

2018 Kansas Governor's Public Health Conference

Exhibitor & Sponsorship Information



April 4, 2018
Marriott
Wichita, KS



WICHITA STATE
UNIVERSITY

Don't miss your opportunity to exhibit at the **13th 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 3rd – April 5th, 2018** at the Wichita Marriott, located at 9100 E Corporate Hills Drive Wichita, KS, 67207. Exhibits will be displayed on Wednesday, April 4, 2018.

Exhibit Hours

Wednesday, April 4, 2018

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 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.

Exhibitor Options

Option 1 – Table Displays

Early Bird Rate:	By March 2, 2018
• For-Profit:	\$250.00 first table, \$50.00 each additional table
• Non-Profit:	\$125.00 first table, \$25.00 each additional table
Regular Rate:	After March 2, 2018
• For-Profit:	\$300.00 first table, \$50.00 each additional table
• Non-Profit:	\$150.00 first table, \$25.00 each additional table

Option 2 – Bag Inserts*

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

Early Bird Rate:	By March 2, 2018 \$100.00
Regular Rate:	After March 2, 2018 \$150.00

Bag Inserts must be received NO LATER than Friday, March 23, 2018. Cost of shipping is your responsibility.

Bag Insert Shipping Instructions. Please include enough for 300 participants.

***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;
- Two meal tickets to all meals on Wednesday, April 4th, 2018

How to Reserve Your Spot

Space is limited. To reserve your place at the 13th 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 for a cost 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 March 30, 2018.
- Items should be addressed to you and marked "HOLD for GOVERNOR'S PUBLIC HEALTH CONFERENCE on APRIL 4, 2018."
- The shipping address is 9100 Corporate Hills Drive, Wichita, KS, 67207.

Please read the attachment on Exhibitor Packages for additional information and pricing 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 Drive
Wichita, KS 67207

Accommodations

Special rates for conference attendees and exhibitors have been arranged with the Wichita Marriott. Single room rates are \$105.00 + tax. There is no charge for parking.

Making a Reservation

Reservations must be received by March 19, 2018. 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 13th 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 March 14, 2018. 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 employment practices, educational programs or activities on the basis of age, ancestry, 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.

13th Annual Kansas Governor's Public Health Conference Exhibitor/Sponsor Registration April 4, 2018

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: _____

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

Special requests for table placement: _____

Special Accommodations: _____

What type of products or services do you provide? _____

_____ I require vegetarian meals

_____ 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 2)

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

_____ Non-profit: \$125 first table, \$25 each additional table

After March 2

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

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

Sponsorship Opportunities

(see brochure for opportunity details)

_____ Gold Sponsor (**\$2,000**)

_____ Silver Sponsor (**\$1,000**)

_____ Bronze Sponsor (**\$500**)

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

Option 2 – Bag Inserts* (Please check one)

Early Bird Rate (by March 2)

_____ \$100

After March 2

_____ \$150

*See brochure for shipping information.

_____ **TOTAL # OF TABLES NEEDED**

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 4
 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 **March 14, 2018.**

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



9100 Corporate Hills Drive
Wichita, KS 67207
316/651-0333 | Fax 316/651-0634

MARRIOTT
WICHITA

Convention Order Form

Name of Convention: _____

Name of Exhibitor: _____

Name of Contact: _____ Contact Number: _____

Contact Email Address: _____

Dates of Convention: From _____ To _____

Note: Requests must be received two weeks prior to the event to guarantee electrical hookups and equipment availability. Please return complete form with check, money order or credit card number to the above address.

Electrical Circuits:

_____ Up to 15 Amps/110 Volts-----\$15.00 per day/booth_____

_____ 16 to 20 Amps/110 Volts-----\$20.00per day/booth_____

_____ 21 to 30 Amps/110 Volts-----\$30.00 per day/booth_____

_____ Up to 15 Amps/208/220 Volts/Single Phase-----\$20.00 per day/booth_____

_____ 16 to 20 Amps/208/220 Volts/Single Phase-----\$30.00 per day/booth_____

_____ 21 to 30 Amps/208/220 Volts/Single Phase-----\$40.00 per day/booth_____

Additional Electrical Circuits Available. Please call for information.

