The 15th Annual International Meeting on Simulation in Healthcare
Exhibitor Prospectus Sponsorship Application

January 10-14, 2015

Ernest N. Morial Convention Center
900 Convention Center Boulevard
New Orleans, LA 70130
http://www.mccno.com/

presented by
The Society for Simulation in Healthcare
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INTRODUCTION

January 10-14, 2015

The INTERNATIONAL MEETING ON SIMULATION IN HEALTHCARE (IMSH) is the world's largest conference dedicated to healthcare simulation learning, research and scholarship. Celebrating its 15th Anniversary, the program consists of 300 sessions in various formats, from large plenary sessions to small, interactive immersive courses.

With a steady increase in attendance over the last several years, the IMSH meeting is the educational and networking event for the simulation world. IMSH is one of the fastest growing and comprehensive meetings in the rapidly evolving field of simulation.

Reach a diverse audience of physicians, nurses, educators, administrators, center operations directors, technology specialists, and other health care providers involved in medical simulation using mannequin and computer based simulation, virtual reality, standardized patients and task trainers. For companies and organizations marketing to or providing products and services to the field of simulation, the IMSH meeting provides unparalleled opportunities to position your organization and showcase your products and services with the leaders in the field of healthcare simulation. In this increasingly competitive market, gaining visibility and meeting with over 3,000 key decision makers from around the world is an opportunity you cannot afford to miss.

Schedule allows dedicated times for the important interaction between exhibitors and simulation professionals - 20.5 total exhibit hours.

Don't delay - submit your application via fax, email or mail. Space assignments for applications received by September 8, 2014 will be based on Priority Points.

IMSH BY THE NUMBERS

2933 ATTENDEES
325 COURSES
750 FACULTY
98 EXHIBITORS
56 COUNTRIES AMONG ATTENDEES
13 COUNTRIES AMONG EXHIBITORS

IMSH attendees are comprised of physicians, nurses, technicians and administrator involved in healthcare simulation education, research and practice. They represent a broad range of specialties and attend IMSH for interdisciplinary education and networking. IMSH is the place to meet this unique group in the growing field of healthcare simulation.
MEETING CONVENER
Society for Simulation in Healthcare
214 North Hale Street
Wheaton, IL 60187
www.ssih.org

CONVENTION FACILITY
Ernest N. Morial Convention Center
900 Convention Center Boulevard
New Orleans, LA 70130
http://www.mccno.com/

EXHIBITOR SERVICES AND OFFICIAL DECORATOR
Brede/Allied Convention Services
2502 Lake Orange Drive
Orlando, FL 32837
P. 407.851.0261   F. 407.859.3904

EXHIBIT DATES AND HOURS
Sunday, January 11: 3:30pm-7:30pm
Exhibit Hall Opening Reception 6:30pm-7:30pm followed by Get-Acquainted “Simulation Celebration”
Party 7:30pm – 9:30pm

Monday, January 12: 9:00am-7:30pm
• Monday - Hall will close 1:30pm and reopen at 4:30pm
• NEW: Industry Partner Reception 6:00pm – 7:30pm

Tuesday, January 13: 9:00am-2:00pm

ATTENDEE BREAKS, LUNCHES & RECEPTIONS IN EXHIBIT HALL
Sunday Exhibit Hall Opening Reception 6:30pm-7:30pm
Monday Hosted lunch 11:30am-1:30pm &
Monday Industry Partner Reception 6:00pm-7:30pm
Tuesday Hosted lunch 11:30am-1:30pm

EXHIBIT INSTALLATION, DISMANTLE DATES AND HOURS
Installation:
Friday, January 9: 8:00am- 5:00pm
Saturday, January 10: 8:00am-5:00pm
Sunday, January 11: 8:00am-3:00pm
All exhibit materials must be in booths no later than 1:00pm Sunday, and set up by 3:00pm to allow
for final exhibit hall preparation prior to the Grand Opening at 3:30pm.

Dismantle:
Tuesday, January 13: 2:00pm-8:00pm
Wednesday, January 14: 8:00am-12:00pm

Questions? Call 651.788.7818
EXHIBIT SPACE FEES / FLOOR PLANS, BOOTHS SIZES, CONFIGURATIONS AND REQUIREMENTS

This Prospectus includes a preliminary floor plan, which is the first of several floor plans to be posted prior to IMSH. A floor plan showing your location will be included with the space assignment notification in September, as well as other notifications during the year. Floor plans can change due to new space assignments, increases/ reductions in space, or reconfiguration deemed necessary by IMSH.

Current floor plan is available at http://www.ssih.org/Events/IMSH-2015/Industry

RATES
Premium Plus - $48.00 per square foot
Premium Location - $42.00 per square foot
Choice Location - $41.00 per square foot
Standard Location - $39.00 per square foot
Educational Booth - $900 each – limit one (1) booth at this reduced rate.

Applications Deadline
9/17/2014 – 50% Deposit due
10/31/2014 - All funds due

CANCELLATION AND/OR REDUCTION OF SPACE
Cancellation of booth space or sponsorships, or requests for reduction of space must be made in writing.

The following cancellation fees apply for written requests received:
• Before December 1: $100 administrative fee
• December 2 – December 14, 2014: 25% of booth fee
• December 15 – December 28, 2014: 50% of booth fee
• December 29 - January 8, 2015: 100% of booth fee

Exhibitor Badges
• Five (5) Exhibitor Hall Badges for each 10x10 booth unit up to a MAXIMUM of 30 badges.
• Educational Booths are limited to two (2) Exhibitor Hall Badges.
• Additional hall badges are $395.00. There is no limit to number of additional hall badges at the rate of $395.00.

PAYMENT TERMS
Do not send payment with your application. Exhibitors and supporters will be sent an electronic invoice from the SSH Business Office which will include detailed instructions on how to forward payment. Once space is assigned, invoices will be sent for balances due and payment will be due 30 days from invoice date. Exhibitors will be invoiced for full payment on applications received after October 31, 2014. Exhibitors with balance due accounts will not be allowed to install their exhibits until account is paid in full.
EXHIBIT SPACE RENTAL INCLUDES

- 8' high draped back wall and 36" side drape (in-line booths)
- 7"x44" booth identification sign with company name and booth numbers (in-line booth)
- Five (5) complimentary exhibitor badges per 10'x10' booth, up to a maximum of 30 complimentary badges
- Sunday Opening Reception, Monday and Tuesday hosted exhibit hall lunches, Monday Industry Partner Reception
- Admission to Plenary Sessions. Entry permitted by badge only. All other courses require conference registration.
- Complimentary pre-meeting and post-meeting attendee mailing lists. **PLEASE NOTE:** Exhibitors who are also SSH Members are **not** allowed to use their SSH membership to obtain email or phone records to solicit members.
- Publication of company name, address, phone/fax numbers, email, website, company description
- Company listing with link to company website in online exhibitor directory at the IMSH meeting website - [http://www.ssih.org/Events/IMSH-2015/Industry](http://www.ssih.org/Events/IMSH-2015/Industry) available approximately 10 weeks pre meeting and nine months post meeting.

