

Exhibitor & Sponsor Guide

Preparing Together:

**Aviation Disaster Planning,
Response, and Recovery**

Conference

11 and 12 September 2018

Indianapolis, IN

Dear Preparedness Partner,

You are invited to exhibit and/or sponsor at the ***Preparing Together: Aviation Disaster Planning, Response, and Recovery*** Conference on September 11 and 12, 2018 in Indianapolis, IN at the Sheraton Indianapolis Hotel at Keystone Crossing. This conference is in partnership with the ***2018 Indiana Emergency Response Conference*** hosted by the Indiana Fire Chiefs Association.

During these two days, we will address the complex coordination of planning for, and responding to, an aviation accident or incident. Our educational highlights include:

- Explain Federal laws and guidance documents for aviation disaster response
- Describe roles, processes, and response timelines of agencies involved
- Process the interrelationship of responding agencies' roles
- Explain the Family Assistance Center, Passenger Gathering Area, and Friends and Relatives Center
- Discuss lessons learned from other major aircraft accidents and airport incidents
- Learn how the aviation disaster assistance model can apply to other critical incidents
- Understand how inter-agency cooperation is essential to recovery



***Preparation through education
is less costly than learning
through tragedy.***

***Max Mayfield
Director National Hurricane Center***

As a partner, you will be given the opportunity to showcase your products and services to a highly targeted audience. The audience is a blend of local, regional, and national airports (commercial, general aviation, military), commercial air carriers, business aviation operators, air medical transport, emergency response agencies (fire, EMS, law enforcement), emergency management, city, federal, tribal, federal, or territorial governmental agencies, medical examiners/coroners, hospitals and healthcare organizations, American Red Cross, non-government disaster response agencies, mental health professionals, and other interested groups.

The enclosed information packet outlines the variety of exhibitor and sponsorship opportunities. Exhibit space is limited, therefore, please act quickly. Your engagement as a conference partner will afford our community and neighbors with an opportunity to enhance their emergency management knowledge by learning, networking, and creating partnerships within the workplace and beyond.

We look forward to working with you and hope you will choose to partner with us.

If you have any questions, please do not hesitate to contact Jennifer Stansberry Miller, Aviation Conference Chair, at +1.317.371.7208 or preparein@gmail.com; or Dale Henson, Executive Director, Indiana Fire Chiefs Association at +1.317.856.1850 or dhenson@indfirechiefs.org.

Thank you for your support.

SPONSOR PARTNERSHIPS

Thank you for agreeing to be a sponsor. Please select your partnership level, complete the information below on pages 3 and 4 (if you are a Gold Partner, please complete the 'Exhibitor Partnerships' section on pages 6-8), and remit payment to:

2018 Aviation Conference Sponsor

c/o 2018 IERC
P.O. Box 305
Camby, IN 46113-0305

If you have questions, please contact Jennifer Stansberry Miller, Aviation Conference Chair, at +1.317.371.7208 or preparein@gmail.com; or Dale Henson, Executive Director, Indiana Fire Chiefs Association at +1.317.856.1850 or dhenson@indfirechiefs.org.

Please check one of the options below, or contact Jennifer Stansberry Miller, Aviation Conference Chair, if you would like to discuss a customized option.

Gold Partner—\$7,000

Three (3) complementary registrations	Half-page ad in the program
Exhibitor table	Logo displayed on conference website and signage
Recognition during opening ceremony	Company token/info placed in conference bag

Silver Partner—\$5,000

Two (2) complementary registrations	Logo displayed on conference website and signage
Half-page ad in the program	Company token/info placed in conference bag

Bronze Partner—\$2,500

One (1) complementary registration	Logo displayed on conference website and signage
Quarter-page ad in the program	Company token/info placed in conference bag

COMPANY INFORMATION

Company Name (Please note the Company Name and information listed will be used for the program and signage.)

Contact Name

Email

Mailing Address

City

State

Zip

COMPANY INFORMATION (CONTINUED)

Company Contact Phone Number

Company Phone Number

Company Website

Product/Services

SPONSOR PAYMENT

CHECK (ENCLOSED)

Make checks payable to the **Indiana Fire Chiefs Association**. For address, see page 3.

