



IBC CARE Conference

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

To: IBC 4th Annual C.A.R.E. Conference Exhibitors

From: The Iowa Board of Certification (IBC)

Re: **Exhibiting at our C.A.R.E. Conference – September 19-20, 2019**

We would like to invite you to be an exhibitor at our fourth annual C.A.R.E. Conference scheduled for September 19-20, 2019 at Courtyard by Marriott (2405 SE Creekview Dr. in Ankeny). This year's conference will encompass two full days.

We anticipate having approximately 150 participants this year, which include substance abuse counselors, prevention specialists, gambling treatment providers, social workers, mental health therapists, marriage and family 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 8:00 a.m. on September 19, and removed on September 20 by 6:00 p.m. Participants will have an opportunity to visit with you before, during and after the conference on both days. ***You are welcome to sell items, give things away, give out your business cards, and obtain contact information from attendees, etc.***

Exhibitors will be allowed one table and chair. Lunch, snacks and beverages for one person at the exhibit is included in the cost, as well as attendance/CEUs at the conference. Exhibit cost is \$350.00.

Enclosed you will find the Exhibitor Agreement. Please complete this form and mail/email/fax 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.

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



4th Annual IBC C.A.R.E. Conference
September 19-20, 2019
Courtyard by Marriott - Ankeny

Exhibitor Agreement

Company/Organization _____

Address _____

Phone _____ Fax _____

Representative Attending (*only 1 person may be listed*) _____

Representative's Email _____ Cell phone _____

Representative's Signature _____

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

General Information: Each exhibitor will be provided one 6' 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, snacks and beverages for one person is included in this price, as well as attendance at the conference and CEUs (if you sign in).

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

Set Up & Dismantling: Exhibits need to be set up on September 19, 2019 starting at 7:00 a.m. and may be up through 6:00 on September 20 (the end of the conference).

Payment: The \$350.00 exhibitor fee (non-refundable) is due with this completed form in order to reserve the space. The fee can be paid by check or may be paid on the IBC website by debit/credit card or Paypal at www.iowabc.org.

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

This completed form can be mailed to: IBC, 225 NW School St., Ankeny, IA 50023 or emailed to info@iowabc.org. Fee may be paid with check, or go to IBC's website at www.iowabc.org to pay with debit/credit card.

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