

**2019 Dr. David Avolt In-Service Training Conference**  
**Sheraton Hotel & Suites, 8787 Keystone Crossing, Indianapolis, IN**  
**Exhibit Dates: June 13-15, 2019**  
**Exhibitor Application & Contract**

Exhibiting Organization: Please type or print the following information.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

By signing the Exhibitor Application/Contract and the Guidelines for Display Rules and Regulations, you legally obligate your company to abide by all terms, conditions, regulations and guidelines (hereinafter Exhibitor Rules). Anyone representing your company at the ISCA, Dr. David Avolt In-Service Training Conference must be made aware of the Exhibitor Rules. Unfamiliarity with the Exhibitor Rules will not warrant waivers of any of the guidelines/rules.

**Exhibit Fee:** Fees are \$550.00 plus a door prize; includes 2 tickets to the banquet. Additional tickets will be available for \$60.00 each. Applications and payment must be received by March 15, 2019.

**Please make checks payable to: ISCA, 3501 East 1000 South, Lafayette, IN 47909**

**Booth Specifications:** Each booth includes a 6 ft table with table skirting and 2 chairs. Booth spaces are assigned based on first-come, first-served and will be placed in the Ballroom.

**Additional Sponsorship Opportunities, these sponsorships can be co-sponsored with other Exhibitors. (Contact Lisa Barker for more details)**

- Gathering Room
- Lanyards
- Registration Bags
- Advertisement in the Conference Brochure
- Conference Booklets
- Break Services
- Breakfast or Luncheon
- Hog Roast for the Banquet
- Dr. O'Shaughnessy Case Presentation Gift Cards

**Electrical and Internet** is at your company's expense (see electrical form). Form and payment shall be mailed directly to the Sheraton Hotel, 8787 Keystone Crossing, Indianapolis, IN 46240.



Return this form to: Lisa Barker, ISCA, 3501 East 1000 South, Lafayette, IN 47909  
Coroners@tds.net Phone: 765-479-1934

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Employees that will represent your company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** The exhibitor and all their staff agrees to abide by all terms, conditions, and regulations set forth on this contract, as well as the enclosed Exhibitor Guidelines. As an exhibitor, I agree to indemnify and defend the ISCA for any injury, loss, or damage except for that caused by negligence of the ISCA.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name: (please print):** \_\_\_\_\_ **Title:**  
\_\_\_\_\_

**Exhibitor set-up** will be on Wednesday, June 12th after 7:00 pm and Thursday, June 13th from 6:00 am - 9:00 am in the Plaza Ballroom.

All exhibitors *MUST* meet in the registration room (suite 8) at 9:00 am, Thursday, June 13th for an informational meeting with an ISCA representative.

**Exhibitor Hotel Accommodations:** Please tell them you are attending the coroners' conference as we have a block of rooms held for our group at the state rate of \$125.00 plus tax. Reservations must be made before the cutoff date of May 20, 2019.

Sheraton Reservations (888-627-7814) or <https://www.starwoodmeeting.com/Book/ISCA2018>

**Dress Code:** The dress code for the conference shall be "Business Attire". This means that you should dress appropriately to represent your company in the most professional attire. We do not allow shorts, sweats of any kind, ripped or torn jeans (even if manufactured that way), printed t-shirts or the like. Appropriate dress shall be slacks or khaki's, collared shirts or blouses (either polo type or button down) or other dress attire. Suits and ties, sport coats or dresses are not required but are considered appropriate. We are a professional organization and will be having guests attending the conference who are also professionals in their field. Your cooperation will be greatly appreciated in adhering to this dress code and anyone who is not dressed appropriately will be asked to either change or leave the conference.



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**Conduct Code:** ISCA wants your participation at the conference to be successful. Listed below are tips on exhibitor etiquette for you to share with your booth personnel.

Exhibitors at any exhibition should conduct themselves professionally with honesty and integrity in their business practices.

