



1st Annual Gulf Coast
Trauma & First Responder
Symposium

March 3-4, 2009 pre-conference
March 5-7, 2009

Ramada Plaza Beach Resort
1500 Miracle Strip Parkway, S.E.
Fort Walton Beach, Florida 32548

2009 Exhibitor Kit

Presented & Sponsored by MMES (Mobile Medical Educational Services)

11 Racetrack Road NE Suite B3 Fort Walton Beach, Florida 32547
Phone : 888-500-7787 Mobile : 850-259-8783 Fax : 888-253-1070
Email : donnaeburns@cox.net or rescuejay@gmail.com





traumed

The 1st Annual Gulf Coast Trauma & First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

Dear Exhibitor:

We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the Symposium's policies, space assignments, display limitations and event schedules should be directed to:

Mobile Medical Educational Services
11 Racetrack Road, Suite B3
Fort Walton Beach, FL 32547
Phone: (888) 500-7787
Fax: (888) 253-1070

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

Ramada Plaza Beach Resort
1500 Miracle Strip Parkway, S.E.
Fort Walton Beach, FL 32548
Phone: (850) 243-9161
Toll Free: (800) 472-1790
Fax: (850) 244-5763

Included in this service kit are order forms for various items that you may require. These Mobile Medical Educational Service forms are to be returned to our office and the other forms to the Ramada Plaza Beach Resort. Please review these forms and submit your orders as early as possible.

Exhibit Installation and Dismantle Schedule

Exhibitor Set-Up:	Wednesday, March 4, 2009	5:00 pm to 10:00 pm
	Thursday, March 5, 2009	

Note: All prefabricated displays must be set and empty crates tagged for storage by 9 pm on Wednesday, March 4, 2009

Show Hours:	Thursday, March 5, 2009	8:00 a.m. to 6:00 p.m.
	Friday, March 6, 2009	8:00 a.m. to 6:00 p.m.
	Saturday, March 7, 2009	8:00 a.m. to 3:00 p.m.
Dismantle Dates & Times:	Saturday, March 7, 2009	1:00 p.m. to 6:00 p.m.

Note: All exhibits must be dismantled and removed by 6:00 p.m. on Saturday, March 7, 2009. Truck drivers must sign in for pick-up before 6 p.m., or freight may be re-routed through Ramada Plaza Beach Resort, the house carrier.

Your Standard Booth Package Includes:

- (1) 6 ft. Draped Table
- (2) Padded Side Chairs
- Free Freight Storage 2 days prior to show

Note: The Exhibit floor is carpeted in the Forum and Meeting Rooms

THE FIRST ANNUAL GULF COAST TRAUMA & FIRST RESPONDER SYMPOSIUM WILL BE HELD IN FORT WALTON BEACH, FLORIDA ON MARCH 5-7, 2009

MARK ON YOUR CALENDAR AND SIGN UP EARLY!



The 1st Annual Gulf Coast Trauma &
First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

SPACE IS LIMITED AND WILL BE ASSIGNED ON A FIRST-COME, FIRST-SERVED BASIS.

WHEN AND WHERE:

March 5 - 7, 2009
Ramada Plaza Beach Resort
1500 Miracle Strip Parkway
Ft. Walton Beach, Florida

SHOW HOURS:

Thursday, March 5; 7am - 5pm
Friday, March 6; 7am - 5pm
Saturday, March 7; 7 am - 3pm

COST AND PAYMENT SCHEDULE

One Table \$ 500.00
Sponsor of Mash Party \$1,500.00

50% Deposit Due: February 1, 2009, or
upon signing contract, whichever is earlier.

Final Payment: February 21, 2009. Full payment
is due for contracts turned in after February 15,
2009.

Make Checks Payable to:
MMES/Special Events

EXHIBITOR MOVE-IN

Wednesday, March 5; 5pm - 9pm
Thursday, March 6; 7am - 9am

EXHIBITOR MOVE-OUT

Saturday, March 7; 1pm - 6pm

BOOTH PACKAGE

One draped table and two chairs
(The Forum Room and Meeting Rooms are
carpeted)

ORGANIZED BY

Mobile Medical Educational Services
11 Racetrack Road, Suite B3
Fort Walton Beach, FL 32547
Phone: (888) 500-7787
Fax: (888) 253-1070

TARGETED MARKETS

These educational events are designed to present
state-of-the-art information for physicians, nurses,
dispatchers, first responders, emergency medical
technicians, paramedics, firefighters, law
enforcement, coroners, medical examiners, public
health professionals, school administrators, crisis
preparedness team, educators and any professional
who is involved in trauma care. The Venue can hold
250 participants.

