



2011 CSTE ANNUAL CONFERENCE

THE CHANGING HEALTHCARE LANDSCAPE: NEW OPPORTUNITIES FOR IMPROVING POPULATION HEALTH



JUNE 12-16
PITTSBURGH
PENNSYLVANIA



exhibitor prospectus

2011 CSTE ANNUAL CONFERENCE

THE COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS

INVITE YOU

to participate in our Annual Conference to be held in Pittsburgh, PA, June 12 – 16, 2011. The conference connects with over 1,000 public health epidemiologists from across the country and will include program-specific workshops, plenary sessions with leaders in the field public health, oral breakout sessions, roundtable discussions and poster presentations. Delegates from each state meet and share their expertise in surveillance and epidemiology as well as best practices in a broad range of areas including occupational health, infectious diseases, immunization, environmental health, chronic disease, injury control and maternal and child health. Take this opportunity to meet and build relationships with leaders in public health epidemiology.

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EXHIBIT SHOW ACTIVITIES

Numerous activities are scheduled in the exhibit hall to increase attendee traffic and exhibitor visibility, including:

- Food and Beverage served in the exhibit hall
- Poster Presentations
- Cyber Café

On Monday through Wednesday, a continental breakfast, morning break and afternoon break are provided for attendees in the exhibit hall.

EXHIBIT DATES AND TIMES

Sunday, June 12	12:30 am – 4:30 pm	Exhibitor Set Up
Monday, June 13	7:00 am – 3:30 pm 7:00 am – 8:30 am 10:00 am – 10:30 am 12:00 pm – 1:30 pm 3:00 pm – 3:30 pm	Exhibit Hall Hours Continental Breakfast Session Break Lunch Break Session Break
Tuesday, June 14	7:00 am – 3:30 pm 7:00 am – 8:30 am 10:00 am – 10:30 am 12:00 pm – 1:30 pm 3:00 pm – 3:30 pm	Exhibit Hall Hours Continental Breakfast Session Break Lunch Break Session Break
Wednesday, June 15	7:00 am – 10:30 am 7:00 am – 8:30 am 10:00 am – 10:30 am 10:30 am – 3:30 pm	Exhibit Hall Hours Continental Breakfast Session Break Dismantle

