

2019 KANSAS GOVERNOR'S PUBLIC HEALTH CONFERENCE



APRIL 2-4, 2019
Hilton Garden Inn • Manhattan, KS
EXHIBITOR/SPONSOR INFORMATION



Don't miss your opportunity to exhibit at the 2019 Kansas Governor's Public Health Conference!

Approximately 350 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 2 – 4, 2019 at the Hilton Garden Inn, located at 410 South 3rd Street, Manhattan, KS 66502. Exhibits will be displayed on Wednesday, April 3.

Exhibit Hours

Wednesday, April 3, 2019

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

Conference App

Each exhibitor will be advertised on the Governor's Public Health 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.

Space Description

Table Displays:

Each exhibit space includes one clothed and skirted 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 Hilton Garden Inn directly and complete the form. Wireless internet is available at no additional charge.

Floor Display:

Each floor display space includes one 6' x 30" space 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 Hilton Garden Inn directly and complete the form below. Wireless internet is available at no additional charge.

Exhibitor Options

Option 1 – Table Displays

Early Bird Rate (by March 13)

For-Profit: \$300.00 first table, \$50.00 each additional table

Non-Profit: \$150.00 first table, \$25.00 each additional table

Regular Rate (after March 13)

For-Profit: \$350.00 first table, \$50.00 each additional table

Non-Profit: \$200.00 first table, \$25.00 each additional table

Option 2 – Floor Displays

Early Bird Rate (by March 13)

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 March 13)

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 March 13)

\$100.00

Regular Rate (after March 13)

\$150.00

Shipping- Materials must be received NO LATER than March 15. 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)
- Sponsorship ad push notification on conference app

How to Reserve Your Exhibit

Space is limited. To reserve your exhibit at the 2019 Kansas 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: <https://www.wichita.edu/conferences/publichealth>.

Hilton Garden Inn Shipping and Receiving:

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

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

- Items should be shipped to arrive at the hotel on or after April 1.
- When shipping items please include name of conference you are attending on the shipping label. The hotel address is Hilton Garden Inn, 410 S. 3rd Street, Manhattan, KS 66502. It is the vendors' responsibility to arrange return shipping.
- Please do not ship items more than two days prior to your scheduled conference.
- Additional charges may apply to packages larger than 3x5 feet and/or items that are on-site for more than two days prior to or post event.

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

Hilton Garden Inn
410 S. 3rd Street
Manhattan, KS 66502

Accommodations

Special rates for conference attendees and exhibitors have been arranged with the Hilton Garden Inn, Manhattan. Single and double room rates are \$110.00 + tax. There is no charge for parking.

Making a Reservation

Reservations must be received by March 11. Reservations can be made by calling the hotel directly at 785-532-9136, or online by visiting <https://www.wichita.edu/conferences/publichealth>.

Terms and Conditions: By participating as an exhibitor in the 2019 Kansas 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. 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 Electrical/Equipment Order Form below 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 March 15, 2019. 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 <https://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.



2019 Kansas Governor's Public Health Conference Exhibitor/Sponsor Registration

April 3, 2019

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 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 March 13)
 _____ For Profit: \$300 first table, \$50 each additional table
 _____ Non-profit: \$150 first table, \$25 each additional table
After March 13
 _____ For Profit: \$350 first table, \$50 each additional table
 _____ Non-profit: \$200 first table, \$25 each additional table

Option 2 – Floor Displays (Please check one)
Early Bird Rate (by March 13)
 _____ For Profit: \$300 one space, \$250 each additional space
 _____ Non-profit: \$200 one space, \$150 each additional space
After March 13
 _____ 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 March 13)
 _____ \$100
After March 13
 _____ \$150
 *See brochure for shipping information.

_____ **TOTAL # OF TABLES NEEDED**

Sponsorship Opportunities:
 (see brochure for opportunity details)
 _____ Bronze Sponsor \$500 (Check Tables Below)
 _____ Silver Sponsor \$1,000 (Check Tables Below)
 _____ Gold Sponsor \$2,000 (Check Tables Below)
 _____ No Tables _____ One Table _____ Two Tables
 If you want to sponsor for more than \$2,000, please contact the
 WSU conference office.