**Added Vendor Space for Outside
Displays**

We have added additional display space in the
parking lot in front of "Howl at the Moon" Okaloosa
County's Boardwalk parking lot. We will have an
area cordoned off for Aircraft and for the display of
portable Hospital / Disaster facilities.



traumed

The 1st Annual Gulf Coast Trauma & First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

OFFICIAL CONTRACT FORM

1. BILLING INFORMATION

Company _____
Address: _____
Contact: _____
Phone: _____
Fax: _____ Cell: _____
Email: _____
Website: _____

2. PRICING PACKAGE:

\$500.00 for One 6' Draped Table and 2 Chairs

\$1,500.00 for One 6' Draped Table and 2 Chairs and Sponsorship of Mash Party

50% Deposit Due: January 15, 2009, or upon signing contract, whichever is earlier.

Final Payment: February 15, 2009. Full payment is due for contracts turned in after February 15, 2009.

Make Checks Payable to: MMES/Special Events

ENCLOSED is my check for \$ _____ **Check #** _____

Date: _____

Signature

A cancellation fee of 50% of the total exhibit space will be applied for cancellations 120 days or more prior to the Symposium opening. A cancellation fee of 100% of the total exhibit space will be applied for cancellations less than 120 days prior to the Symposium opening. Exhibit space assignment cannot be made without the required payment. Exhibit space reservation cannot be guaranteed if payment schedule is not maintained.

3. PRODUCT DESCRIPTION Please describe in 20 words or less an overview of the products Your company will display at the Emergency Care Symposium.

Please return to: MMES • SafCare • 11 Racetrack Road NE • Suite B3 • Fort Walton Beach • Florida • 32547
Phone: 888-500-7787 • cell: 850-259-8783 • Fax: 888-253-1070
E-Mail: donnaeburns@cox.net or rescuejay@gmail.com



traumed

The 1st Annual Gulf Coast Trauma &
First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

SAFETY FIRST

Mobile Medical Educational Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the Symposium. If you see something unsafe or that presents a hazard, please bring it to the attention of a Mobile Medical Educational Services or Ramada Plaza Beach Resort supervisor. By reporting unsafe or hazardous conditions, you will help make the Symposium safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at Symposium. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the Symposium and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the Symposium floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the Symposium.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!



traumed

The 1st Annual Gulf Coast Trauma & First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

SYMPOSIUM SITE EXHIBIT INFORMATION

Please complete this form in case we need to contact you on your way to or during the Symposium.

Please fax to: (888)253-1070

Attn: Donna Burns

Please return this form no later than February 1, 2009

Company: _____ .

Contact: _____ .

Phone: _____ **Cell:** _____ .

Hotel Staying: _____ .

Alt Contact: _____ .

Phone: _____ **Cell:** _____ .

What day will you arrive to the Symposium to set up?

_____ Wednesday, March 4, 2009 after 5:00 p.m.

_____ Thursday, March 5, 2009 before 9:00 a.m.

**For late set up on Wednesday and early set up on Thursday, you must notify Management as soon as possible with expected time of arrival. Please complete the above information and fax in to (888)253-1070. Symposium Management has the right to release table if not notified in advance. Please note that your table must be set up before the opening of the Symposium on Thursday, March 5, 2009 at 9:00 a.m.



traumed

The 1st Annual Gulf Coast Trauma &
First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

AUDIO, VISUAL & EXHIBITS

AUDIO VISUAL

VCR & Television	\$75.00/day
Easel	1st at no cost, add. at \$4.00
Microphone	1st at no cost, add. at \$15.00
Podium	1st at no cost, add. at \$15.00
The Forum has built-in Screens	
Flip Chart with Markers	\$25.00/day
50amp Power Boxes	\$100 up to 3 days
Telephone Extension	\$25.00/day
Hi-Speed Internet	Complimentary

EXHIBITS

\$10 per table - power hook-up fee
\$5 per banner to be hung
\$150 clean up fee for exhibit area

EQUIPMENT SHIPPING & STORAGE

Shipping & storage of equipment or supplies should be coordinated with the Ramada Plaza Beach Resort Catering Office.