FLOOR PLAN

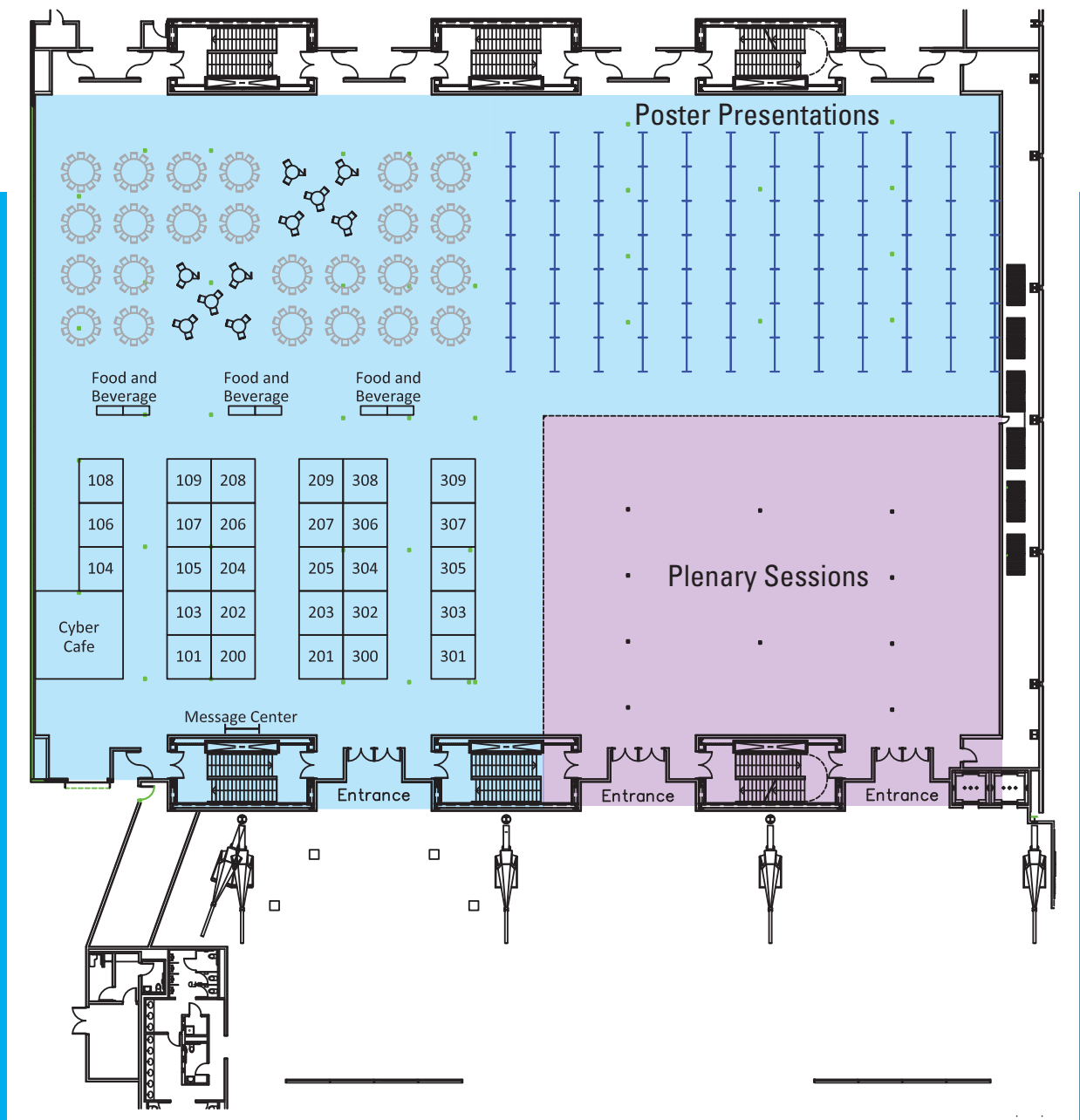


EXHIBIT HALL FLOOR PLAN, DETAILS AND FEES

Please choose your preferred booth based on the floor plan. All space is assigned on a first come, first served basis. CSTE reserves the right to rearrange the floor plan at any time and relocate exhibitors if it becomes necessary for causes beyond the control of CSTE or is deemed in the best interests of the conference and CSTE. Every effort will be made to accommodate exhibitors concerns.

A Booth Application and Contract is required to confirm booth space. Please read carefully, complete and sign the exhibitor contract no later than March 1, 2011. Discount rates apply to applications received by January 7, 2011. Mail or fax the contract along with your check or credit card information to:

Tarajee Curry | Council of State and Territorial Epidemiologists
 2872 Woodcock Blvd., Suite 303 | Atlanta, GA 30341
 P: 770-458-3811 | F: 770-458-8516 | E: tcurry@cste.org



EXHIBITOR SERVICES

The official general service contractor is Stetson Convention Services. Stetson Convention Services will mail the Exhibitor Service Kit prior to the exposition. Requirements for additional furniture, carpet, electricity, internet, AV, labor, drayage, special signs, and cleaning should be referred to Stetson Convention Services, 2900 Stayton Street, Pittsburgh, PA 15212; telephone 412-223-1090; www.stetsonexpo.com or exhibitorservices@stetsonexpo.com. All required forms included in the service kit should be completed and return to the appropriate contact in advance to ensure proper set up at the exposition and to take advantage of discounts.

The exhibits will be held at the David L. Lawrence Convention Center. The space is carpeted.

Standard commercial booths are 10'x10' and include:

- 10'x10' booth space
- One 8' draped table
- Two chairs
- One wastebasket
- A one-line identification sign with company name
- Complimentary company listing and description in the final conference program
- Two complimentary conference registrations per paid booth (we require all exhibitors associated with an exhibit booth to be registered for the conference)
- General cleaning of the aisles

BOOTH PERSONNEL REGISTRATION

Two complimentary conference registrations are included with your paid exhibit booth space. This means that two organizational representatives may attend any of the CSTE sessions and the Opening Reception Monday night, June 13, 2011. If additional booth personnel want to attend, there is an extra fee of \$200 per person for up to a total of two additional people. Registration information and payment for additional booth representatives must be received by April 22, 2011.

