



IBC CARE Conference

C - Cultural Consideration
A - Addictions & Trends
R - Reducing Stress & Promoting Self-Care
E - Exploring Best Practice

Date: February 6, 2017

To: Potential IBC C.A.R.E. Conference Exhibitors

From: The Iowa Board of Certification

Re: IBC's 2nd Annual C.A.R.E. Conference – September 14-15, 2017

We would like to invite you to be an exhibitor at our second annual C.A.R.E. Conference scheduled for September 14-15, 2017 at the Courtyard by Marriott in Ankeny, Iowa.

We anticipate having approximately 200 participants this year, which include substance abuse counselors, prevention specialists, gambling treatment providers, social workers, mental health therapists, and corrections professionals. This is a great opportunity for you to display your organization's information and products. Additionally, all exhibitors will have their name included in conference materials.

Exhibits need to be set up by noon on September 14, with the pre-conference running from 1:00-4:15 that day. Participants will have an opportunity to visit with you before and after this pre-conference. The full conference registration will start at 8:00 on September 15 and run the full day. Exhibits will need to be dismantled by 6:00 pm Friday, September 15.

Exhibitors will be allowed one table and chair, lunch on Friday for one person and free registration for the individual exhibiting at the table (this individual needs to also complete the registration form for the conference but will not have to pay the registration fee).

Enclosed you will find the Exhibitor Agreement as well as an agenda for our conference. Please complete this form and mail it to the Iowa Board of Certification along with the exhibitor fee. Exhibitor space is limited and will be granted on a first come, first-served basis.

Please feel free to contact Debbie Gilbert, IBC's Executive Director, with any questions you may have at 515-965-5509 or info@iowabc.org. Thank you!



2ND Annual IBC C.A.R.E. Conference
September 14-15, 2017

Exhibitor Agreement

Company/Organization _____

Address _____

Phone _____ Fax _____

Representative Attending _____

Representative's Email _____

Representative's Signature _____

(by signing above, representative is indicating agreement to all terms/conditions below)

General Information: Each exhibitor will be provided one 6' skirted table and one chair. ***If your display requires more space, you will need to purchase 2 exhibitor spaces.*** Electrical outlets may be limited – bring your own extension cord if needed. Lunch for one person on Friday is included in this price.

The C.A.R.E. Conference will be held at the Courtyard by Marriott, 2405 SE Creekview Dr., in Ankeny, Iowa.

Set Up & Dismantling: Exhibits may be set up on September 14, 2017 starting at 9:00 a.m. and may be up through 6:00 (the end of the conference) on September 15, 2017.

Payment: The \$200.00 exhibitor fee (non-refundable) is due with this completed form in order to reserve the space.

Liability: By completing this form, the exhibitor agrees to indemnify and hold the conference coordinators and the hotel harmless from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of its representatives or from the property of the exhibitor.

Questions? Call Debbie Gilbert at 515-965-5509 or email at info@iowabc.org

Mail completed form and fee to: Iowa Board of Certification, 225 NW School St., Ankeny, IA, 50023.

Note: Exhibitors will receive a confirmation from IBC upon receipt of completed Exhibitor Agreement and fee.