

**VERMONT EMERGENCY MEDICAL SERVICES CONFERENCE, INC.**

P.O. Box 64755  
Burlington, VT 05406-4755  
**802-863-7260**  
**802-863-7577-FAX**

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December 2009

Dear Prospective Vendor:

We are celebrating our 22<sup>nd</sup> year of our Annual Vermont EMS Conference. We cordially invite you to be an exhibitor for our upcoming spring conference. The sponsor of this conference is the Office of Public Health Preparedness and Emergency Medical Services, a division of the Vermont Department of Health. Our conference is being held on March 27-28, 2010 at the Sheraton Burlington Hotel & Conference Center located in Burlington, Vermont.

In light of the current economic situation and in spite of rising costs associated with the conference we are proud to announce that we have managed to keep the majority of our vendor fees the same as in past years. We are striving to keep our fees attractive for both exhibitors and attendees alike. Our intention is to continue attracting a large number of attendees and make it a success for all. We depend on the support of our industry vendors and look forward to your continued participation.

Our conference is the largest gathering of Emergency Medical Providers, squads, fire departments and hospital personnel in the state of Vermont. Our objective is to offer a wide variety of EMS products, the latest EMS equipment, and vehicle displays that are of interest to these groups. We are also inviting exhibitors that may provide a personal interest product to this diverse group. We hope you will take advantage of this reasonable marketing opportunity and join us at our conference. We are anticipating 600-700 attendee's at this year's conference.

Please note that we offer 2 levels of registration fees. We offer an early-bird registration fee as a cost-saving effort for your organization. It is helpful for us to receive early registrations rather than late registrations so we encourage you to register early and save money!

Please find the enclosed general information and registration forms for the conference:

- ❖ General Vendor Information
- ❖ Vendor Registration Form **(Early registration fee deadline 2/12/10 & Late registration fee deadline 3/10/10) Please Note: Hotel reservations may be booked on-line or called in, hotel room deadline is 3/10/10.**
- ❖ Proposed Conference Schedule
- ❖ Sheraton Hotel Electrical Order Form **(Deadline 3/10/10)**

As an incentive for conference attendee's to visit each vendor display, we request that vendors furnish a door prize, which will be raffled off by Vermont EMS staff after the closing session. This has been a tradition for our conference and we have found it to be very successful for attendee's and vendors. We feel it allows one last opportunity to advertise your organization. Your participation is very much appreciated. If you choose to participate an EMS staff representative will collect door prizes on Saturday or give to a representative upon vendor check in on Friday.

We welcome and appreciate your participation as a vendor and hope you will consider attending. We encourage you to register early and take advantage of the early registration savings. Please return the enclosed form **on or before Friday, February 12, 2010 to take advantage of early registration fees (final deadline 3/10/10)**. Space is limited. Upon receipt of payment you will receive a confirmation.

If you have any questions please call the EMS Conference Hotline at 802-863-7260 or 800-244-0911 within Vermont. We look forward to seeing you at New England's premier EMS Conference.

Best Regards,  
Vermont EMS Conference Committee & Donna Jacob-VT EMS Administration Secretary

**NON-PROFIT VENDOR INFORMATION**  
**2010 Vermont Emergency Medical Services, Inc. Conference**  
**March 27- 28, 2010**

**Conference Vendor Fees:**

The charge for display space will be \$190.00 for early registration postmarked on or before Feb. 12<sup>th</sup> and \$205.00 for late registration deadline postmarked by Mar. 10<sup>th</sup>. This fee includes one 2x6 table, continental breakfast, lunch and breaks for two representative for both days. Space is limited so register early. Additional representatives (over two) are welcome at the cost of \$30.00 per person per day.

**Early Registration deadline is Fri., Feb. 12<sup>th</sup> with the final deadline March 10<sup>th</sup> .**

**Space Assignments:**

Table space is assigned on a first paid, first served basis. Vendor tables will be located throughout the entire conference facility. On Friday, March 26<sup>th</sup> at 4:00pm a representative will be located at a registration table inside the Exhibit Hall to advise you of your table assignment. You will not be advised in advance of your "specific" table number.

**Parking & Unloading:**

Parking at the Sheraton is free. When arriving for set up please **do not** park and unload in front of the conference center doors (overhang). This area must be kept clear due to fire safety regulations. Please unload around the back of the Sheraton at the loading dock area or at the side garage door entering to the Exhibit Hall. You may also park in general parking and come in through the conference doors but you cannot park in front of that area. If possible bring a small cart to unload your product, since availability of carts at the hotel are quite limited.