HOTEL ACCOMMODATIONS

Reservations for your stay in Pittsburgh, PA should be made through one of the host hotels.

SPONSORSHIP OPPORTUNITIES

Promote your organization's name by sponsoring the Cyber Café. In addition to visible recognition at the conference, you will be listed in the final program. The following are the sponsorship opportunities for the 2011 CSTE Annual Conference.

Cyber Café

Make your organization stand out by hosting the cyber café for all attendees.

Exclusive sponsorship is \$2,500.



SHIPPING INSTRUCTIONS

Stetson Convention Services is pleased to provide full-service for all your transportation needs. Your exhibitor service kit includes all information necessary for both inbound and outbound shipping as well as for the installation and dismantling of your booth display.

Please be sure to note deadlines for transportation services to take advantage of pre-show discounted rates. Stetson Convention Services will have a representative available onsite to help with any transportation needs. Please do not ship materials directly to CSTE or to the attention of a CSTE staff member at the David L. Lawrence Convention Center or any of the host hotels. Exhibitors selecting nonofficial carriers for outgoing shipment at end of show will need to make their own arrangements for pickup. CSTE cannot be responsible for your packages, accept receipt of packages or arrange pickup of packages.



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Please reserve space for our exhibit at the CSTE Annual Conference. If our choice has been allocated, we request that CSTE call us for re-assignment or assign us what is considers best of available space. We understand that this application becomes a contract when signed by us and accepted by CSTE. We agree to abide by all rules, regulations and restrictions outlined in this contract and in the prospectus.

PAYMENT

☐ Deposit ☐ Full Booth Fee

☐ Check Enclosed Check # _____

Amount _____ Made payable to CSTE

Charge to: ☐ American Express ☐ VISA

☐ MasterCard ☐ Discover

Credit Card # _____

Expiration Date _____

Billing Address _____

BOOTH APPLICATION AND CONTRACT

BOOTH SELECTION:

1st Choice

2nd Choice

3rd Choice

BOOTH PRICE:

ORGANIZATION TYPE	EARLY BIRD (Deadline 1/7/11)	PRE-CONFERENCE (Deadline 3/1/11)
Government, Academic and Association	\$1,100 (\$550 deposit per booth)	\$1,400 (\$700 deposit per booth)
Consultancy Firms and Small For-Profits	\$1,350 (\$675 deposit per booth)	\$1,650 (\$825 deposit per booth)
Corporate and Pharmaceutical	\$2,100 (\$1,050 deposit per booth)	\$2,400 (\$1,200 deposit per booth)

of Booths

Total Price of Booths

DEADLINE FOR FINAL BOOTH PAYMENT IS MARCH 1, 2011.

Organization Name (To be listed in program as shown)

Address

City/State/Zip

Telephone

Fax

Contact Name/Title

Contact Email

Organization Web Site Address

Authorized Signature

Date

(Unless otherwise indicated, all correspondence, including billing, will be conducted with the individual listed above.)

CSTE EXHIBIT RULES, REGULATIONS, CONDITIONS, AND RESTRICTIONS

A. SPACE RENTAL

1. CONTRACT FOR SPACE. Application for exhibit space releases CSTE and the David L. Lawrence Convention Center from any and all liabilities to applicant, its agents, licensees, or employees that may arise as a result of submission of an application or participation in this exhibition. CSTE determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by CSTE of the applicant's products or services, nor does rejection imply lack of merit of same.

2. REFUNDS. No refund may be made for space that is unused at any time during the exhibition. If space is unused at the opening of the exhibition, CSTE may rent or use it without obligation or refund.