Receiving and Shipping charges may apply for large quantities or storage of more than 2 days. Upon booking you will receive a copy of the guidelines to help better serve your needs.



The 1st Annual Gulf Coast Trauma &
First Responder Symposium

Ramada Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

SHIPPING GUIDELINES

Ramada Plaza Beach Resort is happy to provide you with the option of shipping materials for the Symposium. Please use the following guidelines to help them better serve your needs.

- Materials (i.e., binders, handouts) for the Symposium should be coordinated through the Catering department and should not be shipped prior to the contracted move-in date of the Symposium
- C.O.D. deliveries will not be accepted by the Ramada Plaza Beach Resort.
- The Ramada Plaza Beach Resort will not accept the delivery of flammable or combustible mixtures, waste, or hazardous materials.
- No exit, fire fighting equipment, electrical panels or emergency equipment shall be blocked or obstructed. Maintenance of area is the responsibility of the Symposium's contracted representative.
- All fire safety regulations must be strictly adhered to at all times.
- It is the responsibility of the exhibitor to arrange for shipment no later than 1 day following the Symposium. Material(s) left beyond this time will not be released until storage fees are assessed and paid in full.

ALL MATERIALS SHOULD BE ADDRESSED TO:

RAMADA PLAZA BEACH RESORT
1500 MIRACLE STRIP PARKWAY, S.E.
FORT WALTON BEACH, FL 32548
ATTN: CATERING SALES

HOLD FOR: **1st Annual GULF COAST TRAUMA & FIRST RESPONDER SYMPOSIUM**
MARCH 5-7, 2009

Storage Fees will be assessed for items received/held outside of the contracted move-in/move-out dates. Please refer to the following guide for estimated charges.

- Arrangements for delivery, pickup and shipping of all materials are the exhibitor's responsibility. The Catering Department will be happy to assist you with making these arrangements prior to the move-in date of the Symposium.
- Materials stored longer than two days prior to the start of the Symposium will be charged \$5.00 per package, per day.
- The Ramada Plaza Beach Resort will gladly deliver your materials from the storage area to the Symposium area (Forum room) for a fee of \$5.00 per package. We will also pick up your materials from the Symposium area (Forum room) for a fee of \$5.00 per package.
- Special handling charges will apply for packages over fifty pounds.

Please feel free to contact the Ramada Plaza Beach Resort with any questions or concerns.



The 1st Annual Gulf Coast Trauma & First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

GENERAL INFORMATION

1. SYMPOSIUM MANAGEMENT

- a. The 1st Annual Gulf Coast Trauma & First Responder Symposium is managed by **Mobile Medical Educational Services**. Prior to the Symposium, please direct all inquiries to:

- i. Mobile Medical Educational Services
- ii. 11 Racetrack Road, Suite B3
- iii. Fort Walton Beach, Florida 32547
- iv. 850-259-8783
- v. 888-500-7787
- vi. FAX: 888-253-1070

2. VENUE

- a. The 1st Annual Gulf Coast Trauma & First Responder Symposium will be held March 5 - 7, 2009, at the:

- i. Ramada Plaza Beach Resort
- ii. 1500 Miracle Strip Parkway, S.E.
- iii. Fort Walton Beach, Florida 32548
- iv. 850-243-9161
- v. 800-472-1790
- vi. FAX: 850-244-5763

3. SYMPOSIUM OFFICE

- a. The Symposium office will be located at the Symposium REGISTRATION DESK, which is located on the 6th floor of the Forum. Please see below schedule for days and times.

i. Symposium Office Hours:

1. Tuesday	March 3, 2009	7:00 a.m. - 5:00 p.m.
2. Wednesday	March 4, 2009	7:00 a.m. - 5:00 p.m.
3. Thursday	March 5, 2009	7:00 a.m. - 5:00 p.m.
4. Friday	March 6, 2009	7:00 a.m. - 5:00 p.m.
5. Saturday	March 7, 2009	7:00 a.m. - 3:00 p.m.

