

# IHC Vendor Form



## 2024 IHC ANNUAL FORUM EXHIBITION HALL INFORMATION

### Location

The Meadows Events & Conference Center  
1 Prairie Meadows Dr  
Altoona, IA 50009

### Vendor Fees

- + \$400
- + \$250 (Non Profit Organization)

### Payment Information

An invoice will be emailed to the primary contact provided on this form. Payment options will be included on the invoice.

### Booth Details

- + Each vendor will receive a
  - + 8' table with cloth and skirt
  - + 10' x 10' of 8' tall black pipe & drape
  - + 2 chairs
  - + Wastebasket
  - + Name badge
  - + Access to one (1) 110-volt electric outlet
  - + Booth signage
  - + Meals provide for 2 booth staff
- + Banners, signs, pictures, notices, or advertisements may only be placed in locations, and by methods approved in advance by The Meadows Events & Conference Center. No signage, banners, posters, playbills, or any other items can be taped, stapled, or affixed to any surface in the building. We require posters be mounted and displayed on easels and/or individual holders. Handwritten signs are prohibited.
- + The method and location of decor installations must be approved in advance by the Meadows Events & Conference Center's management. Arrangements for floral centerpieces, special props, and entertainment may be made through your event coordinator. All decorations must meet the approval of The Meadows Events & Conference Center's management and be in accordance with the Altoona Fire Department rules and regulations.
- + The Meadows Events & Conference Center will not permit the affixing of any items to the walls or ceilings of rooms. Any violation of the guidelines may result in additional fees being charged. The following is a list of guidelines:
  - + Candles or any apparatus with an open flame is prohibited.
  - + No one may tape, nail, tack, or otherwise fasten decorations of any kind to ceilings, doors, painted surfaces, columns, walls, or windows.
  - + Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, or lighting systems.
  - + All decorating materials must be constructed of flameproof material or be treated with an approved fire-retardant solution.
  - + No one may use or distribute duct tape, adhesive-backed decals, or stickers anywhere on the premises.
  - + No alcohol will be allowed on the premises during the designated conference hours
  - + Glitter and confetti materials may not be used in any area of the building.
  - + If helium balloons become detached from a display, a labor cost to retrieve the balloons will be charged. Distribution of individual helium balloons in the Meadows Events & Conference Center is not allowed. For safety reasons, compressed gas

cylinders used to inflate balloons must be properly secured to prevent toppling and be removed from public space before guests enter.

- + The client will be responsible for removal and clean-up of any plants, hay, or similar materials used for decorating purposes.

## Telephones and Internet

- + Telephone lines, phones, and hard-wired internet access are not available during this event.
- + Wireless internet access is available free of charge in the Meadows Events & Conference Center area of the facility. If your company is denying remote access from public Networks, you will not be able to connect to your work network using VPN, Citrix, VMWare or any other Remote Access tool. The free wireless internet service provides unencrypted wireless access to the Internet, and you are responsible for the security of your system.

By using this service, vendors agree that their activities shall not:

- + Infringe on any third party's copyright, patent, trademark, intellectual property, trade secret, or other proprietary rights.
- + Introduce any viruses, Trojan horses, worms, time bombs, or other computer programming routines that may damage, interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.
- + Create any liability for the Meadows Events & Conference Center
- + Violate any law, statute, or regulation or involve any attempt to access data which you are not authorized.
- + Be defamatory, trade or download libelous, threatening, harassing, obscene, or pornographic materials.

## Network and Internet Connections

- + Client may not attach any hardware or software to any networking or internet access services provided by the Meadows Events & Conference Center, or allow its attendees to do so, other than hardware and software approved by the Meadows Events & Conference Center or end user equipment (such as laptops and mobile phones but excluding routers or networking equipment) owned by attendees that agree to any applicable terms of use required to access the services. If the client is permitted by the Meadows Events & Conference Center to attach a router or other wireless networking equipment to the Meadows Events & Conference Center network, it shall not use a network identifier (i.e., a Service Set Identifier or SSID) that contains the Meadows Events & Conference Center name without approval from the Meadows Events & Conference Center, or other name to which the Meadows Events & Conference Center reasonably objects. The Meadows Events & Conference Center may require client or its attendees to remove any hardware or software from the Meadows Events & Conference Center's network or otherwise prevent hardware or software from connecting to the Meadows Events & Conference Center's network without notice and without refund.

## Cancellation/Liability

- + Full payment must be received 12 weeks prior to event. All cancellations must be received in writing via e-mail to [rizzoq@ihconline.org](mailto:rizzoq@ihconline.org) (e-mail). If cancellation is received 12 weeks or

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more prior to the event, a full refund will be made minus a processing fee of 25%. No refund will be made for cancellations received 12 or fewer weeks prior to event.

