



2012



Annual Training Conference
EXHIBITOR PROSPECTUS

June 24 - 26, 2012

THE ASSOCIATION

The International Association of Coroners & Medical Examiners has over 70 years experience in the presentation of educational seminars for the purpose of assisting Coroners and Medical Examiners in the performance of their duties. This commitment is enshrined in the Association's mission statement, "The International Association of Coroners & Medical Examiners is committed to advancing the accurate determination of the cause and the manner of death through the utilization of science, medicine and the law". This organization will bring 150 decision makers to one location for training and education. This Annual Training Conference will be a valuable opportunity to network with Coroners, Medical Examiners, Deputy Medical Examiners and their staffs.

This Conference provides state of the art training to the attendees, who number in excess of 150. This is an excellent opportunity for you, the supplier, to interface directly with these professionals. This prospectus will highlight what you need to know to be part of the International Association of Coroners & Medical Examiners Annual Training Conference, June 24-28, 2012 in Las Vegas, Nevada.



EXHIBITS

Booth Information

Size: Ballroom Table Top
Includes: 6' skirted table and two chairs

\$450 Non Profits 501(c)3
\$600 Returning Exhibitor
(must have exhibited in 2011)
\$750 New Exhibitors

Set-Up Schedule

Sunday, June 24, 2012
1:00 pm - 4:00 pm

Exhibit Schedule

Sunday June 24 5:30 pm - 8:30 pm
Monday, June 25 8:00 am - 5:30 pm
Tuesday, June 26 8:00 am - 5:30 pm

Tear Down Schedule

Tuesday, June 26 5:30 pm

LOCATION

Golden Nugget Hotel & Casino
129 E. Fremont Street
Las Vegas, NV
800.634.3454

Ask for the IAC&ME Group Rate

BOOTH RESERVATIONS AND QUESTIONS

Jennifer L. Thornton
The Thornton Group
5925 Buttermere Drive
719.375.0236 Fax 888.541.1823
jennifer@thorntongrp.com

SPONSORSHIPS

Sponsorship of events and special products for the attendees is a great way to increase your exposure and name recognition throughout the Conference. All of these sponsorships will automatically include your company logo on all conference advertising, registration signage, conference program, and on the official IAC&ME website.

Beverage Breaks \$1500 (Available Each Day)

Your logo on signage on each beverage table and signage at the entrance to the exhibit area.

Continental Breakfast \$3500 (Available Each Day)

Your logo on signage on each buffet table and signage at the entrance to the exhibit/breakfast area.

Hospitality Cabana \$1500

Want to host the attendees in your own pool side cabana? This is a great way to show your appreciation and mingle with the attendees.

Luncheon \$7500

Co-Sponsored with IAC&ME. Logo on signage at entrance to event room. One free exhibit space.

Welcome Reception \$5000

Logo on signage at entrance to event room. One free exhibit space.

Lanyards \$2500

Logo on lanyards distributed to each IAC&ME Attendee.

RULES AND REGULATIONS

ASSIGNMENT OF SPACE AND PAYMENT

All exhibit space will be allocated on a first-come, first-served basis. Confirmation of reservation will be sent immediately upon receipt of signed contract and full payment. Payment in full is due within 30 days of the contract submission date. Exhibit space must be occupied solely by your organization in exhibiting your products at the 2012 Annual Training Conference. Booths may not be shared or sub-let. No exhibitors shall assign, sublet, or share the whole, or any part, of the space contracted without prior written consent of the International Association of Coroners & Medical Examiners (IAC&ME).

EXHIBITOR NAME BADGES

We request that all badges be submitted via email or fax: jennifer@thorntongrp.com or 888.541.1823. The exhibitor badge entitles the wearer access to the conference and exhibitor badges are issued only to personnel actually staffing the booth. The name of the exhibiting company, as it has been listed on the exhibit space contract, will appear on each badge. Two exhibitor badges will be provided for each display space contracted. Additional badges are available at \$50 each. The registration desk is scheduled to be open beginning Sunday, June 24, 2012 at 1:00 pm.

OFFICIAL ELECTRICAL & PHONE CONTRACTOR

Upon receipt of your completed booth contract and payment in full, service forms will be mailed or emailed to each exhibitor. These forms will include all necessary information to order voice, data and electrical services and shipping.

CANCELLATION

Exhibitors may cancel contracted space by submitting written notice to The Thornton Group, jennifer@thorntongrp.com. Such notice must be received no later than April 30, 2012. Exhibitors canceling an entire exhibit shall be charged an administrative fee of 25 percent of the total cost of display space. No refunds will be made if written notice of cancellation or reduction is received after April 30, 2012.

