issued will be assessed. Exhibitor agrees not to assign or sublet the whole or any portion of the rented space covered by this contract. No two companies of different ownership can share a single booth without prior approval by MWHCEC.

#### 9. SOLICITATION IN THE TRADE SHOW:

The aisles and other space in the Trade Show are not leased to the exhibitors and shall be under the control of MWHCEC. All displays, interviews, conferences, distribution of literature, lectures, or any other type of activity shall be conducted inside the space contracted. Exhibitor representatives standing in aisles or in front of exhibit booths of other Exhibitors for advertising purposes, is strictly prohibited.

Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs, rails, etc. will not be permitted to intrude into or over aisles.

#### 10. EXHIBIT STANDARDS:

MWHCEC shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to, or in keeping with the character or purpose of the show. Questionable exhibits shall be modified at the request of Show Management. Show Management reserves the right to interpret and remove from the show program materials, advertising, or literature which they feel would be in bad taste if such materials were displayed. This includes themes or shows that display any content of a distasteful or objectionable nature. Exhibitors are not permitted to make misleading claims.

#### 11. SOLICITATION BY NON-EXHIBITORS AND NON-REGISTERED PARTICIPANTS:

Persons connected with non-exhibiting concerns are prohibited from any dealings, exhibiting, or soliciting within the Trade Show floor or conference facilities. Exhibitors are urged to report immediately any violations of this rule to the Show Management.

#### 12. LIABILITIES AND INSURANCE:

Exhibitor agrees to protect, save, and keep MWHCEC forever harmless from any damages or charges imposed for violation of any law or ordinance, by the negligence of the Exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the Indiana Convention Center and Midwest Healthcare Engineering Association regarding the Exposition premises. Further, Exhibitor shall at all times protect, indemnify, save, and keep harmless the Committee for MWHCEC, Show Management, and subcontractors against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the Exposition premises or a part thereof.

The MWHCEC will exercise responsible care for the protection of Exhibitor's material and displays. However, the Exhibitor, on signing the contract expressly releases MWHCEC and the Indiana Convention Center from, and agrees to indemnify same against any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

If security guards should be furnished, the furnishing of the guards shall not increase the liability of Show Management or show sponsors. ONLY THOSE EXHIBITORS PROPERLY IDENTIFIED AND WITH PERMISSION OF SHOW MANAGEMENT MAY ENTER THE EXHIBIT AREA DURING NON-SHOW HOURS.

#### 13. SAFETY:

Fire regulations require all display material used for decoration to be flame proofed. All electrical equipment, including signs and lights, shall be in good condition and able to pass inspection of the Fire Marshal. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the MWHCEC. The use of flammable materials necessary to the exhibit where no alternative can be used must first be brought to the attention of Show Management in writing by July 11, 2016, for approval.

#### 14. SHIPPING:

Exhibitor agrees to ship, at his own risk and expense, property to be exhibited. All shipments must be prepaid. Information will be sent from the official exhibit decorator. Exhibitor should not ship materials without completing forms from the exhibit decorator. Shipments are not accepted at the Indiana Convention Center prior to the event.

#### 15. BOOTH FURNITURE AND SPECIAL WORK:

Information will be sent from the official exhibit decorator regarding the rental of booth furnishings. The Trade Show floor is carpeted. Tables and chairs are not included in booth rental. Tables and chairs can be rented separately through the exhibit decorator or you may bring your own.

#### **16. ELECTRICITY AND INTERNET:**

There will be a charge for exhibitors' electrical hook-ups and/or internet connections. A form will be included in the information emailed to you by the official exhibit decorator. You must purchase an individual hook-up from the Indiana Convention Center for electricity, as well as an individual internet connection. Any exhibitor hooking into other exhibitor's electricity will be unplugged and charged for the use of electricity.

#### 17. COPYRIGHT PERMISSION & INDEMNIFICATION:

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, by or on behalf of the exhibiting company, at the MWHCEC unless exhibitor has previously obtained written permission from copyright owner or the copyright owner's designee (e.g. ASCAP, BMI, or SESAC) for such use.

Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees.

#### 18. MISCELLANEOUS REGULATIONS:

Exhibitor shall not foster or conduct outside activities taking qualified participants from the Conference functions and/or exposition during scheduled hours.

Manufacturers or suppliers must be exhibitors in order to use a hospitality suite and must obtain authorization from the MWHCEC. The term hospitality suite shall include any open room with readily available food, drink, and/or entertainment where same may have been publicly announced or advertised.

Any company logo printed on promotional items associated with a sponsorship will be printed in only one color. Any additional colors required will be at the expense of the sponsor.

#### 19. RULES & REGULATIONS:

Rules and regulations relevant to the Indiana Convention Center will come from the official exhibit decorator. Union rules specific to Indianapolis will be included and by signing this contract all will agree to adhere.