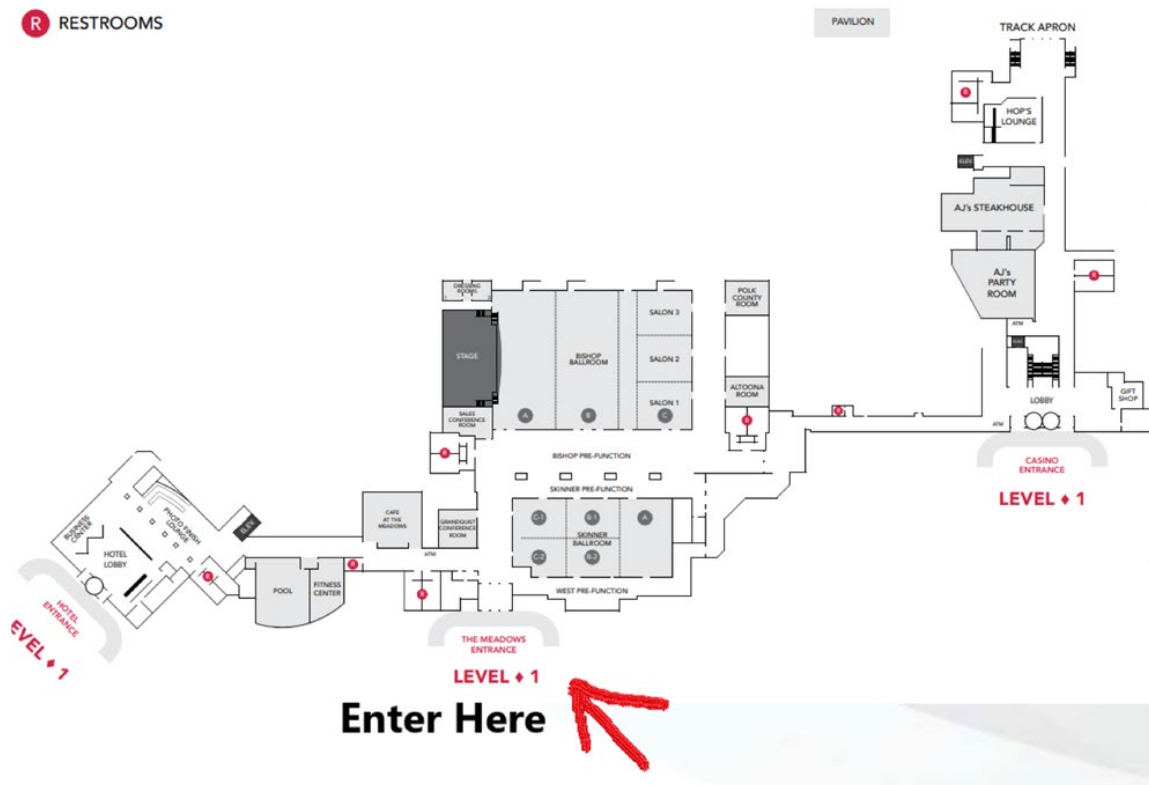
## Security

- + IHC cannot guarantee against loss, fire and damage. IHC's insurance policies do not provide coverage for exhibitor's protection. Exhibitors are responsible for their own property through insurance or self-insurance.

## Damages

- + The client is responsible for any damage done to the function room, complimentary decor items, or any other part of the facility by the client, his/her guests, invitees, employees, independent contractors, or other agents under client's control except normal wear and tear. The Meadows Events & Conference Center's representatives and client should inspect all rented space prior to event and at the conclusion to determine existing conditions. You will be informed of any damages after your event with a written report and photographs. The vendor will be responsible for leaving all utilized areas of the Meadows Events & Conference Center in the same condition as were noted at move in, less normal wear and tear.

## Venue Map



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## ADA Policy

- + IHC does not discriminate in its educational programs on the basis of race, religion, color, sex or handicap. IHC wishes to ensure no individual with a disability is excluded, denied services or segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services. If you need any of the auxiliary aids or services identified in the Americans with Disabilities Act in order to attend this program, please call 515-288-1955, fax 515-283-9366 or write to the Department of Education at IHC.
- + Should the premises in which the IHC meeting is to be held become, in the sole judgment of IHC, unfit for occupancy, or should the meeting be materially interfered with for any reason subject to the discretion of IHC, the agreement for exhibit space may be terminated. IHC will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release IHC from all claims and damages and agree that IHC shall have no obligation except to refund the exhibitors prorated share of the agreeable amounts received by IHC as rental fees for table tops after deducting all costs and expenses in connection with such exhibits, including reasonable reserve for claims.
- + IHC shall not be responsible to exhibitors for damages, losses and/or claims from any cause whatsoever that may arise from exhibitor's participation. Exhibitors assume the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, injury to a person or other property brought upon the premises of the conference/trade show location and shall indemnify and hold harmless IHC employees from any and all such losses, damages and claims. Exhibitors are required to carry insurance to cover against damage and loss of exhibit materials and liability insurance against injury to person and property of others, IHC may ask for Proof of Insurance.
- + IHC reserves the right to make changes to this agreement. Any matters not specifically covered herein are subject to decision by IHC. IHC reserves the right to make such changes, amendments and additions to this agreement as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of any such changes. If an exhibitor does not follow the rules and regulations set forth by IHC, then this agreement may be terminated, with the exhibitor forfeiting fees paid, regardless of whether or not space is reassigned by IHC. IHC reserves the right to cancel the event and tradeshow for any reason, full refunds would be issued in such event.

## Agreement

The undersigned agrees to abide by the conditions and terms listed above for exhibitor space at this Iowa Healthcare Collaborative sponsored meeting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Submission and Questions

Please submit your form to the IHC education coordinator, Amber Rizzo at [rizzo@ihconline.org](mailto:rizzo@ihconline.org) (e-mail). If you have any questions regarding your sponsorship, please reach out to Amber Rizzo as well.

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## **PRIMARY CONTACT INFORMATION (Vendor Participant 1)**

*(Please print clearly and legibly or type information below)*

- \$400
- \$250

Company Name (As it is to appear in the Program Agenda):

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Primary Contact Name/Title (All future correspondence will be sent to this person):

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email (required): \_\_\_\_\_

Dietary Restrictions (if any): \_\_\_\_\_

## **SECONDARY CONTACT INFORMATION (Vendor Participant 2)**

*(Please print clearly and legibly or type information below)*

Secondary Contact Name/Title (All future correspondence will be sent to this person):

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email (required): \_\_\_\_\_

Dietary Restrictions (if any): \_\_\_\_\_