

KPHA 2018



75th Annual Kansas Public Health Association Conference SPONSOR & EXHIBITOR INFORMATION

**Exhibit Date:
October 2, 2018**

**Hyatt Regency Wichita
400 West Waterman Street
Wichita, Kansas 67202**

Please join us as an exhibitor at the 75th Annual Kansas Public Health Association Conference. This annual event attracts approximately 250 public health leaders and professionals from around the state. These individuals represent a wide range of professions including academics, oral health services, health educators and health advocates, epidemiologists, dieticians, nurses, nursing home administrators, physicians, sanitarians and social workers. Being a Sponsor or Exhibiting at the conference will provide you and your organization the opportunity to interact with these key decision makers and to showcase your products and services.

Exhibit Date and Hours

Tuesday, October 2, 2018

Setup: 6:30 – 7:30 a.m.

Exhibits Open: 7:30 a.m. - 5:00 p.m.

Exhibit Location

Hyatt Regency Wichita Foyer

Please note: Exhibit area is non-secure. Items left unattended are done so at exhibitor's own risk.

Exhibit Furnishings

Each exhibit space is furnished with one table, clothed and skirted, and two chairs. Additional tables are available for pre-order at a charge of \$100.00 per table.

Conference App (New this Year!)

Each exhibitor will be advertised on the KPHA Conference App. After you register you will need to provide a logo, company contact information, a brief description about your company and any social media handles you would like included.

Exhibitor Options and Rates

• Option 1 – Table Display	Before 9/07	After 9/07
	For Profit:	\$400 first table
	Non-profit:	\$250 first table
Additional Tables	\$100 each	\$100 each
• Option 2 – Floor Display	Before 9/07	After 9/07
	For Profit:	\$450
	Non-Profit:	\$350
• Option 3 – Bag Inserts and Conference App Listing	Before 9/07	After 9/07
	For Profit or Non-Profit:	\$150

(If you have registered as a bag insert exhibitor, do not ship your materials directly to the Hyatt Regency Wichita. You will ship your materials directly to the WSU Conference Office, 1845 Fairmount Street, Box 136, Wichita, KS 67260-0136. We must receive your materials by September 21. To be listed in the conference app you will need to email the information listed under the Conference App section above to conference.office@wichita.edu.)

What is Not Included in the Exhibitor Fee

The exhibit fee does not include meals or admittance to conference sessions. If you wish to fully participate in all events, you have the option of pre-purchasing a meal ticket or paying the additional conference registration fee (see registration form).

Sponsorship Options

All sponsors will be recognized at the conference and receive special recognition on the conference website. Each sponsor will also be advertised on the KPHA Conference App. After you register you will need to provide a logo, company contact information, a brief description about your company and any social media handles you would like included.

Sponsorship Levels

Gold \$3,000

- Full page advertisement in the conference program. Ad must be provided by the sponsor no later than September 03, 2018 to be included in the program.
- Logo featured on KPHA's website homepage and conference app.
- Two complimentary conference registrations to include all sessions and meals.
- Two 6' draped tables, two chairs, and a table tent, if desired.
- Logo featured on sponsorship signage at registration.
- Listing with active link to sponsor's website on the conference web page and conference app.
- Push notifications advertising on the KPHA conference app.
- If desired the sponsor booth can be displayed on day 2 of the conference as well.

Silver \$2,000

- Full page advertisement in the conference program. Ad must be provided by the sponsor no later than September 03, 2018 to be included in the program.
- Logo featured on KPHA's website homepage and conference app.
- One complimentary conference registration to include all sessions and meals.
- Two 6' draped tables, two chairs, and a table tent, if desired.
- Logo featured on sponsorship signage at registration.
- Listing with active link to sponsor's website on the conference web page and conference app.

Bronze \$1,000

- Half page advertisement in the conference program. Ad must be provided by the sponsor no later than September 03, 2018 to be included in the program.
- Logo featured on KPHA's website homepage and conference app.
- Two 6' draped tables, two chairs, and table tent, if desired.
- Logo featured on sponsorship signage at registration.
- Listing with active link to sponsor's website on the conference web page and conference app.