ELIGIBILITY TO EXHIBIT

All products and services exhibited must be directly related to the advancement, study and education of simulation of the IMSH professional attendees. IMSH has the right to decline exhibit applications and/or withhold approval of exhibitor’s products and services that in its judgment do not further said advancement, study and education needs of its members and attendees. At the request of the IMSH, an exhibitor shall remove any product or service included in the display for which approval has not been given.

As a condition of exhibiting, and when applying for space, the exhibitor agrees to adhere to all conditions and regulations outlined. Exhibitors or their representatives who conduct themselves in an unprofessional manner may be dismissed from the exhibition without refund or appeal. IMSH reserves the right to amend any and all rules and regulations at any time. It is the responsibility of the exhibitor to see that all exhibit personnel are aware of and adhere to these rules, regulations, policies and procedures.

NEW: PRIORITY POINTS SYSTEM AND LIVE BOOTH REQUEST SYSTEM

A Priority Point System is used to assign exhibit space for companies that request their booth(s) using the live interactive booth reservation system on or before September 8, 2014. Booth requests received after that date will be assigned to the remaining space if any, in the order of date received. **NOTE:** All exhibitors must request space through the Live Booth Request System. No paper applications will be accepted.

Priority Points recognize our loyal exhibitors. Exhibitors receive one point for each 10x10 space occupied and 5 points for each consecutive year exhibiting at IMSH. An exhibitor loses the consecutive years points if there is a lapse in attendance but always retains points acquired in prior years from space occupied points. Additional points are given to Corporate Council members, for exhibiting at the Asia Pacific Meeting on Simulation in Healthcare (APMSH) and for sponsorship dollars committed to IMSH.

To be assigned exhibit space via the Priority Point System, the Request for Booth Space must be completed on or before **September 8, 2014.** As a benefit of their Corporate Council membership,
Council members are given priority to requesting their space. For information on becoming a Corporate Council member, visit the website at: www.ssih.org/About-SSH/Corporate-Industry

Many companies have accumulated points for several years; therefore, it is unlikely that a relatively new exhibiting company would be able to obtain a booth near the entrance(s) to the Exhibit Hall or in a corner location. All requests for space must provide three possible locations.

No exhibit space will be assigned until after the September 8, 2014 cutoff for Priority Point accrual. After September 8, remaining space will be assigned on a 'first-come, first-served' basis to additional exhibitors. Contracts are accepted until all exhibit space is sold.

While every effort is made to assign booths in accordance with exhibitor's preference, no guarantee can be made as assignments depend on Priority Points, location of exhibitors, and other requests. If the requested space(s) are no longer available at the time of assignment, the best space will be assigned. Please keep in mind there are many companies applying for the same space. When noting your preferred booth location, do not concentrate all your choices in one area. Current floor plan will be available at http://www.ssih.org/Events/IMSH-2015/Industry after September 8, 2014.

IMSH reserves the right to make adjustments to the floor plan and/or reassign an exhibitor's location as deemed necessary for the overall benefit of the exhibition and safety issues. Affected exhibitors will be consulted in such situations; however, decision of the IMSH will be final.

PLEASE NOTE Receipt of your Exhibitor Application does not guarantee the assignment of exhibit space. If IMSH chooses not to or cannot assign your organization a space, a full refund of the deposit will be provided.

Sharing / Subletting Space
No part of any space assigned to an exhibitor may be reassigned, sublet or shared with another party. Exhibitors may display only those products or services that they manufacture or regularly distribute. This information must be included on the application/contract for exhibit pace. Sharing of exhibit space is permitted only for divisions of the same company.

Mergers and Acquisitions
Companies that have merged with, been purchased by, or have purchased another company, may use the exhibit priority points from either company alone, whichever is more favorable, but not the combined points of both companies.

IMSH should be notified in writing that the acquisition or merger between companies has been completed and the date of completion. Companies will be required to select one company name to be used for all printed materials (badges, final program, etc.).

Competitors
A request to avoid competitors may affect booth space selection. For example, if the first choice in booth space located near a competitor already assigned, the next available space will be assigned. If more competitors are listed, more possible assignments may be affected.

No Show Exhibitors
Exhibiting companies that reserve exhibit space and do not provide IMSH with written notice of their inability to exhibit by January 8, 2015, will forfeit their exhibit fees and will still be responsible for paying any unpaid balance due of their exhibit fees. Said forfeited space may be resold or
reassigned by IMSH without obligation to refund any exhibit fees or to assign the exhibitor to another space.

EXHIBITOR REGISTRATION
Each exhibiting company is entitled to five (5) badges per 10’x10’ space for exhibit booth personnel to a maximum of 30 badges. Exhibitor badges allow admittance into sessions on a space-available basis, but exhibit company personnel are not entitled to CME or CEU credit with these badges. Exhibit company personnel who wish to accrue CME or CEU credit must register in full as a meeting participant and pay the appropriate registration fee.

Exhibitors’ badges are not to be issued to individuals who wish to gain admittance for purpose of contacting other exhibitors. These individuals must register for paid Exhibit Hall Access Passes. Exhibitor badges are not to be defaced by inserting business cards into the badge holders. False certification of any individual as an exhibitor’s representative, misuse of exhibitors’ badges or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor are prohibited. These actions will result in expelling the exhibitor and his or her representatives from the exhibit hall, or removing exhibitor’s exhibit from the floor, or both, without obligation on the part of IMSH for refund of any fees. Exhibitors in violation may be assessed priority points for violation of this policy.

Registration instructions for Booth Personnel and for full registrations will be provided to exhibitors with booth confirmations.