#### 20. RULES OF CONDUCT OR ADMISSION:

MWHCEC prohibits firearms, ammunition and firearm accessories of any kind to be brought into the Indiana Convention Center during the MWHCEC. MWHCEC has directed and authorizes The Capital Improvement Board of Managers of Marion County, Indiana to implement and enforce such rules.

#### 21. AMENDMENTS TO REGULATIONS:

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the MWHCEC. The aforementioned items covered by this contract may be amended at any time by the MWHCEC in the interest of the show and notice thereof shall be binding on exhibitor equally with the foregoing rules set forth in this contract.

#### 22. ADVERTISEMENT SPACE:

Reservation for advertisement space in the official Conference Program must be paid in full to reserve the space. Specifications for artwork size, layout and format are described in the Exhibitor Prospectus. Cancellations for advertisement space must be received in writing prior to July 11, 2016 to receive a full refund. Advertisement space canceled July 11, 2016 or after is non-refundable. No modifications will be made to artwork. Advertisements that are improperly formatted or submitted past September 12, 2016 will be returned to the advertiser and no refund of the advertisement cost will be given.

#### 23. RESPONSIBILITY:

It is the responsibility of the Exhibitor to be fully familiar with these rules and regulations and to see that each member of the company attending the exposition, either as exhibitor personnel or registrant or both is familiar with these rules and regulations.

# **Improve Your Healthcare Facility Efficiency** Midwest Healthcare Engineering Conference & Trade Show

Total price for all individual items: \$\_

### OCTOBER 26-28, 2016 **INDIANAPOLIS, IN**

#### EXHIBITOR AGREEMENT

In accordance with the Rules and Regulations stated in this agreement, the organization below has entered into this contract with the Midwest Healthcare Engineering Conference for the space and/or the services indicated below.

PLEASE PRINT OR TYPE - information will be used in the Conference Program unless listing is provided.					
CONTACT NAME	TITLE				
COMPANY					
ADDRESS					
CITY	STATE ZIP				
PHONE EXT					
WEBSITE					
I, a duly authorized representative of the organization listed above, agree to all Rules and Regulations contained in this agreement.	<b>EXHIBIT BOOTH SPACE LOCATION</b> Please indicate four (4) different location choices. <i>Exhibit space is reserved on a first-come, first-served basis.</i>				
	1 3				
Signature(Signature Required)	2 4				
Date:	We desire booth separation from: (list company names)				
SPONSORSHIP PACKAGES	1 3				
D Distinction of FOO	2 4				
☐ Gold Sq.000 Sponsorship Selection:	PRODUCTS & SERVICES EXHIBITOR				
□ Ala Carte \$	Check all that apply: PROMOTIONS				
	☐ Air Filtration ☐ Interior Protection ☐ Trade Show Floor				
INDIVIDUAL ITEMS	□ Architect □ Lighting Systems Exhibitor Drawing □ Communications & Technology □ Medical Equipment & Systems □ Samples				
Exhibit Booth Space	☐ Construction Management & ☐ Plumbing Systems ☐ Food & Beverage ☐ Food & Beverage ☐ Free Freight & Shipping ☐ Electric Systems ☐ Roofing ☐ Show Specials & Dispounts				
·	□ Elevator Maintenance & Repair □ Security □ Incentives				
10'x10' Booth \$840 \$	□ Engineering Consultants □ Water Treatment □ Special Events				
Premium Location \$275 additional \$	☐ Fire Protection ☐ Other: ☐				
Corner Location \$150 additional \$	CREDIT CARD II Visa II MasterCard II Check				
Total Booth Space Cost \$					
Conference Program Advertising Street Address					
☐ Outside Back Cover (color) (4"w x 9"h) \$850	<del></del>				
☐ Inside Front Cover (color) (4"w x 9"h) \$750 ☐ Inside Back Cover (color) (4"w x 9"h) \$650	City State Zip				
☐ Inside Back Cover (color) (4"w x 9"h) \$650 ☐ Full page (black & white) (3 1/2"w x 8 1/2"h) \$350					
□ 2/3 page (black & white) (3 1/2"w x 5 3/4"h) \$250	CREDIT CARD NUMBER				
□ 1/3 page (black & white) (3 1/2"w x 2 3/4"h) \$150  □ LEXP. DATE					
Individual Sponsorships	Print name on credit card:				
□ Platinum \$5,200 □ Ala Carte \$ Signature:					
☐ Gold \$3,600	(Authorizing Midwest Healthcare Engineering Conference to charge account)				
Sponsorship Selection: INSTRUCTIONS TO VALIDATE AGREEMENT					
	Attach a check, payable to: Midwest Healthcare Engineering Conference or complete credit card information.      Return completed form and check to: Midwest Healthcare Engineering.				

Conference, 9100 Purdue Road, Suite 200, Indianapolis, IN 46268.

3. Questions: call 317-328-4636, Fax 317-280-8527 or

E-mail: mwhcec@raybourn.com



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