How to Apply to Reserve your Space

To apply to be an exhibitor or sponsor at the 2018 Kansas Public Health Association Conference, complete the Exhibitor/Sponsor Application Form and return it to the Wichita State University Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136, with your payment or register online at: <http://www.wichita.edu/conferences/kpha>. **The application deadline is Friday, September 21, 2018.**

Conference Lodging

Hyatt Regency Wichita
400 West Waterman Street
Wichita, KS 67202

Accommodations

Special rates for conference attendees have been arranged with the Hyatt Regency Wichita. Single and double occupancy rates are \$119.00 + tax per night.

Making a Reservation

Reservations must be received by September 14, 2018. When you make your reservation, please identify yourself as a Kansas Public Health Association Conference participant. To make reservations call the Hilton Garden Inn at 316-293-1234 or [CLICK HERE to reserve your room online](#). There is no charge for parking if you are staying at the hotel. Daily commuters will be charged \$5.00 per day to park in the garage. There is also free parking across the street from the Hyatt.

Terms and Conditions

By participating as an exhibitor at the Kansas Public Health Association Conference, you, your company/association and your representatives agree to the following terms and conditions.

Application to Exhibit

The Kansas Public Health Association reserves the right to exercise their sole discretion in the acceptance or refusal of an application to exhibit at the annual conference for any reason, with or without cause.

Shipping & Receiving

If you register as a bag insert exhibitor, do not ship your materials directly to the Hyatt. You will ship your materials to the WSU Conference Office (see shipping info. on page 2). For shipments of display units and materials to the Hyatt, please refer to the following:

Conference Location

Hyatt Regency Wichita
400 West Waterman
Wichita, Kansas
316-293-1234

Rates and Guidelines (Handling and Storage Charges)

Size	Inbound	Outbound
Letter (any item under 1 lb)	No charge	No Charge
Box	5.00	5.00
Case	5.00	5.00
Pallet or Crate	100.00	100.00

Additional charges for items over 200 lbs. The Hyatt Regency Wichita will not accept palletized items or items in excess of 200 lbs. without prior notification. The charge for guests shipping from the Hyatt with their own account is the standard FedEx or UPS rate plus the above handling charges. Handling charges are subject to change without notice. Items are stored complimentary for 48 hours prior to

and following the function. If items arrive earlier than or remain later than 48 hours, a storage fee will be incurred.

Suggestions for Shipping to Hyatt

On the label or air bill, please include your telephone number. In the event of a problem, this will help the Hyatt staff contact you. All packages should include the following information with the address:

- The guest or exhibitor's name preceded by Guest or Exhibitor
- The group, convention, or company name (all that apply)
- The arrival date (if not a hotel guest, the pick-up date)

Send packages to:

C/O Hyatt Regency Wichita
400 West Waterman
Wichita, KS 67202

If you have any questions, please contact the Security Department at (316) 613-6255.

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 application for a fee.

Booth Assignment

The Kansas Public Health Association 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. Exhibitors may not rearrange table placement without the permission of the conference facilitator.

Booth Dismantling

No part of an exhibit shall be dismantled nor material removed during the exhibit hall hours without special permission from the conference facilitator.

Internet Access

There is complimentary Wi-Fi access in all guest rooms and public areas.

Electrical Needs

Labor, electrical, telephone, internet access (analog or T1), and food services will be provided by the Hyatt Regency Hotel for an additional charge. Arrangements need to be made directly with the Hyatt. The exhibitor is responsible for paying any and all cost associated with these additional services provided by the hotel. Pricing is available by contacting the hotel's Event Services Department directly at (316) 613-6277 or by completing the Hyatt Utility Form on the last page of this brochure.

Amendments

Exhibitor agrees that the Kansas Public Health Association 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 determination and enforcement of all rules, regulations, and conditions.

Liability

Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the Kansas Public Health Association 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. Exhibitor agrees that the Kansas Public Health Association shall not be responsible for any exhibit items that are lost, stolen, damaged, or destroyed during the Conference, including setup or tear down.

Cancellation of Space

Cancellation of exhibit space must be in writing. Telephone cancellations will not be accepted. Full refunds (less a 15% administrative fee) will be made for exhibits cancelled before September 14, 2018. In no case will a refund be issued for a cancellation made after that date.