CREDIT CARD (VISA OR MASTER CARD)

Total Amount

Contact Name

Card Type

Card Number

CSV Number

Expiration Date

Authorizing Signature

Date

COMPANY LOGO AND ARTWORK

Please send your company/organization logo to preparein@gmail.com by **June 22, 2018** to be included in the conference materials. All artwork should be sent in vector EPS or PDF files with all text converted to outlines, or high resolution in either JPEG, TIFF or PNG images. The preferred resolution is 300 DPI at 100%.

EXHIBITOR PARTNERSHIPS

REGISTRATION DEADLINE: PLEASE RETURN THIS FORM BY JULY 31, 2018.

Thank you for agreeing to being an exhibitor. Please complete the information below on pages 5-8 and * remit payment to:

2018 Aviation Conference Exhibitor

c/o 2018 IERC
P.O. Box 305
Camby, IN 46113-0305

If you have questions regarding payment, please contact Jennifer Stansberry Miller, Aviation Conference Chair, at +1.317.371.7208 or preparein@gmail.com; or Dale Henson, Executive Director, Indiana Fire Chiefs Association at +1.317.856.1850 or dhenson@indfirechiefs.org.

* The exhibitor fee does not apply to 'Gold Partner' sponsors.

Exhibit space is limited, therefore, please act quickly.

Exhibitor-\$500 (limited number of tables, first come, first serve)

One registration, company listed on conference website, conference program, and signage

COMPANY INFORMATION

Company Name (Please note the Company Name and information listed will be used for the program and signage.)

Contact Name

Email

Mailing Address

City

State

Zip

Company Contact Phone Number

Company Phone Number

Company Website

Product/Services

Exhibit Space Cancellation: In the event of a cancellation, please notify the conference committee at preparein@gmail.com. All cancellations must be received in writing. Companies canceling prior to **July 31, 2018** will receive a 75% refund of payment. **No refunds will be issued after July 31, 2018.**

EXHIBITOR BOOTH REPRESENTATIVE(S)

*Company Representative Name and Title *one complementary registration*

Company Representative Name and Title

Company Representative Name and Title

EXHIBITOR PAYMENT

CHECK (ENCLOSED)-\$500

Make checks payable to the **Indiana Fire Chiefs Association**. For address, see page 5.

CREDIT CARD (VISA OR MASTER CARD)

Total Amount

Contact Name

Card Type

Card Number

CSV Number

Expiration Date

Authorizing Signature

Date

COMPANY LOGO AND ARTWORK

Please send your company/organization logo to preparein@gmail.com by **June 22, 2018** to be included in the conference materials. All artwork should be sent in vector EPS or PDF files with all text converted to outlines, or high resolution in either JPEG, TIFF or PNG images. The preferred resolution is 300 DPI at 100%.

EXHIBITOR AGREEMENT

EXHIBITING RULES AND REGULATIONS

Exhibitor assumes full responsibility and liability for the actions of its agents, employees, independent contractors, or representatives, whether acting within or without the scope of their authority and agree to defend, indemnify, and hold the Indiana Fire Chiefs Association, the exhibit hall, and their respective privies harmless from and against claim resulting directly or indirect from the actions or omissions of Exhibitor and/or Exhibitors Agents, Employees, Independent contractors, or Representatives whether within or without the scope of authority. There is no other agreement or warranty between Exhibitor and the Indiana Fire Chiefs Association except as set forth in this document and the Exhibitor Service Kit. The rights of the Indiana Fire Chiefs Association under the Agreement shall not be deemed waived except through writing and signed by an authorized officer of the Indiana Fire Chiefs Association

INSURANCE

For the term of the Agreement, Exhibitor shall at all times maintain insurance sufficient to cover the liabilities of Exhibitor under the Agreement. Such insurance shall also provide coverage for Exhibitor's contractual obligations to defend, indemnify, and hold harmless, as stated in the Agreement. The Indiana Fire Chiefs Association shall be added as an additional insured to such insurance. Exhibitors agree to provide Indiana Fire Chiefs Association a suitable certificate verifying that the required insurance is and will remain in force for the duration of the Exhibition.