B. CANCELLATION POLICY

All cancellations must be submitted in writing. Assignments not rejected by the exhibitor within 7 days of notification of space assignment will be considered accepted by the exhibitor and may, thereafter, be rejected or the contract cancelled only with the approval of CSTE. A written cancellation received on or before March 1, 2011 will be refunded in full minus the deposit. There will be no refunds after this date. **THERE ARE NO REFUNDS ON DEPOSITS.**

C. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBITS

1. ARRANGEMENTS OF EXHIBITS. The space provided will be shown on the floor plan insofar as possible but CSTE reserves the right to make changes at any time in the locations, size and display limits of any booth if this is in the best interests of the show.

2. USE AND PURPOSE OF EXHIBIT SPACE. The purpose of the exhibits is to inform and educate attendees regarding products and services of the exhibitors.

3. RESTRICTIONS. CSTE reserves the right to make such selections from the applications received that will in its judgment most effectively contribute to the conference.

4. CONSTRUCTION OF EXHIBITS. Exhibitors using low side rails must coordinate plans with neighboring exhibits. No exhibit is permitted to obstruct the view of adjacent booths. Requests to deviate from these guidelines must be submitted in writing to CSTE for approval prior to set-up. CSTE reserves the right to direct revisions, at exhibitor expense, of any exhibit that does not comply with these guidelines. No materials may be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface the premises or booth equipment and furniture. Any damage is payable by the exhibitor.

5. DECORATION OF THE EXHIBIT. A service kit will be provided at least 4-6 weeks before the Conference, which will include information on labor, drayage of furniture, carpeting, lighting, telephones, and electricity. It is the responsibility of the exhibitor to abide by the regulations and deadlines contained therein. All shipments to the conference should be marked with your name, company name, booth number, address, telephone number, CSTE Annual Conference and be shipped to: Address to be forwarded with your service kit.

6. INSTALLATION AND DISMANTLING OF EXHIBITS. Information on set-up and dismantling of exhibits will be forwarded with confirmation. No one will be allowed in the hall after these designated hours. All exhibits must be completed and in place by 7:00 am, Monday, June 13 and remain in place until close of show. The exhibit area must be cleared by 5:00 pm, June 15.

7. FIRE & ELECTRICAL REGULATIONS. All local regulations will be strictly enforced, and the exhibitor assumes responsibility for compliance with such regulations. All decorations and booth equipment must be fireproofed to meet the requirements of the city.

8. UNION LABOR. Exhibitors are required to observe all union contracts in effect between CSTE, the official contractors, the hotel and various labor organizations in accordance with city union regulations.

D. LIABILITY

1. INDEMNIFICATION. Exhibitor shall not hold CSTE liable for any loss, damage, theft or destruction of exhibitor's property, and further, exhibitor shall indemnify CSTE and the David L. Lawrence Convention Center against, and hold them harmless resulting from the exhibitor's property.

2. INABILITY TO PERFORM. Should any contingency prevent holding of the conference or exhibition, CSTE shall not be held liable for any expenses incurred by the exhibitor.

3. INTERPRETATION AND ARBITRATION. These regulations are incorporated as part of the agreement between the exhibitor and CSTE. CSTE has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decisions of CSTE and shall be binding on all parties affected by them. Exhibitors or their representatives, who fail to observe these conditions, or conduct themselves unethically, may be dismissed without refund or other appeal. The parties agree that in the event of any claim or dispute concerning questions of fact or law arising out of or relating to this contract, its performance or alleged breach shall be submitted to the arbitration of two disinterested and competent persons, mutually chosen, who shall select a third, whose award, pursuant to the rules of the American Arbitration Association, shall be conclusive and binding on both parties. Exhibitors agree to protect, save, and hold harmless CSTE, David L. Lawrence Convention Center, and all affiliates, agents, servants, and employees thereof, hereinafter collectively referred to as Indemnitees, for any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor, or further, exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the hotel and further shall at all times protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs (including attorney fees) damage, liability or expenses arising from, or out of, or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, that arises from, or out of, or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

E. ACCEPTANCE OF TERMS AND CONDITIONS

Exhibitor, if invited to participate in the CSTE Annual Conference, June 12-16, 2011, and as evidenced by the authorized signature on the contract opposite, agrees to abide by all terms and conditions contained in these policies and procedures.

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