Endorsements

Having an exhibitor relationship with the Kansas Public Health Association Conference does not indicate that the Association endorses the products or services of said exhibitor.

Photo Usage

By attending the Kansas Public Health Association Conference, you give KPHA and Wichita State the right to take photos and use your image in future promotional materials

Special Accommodations

The Kansas Public Health Association is committed to making programs accessible 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 Nondiscrimination

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.

Right of Termination for Cause

This agreement and the University's obligations hereunder regarding this conference and the presentation of any or all associated sessions and optional entertainment events are subject to acts of God, war, terrorism, government regulations, disaster, fire, strikes, civil disorder, curtailment of transportation facilities, or other similar cause beyond the control of the parties making it inadvisable, illegal, or impossible to hold the event or provide the facility. If the conference or any associated event is cancelled due to one of the aforementioned occurrences, the liability of the University shall be limited to refunding the conference registration fee or a portion thereof. The University shall not be responsible for consequential damages, including, but not limited to, any losses incurred by registrants including, but not limited to, airline cancellation charges, hotel deposits and other associated travel costs.

**Kansas Public Health Association Conference Exhibitor/Sponsor Application
October 2, 2018**

Wichita State University – Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136
316-978-6493; Fax: 316-978-3064; Web: <http://www.wichita.edu/conferences>; E-mail: conference.office@wichita.edu

Note: Your application to exhibit at the annual conference will be reviewed by KANSAS PUBLIC HEALTH ASSOCIATION, and if it is determined that your product or information contradicts the KANSAS PUBLIC HEALTH ASSOCIATION mission or policies, your application will be denied and a refund will be made.

Name of Organization: _____

Registration/Billing Contact: _____ E-mail: _____

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

Mailing Address: _____

City/State/Zip: _____ Phone: _____ Fax: _____

Web Address: _____

List any exhibitors you do not wish to be adjacent to: _____

Exhibitor Opportunities

Option 1 – Table Displays (Please check one)

Early Bird Rate (prior to September 7)

_____ For Profit: \$350 first table, \$100 each additional table

_____ Non-profit: \$200 first table, \$100 each additional table

After September 7

_____ For Profit: \$400 first table, \$100 each additional table

_____ Non-profit: \$250 first table, \$100 each additional table

Option 2 – Floor Displays (Please check one)

Early Bird Rate (prior to September 7)

_____ For Profit: \$400 one space

After September 7

_____ For Profit: \$400 one space

_____ Non-profit: \$300 one space

Option 3 – Bag Inserts (Please check one)

Early Bird Rate (prior to September 7)

_____ Registration Fee: \$125

After September 7

_____ Registration Fee: \$175

***Bag inserts must be received by the WSU Office of University Conferences no later than September 21, 2018.**

Total Due \$ _____

Sponsorship Levels

(please check)

_____ **Gold** **\$3,000**

_____ **Silver** **\$2,000**

_____ **Bronze** **\$1,000**

Optional Meal Purchase

_____ **Breakfast, Lunch, & Breaks \$75.00**

How to Register:

Online at: <http://www.wichita.edu/conferences/kpha>

By 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 at 316-978-6493

Payment Information Check (Make checks payable to: WSU Conference Office)

Credit Card

MasterCard _____

Visa _____

American Express _____

Discover _____

CC # _____ Expiration Date: _____ Security Code: _____

Name on Card: _____ Signature: _____



Hyatt Regency Wichita
 400 W. Waterman
 Wichita, KS 67202
 Phone: 316-613-6277
 Fax: 316-613-6289

PLEASE SEE REVERSE SIDE FOR PAYMENT INSTRUCTIONS.

Hyatt Customer Utilities Order Form

Event _____ Event Dates _____
 Exhibitor Company Name _____
 Address _____
 City _____ State _____ Zip _____
(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)
 Exhibitor Name _____
 Phone _____ Booth # _____
 Fax _____
 E-mail _____
 Authorized Signature _____
 By signing, exhibitor understands Hyatt Regency Wichita may adjust price if calculations are not correct.

A check or credit card information for the total services requested must accompany this order form. **To receive advance price, the payment and order form must be received in our office five business days prior to the published move-in date of your event.** Regular prices will be collected on orders placed after this date. All rates charged are for the run of the show, unless otherwise noted. Regulations and credit card information can be found on the reverse side of this form.