- Be respectful of other exhibitors. If you truly have business with another exhibiting company, be sure not to disrupt their business activities with their customers or prospects. It might be more convenient for you to set an appointment since you will be onsite for the duration of the event and the visitor may only be there for a few hours. Wandering into other booths disrupts those exhibitors who are with clients.
- Be respectful of your competitors. Even worse than wandering into “friendly territory” is going into competitors’ booths to take information or to crowd out legitimate clients. Designate specific individuals within your company to obtain information from your competitors. Advise these people to be polite and respectful when in a competitor’s booth. They should introduce themselves and ask for a brief product demonstration.
- The worst your competitors can say is “No.” You might be surprised at just how much they will share with you. But remember, you should also be willing to give them a brief demonstration if they come into your booth. You can show how a system works without revealing proprietary information.

Your presence in your company’s booth is not only vital to serving your customers and potential customers, but it also sets an example for others.

You can carefully monitor conduct by asking yourself:

- Is this legal?
- How will it make me feel about myself, my organization, and my industry?

And, last but not least, constantly remind yourself and your staff of the most common ethical standard of all: *In the conduct of our business we will treat others as we would want others to treat us.*

By putting these tips into practice, you can help make the event a success, both for your company and for other exhibitors.

We insist that all exhibitors and their associates shall act in a respectful, professional manner with customers, clients, colleagues or other professionals. Additionally, all vendors and their associates are encouraged to build their professional reputation on the merit of their services.



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**Liability:** Exhibitor agrees to protect, save, and hold the ISCA, the Sheraton Hotel, Indianapolis, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall, at all times, protect, indemnify, save, and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney fees) arising from, or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees which arise from, or out of, or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Sheraton Hotel, Indianapolis, its owners, or managers, which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the Sheraton Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises. The ISCA, by entering into the exhibitor contract, does not in any way imply endorsement of any product or service of any exhibitor.

**Shipping:** The Sheraton Hotel will accept pre-paid moderate size shipments within 72 hours of the conference. Large shipments (i.e. crate goods) must be handled through local moving and storage firms. All packages sent to the hotel must be sent prepaid.

Ship packages to:

Ashlee Snyder  
Sheraton Hotel & Suites  
8787 Keystone Crossing  
Indianapolis, IN 46240  
Attn: Lisa Barker/Indiana State Coroners Association

ISCA strives to promote our exhibitors as you provide a valuable service to us and are considered partners to our Association and our Coroners. However, we cannot, nor will we ever, promote one vendor over another.

We ask that you stay at your booth during the following hours:

9:00 am - 4:00 pm	Thursday, June 13th
7:00 am - 4:00 pm	Friday, June 14th
7:00 am - 4:00 pm	Saturday, June 15th



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We encourage the attendees to visit each booth. By doing this we ask that you punch their toe tag to be eligible for the exhibitor door prizes that will be given away during the Friday night banquet. Once their card is completed there will be a basket in the registration room to place them in, should anyone ask.

**PLEASE DO NOT LEAVE THE HOLEPUNCH UNATTENDED ON YOUR TABLE AS THIS IS NOT FAIR TO THOSE WHO TAKE THE TIME TO VISIT THE EXHIBITORS.**

All exhibitors will meet by the stage on Friday, June 14th during the banquet and bring your door prize to be given away at that time.

Don't forget your dollar bills! Bring your dollar bills and you, too, can win daily door prizes donated by the Indiana State Coroners Association Board of Directors, Exhibitors, Coroners and Deputy Coroners. You are welcome to bring prizes to be given away and all proceeds will be donated to the Dr. David Dennis Scholarship fund.

Lastly, we greatly appreciate all you do for the Association and the Coroners. However, we need to be respectful to the speakers and to allow our attendees to obtain their CEU hours needed to maintain their certification. This includes ensuring the sessions start on-time. We ask that you keep the noise level down during the meeting. If need be, please take the individual to the hallway or ask them to come back during the break.



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