EXHIBITOR SERVICES
The official general services contractor is Brede/Allied Convention Services. The online Exhibitor Services Kit containing information for ordering services such as labor, shipping and material handling, furnishings, utilities and other services will be available on or about September 17, 2014. Each exhibitor will receive login and password instructions once the Exhibitor Service Kit available.

Service Desk
The Brede/Allied Exhibitor Service Desk will be open during the regular installation and dismantling hours and throughout the exhibition. Requirements for on-site exhibitor services such as decorating, electrical, materials handling and labor, shipping, floral and audio-visual may be ordered or adjusted at the Brede/Allied Exhibitor Services Desk.

HOTEL ACCOMMODATIONS
SSH and NXG Events (Next Generation Events - the official housing company of IMSH) have secured exclusive discounted hotel room rates for IMSH exhibitors and attendees. Following receipt of Exhibit Application and Contract for Space, exhibitors will be contacted by Priscilla Lee of NXG to secure hotel rooms and will be provided with the link to secure the specially negotiated conference rates. Exhibitors making hotel reservations must use the link for exhibitor representative reservations to obtain the special conference rate.

All reservations must be made through NXG. Hotels will not accept direct reservations. Reservation requests are processed on a first come, first served basis and rooms will be available at the discounted group rates until December 31, 2014.
**CAUTION** Only NXG is authorized to book hotel rooms on behalf of IMSH. Do not provide any information or payment to any other company posing as a representative of IMSH. Doing so could result in not having any rooms when you arrive in New Orleans or losing significant funds as a result.

**HOSPITALITY AND ANCILLARY EVENTS**

All meetings, events, focus groups, alumni events, company staff meetings, and/or other types of functions held in conjunction with the IMSH annual meeting by exhibiting companies, whether at IMSH meeting facilities or at outside venues must be approved by SSH.

Requests for such meeting space must be submitted to Judy Larson at jlarson@ssih.org.

Information on when such events will be allowed will be provided to requesting company. Once approved, your company will work directly with the IMSH meeting facilities or outside venue staff to arrange for event, including set up, food/beverage, audiovisual equipment, etc. Promotion of events open to all attendees, any space rental fees, food/beverage and all costs, etc., will be your company’s sole responsibility.

To ensure listing in Official Program, apply to exhibit no later than December 1, 2014.
IMSH POLICIES, PROCEDURES AND INFORMATION

Objective: The purpose of our policies and procedures is to provide a professional and educational environment, in which the exhibitor can demonstrate, and attendees can view, products and services that improve the quality of patient care. These policies and procedures, along with the application for exhibit space, are an integral and binding part of your contract with the Society for Simulation in Healthcare (SSH) and are designed to be implemented in a fair, effective and equitable manner. Our detailed policies and procedures are found below.

BOOTH CONFIGURATIONS AND POLICIES

These requirements are intended to create and maintain an open atmosphere on the exhibit floor. To accomplish this goal, 100% occupancy of allowed space is not permitted. In designing booths, good judgment for neighboring exhibitors and attendees should be considered.

- All exhibits must conform to and enhance the professional and educational atmosphere of the meeting.
- All booths must be carpeted. The exhibit hall in the Ernest N. Morial Convention Center is not carpeted. Cost of the required carpet for the exhibit space is the responsibility of the exhibitor. Aisle carpet will be provided by IMSH.
- Exhibitor space furnishings such as tables, chairs, carpeting, as well as labor, electrical, telephone, internet and other services will be at the expense of the exhibitor.
- Exposed part of any display must be finished.
- Exhibits must render a safe assembly during installation, dismantling and exhibition periods.
- Materials used in the exhibit and in the exhibit hall must be flame retardant in accordance with the New Orleans City Fire Ordinances.
- Electrical equipment and any display components must conform to the New Orleans City Electrical Code.
- Exhibitors are responsible for compliance with the Americans with Disabilities Act (ADA) within their booth and assigned space.

Hanging Signs

- Maximum height of hanging signs for island booths greater than 600 square feet is 24' from top of the sign to the floor.
- For booths 600 square feet or less the maximum height is 18'. In-line and corner exhibits may NOT hang signs.
- Renderings of all hanging signs must be submitted for approval to SSH Director of Meetings & Exhibits no later than December 1, 2014.
- Installation of all hanging signs must be arranged through the official rigging company using the order form in the Exhibitor Service Kit.
- Outside rigging companies will not be allowed access to rigging points inside the Ernest N. Morial Convention Center.

Linear (In-Line)

- Exhibits (10’x10’ or multiples thereof) and Corner Booths.
- Minimum space is 10’x10’.
- Back of the basic exhibit space is restricted to a height of 8’, including signage.
- Hanging signage is NOT permitted in Linear or Corner Booths.
- The front one-half of the rented space may be occupied from the floor up to a height of 4’, with the exception of equipment that may exceed the 4’ height limit, but may not be higher than 8’ and must be positioned that the view or sight lines of adjacent exhibits are not blocked or compromised. Exhibit designs...
varying from this requirement are required to rent a 20’x20’ space to accommodate the height and floor space in said design.

- Where an unfinished portion of an exhibit is exposed, the offending surface must be made presentable.

**End Cap/Peninsula Booths**

- This booth configuration is 10’x20’.
- Specified peninsula / end cap booths have been pre-identified on floor plan and are back to back with another peninsula / end cap booth. This requirement addresses the issue and concern of blocking views and sight lines of neighboring exhibits.
- All requests for peninsula / end cap booths will be assigned in pre-determined locations.
- These booths, by virtual of the special design, will no longer be restricted to a specific setback and will be allowed to use the full 10’x20’ space, providing more square footage dedicated to actual exhibit space and providing more of an island experience. Exhibit designs varying from this requirement are required to rent a 20’x20’ space to accommodate the height and floor space in said design.
- **NOTE** Peninsula/End Caps will be assigned only in the predetermined locations - no other booths will be adjusted to accommodate a request for a peninsula / end cap booth. **NO EXCEPTIONS.**

**Island Booths**

- Booth is exposed to aisles on all four sides and is 20’x20’ or larger.
- The maximum height limit for island booths greater than 600 square feet is 24’ including signage.
- Island booth 600 square feet or less have an 18’ maximum height allowance including signage.
- All booths must comply with height restrictions at their specific location on the floor.
- Elevation and overview drawings, either concept or construction, indicating all dimensions, must be submitted to IMSH for approval no later than Friday, December 1, 2014. Drawings must be submitted even though they were approved in previous years.
- No pipe and drape is provided for island booths.

