

2016 KANSAS GOVERNOR'S PUBLIC HEALTH CONFERENCE

EXHIBIT INFORMATION



WICHITA STATE
UNIVERSITY

APRIL 27, 2016
MARRIOTT
WICHITA, KS

Don't miss your opportunity to exhibit at the **11th Annual Governor's Public Health Conference!** Approximately 300 public health nurses, maternal and child health staff and public health professionals throughout the state are expected to attend.

The conference will be held **April 26 –April 28, 2016** at the Wichita Marriott, located at 9100 E Corporate Hills Dr, Wichita, KS, 67207. Exhibits will be displayed on Wednesday, April 27.

Exhibit Hours

Wednesday, April 27, 2016

6:30 – 8:00 a.m.	Set Up (Conference registration begins at 7:00 a.m.)
8:00 a.m. – 4:00 p.m.	Display
4:00 – 5:00 p.m.	Tear Down

Space Description

Table Top Exhibits:

Each exhibit space includes one clothed and skirted 6' x 30" table and two chairs. Additional tables are available and must be arranged through pre-registration and paid for in advance. Exhibitors may not bring their own tables. Exhibit tables are adjacent to one another. There are no physical dividers between booths. If additional space for display racks is needed, please purchase a floor space. The exhibit area is located in the hallway and will not be secure. We encourage you to take valuable items with you when you leave your booth. **If you need an electrical outlet, you must contact the Wichita Marriott directly.** Wireless internet is available at no additional charge.

Floor Space:

Each exhibit space includes one clothed and skirted 6' x 30" table and two chairs. Exhibitors will not be permitted to block doorways or display materials interfering or infringing on another exhibitor's space. There are no physical dividers between booths. The exhibit area is located in the hallway and will not be secure. We encourage you to take valuable items with you when you leave your booth. **If you need an electrical outlet, you must contact the Wichita Marriott directly.** Wireless internet is available at no additional charge.

Exhibitor Options

- **Option 1 – Table Displays**

Early Bird Rate:	By April 1
• For-Profit:	\$250.00 first table, \$50.00 each additional table
• Non-Profit:	\$100.00 first table, \$25.00 each additional table

Regular Rate:	After April 1
• For-Profit:	\$300.00 first table, \$50.00 each additional table
• Non-Profit:	\$150.00 first table, \$25.00 each additional table

- **Option 2 – Floor Displays**

Early Bird Rate: By April 1

- For-Profit: \$300.00 one space, \$250.00 each additional space
- Non-Profit: \$200.00 one space, \$150.00 each additional space

Regular Rate: After April 1

- For-Profit: \$350.00 one space, \$300.00 each additional space
- Non-Profit: \$250.00 one space, \$200.00 each additional space

- **Option 3 – Bag Inserts***

A great way to get your message out, even if you can't attend the conference!

Early Bird Rate: By April 1
\$100.00

Regular Rate: After April 1
\$150.00

Shipping- Materials must be received NO LATER than April 11. Cost of shipping is your responsibility.

*FedEx or UPS- please ship to our physical address: WSU Conference Office, 5015 E. 29th St., Door "C", Wichita, KS 67220.

*USPS- please ship to our mailing address: WSU Conference Office, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136.

Sponsorship Information

If you would like to be more visible during the conference, you are invited to become a conference sponsor. Conference sponsors are individuals, organizations, agencies or businesses that provide special financial support for conference activities in the amount of \$500.00 or more. In return, sponsors will receive:

- Priority placement in the exhibit area;
- Two exhibit tables free of charge;
- Posted sponsorship signage at the registration table;
- Recognition at the sponsored event;
- Conference Attendee List with contact information. (to be emailed after the conference.)

How to Reserve Your Spot

Space is limited. To reserve your place at the 11th Annual Governor's Public Health Conference, complete the Exhibitor/Sponsor Registration and return it to Wichita State University — Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136 along with your exhibit fees or register online at: www.wichita.edu/conferences/publichealth.