**Vendor Set Up & Breakdown:**

Vendors will have access to the Exhibit Hall beginning at 4:00p.m. on Friday, March 26, 2010. Set up will continue up until 9:00pm. A representative will be located just inside the Exhibit Hall to give you your table assignment. Vendors are encouraged not to breakdown their exhibit until 2:00pm on Sunday, March 28<sup>th</sup> . The conference adjourns at 4:15p.m.

**Vendor Exhibit Hours:**

Saturday	– March 27, 2010	8:00a.m. - 6:00p.m.
Sunday	– March 28, 2010	9:00a.m. - 2:00p.m.

**Door Prizes & Sponsorships:**

As an incentive for conference participants to visit each vendor display, vendors are requested to furnish a door prize, which will be raffled off by Vermont EMS staff after the closing session. While we understand that many vendors hold there own raffles, conference participants look forward to the one held at the end of the weekend. This also gives one last opportunity to advertise your company. An EMS staff representative will collect your door prize on Saturday. Your participation is appreciated.

We also have available conference sponsorships, gold level - \$500.00, silver \$350.00, and bronze level \$200.00. See the registration form for details. This is another opportunity for vendors to receive additional recognition of their products.

**Electrical & Telephone Connections:**

Electrical and telephone services are available through the Sheraton Hotel. Please indicate on your registration form if this service is required. You also need to complete and send the enclosed electrical order form directly to the Sheraton Hotel. Electrical fees are in addition to your booth fees and must be paid directly to the Sheraton. Fees will vary depending on your needs. The **deadline for electrical/telephone orders is March 10, 2010**. It is important that you indicate on your registration form if you do need electrical and send payment and electrical orders to the Sheraton. If you need to contact the Sheraton the number is 802-865-6600 or you may fax your order form to 802-865-6617.

**Hotel Accommodations:**

The Sheraton Burlington Hotel is offering a discounted rate of \$125.00 inclusive of tax (up to 4 persons allowed in the room). You may phone in your reservation by calling 802-865-6600 or 1-800-677-6576. Identify yourself as a vendor attending the VT EMS Conference in order to receive the conference hotel rate. You may also book your reservation on-line by using the following hotel link:

<http://www.starwoodmeeting.com/Book/VTEMS2010>

**Registration deadline is March 10, 2010, reserve early because space is limited.**

Directions – Exit 14W off I-89 or access [www.sheratonburlington.com](http://www.sheratonburlington.com) for directions.

**Awards Banquet & Ceremony:** Saturday, March 27<sup>th</sup> there will be an EMS Awards Dinner and presentation ceremony. At 5:30p.m. there will be a cash-bar cocktail hour, with dinner at 7:00pm and awards to follow, there will a DJ providing music for dancing. The Sheraton will be serving a sumptuous dinner buffet! The cost is 37.00 per person.

**Pre-shipping:**

The hotel has limited storage capacity for pre-shipped exhibit materials. It is not permitted to pre-ship for arrival at the hotel earlier than Monday March 22<sup>nd</sup>. All pre-shipped materials must be labeled according to the following example:

John Q. Smith  
ABC Corporation  
123 Country Rd.  
Middletown, USA 12345

Hold for arrival on 3/26/10  
John Q. Smith (please insert name of on-site rep)  
Vermont EMS Conference  
Sheraton Hotel Burlington  
870 Williston Rd.  
Burlington, VT 05403

Box #1 of 6

**2010 VERMONT EMS ANNUAL CONFERENCE**  
 Sheraton Burlington Hotel & Conference Center – Burlington, Vermont  
**March 27 – 28, 2010**  
**NON-PROFIT VENDOR REGISTRATION FORM - PLEASE PRINT**

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Product Description: \_\_\_\_\_

**On-site Representatives:** Please list all representatives requiring a name badge. Print the name, as you would like it to appear on the badge. Please advise all names by Friday March 10<sup>th</sup>.