**Educational/Non-Profit Booths**

Discounted booth space is limited to non-commercial, educational organizations and simulation centers. U.S. organizations must be designated by the IRS as having 501(c)3 status. Each institution is limited to one 10’X10’ booth at this reduced price. Organizations located outside the United States must have comparable designation. Governmental organization may also qualify for one booth at this discounted booth rate. Educational/Non-Profit booth space is limited and will be assigned on a first come/first served basis. IMSH reserves the right to assign discounted booths to specific areas to best accommodate the exhibit hall.

**Exhibitor Identification**

Exhibitor identification in all IMSH publications, signs and booth graphics must be the one company name submitted on the Exhibit Application & Contract. Use of IMSH or SSH logo may not be used without express written consent of SSH.

**Installation & Dismantling**

Exhibit space will not be released to the exhibitor until all conditions as set forth in these policies and procedures are satisfied.

*All exhibit materials must be unpacked and in the booth no later than 1:00 pm Sunday, January 11* to permit removal of empty cartons from exhibit area. Any exhibit not unpacked by this time will be placed in the booth and uncrated at exhibitor’s expense.
Exhibits cannot be dismantled or torn down prior to the close of the hall on Tuesday, January 13. Tear down will begin promptly at 2:00 pm.

All materials not packed and removed by 12:00 pm (noon), Wednesday, January 14 will be removed and shipped by the decorator and costs assessed to the exhibitor.

All space occupied by an exhibit must be surrendered in the same condition as it was at the commencement of occupation. Exhibitors are responsible for removal of excess debris, bulk quantities of printed material, floor covering, and any items other than those than can be easily swept up. SSH will bill exhibitors for additional clean-up charges incurred by IMSH as a result of failure of such exhibitors to properly clean their exhibit space prior to and at the conclusion of the exhibition.

Each Exhibitor must name at least one person to be its representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor shall be responsible.

Neither the management of the host facility nor SSH/IMSH shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitor shall lease booth(s) at own sole risk. Neither the management of the host facility, SSH/IMSH nor any of their agents, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees.

The exhibitor shall be liable to the host facility and/or SSH/IMSH for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor. Exhibitors must, at their own expense, maintain and keep booths and exhibits in clean and good order. Exhibitors and their designated agents shall be responsible for the cost of removing any excess waste, as deemed by Ernest N. Morial Convention Center or by SSH/IMSH, at prevailing rate charged to IMSH.

Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless SSH/IMSH, the host facility, their officers, employees, and agents against all claims, losses and damages to persons, property, governmental charges or fines, and attorney’s fees arising out of or caused by exhibitor’s installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas.

Exhibitor acknowledges that SSH/IMSH does not maintain and is not responsible for obtaining insurance covering exhibitor’s property. Exhibitors are advised to obtain business interruption and property damage and loss insurance, including fire and theft insurance, if so desired, at their own expense.

No one under the age of 16 will be allowed in the Exhibit Hall unless accompanied by an adult and no one under the age of 16 will allowed in the Exhibit Hall at any time during installation or dismantle.

IMSH must approve requests for any distribution of food and beverages that may impede the event during exhibit hours, to include but not limited to distribution of popcorn, excessively aromatic food/beverage, and inappropriate alcoholic beverages. If you wish to have a bar at your booth location, it must be located within your booth space and not located in the aisles. Exhibitors who wish to serve popcorn will be required to order daily vacuuming through the service provider. Due to food safety regulations, all food and beverage must be ordered through the official and exclusive
caterer of Ernest N. Morial Convention Center. A “Booth Catering” form will be provided in the Exhibitor Service Kit. These rules will be strictly enforced.

IMSH will employ reputable guards during the course of the Exposition and provide peripheral 24-hour security only. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. SSH/IMSH, Brede/Allied Convention Services, or the owners or lessors of the exhibit premises will not assume any responsibility for exhibitors’ personal property. It is suggested that the Exhibitor insure its property against loss and theft. Forms for individual security will be provided in the Exhibitor Service Kit.

Each exhibiting company bringing equipment from outside the United States is responsible for ensuring that all equipment and display items have the necessary documents to meet the Rules and Regulations of U.S. Customs and procedures for admission into the USA. Neither SSH/IMSH nor their sub-contractors will be held responsible for any errors or omissions or be held liable by the Exhibiting Company in the event that Authorities raise any questions regarding the Entry Forms.

Federal, State and City Laws must be strictly observed. Booth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Crowding will be restricted. Exhibits cannot block aisles and fire exits.

Exhibitors must comply with all laws, rules, regulations and ordinances in force. If an exhibit or exhibitor is ejected for violation of these rules, regulations or ordinances, no refund of booth or rental fees will be issued.

Smoking is prohibited in all meeting rooms, exhibit halls and public space (including loading docks) of Ernest N. Morial Convention Center by the City of New Orleans ordinances.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitors appointing an Exhibitor Appointed Contractor (EAC) for installing and dismantling services for their booth are required to complete and submit the EAC Notification Form that will be included in the Exhibitor Service Kit. This will allow use the union decorating contractor of choice for display installation and dismantling labor and will allow Brede/Allied to communicate important information directly to your appointed contractor. All EACs must not interfere with or prejudice the orderly setup, interim services, or dismantling of the exhibition. All EACs shall abide by the IMSH policies and procedures. Any violation may, at the discretion of IMSH, result in EAC’s removal from exhibit floor. All agents or representatives of an exhibitor performing services at Ernest N. Morial Convention Center directly for an exhibitor and who are not the exhibitor’s employees must provide IMSH with original certificate of insurance. Admission to exhibit hall to provide service will be denied until such proof of insurance is provided.

Use of Space

Hours: Booth must be manned at all times during official exhibit times. Each representative of an exhibiting company use have an official IMSH exhibitor badge to enter exhibit area and must wear the name badge at all times while in the exhibit area. Exhibit badge allocations are detailed under Exhibit Rates in this document.

Storage: Nothing may be stored behind booths or back wall drapes. All exhibits are subject to inspection by IMSH and the Fire Marshall during setup and throughout the show to ensure that these areas are kept free of materials. Adherence to all fire and safety regulations is mandatory.
Demonstrations: Demonstrations must be contained within the booth space. If booth visitors/spectators overflow into the aisles or adjacent booths, or otherwise impede normal traffic flow, IMSH has the right to limit, discontinue or move the demonstration area causing the problem.

Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Canvassing, "suit casing", or distributing of materials in aisles and meeting area of convention center is strictly prohibited.

Prizes, awards, drawings, raffles, lotteries, or contests of any kind must have prior written approval from IMSH. A form will be included in the Exhibitor Service Kit to facilitate request.

Sound Devices
Sound of any kind must not be projected outside the confines of the exhibit booth. If the nature of the equipment or booth demonstration to be displayed is such that a loud noise is part of the performance, the SSH Director of Meetings & Exhibits must be informed. Mechanical or electrical devices, which produce sound, must be operated so as not to prove disturbing to other exhibitors.

Management reserves the right to determine the acceptable sound level in all instances. This will be strictly enforced.

Photography/Camera/Recording Equipment
Exhibitors are allowed to photograph, videotape or mechanically record their company's booth during regular floor access hours. This must be done without the use of electrical lighting. Exhibitors are allowed to have independent film crews videotape their booth under the same guidelines and restrictions contained in this section. Videotaping and photography are permitted Sunday through Tuesday only and must be arranged 30 days in advance and approved by SSH Director of Meetings & Exhibits. Exhibitors are asked to refrain from photographing, videotaping or mechanically recording if such activity interferes with setup, show activities or teardown.

Each exhibitor has control over the space it has rented and may prevent others (including other exhibitors) from gaining access to, photographing, videotaping or otherwise mechanically recording its exhibit or presentations from within its space. Contact an SSH staff member or notify the IMSH Exhibitor Service Desk if you experience problems with another exhibitor photographing or videotaping your exhibit (if possible, photograph or videotape the inappropriate activity for proof and ease of reference).

Penalties for Unauthorized Use of Cameras
1st Violation: Confiscation of film/digital disk, camera or both. Deduction of 25% total Priority Points associated with future meeting participation.

• 2nd Violation: Confiscation of film/digital disk, camera or both. Deduction of 50% total Priority Points associated with future meeting participation, and person taking unauthorized pictures will be removed from the show floor.

Suitcasing / Outboarding
IMSH considers the practice of “suitcasing” and/or “outboarding” to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who go to expos as attendees but “work the aisles” from their suitcase (briefcase), soliciting business from other attendees and exhibitors.
Outboarding refers to non-exhibiting or non-sponsoring companies that set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants and encourage attendees to leave the exhibit floor and spend time with them.

To preserve the integrity of the IMSH Exhibition, the only legitimate place to conduct business during expo hours is within a contracted exhibit space on the exhibit floor. Only official contracted exhibitors and sponsors are allowed to conduct other hospitality events during non-expo hours. All violations will be subject to penalties and sanctions against the violating company or persons. Exhibiting companies are encouraged to protect their investment and report any violations to the SSH Director of Meetings and Exhibits.

**MAILING LISTS**
Exhibitors who have contracted and paid for the current year will be emailed a pre and/or post IMSH mail list for no charge. This mailing list (includes no phone, fax or email information) and is for a one-time use only. Pre-IMSH list will be available December 1 and post-IMSH list by February 9, 2015. **PLEASE NOTE:** Exhibitors who are also SSH Members are not allowed to use their SSH membership to obtain email or phone records to solicit members.

All exhibit matters and questions not covered by these policies and procedures are subject to the decision of IMSH. These policies and procedures may be amended at any time by IMSH, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these policies and procedures, a written notice will be given by IMSH to exhibitor who may be affected.

**FREQUENTLY ASKED QUESTIONS**
*Will my booth be furnished?* Booths are not furnished. Order information will be provided in the Exhibitor Service Kit provided by Brede/Allied Exposition Services. The kit will be available online first part of September.

*Who do I contact to get furniture for my booth?* Furniture and carpet can be arranged by Brede/Allied Exposition Services.

*Does electricity come with my booth?* No. You will need to order electricity separately and information will be found in the Exhibitor Services Kit.

*Do I have to order carpet?* Yes, carpet for the exhibit space is mandatory and at the cost of the exhibitor. Aisle carpet will be provided by IMSH.

*Where do I ship my booth materials?* Specific and detailed shipping information will be in the Exhibitor Service Kit.

*I am unable to stay for the full exhibition. What is IMSH’s policy on early break-down?* Our policy is simple: we don’t allow early breakdowns. Reasons are it is a safety issue with attendees and other exhibitors moving about. Also, attendees have paid a conference registration fee that includes access to the exhibit hall. We want to ensure their experience is a positive one. Additionally, it’s unprofessional to your fellow exhibitors to leave an empty space in the middle of the row. Should an emergency arise that forces you to leave early, speak directly with the SSH Director of Meetings & Exhibits on site. Arrangements can be made for your exhibit to be dismantled and shipped to your destination upon close of the exhibit hall. There will be a charge for this service.
I have customers and colleagues in the area that would like to stop by my booth while we are in New Orleans. Do they need to buy a conference registration? Guests who want only to view the exhibits may register onsite for daily Exhibits Only Registration at a fee of $225, which includes the exhibit hall lunch.

**How many exhibitor personnel can I have in my booth?**

- Five (5) Exhibitor Badges for each 10x10 booth unit up to a **MAXIMUM** of 30 badges. Additional hall badges are $395.00. There is no limit to number of additional hall badges at the rate of $395.00.
- Educational Booths are limited to two (2) Exhibitor Hall Badges.
- Exhibitor registration does not include the conference. Your exhibitor booth manager will be able to register your booth staff directly through an online link with Online Registration - IMSH’s official registration provider. Each contracted exhibitor will be personally contacted by an Online Registration manager.

**How does membership in the SSH Corporate Council benefit us for IMSH 2015?** Immediate benefits are the 5% discount (to a maximum of $500) on the cost of the booth space, additional priority points and priority booth assignment. For additional benefits, visit [http://ssih.org/about-ssh/corporate-council](http://ssih.org/about-ssh/corporate-council) or contact Judy Larson at jlarson@ssih.org.
SUPPORT, PROMOTION & ADVERTISING OPPORTUNITIES

Don't miss the opportunity to connect with decision makers and influencers from all over North America and abroad! Improve your company’s visibility, image and credibility among more than 3,000 simulation professionals attending IMSH. Sponsorship opportunities are solely dedicated to bring exhibitors and their target audience together in unique environments that are more intimate and exclusive than the traditional conferencing platform. Maximize the percentage of qualified buyers and customers that are attracted to your booth through sponsorship.