Wichita Marriott Shipping and Receiving:

(If you have registered as a bag insert exhibitor, do not ship your materials directly to the Marriott. You will ship your materials directly to the WSU Conference Office.)

Items may be shipped directly to the Marriott for storage prior to the conference. Below are the guidelines:

- Items should be shipped to arrive at the hotel on or after April 18.
- Items should be addressed to you and marked “HOLD for GOVERNOR’S PUBLIC HEALTH CONFERENCE on APRIL 27.”
- The shipping address is 9100 Corporate Hills Drive, Wichita, KS, 67207.

Please read the attachment on [“Exhibitor Packages”](#) for additional information on shipping and receiving. Please note that none of the shipping companies will pick up a parcel if they have not been called specifically for that package. Please bring your own shipping label with your account number for billing purposes. You must call for UPS or FED EX for pick-up prior to your departure.

Exhibit Information

Conference Location

Wichita Marriott
9100 E. Corporate Hills Dr
Wichita, KS 67207

Accommodations

Special rates for conference attendees and exhibitors have been arranged with the Wichita Marriott. Single and double room rates are \$99.00 + tax. There is no charge for parking.

Making a Reservation

Reservations must be received by April 11. Reservations can be made by calling the hotel directly at 316-651-0333 or 1-800-228-9290, or by visiting the [Marriott’s website](#).

Terms and Conditions: By participating as an exhibitor in the 11th Annual Governor’s Public Health Conference, you, your company/association, and your representatives agree to the following terms and conditions. These terms and conditions will be strictly enforced and violators may be asked to leave the exhibition area and may impair their exhibit opportunities at future Governor’s Public Health Conferences.

Meal Options: The exhibit fee does not include meals. The Greatroom is located at the Marriott and serves breakfast, lunch and dinner. **Optional Meal and Beverage Package:** Exhibitors have the option of purchasing meal and beverage packages for the conference (see registration form.) Exhibitors purchasing the optional meal packages will be provided with tickets to give to the server. Meals will be served at the exhibit table unless prior arrangements have been made with the conference staff.

Electricity: Limited electrical outlets are available for an additional fee. If you need an electrical outlet, you must complete the attached [“Electrical/Equipment Order Form”](#) and submit the form with payment directly to the hotel.

Booth Assignment: The Governor’s Public Health Conference organizers reserve the right to exercise their sole discretion in the assignment of booth space and the acceptance or refusal of requests to exhibit for any reason, with or without cause. While every effort is made to accommodate the special needs and requests of exhibitors, the final assignments of booth space and their location will be determined by the conference facilitator at their sole discretion. Exhibit space will be pre-assigned according to the date payment is received. Please submit all special requests with your registration. Exhibitors may not rearrange table placement without the permission of the conference facilitator.

Set-up Information: Fire regulations require exhibitors to keep displays, products, signage, and any other materials within their booth limitations. If any of these items are found to be in aisle space, the exhibitor is liable for municipal fines and may be asked to dismantle their exhibit and leave. Exhibitors may not bring in additional tables. Additional tables are available with advance registration for a fee.

Amendments: The exhibitor agrees that the Governor’s Public Health Conference organizers shall have the right to make such rules and regulations or changes in arrangements as it shall deem necessary, and to amend same from time to time. The conference facilitator shall have the final determinations and enforcement of all rules, regulations, and conditions.

Liability: Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the Governor’s Public Health Conference organizers and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by Exhibitor’s installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

Cancellation of Space: Failure to exhibit does not constitute notice of cancellation. Cancellation must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be charged for **all** cancellations (this includes unpaid purchase orders.) There will be no refunds after April 8. In the event of the Governor’s Public Health Conference being canceled due to fire, strikes, government regulations, acts of God, or other causes beyond their control, the Governor’s Public Health Conference organizers shall not be held liable for failure to hold the Governor’s Public Health Conference as scheduled, and the Governor’s Public Health Conference organizers shall determine the amount of exhibit fees to be refunded.