\_\_\_\_\_

**VENDOR FEE:** \_\_\_\_\_ **Early Registration Fee - \$190.00 (postmarked by 2/12/10)**

**We encourage you to register early due to space limitations and cost savings!**

\_\_\_\_\_ **Late Registration Fee - \$205.00 (postmarked by 3/10/10)**

The above registration fees include **one** (1) 2' x6' tables, continental breakfast, lunches and breaks for one representatives for Saturday and Sunday. This fee does not include electrical needs.

**Electrical Service Required?** Yes or No **Telephone Service Required?** Yes or No

Please complete enclosed electrical order form if applicable. Deadline for Electrical Order is **March 10<sup>th</sup>**.

**Lunches:** Number of people for lunch on Saturday March 27: \_\_\_\_\_ Sunday March 28: \_\_\_\_\_  
 (Please add **\$30.00 per person per day** for each representative above the 2 included in the space fee)

**Awards Banquet – Saturday, March 27, 2010:** \_\_\_\_\_ I will attend \_\_\_\_\_ Number attending  
 Cost is \$37.00 per person \_\_\_\_\_ I will not be able to attend

**Other information/comments/special needs/location requests?**

\_\_\_\_\_

**Door Prize to be furnished:** \_\_\_\_\_

Booth space is assigned on a first-come, first served basis, space cannot be reserved without full payment.

**Early Registration Deadline is on or before Friday, Feb. 12, 2010.**

**Final deadline is Mar. 10<sup>th</sup>.**

**Fees Due:**

Vendor Early Registration Fee \$190.00 \$ \_\_\_\_\_ Postmarked by 2/12/10

Vendor Late Registration Fee \$205.00 \$ \_\_\_\_\_ Postmarked by 3/10/10

Additional Representatives @ \$30.00 each x \_\_\_\_\_ Saturday \$ \_\_\_\_\_

x \_\_\_\_\_ Sunday \$ \_\_\_\_\_

Banquet Fee @ \$37.00 each x \_\_\_\_\_ Saturday \$ \_\_\_\_\_

TOTAL Amount Due \$ \_\_\_\_\_

**I have enclosed my check for \$ \_\_\_\_\_ payable to Vermont EMS Conference.**  
**Mail to: VTEMS Conference, P.O. Box 64755, Burlington, VT 05406-4755**

## 2010 Vermont EMS Conference Vendor Information

Here is an introduction to the proposed schedule (at the time of this mailing) for 2010. Listed below are key times, which will be helpful in planning high traffic times for attendees visiting your exhibits.

### Friday – March 26, 2010

2:00pm-3:00pm

Vehicle Sales Representatives arrive with their vehicles. There will be a designated area for washing trucks. Set up for vehicles within the parking lot will take place at 3:00pm, all vehicle vendors must arrive at the same time to arrange set up. Beginning at 4pm you may set up your inside table display.

4:00pm-9:00pm

All other vendors arrive for set up within the Exhibit Hall areas. Vendor Registration will take place just inside the Exhibit Hall.

### Saturday – March 27, 2010

8:00am – 9:00am

Conference Registration for Attendees - Diamond Foyer  
*If you are a vendor checking in on Saturday, please wait and come to the registration area after attendee registration, approximately 9:15am.*  
Continental Breakfast is served in the Exhibit Hall

9:00am – 10:10am

Keynote Presentation - Emerald Ballroom

10:10am – 10:30am

Morning Break-time – Exhibit Hall

10:30am- 12:00pm

Conference Sessions begin

12:00pm – 1:15pm

Buffet Lunch Served in the Exhibit Hall (11:30am for exhibitors)

1:15pm – 2:30pm

Conference Sessions continue

2:30pm – 2:45pm

Afternoon Break-time – Exhibit Hall

2:45pm- 4:15pm

Conference Sessions

4:15pm-6:00pm

Free time for attendee's to visit vendor booths.

6:00pm

Exhibit Hall locked for the night.

6:00pm

Cocktail Hour Emerald Promenade

7:00pm

Awards Banquet Dinner & Ceremony – Emerald Ballroom  
(advance ticket purchase required)

### Sunday – March 28, 2010

8:00am – 9:00am

Continental Breakfast Served in the Exhibit Hall

9:00am

Conference Sessions Begin

10:15am – 10:30am

Morning Break-time - Exhibit Hall

12:00pm – 1:15pm

Buffet Lunch Served in the Exhibit Hall (11:30am exhibitors)

2:00pm

Vendors begin breaking down exhibits

4:15pm

Conference Closing/Door Prize Drawings