ELECTRICAL SERVICE				
ITEM	Advance Price	Regular Price	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$56.00	\$112.00		
20 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$77.00	\$153.00		
30 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$82.00	\$164.00		
50 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$111.50	\$222.00		
100 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$183.50	\$366.00		
100 AMP 480 V. 3 PHASE	\$183.50	\$366.00		
15' EXTENSION CORD	\$20.00	\$40.00		
25' EXTENSION CORD	\$20.00	\$40.00		
GROUNDING 6 PLUG-IN STRIP	\$20.00	\$40.00		
2-300 W. LIGHTS ON POLE w/ power	\$66.00	\$133.00		
SIGN HANGING				
(see reverse) \$78.00 sign, \$140.00 banner, \$391.00 oversize (\$40.00 fee if not rec'd 5 prior to move-in)				
TOUCH TONE PHONE LINE	\$147.00	\$294.00		
TOUCH TONE PHONE	\$16.50	\$33.00		
CONFERENCE SPEAKER PHONE	\$140.00	\$160.00		
INTERNET – WIRED DEVICE: one day only	\$244.00	\$489.00		
INTERNET – WIRED DEVICE: each additional day	\$42.50	\$42.50		
PIANO RENTAL				
Baby Grand Piano – Tuned	\$100.00	\$130.00		
		SUBTOTAL		
		+ KS TAX	x 7.50%	
		= TOTAL		

ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT WILL BE DONE BY PRESENTATION SERVICES AUDIO VISUAL. ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets **MUST** be ordered for each booth to be connected. ALL material and equipment furnished remains property of the PRESENTATION SERVICES AUDIO VISUAL.
- Rates include bringing circuits to the rear of the exhibit booth, or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips, are the responsibility of the exhibitor. Additional cords and power strips maybe rented from PRESENTATION SERVICES AUDIO VISUAL. The exhibitor's own cords should be inspected for wear and be U.L. Approved. Lightweight or ungrounded extension cords are not allowed.
- HYATT REGENCY WICHITA is not responsible for voltage fluctuations or power failures on service lines.
- HYATT REGENCY WICHITA reserves the right to refuse to make any connections, which violate city or national electric codes.

SIGNS/BANNERS

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility.
- Signs or banners to be hung shall be hung by the PRESENTATION SERVICES AUDIO VISUAL. Rates are determined using the following criteria: signs are under 4'x8' in size weighing less than 70 lbs.; banners are under 20' in length weighing less than 140 lbs.; anything over 20' in length or weighing more than 140 lbs. will be considered oversized.
- All Oversized materials **MUST** be delivered to PRESENTATION SERVICES AUDIO VISUAL no later than 24 hours in advance of event.

COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within HYATT REGENCY WICHITA.
- Telephone instruments are available for an additional charge.
- The in-house telephone system gives you direct dial-in service, credit card long distance.
- Cable modems are the standard High Speed connection from PRESENTATION SERVICES AUDIO VISUAL.
- PRESENTATION SERVICES AUDIO VISUAL is responsible for High Speed equipment up to the client's equipment HYATT REGENCY WICHITA's Staff are not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed Cable connection must have Ethernet card and have AutoDetect capabilities enabled.

ORDERING INFORMATION

***** **ORDER IN ADVANCE!** *****

Ordering in advance will ensure that you have the power you need as well as save you a significant amount of money.

- The most common power request is for 20 AMP 110 volt. This is sometimes called household power or standard current. A normal room in your home can use this amount of power. You could run up to 18-100watt light bulbs off a single 20 AMP circuit.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

PAYMENT INFORMATION

FIVE CONVENIENT WAYS TO PAY:

- **Check**
- **MasterCard**
- **Visa**
- **American Express**
- **Discover**

ADDITIONAL INFORMATION:

- When paying by check, please note the Event Name.
- When paying by credit card, address on order form **MUST** be billing address for the Credit Card used.
- Please fill in all blanks to ensure proper crediting of your account.
- Orders without complete information or payment enclosed cannot be processed.

Name on Card	

Account Number	

Expiration Date (Month/Year)	

Cardholder Signature	
_____	_____
Date	3 Digit Code