

VENDOR INFORMATION

CONFERENCE: INDIANA HEALTHCARE EMERGENCY PREPAREDNESS SYMPOSIUM (IHEPS)

DATE HELD: SEPTEMBER 11-12, 2025

HOURS: PARTICIPANT REGISTRATION OPENS AT 7:00AM AND SET-UP BEGINS AT 6:00AM BOTH DAYS

OBJECTIVE: TO INFORM HOSPITALS, HEALTH ASSOCIATIONS, EMERGENCY MEDICAL FIELD PERSONNEL OF REAL SOLUTIONS TO REAL PROBLEMS THEY MAY FACE. THIS IS A CHANCE FOR YOU, AS A VENDOR, TO SHOWCASE YOUR EXPERIENCE, SKILLS, PRODUCTS, AND OVERALL SOLUTIONS.

VENUE: – RENAISSANCE NORTH INDIANAPOLIS HOTEL (REQUEST THE IHEPS ROOM RATE)
11925 N. MERIDIAN ST,
CARMEL, IN 46032

ACCESS FOR SETUP: WEDNESDAY, SEPTEMBER 10TH, 2025 4PM-5PM | THURSDAY, SEPTEMBER 11TH, 2025, FROM 6:30AM-8AM

TABLE GIFT (OPTIONAL): VENDORS MAY BRING A PRIZE FOR DRAWINGS. DRAWINGS WILL BE DONE AT YOUR TABLE, SO BRING A BOWL OR SOMETHING TO COLLECT BUSINESS CARDS IN. YOU WILL BE RESPONSIBLE FOR CONTACTING THE WINNER TO DELIVER YOUR PRIZE. OR WE ARE HAPPY TO ANNOUNCE THE WINNER AT THE END OF THE DAY EACH DAY! PLEASE SPEAK WITH LINDSEY MUSGRAVE TO ARRANGE DETAILS

VENDOR SPACE COST: SEE SPONSORSHIP LEVELS- NEW THIS YEAR IS A \$500 SPONSORSHIP! THIS WILL ALLOW YOU THE OPPORTUNITY TO SHIP YOUR BUSINESS'S MATERIALS AND OUR IHEPS PLANNING TEAM WILL SET-UP AND TEAR DOWN YOUR DISPLAY

MAKE CHECK OUT TO: IHEPS

MEMO AREA: IHEPS SYMPOSIUM

**MAIL CHECK AND
VENDOR INFO FORM** DISTRICT 5 HOSPITAL PREP. AND PLANNING
ATTN: LINDSEY MUSGRAVE/IHEPS

TO: PO BOX 68517
INDIANAPOLIS, IN 46268

CREDIT CARD OPT: CREDIT CARD PAYMENT FOLLOW THE REGISTRATION HERE LINK AND REGISTER AS A VENDOR.

TEAR DOWN: WILL BE AT THE END OF THE FINAL SESSION.

ALL VENDOR SPACES WILL BE IN THE HALLWAY JUST OUTSIDE THE CONFERENCE ROOMS. THERE WILL NOT BE WALLS TO PROP THINGS AGAINST.

BRING EXTENSION CORDS OR POWER STRIPS IF YOU WANT ELECTRICITY. THE HOTEL REQUIRES THAT YOU SECURE YOUR CORDS WITH GAFF TAPE.

HOTEL RATE FOR SEPTEMBER 10TH - 12TH, IF YOU SELECT OUTSIDE OF THAT RANGE, IT WILL NOT SHOW AVAILABILITY

***FOR HOTEL INFORMATION AND ROOM RESERVATIONS CALL 317-816-0777(MENTION IHEPS FOR DISCOUNTED RATE)**

PARTICIPANT LISTS WILL BE AVAILABLE FOR APPROPRIATE SPONSOR LEVELS SHORTLY AFTER THE SYMPOSIUM TO BE ABLE TO INCLUDE LAST MINUTE OF DAY-OF REGISTRANTS AND CHANGES.

PLEASE NOTE: THERE WILL BE A NETWORKING EVENT ON DAY ONE IN THE VENDOR AREA. COCKTAILS AND HORS D'OEUVRES WILL BE AVAILABLE. IF YOU WISH TO BE A CO-SPONSOR FOR THIS SESSION, PLEASE CONTACT LINDSEY MUSGRAVE (PLANNING@INDIANADISTRICT5.COM)

CARGO SHIPMENTS: IF YOU ARE SHIPPING ITEMS TO THE HOTEL, PLEASE SHIP TO:

RENAISSANCE INDIANAPOLIS NORTH HOTEL
C/O, IHEPS
11925 N MERIDIAN ST.
CARMEL, IN 46032

THE CUSTOMER IS RESPONSIBLE FOR ALL ARRANGEMENTS AND ALL EXPENSES ASSOCIATED WITH THE SHIPPING OF MATERIALS, MERCHANDISE, EXHIBITS OR ANY OTHER ITEMS TO AND FROM THE HOTEL.

PACKAGE HANDLING FEES

THE WEIGHTS WILL BE TAKEN OFF THE FEDEX, UPS OR DHL BOXES. THESE PACKAGES DO NOT NEED TO BE WEIGHED AT THE HOTEL. ON RARE OCCASIONS, PACKAGES MAY COME FROM ANOTHER SOURCE WITHOUT WEIGHT INFORMATION. IN THESE CASES, WEIGHTS MAY BE ESTIMATED IF A SCALE IS NOT AVAILABLE.

THE MINIMUM FEES ARE AS FOLLOWS:

0 TO 5 POUNDS	\$5.00/EACH
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6 TO 20 POUNDS	\$10.00/EACH
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21 TO 50 POUNDS	\$15.00/EACH
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OVER 50 POUNDS	\$25.00/EACH
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CRATES LABOR REQUIRED.	TBD DUE TO VARIATION OF SIZE, WEIGHT AND
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PALLETS	\$75.00/EACH
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