



## IBC CARE Conference

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

To: IBC 3<sup>rd</sup> Annual C.A.R.E. Conference Exhibitors  
From: The Iowa Board of Certification (IBC)  
Re: IBC's 3<sup>rd</sup> Annual C.A.R.E. Conference – September 27-28, 2018

We would like to invite you to be an exhibitor at our third annual C.A.R.E. Conference scheduled for September 27-28, 2018 at Lutheran Church of Hope (925 Jordan Creek Pkwy, West Des Moines).

We anticipate having approximately 150 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 8:00 a.m. on September 28, and removed by 6:00 p.m. Participants will have an opportunity to visit with you before, during and after the conference. ***Please note that items may not be sold during the conference, however you are welcome to give things away, give out your business cards, and obtain contact information for people wanting product, etc.***

Exhibitors will be allowed one table and chair, and snacks/beverages for one person at the exhibit is included in the cost. Exhibit cost is \$100.00.

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.

You may contact Debbie Gilbert, IBC's Executive Director, with any questions you may have at 515-965-5509 or [info@iowabc.org](mailto:info@iowabc.org). Thank you!



**3rd Annual IBC C.A.R.E. Conference  
September 27-28, 2018**

**Exhibitor Agreement**

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Representative Attending \_\_\_\_\_

Representative's Email & Cell # \_\_\_\_\_

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. Snacks/beverages for one person is included in this price.

The C.A.R.E. Conference will be held at Lutheran Church of Hope, 925 Jordan Creek Pkwy., in West Des Moines, Iowa.

**Set Up & Dismantling:** Exhibits need to be set up on September 28, 2018 starting at 7:30 a.m. and may be up through 6:00 (the end of the conference).

**Payment:** The \$100.00 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](mailto: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.***