



IABDM Annual Meeting – Houston, TX October 11-13, 2013

Vendor Information & Sponsorship Opportunities [Vendor application on last page](#)

Vendor Perks

- Vendors who claim and pay for their space by August 15 will be granted a full page b&w ad in our printed syllabus. Those who do so after the deadline may provide one page fliers to be placed in attendee gift bags.
- All vendors will receive a follow-up contact list of registrants.
- Vendors may attend the lectures, but to get CE credits, you will have to register as an attendee.

Exhibitor's Night

Friday evening from 6 to 8 pm, we provide a cash bar and finger foods in the vendor's hall so you and our attendees can really spend some time together. The room will be closed and locked at 8 pm.

Saturday Night Dinner/Dance

Another opportunity to mingle with attendees in a more relaxed atmosphere. This year, we'll be having catered food, beer, wine and a DJ – and maybe some surprise entertainment! (We're still working out the details.) We also provide transportation to and from the dinner/dance. Tickets are \$80 per person and must be purchased in advance.

Lunch & Learn

These small sessions over lunch have been a great hit with attendees and vendors alike. You may sponsor a table of 10 for \$350, and we will issue you 10 tickets to offer those guests you wish to host at your table.

Absentee Exhibitor

If you are unable to join us but still want to take part, we do offer absentee vendor status for \$300. You may provide samples and copies of a full page ad to be added to participant gift bags. These must be shipped to us before the conference.

Costs

Single booth, 2 staff members - \$700 (+\$150 for each additional staff member)

Includes one 6" table and two chairs. Does not include electricity. Download the necessary form from our website to make arrangements for power directly with the hotel.

Double booth, up to 4 staff members - \$1200 (a \$200 savings!)

Includes two 6" tables side by side OR one 6" table and 6" of free space. No booth sharing allowed. Download the necessary form from our website to make arrangements for power directly with the hotel.

Meal Plan

We want to take good care of our vendors, but food costs have forced a change of policy to help us keep booth costs down. If you would like to have the same lunches and snacks that attendees have, you may do so or \$280 per person (the amount we are charged by the hotel). Alternatives include a restaurant and Starbucks, both located in the hotel lobby.

As this is the first year we will be implementing this policy, we'd really appreciate your feedback on it after the meeting.

Exhibitor Requirements

- To avoid duplication of products (e.g., MLM goods), we must know in advance what you will be vending. When you submit your booth request, please include a brief (100 words or less) description of your company's products, devices and/or services.
- Booth sharing is not permitted.
- If your booth generates any amount of trash, you must supply a small waste container.
- If you require electricity, we must be notified upon registration, but you must make arrangements for it directly with the hotel. To do so, download the necessary form from our website.
- If you require an Internet connection, you will be charged an extra \$10 per day.

Set-Up

Thursday night – typically, from 6 to 9 pm.

Shipping to the Hotel

All boxes must be labeled with the group name, date of the convention and the name of our hotel contact, Kim Perry. If you have heavy items, let the hotel know in advance (281-875-2222).

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Kim Perry
Hilton Houston North
12400 Greenspoint Drive
Houston, Texas 77060

The hotel is pleased to accept and store all boxes and shipments required for scheduled meetings/programs according to the following policies:

- All boxes must be labeled with group name, date of program, group on-site contact as well as the Catering or Convention Service Representative in charge of your meeting/group (Kim Perry).
- The hotel cannot assume responsibility for storage of boxes received more than (3) days prior to the scheduled meeting/program.

- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date.
- The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded within three business days.

THE IABDM IS NOT RESPONSIBLE FOR THEFT. IT IS YOUR RESPONSIBILITY TO STORE ANY VALUABLES YOU MAY BRING.

Booth reservations are on a first come, first served basis and subject to approval. IABDM has the right to refuse any reservation request. If a reservation is accepted, the registration form you submit becomes a written contract between you and the IABDM.

Cancellation Policy

Cancellations made in writing 60 days prior to event will receive an 85% refund. No refund will be given for later cancellations.

Questions? Contact IABDM Executive Director Dawn Ewing: drdawn@drdawn.net or 281-651-1745 (tel/fax).

APPLICATION FOR EXHIBITORS

Company _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Website _____

Contact person _____

Email _____

Exhibitor name _____

Exhibitor name _____

**On a separate page, please give a brief description
of your company and its products, devices or services.**

Payment type (check one) MC ___ VISA ___ AMEX ___ Check ___

Credit card number _____

Expiration Date _____ Security code _____

Quantity		Cost
	Standard booth	\$700
	Double booth	\$1200
	Extra staff at booth (include names with others above)	\$150 per person
	Meal plan	\$280 per person
	Lunch & Learn Table (Circle one: Friday, Saturday, both)	\$350
	Saturday night dinner/dance	\$80 per person
	Absentee vendor	\$300
	TOTAL	

Lunch & Learn topic _____

Lunch & Learn speaker _____