EXHIBIT REPRESENTATIVE

The exhibitor shall indicate name(s) of their person(s) who will be staffing the assigned exhibit. Each representative will receive a name badge and conference program.

EXHIBIT SERVICE CONTRACTOR

George Fern Company will be the conference service contractor for the exhibits. 30 – 45 days prior to the event, the contractor will provide a link to a customized online service kit to all confirmed exhibitors. George Fern Company will service/coordinate all additional services you may require; electrical power, special lighting, carpet for the booth area, extra furnishings, and any additional labor to erect and dismantle your exhibit. This may be an additional fee to obtain some of these items. An exhibitor's service desk will be available during all hours to of installation and dismantlement to handle any last-minute requirements.

EXHIBIT PACKAGE

The standard exhibitor's package consists of a skirted 6' table, two chairs, and an identification sign. The identification sign will indicate your company's name and will be approximately 7" x 44" in size.

ALLOCATION OF EXHIBIT SPACE

Exhibit booth location will be handled on a first-come, first-service basis. The Conference Committee will make the final decision on booth assignments based on product/service of the vendor and date of receipt of application.

REMOVAL

No part of an exhibit shall be removed during or prior to the end of the conference without specific permission of the Trade Show Coordinator (except for security reasons). **We ask for all exhibits to please be removed by 6pm on September 12, 2018.**

UNOBSTURCTED VIEW

In order to allow an unobstructed view of the neighboring booths, exhibitors will not be permitted to extend the height of the backdrops or side wall curtains. In addition, the exhibitor will not be allowed to extend the length of the side wall curtains into the aisle

ELECTRICAL SUPPLY

Electrical hook-up and related services are available through Sheraton Indianapolis Hotel at Keystone Crossing. Each exhibitor will be assessed a charge for electrical service if utilized. An electrical form will be included in the George Fern Company exhibitor service kit. Vendors will directly contact the Sheraton Indianapolis to make any special arrangements.

EXHIBIT SECURITY

Exhibitors are responsible for the merchandise in their exhibit at all times. Everyone is encouraged to take their valuables with them during the evening and overnight hours.

LIABILITY AND CERTIFICATE OF INSURANCE

Liability: By participating in the **Preparing Together: Aviation Disaster Planning, Response, and Recovery Conference**, it is agreed all Conference Committee members, and all involved conference sponsoring representatives and organizations shall not be held liable by the exhibitor for any loss or damages to the property contained in such exhibits, or injuries to his/her person, employees, agents, or other persons, no matter how sustained from accident, theft, fire, or other cause, all claims for such loss, damage, or injury being here by expressly waived by the exhibitor. The conference committee requires each exhibiting company to provide proof of liability insurance. The regular liability insurance carried for your day-to-day operations is sufficient.

Neither the Indiana Fire Chiefs Association, its representatives or aviation conference committee members will be responsible for any injury, loss, or damage that may occur to Exhibitor or to Exhibitor’s employees, invitees, licensees, or guests, or Exhibitor’s property, from any cause what so ever. Under no circumstance shall the Indiana Fire Chiefs Association, its representatives or aviation conference committee members be liable for (i) any special, indirect, incidental, or consequential loss or damage what so ever, or (ii) any loss of profit, loss of use, loss of opportunity, or any cost or damage resulting from any such loss.

Exhibitor acknowledges that the risk allocations of this Section are reasonable based on the understanding that Exhibitors shall obtain its own expense, adequate insurance against any such injury, loss or damage. The Indiana Fire Chiefs Association shall not be liable for failure to perform its obligations under the Agreement as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, or otherwise participating in the Exhibitor’s booth or exhibits deemed to be the invitee licensee or guest of Exhibitor and not the invitee licensee or guest of the Indiana Fire Chiefs Association, its representatives or aviation conference committee members.

I have read, understand and will adhere to the terms detailed in this agreement.

Name and Title

Date

Company