Package Receiving/Handling/Storage Fees

Receiving/Handling Fee ____ # of Box(es) ____ # of Box(es)[Over 3lbs] ____ # of Crate(s) ____ # of Pallet(s) ____ #of Booth(s)/Trunk(s)

Receiving/Handling Fees

(Charge includes receiving, storage, handling and outboard shipping.)

Boxes (3 lbs. or less)	\$5 per box	Total Package Fees:
Boxes (over 3 lbs.)	\$10 per box	
Booths, Trunks	\$30 per Booth, Trunk (regardless of size/weight)	\$ _____
Crates [1ft. – 5ft.]	\$75 per crate (regardless of size/weight)	
Crates [6 ft. – 7ft]	\$100 per crate (regardless of size/weight)	
Crates [7 ft. & up]	\$150 per crate (regardless of size/weight)	
Pallet	\$150 per pallet	
Storage Fee [over (3) days]	\$25 per day	

Audio-visual Requirements:

A variety of audio-visual equipment is available for rent. Please contact our sales department directly for your needs. Special equipment for hookups (wiring, special plugs, connectors, etc.) not available in Engineering stock will be charged at retail price. **Please allow at least two weeks notice.**

Name on Card _____ Type of Card _____

Credit Card # _____ Expiration Date _____

Authorized By: _____ Title: _____

Signature _____ Date: _____

Please checkmark if you require an emailed receipt.



9100 Corporate Hills Drive
 Wichita, KS 67207
 316/651-0333
 Fax 316/651-0634

**MARRIOTT
 WICHITA**

PACKAGES/BOXES

<p>All packages should be shipped and <i>INDIVIDUALLY</i> labeled to the hotel as follows:</p>	<p>Wichita Marriott Hotel Group or Show Name Attn: <i>(Registered Guest Name with Check-in Date)</i> 9100 E. Corporate Hills Drive Wichita, KS 67207 Hotel Contact Name (if applicable)</p>
<p>Multiple boxes/containers should each be marked as follows:</p>	<p>“(box#) of (total # shipped)” <i>Example: Box 1 of 4, Box 2 of 4, etc.</i></p>
<p>Shipping Policies:</p>	<ol style="list-style-type: none"> 1. All packages labeled as listed above. 2. Due to limited storage space, the hotel will accept shipments only (3) days prior to event. A \$25/day storage fee will be added to each package arriving more than (3) days prior event. 3. Hotel will provide delivery to the event location on date of setup. Group/Exhibitors are responsible for all unpacking and setup of exhibit items. 4. After event, Group/Exhibitor will be responsible for dismantling, repacking and sealing of outbound shipments. Package/Box pickup service is provided by FedEx. Group/Exhibitor is responsible for own shipping pickup fees if using another shipping service. 5. All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pickup from your event location and secure in our receiving department for pickup by designated shipping vendor.
<p>Any special shipping and receiving requirements may be directed specifically to James Wallace, Shipping & Receiving Manager at (316) 651-0333 ext. 6124 before 2:30pm. After 2:30pm, please leave a message for Lester Price, Night Manager at (316) 651-0333 ext. 6149.</p>	

Incoming Shipping Charges

(Charge includes receiving, storage, handling and outboard shipping.)

Envelopes to Guest	Complimentary
Boxes (3 lbs. or less)	\$5 per box
Boxes (over 3 lbs.)	\$10 per box
Booths, Trunks	\$30 per Booth, Trunk (regardless of size/weight)
Crates [1ft. – 5ft.]	\$75 per crate (regardless of size/weight)
Crates [6 ft. – 7ft]	\$100 per crate (regardless of size/weight)
Crates [7 ft. & up]	\$150 per crate (regardless of size/weight)
Pallet	\$150 per pallet
Items for non-registered Guests	\$25 additional charge per item
Storage Fee [over (3) days]	\$25 per day

- All package charges for individual guests/exhibitors registered with hotel will be placed on the guest room folio.
- All other package charges will be placed on the group master account.