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 March 20, 2019)
 Includes: Breakfast, Lunch, and Breaks on April 3
 Cost: \$50.00 per person
 Total Packages Desired: _____
 Vegetarian Meal: _____ Yes _____ No
 Other Dietary Needs: _____

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 March 15, 2019.

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: _____



Manhattan Conference Center

410 South Third Street • Manhattan, KS 66502
Phone: 785-532-9116 • Fax: 785-532-9136

Electrical Service Order Form

Name of Event/Exhibition/Show: _____ Show Dates: _____
 Group/Booth Name: _____ Booth No: _____
 Address: _____ Phone No: _____
 City: _____ State: _____ Zip Code: _____
 Ordered By: _____ Signature: _____ Date: _____

PAYMENT:

Check _____ Visa _____ MasterCard _____ American Express _____
 Card Number: _____ Expiration Date: _____
 Verification Code (3 Digit Code on Back of Card): _____
 Name: _____ Signature: _____

NOTE: Signature of requesting party on order form indicates acceptance of terms and conditions on the next page.

**RATES APPLY ONLY TO ORDERS RECEIVED AND PAID FOR IN FULL NO LATER THAN 30 DAYS
 PRIOR TO THE FIRST MOVE-IN DAY OF THE EVENT; ON-SITE ORDERS WILL NOT BE ACCEPTED.**

ALL ORDERS MUST BE FAXED OR MAILED; NO TELEPHONE ORDERS WILL BE ACCEPTED.

ELECTRICAL SERVICES:

Standard Power – Services will be delivered to exhibitor’s designated booth in the most convenient manner possible; any special placement or assistance provided by our staff is subject to additional labor charges.

QUANTITY	ONE SINGLE OUTLET	RATE	TOTALS
_____	110 Volts, 15 Amp	\$65.00	\$ _____
_____	110 Volts, 20 Amp	\$75.00	\$ _____
_____	120 Volts, 15 Amp	\$90.00	\$ _____
_____	120 Volts, 20 Amp	\$110.00	\$ _____

Rental Items – Rental items below do not include electrical services. Limited availability

QUANTITY	ITEM	RATE	TOTALS
_____	25 Foot Extension Cord	\$25.00	\$ _____
_____	50 Foot Extension Cord	\$40.00	\$ _____



Manhattan Conference Center

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Terms & Conditions

PAYMENT NOTICE:

RATES APPLY ONLY TO ORDERS RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE FIRST MOVE-IN DAY OF THE EVENT. ON-SITE ORDERS WILL NOT BE ACCEPTED.

ALL ORDERS MUST BE PAID IN FULL NO LATER THAN 30 DAYS PRIOR TO THE FIRST MOVE-IN DAY OF THE EVENT. PAYMENT WITH CHECK, VISA, MASTERCARD, AND AMERICAN EXPRESS ARE ACCEPTED. ANY OTHER FORMS OF PAYMENT WILL NOT BE ACCEPTED.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms may result in processing delays.
3. Sharing of electrical services is not permitted.
4. Absolutely no sharing of services.
5. Cancellations and a request for refund must be received in writing 15 days prior to the first move-in day of the event. Refunds will be forwarded by mail after being processed by proper departments.
6. All returned checks will incur a \$25.00 Returned Check Fee.

CONDITIONS FOR ELECTRICAL SERVICES:

1. Rates quoted cover delivery of service to the booth and do not include connecting equipment. Any special placement or assistance provided by our staff is subject to additional labor charges.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Supplying of surge protectors is exhibitor's responsibility. Exhibitors should use surge protectors for any electronic equipment in their booth. There is no surge protection on electrical drops.
4. Manhattan Conference Center is not responsible for voltage or frequency variances.
5. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
6. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.

NOTE: All terms, conditions, and rates on this form are subject to change at any time without notice.