



# ORLANDO COME EXPERIENCE THE MAGIC...

## 114th ANNUAL IMSA CONFERENCE and 32nd ANNUAL SCHOOL

**I**MSA's 114th Annual Conference and 32nd Annual School will be held at the Omni Orlando Resort at ChampionsGate, August 18—25, 2009 in Orlando, Florida.

**Have you made your Conference hotel reservations yet?** Please make sure to mention you are with the IMSA Conference when making your hotel reservation. Room blocks have been reserved for IMSA at the Omni Orlando Resort at ChampionsGate at a \$129.00 +13 % tax rate. You may reserve a room by calling 1-800.843.6664 or visiting the Hotel Reservations link on the IMSA Website. The cutoff date for room reservations is July 10, 2009. However, that does not mean there will still be rooms available up to that date. Please make your reservations now so you are sure to have a room. Self Parking will be complimentary.

**Outside Exhibit Space** - If your company is interested in having outside exhibit space, please e-mail the dimensions of the space you would like as well as the weight of your vehicle to [mce@imsasafety.org](mailto:mce@imsasafety.org) by **May 15th** so we can make arrangements with the hotel for the space.

**Exhibitor Schedule** is as follows:

Sunday, August 23, 2009	5:00 PM - 7:00 PM
Monday, August 24, 2009	10:00AM - 1:00 PM 2:00 PM - 5:30 PM
Tuesday, August 25, 2009	10:00 AM - 2:00 PM

**Exhibit Set-Up** will be:

Saturday, August 22, 2009	1:00 PM - 5:00 PM
Sunday, August 23, 2009	8:00 AM - 3:00 PM

**Exhibit Move-Out** is on:

Tuesday, August 25, 2009	2:00 PM - 6:00 PM
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**Don't Miss Out...**If you haven't signed up for a booth at our 2009 Annual Conference in Orlando sign up today before it's too late! There is space available.

A **Floor Plan** and **Updated Booth Assignment** list are enclosed.

IMSA has made special arrangements with **AVIS** to offer a discount. Reservations may be made by calling the **AVIS Meeting Reservation and Information Desk** at 800.331.1600 or visit them on the Web at [www.avis.com](http://www.avis.com). The **AVIS Worldwide Discount** number is **J095409**.

**For Discounts on Ground Transportation From the Airport - Please visit:** [www.imsasafety.org/2009conf/shuttle.pdf](http://www.imsasafety.org/2009conf/shuttle.pdf). Print the coupon for your \$4.00 discount on the Mears Motor Shuttle transfer from Orlando International Airport to the Omni Orlando at ChampionsGate. More details on the coupon.

We are offering time and meeting room space for **Product Demonstrations** again this year. See the enclosed Product Demonstration form for information. Assignments will be made on a first come-first serve basis.

**I**f we have not received your payment and you have reserved a booth an **invoice is enclosed. An Exhibitor Contract is also enclosed if we do not have one on file.** Please return it with your Booth Rental Fee to:

IMSA  
P.O. Box 539  
Newark, NY 14513



# IMSA

## QUESTIONS...CONTACT:

### IMSA

165 East Union Street  
P.O. Box 539  
Newark, New York 14513

Phone: 800.723.4672  
Fax: 315.331.8205  
Email: info@IMSAsafety.org

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[www.imsasafety.org](http://www.imsasafety.org)

**A**n **Exhibitor Service Kit** will be sent to those companies that have submitted their completed contract and paid their booth rental fees in full prior to the Conference. The kit will be mailed from Freeman. It will also be posted on the IMSA Web site. **The Exhibit Hall is carpeted.** Vacuuming service **IS NOT** included in your space rental. If you wish to have your booth space vacuumed, a form will be included in the Exhibitor Service Kit. The booth drapery will be Burgundy and Ivory.

**Great Networking Events** can be yours! Maximize your presence at the IMSA Conference at the following events (tickets required):

- Monday, August 24, 2009...Annual Breakfast with guest speaker.
- Monday, August 24, 2009...Theme Night—A beach party featuring the Coco Loco Trio who will perform your party favorites from the Beach Boys to Jimmy Buffet.
- Tuesday, August 25, 2009...The Closing banquet will consist of a cocktail reception, dinner and entertainment from the Blues Brothers.

**A Marketing Opportunity** for IMSA Exhibitors. IMSA is giving your company an opportunity to sponsor a portion of the cost of the events at the Annual Conference. Your company's name will be prominently displayed at the event in which you wish to sponsor. Your company's representatives will be given the chance to act as greeters at the event and also participate in the event. As a sponsor, you will also have the opportunity to distribute brochures and various literature at the event in which you sponsor. **This is a great marketing opportunity!**

## MARK YOUR CALENDAR FOR THE 2010 IMSA CONFERENCE

June 22 - 30, 2010  
INTERCONTINENTAL DALLAS  
Addison, Texas

## 2009 FORMS TO BE COMPLETED:

**W**e have enclosed a number of forms for you to complete and return to the IMSA office:

1. Sustaining Member Luncheon Reservation Form
2. IMSA Badge Order form for Booth Personnel
3. Conference Program Exhibit Form

*Please return these completed forms as soon as possible.*

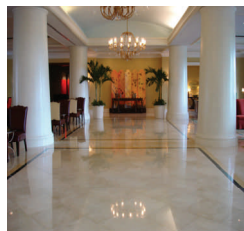
**The Official Decorator** for the conference in

Orlando will be:

FREEMAN

2220 Consulate Dr.

Orlando, FL 32837



If you have any questions for the decorator, they can be reached at **407.857.1500**

**Please Note—Due to limited storage, the Hotel cannot accept any packages from Exhibitors. Should exhibitor send packages to hotel, they will NOT be accepted.**

### ENCLOSURES:

- 2009 Exhibit Floor Plan
- 2009 Booth Assignment List
- 2009 Sustaining Members Luncheon Reply
- 2009 Conference Program Exhibit Form
- Product Demo Registration Form
- Sponsorship Participation Form
- Exhibitor Extra Ticket Order Form
- IMSA Badge Order Form

### ADDITIONAL ENCLOSURES:

- 2009 Exhibit Contract
- 2009 Exhibitor Invoice

**See you in Orlando at the Sustaining Members Luncheon** The luncheon will be held on Monday, August 24, 2009 at 1:00 PM in International Ballroom I at the Omni Orlando Resort at ChampionsGate. Booth selection for the 2010 Conference will take place at the luncheon.