Endorsements: Having an exhibitor relationship with the Governor’s Public Health Conference does not indicate that the Governor’s Public Health Conference endorses the product of said exhibitor.

We look forward to seeing you at the conference. Please sign up today on the enclosed registration form or online at <http://www.wichita.edu/conferences/publichealth>. If you have any questions, please feel free to contact the WSU Conference Office at conference.office@wichita.edu or 316-978-6493.

Special Accommodations

Wichita State University is committed to making programs available to people with disabilities. If you wish to volunteer information regarding any special assistance you may need, please contact the Office of University Conferences at (316) 978-6493.

Notice of Non-Discrimination

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.

11th Annual Governor's Public Health Conference Exhibitor/Sponsor Registration
April 27, 2016

Name of Organization (& Dept if applicable): _____

Registration/Billing Contact: _____ E-mail: _____

Name of Rep 1 staffing the display area: _____ E-mail: _____

Name of Rep 2 staffing the display area: _____ E-mail: _____

Mailing Address (included in conference program): _____

City/State/Zip: _____

Phone: _____ Fax: _____ Web: _____

Special requests for table placement: _____

(Final arrangements of booth space will be determined by the conference facilitator based on space availability)

What type of products or services do you provide? _____

_____ I require vegetarian meals. Please list any medical/religious dietary restrictions, or other special accommodations needed:

_____ I agree to abide by all Governor's Public Health Conference Exhibitor terms and conditions (see brochure for details.)

Exhibitor Opportunities

(see brochure for opportunity details)

Option 1 – Table Displays (Please check one)

Early Bird Rate (by April 1)

_____ For Profit: \$250 first table, \$50 each additional table

_____ Non-profit: \$100 first table, \$25 each additional table

After April 1

_____ For Profit: \$300 first table, \$50 each additional table

_____ Non-profit: \$150 first table, \$25 each additional table

Option 2 – Floor Displays (Please check one)

Early Bird Rate (by April 1)

_____ For Profit: \$300 one space, \$250 each additional space

_____ Non-profit: \$200 one space, \$150 each additional space

After April 1

_____ For Profit: \$350 one space, \$300 each additional space

_____ Non-profit: \$250 one space, \$200 each additional space

Option 3 – Bag Inserts* (Please check one)

Early Bird Rate (by April 1)

_____ \$100

After April 1

_____ \$150

***See brochure for shipping information.**

_____ **TOTAL # OF TABLES NEEDED**

Sponsorship Opportunities: \$500.00 or more

(see brochure for opportunity details)

_____ Keynote Presentation Sponsor **(Check Tables Below)**

_____ Breakfast/Lunch Sponsor **(Check Tables Below)**

_____ Refreshment Break Sponsor **(Check Tables Below)**

_____ **No Tables** _____ **One Table** _____ **Two Tables**

How to Register:

Online: www.wichita.edu/conferences/publichealth

Fax: 316-978-3064

Mail: WSU – Office of University Conferences

1845 Fairmount, Campus Box 136

Wichita, KS 67260-0136

Questions:

Contact the WSU Conference Office:

(316) 978-6493; conference.office@wichita.edu

Optional Meal and Beverage Package:

(Must be purchased by April 13)

Includes: Breakfast, Lunch and Breaks on April 27

Cost: \$50.00 per person

Total Packages Desired: _____

Cancellation of Space: Failure to exhibit does not constitute notice of cancellation. Cancellation of exhibit space or sponsorship must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be charged for **all** cancellations (this includes unpaid purchase orders.) There will be no refunds after **April 8, 2016**.

Payment Information: Total Due: \$ _____ (Federal Tax ID: 48-1124839)

_____ Check/Purchase Order _____ MasterCard _____ Visa _____ American Express _____ Discover

CC # _____ Expiration Date: _____ Security Code: _____

Name on Card: _____ Signature: _____

3 digit code on back of card
or 4 digits on front of
American Express Card