IMSH supporters and sponsors receive

- Listing and acknowledgement on the IMSH meeting website
- Listing and acknowledgement in the on-site Program Guide
- Acknowledgement on meeting signage recognizing all sponsors and where appropriate, additional signage at site of event, additional Priority Points for future booth assignments

NEW EXHIBITOR PRESENTATION THEATERS $2,500

- Exhibitor Presentation Theaters are one-half hour educational sessions right on the exhibit floor presented by exhibiting companies to showcase products, techniques, and/or services and demonstrations on how a product or service is used in practical and/or clinical settings. Applications for Exhibitor Presentation Theaters must be submitted no later than December 1, 2014.
- Proposed sessions are reviewed for approval and times are assigned based on request (first-come, first-assigned basis) and topic – to assure similar topics are not scheduled concurrently.
- Exhibitor Presentation Theaters are not approved for CME or CEU credit. Exhibitor Presentation Theaters are located in the exhibit hall and include microphone, screen, LCD projector, computer for PowerPoint presentations and are set to accommodate approximately 75-100 people. Due to requirement to stay on schedule, no food and beverage will be permitted during the presentations. You must be an IMSH Exhibitor to present in the theaters.

EXHIBITOR BUSINESS SUITES. Offered first in 2014 and sold out, IMSH is again offering suites exclusively to contracted exhibitors. Business Suites provide a place for you to meet with staff and clients or transact business away from your booth without having to leave the exhibit hall.

Business Suites are available Sunday, January 11 through Tuesday, January 13. Please note that professional attendees will only be permitted in the hall when it’s open. The suites are available in three sizes, 10x10, 10x20, and 10x30 and are furnished with carpet, locking door, identification sign and conference table, chairs, information table, (occasional seating in 10’x20’ and 10’x30’).

Suite Prices
10 x 10 $2,500
10 x 20 $4,800
10 x 30 $6,000

NEW FOR 2015 – IMSH Show Daily Magazine
Advertising in the IMSH Show Daily is an excellent opportunity to maximize your visibly and drive traffic to your booth. This complimentary 3-edition magazine will be printed and distributed to all 3,000 IMSH attendees each morning of the show. Attendees will see your advertising message as they read the timely content and editorial coverage of IMSH 2015.

For details, contact: Tom Teil, IMSH Show Daily, 707-291-7304, tom@tsmpartners.com
SPONSORSHIP LEVELS

**DIAMOND $50,000 - Exclusive Sponsorship**

- Two (2) complimentary exhibition booths (10'X10') in prime location
- One (1) complimentary 10’x30’ Business Suite
- One complimentary Exhibitor Presentation Theater Session
- Five (5) complimentary full conference registrations
- Five (5) guests at President’s VIP Reception
- Company logo on the conference website, with link to your website
- One (1) full page color advertisement in the conference program/handbook*
- Complimentary ad in IMSH Show Daily
- Acknowledgment in the conference program
- Company logo on conference signage (company must provide logo in specified format)
- Company listing on Sponsor Sign
- Diamond Sponsor Badge Ribbons

**PLATINUM $25,000**

- One (1) complimentary exhibition booth (10'X10') in prime location
- Three (3) complimentary full conference registrations
- Three (3) guests at President’s VIP Reception
- Company logo on the conference website, with link to your website
- One (1) full page color advertisement in the conference program/handbook*
- 50% discount on ad in IMSH Show Daily
- Acknowledgment in the conference program
- Company logo on conference signage (company must provide logo in specified format)
- Company listing on Sponsor Sign
- Platinum Sponsor Badge Ribbons

**GOLD $15,000**

- One (1) complimentary exhibition booth (10'X10')
- Two (2) complimentary full conference registrations
- Company logo on the conference website, with link to your website
- One (1) full page color advertisement in the conference program/handbook*
- 25% discount on ad in IMSH Show Daily
- Company logo on conference signage (company must provide logo in specified format)
- Company listing on Sponsor Sign
- Gold Sponsor Badge Ribbons

**SILVER $10,000**

- One (1) complimentary exhibition booth (10'X10')
- One (1) complimentary full conference registration
- Company logo on the conference website, with link to your website
- One (1) half-page advertisement in the conference program/handbook *
- Company logo on conference signage (company must provide logo in specified format)
- Company listing on Sponsor Sign
- Silver Sponsor Badge Ribbons

*(artwork to be supplied in correct format to Communications Manager by specified date)
THE 5TH ANNUAL SERIOUS GAMES AND VIRTUAL ENVIRONMENTS (VE) ARCADE AND SHOWCASE  Hosted by the SSH Serious Games and Virtual Environments Special Interest Group, this event has grown in popularity and attendance every year. Users of virtual and game-based technology collaborate and network during this unique event. Attendees are comprised of students, clinicians, educators, using technologies from start-ups, as well as small and large established companies.

FRIENDS OF THE ARCADE $250 each
Show your support with a sign displaying your company name and logo

AWARD LEVEL SPONSORSHIP $1,000 each - Large Company, Small or Start-Up Company, Academic
You have the opportunity to be the exclusive sponsor of an award category. Award level sponsors will be recognized during the awards ceremony held at an IMSH plenary session.

NETWORKING RECEPTION $5,000
Sponsor the networking reception for the 5th Annual Serious Games and Virtual Environments (VE) Arcade and Showcase. This exclusive sponsorship provides direct visibility to all attendees. Sponsorship includes name and logo on signs located throughout the event.

EXHIBIT HALL OPENING RECEPTION - $20,000
Sponsor the first major function of the meeting and get your name in front of the attendees at the very beginning! Stations will be strategically placed in the vicinity of the sponsor’s booth. Open to all attendees and exhibitors, this high visibility event kicks off the annual meeting. No other events are held during this time providing an excellent networking opportunity in a dynamic atmosphere. Sponsoring company may provide cups and napkins with company name and logo for additional visibility.

EXHIBIT HALL LUNCHES $15,000 each
A hosted lunch for all attendees is provided Monday and Tuesday. Each lunch is served over a two hour time period and serves more than 2,000 attendees. Signs recognizing your support will be strategically placed in the hall and lunch area. Sponsoring company may also provide cups and napkins with company name and logo for additional visibility.