4. ATTENDANCE OF CHILDREN

- a. In order to uphold the integrity and professionalism of the exhibition, no persons under 14 years of age shall be admitted to the exhibition.

EXHIBIT REGULATIONS

5. EXHIBITOR INSURANCE

- a. Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, Symposium days, and move-out including public liability, property damage, fire and theft, etc.

- i. SYMPOSIUM MANAGEMENT AND THE RAMADA PLAZA BEACH RESORT WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

6. PHOTOGRAPHY

- a. Photography of any kind is strictly prohibited unless you receive prior written approval from that Exhibitor.



traumed

The 1st Annual Gulf Coast Trauma &
First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

7. VIOLATIONS

- a. As a condition for exhibiting, each exhibitor shall agree to observe the Symposium policies. Mobile Medical Educational Services reserves the right to restrict and/or expel at any time any exhibit that it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Mobile Medical Educational Services conducts themselves unethically, will be dismissed from the exhibition without refund.
- b. Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Symposium Office.
- c. All matters and questions not specifically covered by these Symposium regulations are subject to the decision of the management of Mobile Medical Educational Services, whose decisions will be final.

8. HEIGHT LIMITATIONS

- a. Exhibitors **may not** place either fixtures, signs or merchandise above the 8' height of back or sides.
- b. Exhibitors may request to display higher than 8 ft. by submitting detailed plans to the Ramada Plaza Beach Resort Catering Department at least 30 days in advance of the opening of the Symposium; and Symposium Management grants its approval. Any unfinished sides of displays must be covered or draped at exhibitor's expense.

9. FIRE DEPARTMENT AND SAFETY REGULATIONS

- a. All display materials used in the Exhibit Hall (Forum Room) MUST be certified as flame retardant to conform with the Okaloosa County fire regulations.
- b. An affidavit must be kept available in the display for inspection by the Fire Safety officials, stating clearly
 - i. by whom and when such flameproofing was done;
 - ii. the exact materials flameproofed and the flameproofing compound used; and
 - iii. the approximate period of effectiveness of such flameproofing.
- c. Exhibitors should be aware that a flame test might be performed by the Okaloosa County fire safety officials at an inspector's discretion.
- d. Exhibit booths constructed of wood greater than 1/4 in. (.6 cm) or nominal thickness or wood not greater than 1/4 in. (.6 cm) nominal thickness that is pressure treated fire retardant wood must meet the requirements of NFPA 703, Standard for Fire Retardant Impregnated Wood and Fire Retardant Coatings for Building Materials.
- e. Packing crates or cartons used as display pieces are permitted provided they are flame retardant and conform to the fire safety criteria.
- f. Flameproofing at Symposium site is very difficult; so be sure your material conforms to the Okaloosa County regulations before you arrive.

EXHIBITOR SERVICES

10. SECURITY

- a. Security will be provided beginning with the first day of move-in and extending through the last day of move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property.
 - i. Any lost or stolen valuables or any breach of security should be reported to the Symposium office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.



traumed

The 1st Annual Gulf Coast Trauma &
First Responder Symposium

Ramanda Plaza Beach Resort
Fort Walton Beach, Florida

March 5th-7th, 2009

11. HOTEL INFORMATION

- a. For discounted hotel rooms during the Emergency Care Symposium, call the Ramada Plaza Beach Resort at 800-572-1790 or visit them on the web at www.ramadafwb.com for discounted rates.
 - i. The following are the discounted room rates, based on 10 rooms per day during the Symposium:

1. Standard Room	\$149
2. Courtyard Room	\$159
3. Pool View Room	\$179
4. Beach View Room	\$199

12. SYMPOSIUM “COMMITTEE MEETING AT THE BAR” AND “MASH PARTY”:

“COMMITTEE MEETING AT THE BAR”

ON THURSDAY EVENING

MARCH 5, 2009

IN THE OASIS ROOM

More information coming soon!

“MASH” PARTY ON

FRIDAY EVENING

MARCH 6, 2009

IN THE EMPIRE ROOM

More information coming soon!