



Illinois Society for Respiratory Care

Every Breath is Precious

ISRC 50th Annual Conference
Drury Lane Conference Center, Oak Brook Terrace IL
May 30 to June 1, 2018

www.isrc.org

VENDOR INFORMATION SHEET

Hotel Accommodations

The deadline for room reservations is May 5th, 2018 it is essential that you inform the reservations clerk that you are with the ISRC to secure the convention rate. The telephone number for the Hilton Suites is 630-941-0100 or 800-HILTONS. Single/Double rooms are at the Hilton Suites.

Exhibit Hall Set up Hours

Wednesday, May 30: **1:00 pm-6:00pm**

Booth Decorating Contest

Our Theme this year is – Back to the Future – Our First Fifty Years

The booth colors will be blue and gold

Prizes for the booth decoration event include:

Your booth featured in the Respiratory Tract magazine;

1st Place – full basic booth discount on your 2019 conference registration

2nd Place – a one half basic booth discount on your 2019 conference registration

3rd Place – a premium booth spot for the 2019 conference

Exhibit Hall Hours

Thursday, May 31: 1:00 – 3:00pm managers session

Thursday, May 31: 3:10 -5:30 **Platinum Sponsors** please be at the exhibit hall opening door at 3:00pm to receive your award.

Friday, June 1: 12:00-3:00

Exhibit Hall Dismantling

Dismantling of exhibits may begin no earlier than 3:00 pm on Friday, move out is expected to be complete by 4:00pm. No literature or equipment will be permitted to be packed or dismantled until this official closing time.

Exhibitors found in violation may not be invited to exhibit at future ISRC conventions.

Advertisement in our Conference Brochure.

You can place a full page ad in the conference program which each attendee receives.

Cost: \$150.00

Requirements: PDF File

Email to: Kelli.DeBerry@amitahealth.org Subject line conference ad

DEADLINE MAY 6th

Social Events

Thursday May 31, vendor management reception 1pm-3pm. Food and beverages will be served.

Service Contractor

MCS has been selected as the service contractor for our show this year. They will provide instructions for shipping, extra needs (tables), etc. All freight must clearly state, ISRC Conference and Exhibition. **Please visit our website and click MCS for more information.**

Visit our web site at www.isrc.org for conference brochure and updates.

Chair Person – **Audrea Hardwicks-Williams** - (773) 827-5855

Exhibits – **Kelli DeBerry** (847) 981-3581

Registration and Membership: **Douglas McQueary** (708) 849-6109

isrc.org

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Illinois Society for Respiratory Care Exhibitor Rules and Regulations

The following rules and regulations are not intended to restrict exhibitors, but to provide an environment where all exhibitors can operate efficiently without undue interference from other exhibitors

1. Individuals, manufacturers, dealers, or other firms conducting business or attempting to solicit in the exhibit area, hotel property, or immediate vicinity without having secured booth space will be expelled from the meeting. The decision of the program committee chair will be final.
2. All of the exhibitors' activities must be kept within the booth(s) which have been contracted. No person, signs, distribution of materials, or other attention devices will be allowed outside this allocated area unless it is for sponsorship of a speaker or other pre-determined event, in which booth space must be purchased. No excessively loud audio or mechanical equipment will be permitted. Aisles and exits, designated by the show plan, shall be kept free from obstruction.
3. Changes, additions, deletions made in exhibitor registration will be made only by the person in charge of the booth and the vendor coordinator. These changes are subject for review and cannot always be accommodated. Swapping badges is not permitted.
4. Guest badges are NOT available. All exhibitors must wear the appropriate meeting badge in order to enter the exhibit area. No exceptions will be made.
5. Exhibitors will not be permitted to setup during regular hours of the show. ***Please note the exhibitor registration will be open during posted hours at the show.**
6. Each exhibitor must keep an attendant in the booth during the exhibit hours.
7. All construction materials must conform to the Town of Oak Brook Terrace, IL. Fire code. All displays and decorations must be flameproof and are subject to inspection by the Fire Marshall.
9. All cylinders containing compressed gas must be secured by stand or cart to prevent an accidental tip over. Exhibitors not complying with this provision will not be permitted to use such cylinders in the exhibit hall.
10. Exhibitors must make provisions for the safeguarding of their equipment and display at all times. **General guards will be provided, but the ISRC will not be responsible for the loss of any material.**
11. The ISRC will not be responsible for the distribution of awarded prizes.
12. Exhibitors violating any of these rules will be subject to expulsion from the conference. The conference Program Chair will make determination of such violations.
13. No refunds for cancellations after May 9th, 2018.
14. No booth will be reserved without full payment. Cash, Check or Credit Card accepted.
15. Vendors attending the ISRC Meeting must be aware of and conform to relevant Illinois statutes and regulations. **These rules are subject to change without notification.**

Thank you in advance for your Support of the Illinois Society for Respiratory care

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