INDUSTRY PARTNER RECEPTION HELD IN THE EXHIBIT HALL - $15,000
New for 2015, exhibit hall hours are extended on Monday evening with a reception for attendee enjoyment and traffic building. Food and Beverage stations will be strategically placed in the vicinity of the sponsor’s booth. Sponsoring company may provide cups and napkins with company name and logo for additional visibility.

CONTINENTAL BREAKFASTS $10,000 each
Provided on Monday, Tuesday and Wednesday morning, the breakfasts are served in high area near the plenary sessions and exhibit entrance. Signs will be strategically placed recognizing your support and sponsoring company may also provide cups and napkins with company name and logo for additional visibility.

BEVERAGE STATIONS $5,000 each
All coffee breaks will be served in the high traffic area near the plenary sessions and exhibit entrance. Beverage stations are highly valued by attendees as they look forward to breaks between
educational sessions. Signs will be strategically placed recognizing your support and sponsoring company may also provide cups and napkins with company name and logo for additional visibility.

**Educational Grants $5,000 increments**
Lend your support to the IMSH Educational Program through educational grants in increments of $5,000. These grants help to offset the costs of faculty, programming, equipment, supplies, media and audio-visual support.

**Video Wall $25,000 exclusive**
Get your company in front of IMSH attendees the moment they enter Ernest N. Morial Convention Center. An impressive full screen back wall of the SSH Central will be a multi-screen video wall. Exclusive sponsorship provides one dedicated monitor to sponsoring company. Your video highlighting your company can describe product information and include invitation to booth. Video will play continuously throughout IMSH from Saturday through Wednesday noon. Given the amount of exposure, sponsorship of the video wall is best return on dollar for exhibitor!

**WiFi Package $25,000**
As the sponsor of the wireless internet service at the Ernest N. Morial Convention Center, your company will receive maximum exposure when attendees utilize WiFi during the meeting. Sponsor both WiFi and Printing Station package and get a reduced rate! Call for details. Sponsor will receive a dedicated corporate “splash page” that displays each time attendees access WiFi service.

**Printing Stations $10,000 exclusive**
A screen saver at the Printing Station with your company's name and logo provides immediate recognition. Printing kiosks allow attendees to print up-to-date personal meeting agendas and are located in high traffic area adjacent to registration, exhibit hall and meeting rooms. The high traffic areas provide high visibility.

**Mobile App $15,000 exclusive**
support puts your company's name and logo on the login pages each time the app is opened. Last year more than 60% of the attendees downloaded the app and the numbers will continue to rise. This app features a personal agenda builder in addition to the Program Guide, the ability to view the program schedule, speaker bios, and general information all from their mobile device.

**Padfolios $8,000 exclusive**
Padfolio with your company name and/or logo on the Padfolio will be provided to each conference attendee.

**Massage Station $5,000 exclusive**
The ultimate attendee perk! IMSH is offering exclusive sponsorship of the popular seated massage station. Massage booth personnel may wear attire with your company's logo (shirts provided by sponsor). Trained massage therapy staff will provide upper-body massage using state-of-the-art non-mechanical massage chairs. This comfort station is guaranteed to be a hit with the attendees after a long day in the exhibit hall.

**IMSH Website Banner Ads $1,500 each**
Banner ads linked to your company's website are available on the floorplan/exhibitor list all attendees are able to view as they plan their exhibit visits.

**Support Commitments Received Before December 1, 2014 Will Be Recognized in the Official Program.**
IMSH 2014 EXHIBITORS
(gray=Corporate Council Member)
3-Dmed
Adam, Rouilly
American 3B Scientific
Anatomage
Ascension Technology Corporation
Association of Standardized Patient Educators (ASPE)
ATI Nursing Education
B-Line Medical
BT Technology
CAE/METI Healthcare Gold Sponsor
Cardionics
Center for Advanced Pediatric and Perinatal Education (CAPE)
Center for Medical Simulation (CMS)
Chamberlain Group, The
Clinispace
Decision Simulation LLC
DialAct Corporation
Drexel Master's Degree in Medical and Healthcare Simulation Education Management Solutions, Inc. (EMS)
Epimed International, Inc
Epona Medical
Evertz Microsystems
Firefly Global
Gaumard Scientific
HealthCare Simulation South Carolina
Healthcare Simulations
Heartworks by Inventive Medical Ltd.
HGA Architects and Engineers
i-Human Patients, Inc.
Image Navigation-DentSim
ImmersiveTouch, Inc.
Information Visualization and Innovative Research, Inc.
IngMar Medical, Ltd.
International Nursing Association for Clinical Simulation and Learning (INACSL)
iSimulate
Kb Port LLC
Kyoto Kagaku, Co., Ltd.
Laerdal Medical Platinum Sponsor
Lecat’s Ventriloscope
Limbs & Things, Inc.
MDF Instruments
Meadows Medical Supply
Medaphor Ltd.
Medline
MEdSim Magazine
Mentice
Michigan Instruments
MicroSim - Laerdal
Mimic Technologies Silver Sponsor
Model-med International Pty Ltd.
Moulage Sciences & Training (MST)
mySmartHealthcare
National League for Nursing
National Training & Simulation Association (NTSA)
Noldus Information Technology
NYIT - College of Osteopathic Medicine
OtoSim Inc.
PDS Video Solutions
Pocket Nurse
Polhemus
Pristine Medical Corp.
PRONTO International
PureMedSim Technology Group
RQI - Laerdal
Sawbones, a Division of Pacific Research Labs
Shadow Health, Inc.
Sidra Medical and Research Center
SimAction LLC
Simbionix USA Corporation
SimCenter - Laerdal
SimEMR-a Pocket Nurse Company
SimGHOSTS
SimShare, LLC
SimSkin
SimTech, LLC
Simulab Corporation
Simulaids
Skyfold
Smart Sparrow
Smooth-On, Inc.
SonoSim, Inc.
Studiocode Business Group
Surgical Science Inc.
Swemac Simulation AB
Syndaver Labs
SZ Reach Tech Co., Ltd.
Tellyes Scientific Co., Ltd.
Touch of Life Technologies
Trucorp Ltd.
Turning Technologies
UCSF Kanbar Center for Simulation and Clinical Skills Education
University of Miami Gordon Center
University of San Francisco
University of South Florida - College of Nursing
VirtaMed AG
VRmagic Inc.
Wallcur LLC
WISER
Wolters Kluwer Health
WorldPoint
IMSH 2015 Exhibitor Application & Contract

Please fill out PDF electronically or print clearly

Contact Person: 