LIABILITY, INSURANCE & HOLD HARMLESS

In consideration for the opportunity to display services and products at an IAC&ME Conference, Exhibitor, its officers, directors, agents and insurers, agrees to indemnify and hold harmless IAC&ME, its officers, directors, contractors, employees and agents and the Hotel, its governmental entity, agents and employees, from any loss, injury, suit, action or cause of action, or claim whatsoever resulting from any incident, accident, fire, theft or any claim or loss to any person claiming loss or injury, including any loss or damage to property of Exhibitor, its employees, agent or subcontractors, loss or injury to any manufacturer's demonstration participants, their employees, agents, guests and general public. Said indemnification and agreement to hold harmless, IAC&ME and the Hotel as aforesaid, shall include reimbursement for any costs, expenses and reasonable attorney's fees incurred by indemnities. Further, any claim of damage to the property of the convention center resulting in the immediate assessment of damages against IAC&ME from any act or omission of Exhibitor, its agents, employees, contractors and subcontractors, shall be immediately paid or assumed by Exhibitor. In addition Exhibitor acknowledges that IAC&ME does not maintain any insurance to cover loss or damage to any property of Exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims.

RESTRICTIONS

IAC&ME reserves the right to determine the eligibility of a company or their product for inclusion in the exhibits, and reserves the right to restrict exhibits that, because of noise, method of operation, materials or for any other reason, becomes objectionable to IAC&ME. IAC&ME also reserves the right to prohibit any exhibit that, in the opinion of IAC&ME management, may detract from the general character of the exhibit show as a whole. In such event, IAC&ME shall not be liable to any exhibitor for any refund of exhibit fee or expenses incurred by exhibitor to exhibit. No signs will be affixed by any means to the walls, doors or any other surface in the exhibit area or Hotel. IAC&ME policy firmly restricts representatives or organizations that have not been assigned an official exhibit booth space from soliciting business and/or distributing promotional materials of any type within the Exhibit Hall area or any other areas. Further, those organizations that have been assigned an official IAC&ME exhibit booth must conduct all business activities from within their assigned booth space and may not impede traffic through the Exhibit Hall aisles and other areas. All children under the age of 18 must be accompanied by an adult.



International Association of Coroners and Medical Examiners 2012 Contract for Exhibit Space

Coordinator's Contact Information

Company Name

Coordinator or Meeting Planner's Name

Address

City State Zip

Phone

Fax

Email

Program Guide Listing

Company Name

Address

City State Zip

Phone (toll free if available)

Fax

General or Sales Email

Website

Please provide a 25 word description of your company, products and/or services. This information will accompany your listing in the Program Guide.

<p><i>Sponsorships</i></p> <input type="checkbox"/> Beverage Break \$1,500 <input type="checkbox"/> Opening Reception \$5,000 <input type="checkbox"/> Breakfast \$3,500 <input type="checkbox"/> Luncheon \$7,500 <input type="checkbox"/> Cabana \$1,500 <input type="checkbox"/> Laynards \$2,500		<p><i>Booth Space</i></p> <input type="checkbox"/> Table Top \$750.00 New <input type="checkbox"/> Table Top \$600 Returning (must have been an exhibitor in 2011) <input type="checkbox"/> Table Top \$450 Non-Profit	<p><i>Power</i></p> <input type="checkbox"/> Extention Cord <input type="checkbox"/> Power Strip <small>Charges for power and strips/cords will be determined and billed directly by the hotel.</small>
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Exhibit space is to be occupied solely by our organization in exhibiting our products at the 2012 Conference. Booths may not be shared or sub-let.

Companies we would like to be NEAR: _____

Companies we would like to be AWAY FROM: _____

This Exhibit Contract incorporates the 2012 Meeting & Exposition Rules and Regulations contained in the Exhibitor Prospectus. We have read and understand the Exhibit Rules and Regulations, and agree to abide by them and additional rules deemed necessary by the International Association of Coroners & Medical Examiners (IAC&ME). Exhibitor agrees to hold IAC&ME harmless from any liability, loss, or claim during the 2012 Conference.

Coordinator or Meeting Planner's Signature

Contract Submission: Fax to 888-541-1823 or mail with full payment to:

IAC&ME
5925 Buttermere Drive
Colorado Springs, CO 80906

Questions - Jennifer Thornton
(719) 375-0236
jennifer@thorntongrp.com

Please make checks payable to International Association of Coroners & Medical Examiners (IAC&ME).