

**EXHIBITOR REGISTRATION**

**INDIANA HEALTH SCIENCES LIBRARIANS ASSOCIATION**

**IU LIBRARIANS HEALTH SCIENCES SUMMIT**

**2019 ANNUAL MEETING**

**FRIDAY, June 7**

The Indiana Health Sciences Librarians Association invites you to exhibit at our annual meeting, June 7th in Indianapolis, Indiana. This year’s event is a joint effort on behalf of both IHSLA and the Ruth Lilly Medical Library. The meeting runs June 6-7; it is our hope that you will be able to join us as an exhibitor on the **second day of the conference, Friday, June 7th.** Our annual meeting attendees look forward to this opportunity to visit with you, our exhibitors. You are a vital component to our meeting!

Our program on Friday, June 7th, will begin with morning introductions of all our participating exhibitors and a brief update. There will be break times with all the exhibitors built into the schedule, and exhibitors are invited to join us for lunch (compliments of RLML). Traditionally, our exhibitors are invited to donate a gift, or door prize, which is raffled during our luncheon.

The meeting is being held at: [Ruth Lilly Medical Library](https://library.mednet.iu.edu/hours-location/)

 975 West Walnut Street

 Indianapolis, IN 46202

Parking will be available across the street from the library at the Lockfield Parking Garage, 1050 Wishard Blvd. Please visit IUPUI [visitor parking rates](https://parking.iupui.edu/pages/park/visitors/visitorRates.asp) for details.

There is no official hotel for this event; we encourage all attendees to make whatever travel arrangements best fit their budget and preferences. A list of nearby hotel options is included below.

|  |  |  |
| --- | --- | --- |
| Hotel Name & Link | Distance to RLML | Nightly Rate |
| [JW Mariott Indianapolis](https://www.marriott.com/hotels/travel/indjw-jw-marriott-indianapolis/) | 1.4 miles | $239 |
| [Indianapolis Mariott Downtown](https://www.marriott.com/hotels/travel/indcc-indianapolis-marriott-downtown/) | 1.5 miles | $219 |
| [Residence Inn](https://www.marriott.com/hotels/travel/indri-residence-inn-indianapolis-downtown-on-the-canal/) | 1.2 miles | $176 |
| [Hilton Indianapolis](https://www3.hilton.com/en/hotels/indiana/hilton-indianapolis-hotel-and-suites-INDDNHF/index.html) | 1.6 miles | $190 |
| [Courtyard by Mariott](https://www.marriott.com/hotels/travel/indct-courtyard-indianapolis-downtown/) | 1.4 miles | $134 |
| [Holiday Inn Express & Suites](https://www.ihg.com/holidayinnexpress/hotels/us/en/indianapolis/indms/hoteldetail) | 1.8 miles | $109 |

In this letter, you will find two forms: one for reserving your **exhibit** area for the conference, and the other for **sponsor** options and payment**.**

* **To reserve your exhibit area and/or become a sponsor,** please fill out and sign the forms and either mail or email the completed forms to:

Chris Bishop

 Marian University

3200 Cold Spring Road

Indianapolis, IN 46222 cbishop@marian.edu

* **If paying by check,** make it payable to IHSLA and send it by May 27th to:

Attn: Beth Whipple

Tedra Richter, IHSLA Treasurer

Indiana University School of Medicine

Ruth Lilly Medical Library

975 Walnut Street, IB 321

Indianapolis, IN 46227

**If you choose to pay by credit card** there is a **PayPal** link at <https://www.ihslanet.org/exhibitors>

**EXHIBIT REGISTRATION**

Please print your name and your company’s information as you would like them to be printed in the conference program and materials:

YOUR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of electrical outlets \_\_\_\_\_\_\_\_\_\_\_ (Please bring your own extension cords.)

Number of chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please accept one complimentary lunch, courtesy of IHSLA/RLML “Lunch with the Exhibitors.”

Will you /your company be donating a gift for the raffle to be held during the conference luncheon? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SPONSOR CONTRACT

**SPONSOR OPTIONS** (Please check your choice)

 \_\_\_\_\_\_\_\_\_\_\_ Sponsor one break - $ 125.00

 \_\_\_\_\_\_\_\_\_\_\_ Unrestricted donation of \_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_ We will not be able to exhibit, but we would like our materials

 distributed and displayed - $40.00

CORRESPONDENCE SHOULD BE ADDRESSED TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ITEMIZATION OF CONFERENCE TOTAL CHECK AMOUNT:**

 **EXHIBITOR FEE $ 150.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sponsor break $ 125.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Material display fee $ 40.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unrestricted donation $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CONFERENCE TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AUTHORIZING SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We look forward to visiting with our exhibitors, seeing you each year and welcoming new exhibitors. We hope you will be able to join us this year!

Our very best regards,

Chris Bishop

Marian University

317.955.6584

cbishop@marian.edu