Company/Organization: 
(Complete as you prefer to be listed in program)

Address: 

City/State/Country/Postal Code: 

Phone: __________________________ FAX: __________________________ 

E-Mail (required for communication): 

Website: 

Booth space request in order of preference:  # __________ # __________ # __________ 

If possible, we want to be near: 
We prefer not to be near or next to: 

<table>
<thead>
<tr>
<th>CHECK APPROPRIATE BOX BELOW</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW -- NOTE: ALL</td>
<td>September 8, 2014</td>
</tr>
<tr>
<td>exhibitors must request space through the Live Booth Request System. No paper applications will be accepted.</td>
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<tr>
<th>Industry Support &amp; Marketing Options</th>
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<tbody>
<tr>
<td>$2,500 Exhibit Theater Session</td>
</tr>
<tr>
<td>$6,000 10'x30' Business Suite</td>
</tr>
<tr>
<td>$4,800 10'x20' Business Suite</td>
</tr>
<tr>
<td>$2,500 10'x10' Business Suite</td>
</tr>
<tr>
<td>$50,000 Diamond Sponsor - Exclusive</td>
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<tr>
<td>$25,000 Platinum Sponsor</td>
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<tr>
<td>$15,000 Gold Sponsor</td>
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<tr>
<td>$10,000 Silver Sponsor</td>
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<tr>
<td>$25,000 Exclusive Video Wall</td>
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<tr>
<td>$25,000 Exclusive WiFi Package</td>
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<tr>
<td>$20,000 Exhibit Hall Opening Reception</td>
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<tr>
<td>$15,000 Mobile App</td>
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<tr>
<td>$15,000 Monday Exhibit Hall Lunch</td>
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<tr>
<td>$15,000 Monday Industry Partner Reception</td>
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<tr>
<td>$15,000 Tuesday Exhibit Hall Lunch</td>
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<td>$10,000 each Continental Breakfast:</td>
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<tr>
<td>$10,000 Exclusive Printing Stations</td>
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<tr>
<td>$8,000 Exclusive Padfolios</td>
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<tr>
<td>$5,000 each Beverage Station</td>
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<tr>
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<tr>
<td>ea $1,500 Website Banner Ads</td>
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</table>
IMSH 2015 Exhibitors Prospectus

| THE 5TH ANNUAL SERIOUS GAMES & VIRTUAL ENVIRONMENTS (VE) ARCADE & SHOWCASE |
|----------------------------------|-------------------------------------------------|
| $250                             | Friends of the Arcade                           |
| $1,000                           | Arcade Award Level Sponsorship                  |
| $2,500                           | Arcade Networking Reception                     |

<table>
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<tr>
<th>EDUCATIONAL GRANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000</td>
</tr>
<tr>
<td>Increments of $5,000</td>
</tr>
</tbody>
</table>

$ TOTAL FUNDS COMMITTED

Once support to IMSH is accepted, supporters will receive and be required to sign a Written Agreement for Commercial Support.

Payment Information:
Do not send payment with your application. All exhibitors and/or supporters will be sent an electronic invoice from the SSH Business Office.

The undersigned represents and warrants being a duly authorized and appointed agent of the company or institution named in this Contract; is fully empowered to bind said company or institution to all provisions contained in this Contract; and that no further action is required to enter into this Contract. Undersigned further represents that he or she has read and agrees to abide by the guidelines set forth in this agreement, the IMSH 2015 Exhibitor Prospectus and as may be subsequently designated by the IMSH. Failure to adhere to such guidelines will result in forfeiture of all monies paid or due the IMSH under the terms of this agreement.

_________________________________________________________   ______________________
Signature                                                                                                                      Date
__________________________________________________________________________________
Title

Return Contract to:
By Mail
Society for Simulation in Healthcare
Attn: Judy Larson/Exhibits
3432 Denmark Avenue, Suite 249
Eagan, MN 55123

Electronically
Fax 866.853.4245
Email mailto:jlarson@ssih.org
EXHIBITOR PRESENTATION THEATER APPLICATION

Email or Fax completed form to:
Email: jlarson@ssih.org Fax: 866.853.4245

SUBMISSION DEADLINE: DECEMBER 1, 2014

COMPANY INFORMATION:

EXHIBIT COMPANY NAME: .

CONTACT PERSON SUBMITTING APPLICATION: NAME: .

ADDRESS: .


VOICE: FAX: EMAIL: ________________________________ .

NOTE: TWO THEATERS ARE AVAILABLE, PROVIDING 10 AVAILABLE SESSIONS. SESSIONS ARE ½ HOUR WITH A 10-MINUTE INTERVAL BETWEEN SESSIONS. EXHIBITOR PRESENTATION THEATERS ARE NOT APPROVED FOR CME CREDIT.

PREFERRED TIME SLOT: Please select ONE time slot ONLY at time of application. FEE: $2,500 PER SESSION

Sunday, January 11
☐ 4:00PM – 4:30PM
☐ 4:40PM – 5:10PM
☐ 5:10PM – 5:40PM
☐ 5:50PM – 6:20PM

Monday, January 12
☐ 11:30AM – 12:00PM
☐ 12:10PM – 12:40PM
☐ 12:50PM – 1:20PM

Tuesday, January 13
☐ 11:30AM – 12:00PM
☐ 12:10PM – 12:40PM
☐ 12:50PM – 1:20PM

NOTE: Final assigned time slot will depend on number applications submitted and topics, so that similar topics are not scheduled simultaneously.

SESSION INFORMATION: Please provide the following session information to assist in the review and scheduling of sessions. Only session title and speaker will be listed in final IMSH Materials.

1. Session Title (Must be submitted at time of application to assist in scheduling)
________________________________________________________________________________________________
_______________________________________________________________________________________________

2. Speaker(s) names(s) and credentials exactly as to appear in the Program:
________________________________________________________________________________________________
_______________________________________________________________________________________________

3. Presentation format (i.e. lecture, video, hands-on demonstration, etc.):
_______________________________________________________________________________________________

4. Brief content description:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

AGREEMENT: The individual signing this contract is an authorized representative with the full power and authority to sign and deliver this agreement. A signature on this application indicates understanding and agreement to comply with all policies terms and conditions in the Prospectus, including but not limited to the Exhibitor Terms and Conditions, and any other issued by SSH regarding IMSH.

SIGNATURE: ________________________________

PRINT NAME: ________________________________

DATE: ________________________________