31st Annual Statewide Summer Conference for Kansas School Nurses

Every Day Counts:
Behind Every Successful Student is a School Nurse

Exhibitor & Sponsor Information

Exhibit Dates:
Tuesday, July 21 - Wednesday, July 22, 2020
Hyatt Regency Hotel
Wichita, Kansas
Name of Organization (& Dept if applicable) ____________________________________________________________

Registration/Billing Contact _________________________________________________________________ E-mail: ____________________________

Name of Rep 1 onsite _____________________________________________ E-mail: ______________________________

Name of Rep 2 onsite _____________________________________________ E-mail: ______________________________

Mailing Address (included in conference program) ______________________________________________________________

City/State/Zip __________________________________________________________________________________________

Phone _______________________ Fax __________________________ Web __________________________

I will exhibit on: ____Tuesday only  ____Tuesday & Wednesday (NOTE: Rates are the same whether you exhibit for one day or two.)

Special requests for table placement: ____________________________________________________________

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

_____ I agree to abide by all Kansas School Nurse Conference Exhibitor terms and conditions. (See brochure for details.)

**Exhibitor Opportunities**

(see brochure for opportunity details)

_____ # of Tables Needed

**Option 1 – Table Displays (Please check one)**

**Early Bird Rate (by June 19)**

____ For Profit: $250 first table. $50 each additional table.

____ Non-profit: $75 first table. $50 each additional table.

**After June 19**

____ For Profit: $275 first table. $50 each additional table.

____ Non-profit: $100 first table. $50 each additional table.

**Option 2 – Floor Displays (Please check one)**

**Early Bird Rate (by June 19)**

____ For Profit: $300. $50 each additional table.

____ Non-profit: $100. $50 each additional table.

**After June 19**

____ For Profit: $325. $50 each additional table.

____ Non-profit: $125. $50 each additional table.

**Option 3– Bag Inserts (Please check one)**

____ Early Bird (by June 19) Registration Fee: $100

____ Regular (after June 19) Registration Fee: $150

**Optional Meal Purchase. Please indicate the number of meals you wish to purchase:**

____ Tuesday Lunch: $30.00  ____ Wednesday Breakfast: $25.00  ____ Wednesday Lunch: $30.00

_____ I require vegetarian meals.

Please list any medical/religious dietary restrictions or other special accommodations needed:

_______________________________________________________________________________________________________

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 assessed on all cancellations (this includes unpaid purchase orders.) There will be no refunds after June 30, 2020.

Payment Information: Total Due: $_______  ____Check  ____MasterCard  ____Visa  ____American Express  ____Discover

CC #________________________________________ Expiration Date: ________________ Security Code: ________

Name on Card: __________________________________________ Signature: ____________________________
Exhibit at the 2020 KSN Conference

The Kansas School Nurse Conference attracts school nurses (pre-K through 12), public health nurses, and physician office nurses (who work with children) from across the state. In its 31st year, this conference is the main source of continuing education for nurses in this specialty practice. With an average of 400 participants, this is your best opportunity to reach this market and have your message heard. This year’s conference theme is: Every Day Counts: Behind Every Successful Student is a School Nurse.

Exhibit Dates & Times

Monday, July 20
Setup 4:00 - 6:00 p.m.

Tuesday, July 21
Setup 8:00 - 10:00 a.m.
Exhibit 10:00 a.m. - 5:00 p.m.

Wednesday, July 22
Exhibit 8:00 a.m. - noon
Tear Down noon - 2:00 p.m.

Exhibitor Options

Vendors have the option to exhibit one or both days. Rates are the same whether you stay one or both days. Exhibitors may not bring their own tables or chairs. There are no physical dividers between spaces. The area is carpeted and limited electrical outlets are available. Please contact the hotel directly for electrical needs. Breakfast and lunch are not included in the exhibit registration fee, but optional meal tickets are available.

Option 1 - Table Displays
Early Bird Rates (by June 19)
For Profit: $250 first table, $50 each additional table
Non-profit: $75 first table, $50 each additional table

Rates After June 19
For Profit: $275 first table, $50 each additional table
Non-profit: $100 first table, $50 each additional table

Table Display rates include the following:
- Two people onsite
- One 6’x 24” clothed and draped table and two chairs
- Link to your website on our conference web page
- Post-conference email with participant’s contact information
- Beverages at breaks

Option 2 - Floor Displays
Early Bird Rates (by June 19)
For Profit: $300 first table, $50 each additional table
Non-profit: $100 first table, $50 each additional table

Rates After June 19
For Profit: $325 first table, $50 each additional table
Non-profit: $125 first table, $50 each additional table

Floor Display rates include the following:
- Two people onsite
- One 6’x 24” clothed and draped table and two chairs
- Link to your website on our conference web page
- Post-conference email with participant’s contact information
- Beverages at breaks

Option 3 - Bag Inserts
Early Bird Rate (by June 19): $100
Regular Rate After June 19: $150
Deadline to register for bag inserts: July 3

Participate even if you are unable to attend! Ship your materials to us, and we will include them in the participants’ bags.

Shipping via FedEx or UPS:
WSU Conference Office
Attn. KSN Conference
5015 E. 29th Street N, Door C
Wichita, KS 67220

Shipping via USPS:
WSU Conference Office
Attn. KSN Conference
1845 Fairmount, Box 136
Wichita, KS 67260-0136

Your fee must be paid in full to participate. Cost of shipping is your responsibility. Materials must be received NO LATER than July 3, 2020, to be included in the bags.

Sponsorship Opportunities

Keynote Presentation Sponsor | $1,500
- One complimentary conference registration. Includes all sessions, meals, and special events. Please let conference staff know the name of the person receiving the registration in advance of the conference.
- Two people onsite
- Priority booth placement
- Two 6’x24” clothed and draped tables and two chairs
- Post-conference email with participant’s contact info.
- Logo included on signage at conference registration
- Recognized during the general session
- Logo and link to your website on our conference app
- Beverages at breaks

Breakfast or Lunch Sponsor | $1,000
- Two people onsite
- Priority booth placement
- Two 6’x24” clothed and draped tables and two chairs
- Post-conference email with participant’s contact info.
- Logo included on signage at conference registration
- Recognized during the general session
- Logo and link to your website on our conference app
- Beverages at breaks

Refreshment Break Sponsor | $500
- Two people onsite
- Priority booth placement
- Two 6’x24” clothed and draped tables and two chairs
- Post-conference email with participant’s contact info.
- Logo included on signage at conference registration
- Recognized during the general session
- Logo and link to your website on our conference app
- Beverages at breaks
Reserve Your Spot

To reserve your spot at the 31st Annual KSN Conference, complete the Exhibitor/Sponsor registration form and return it along with your exhibitor fees to:
Wichita State University Conference Office
1845 Fairmount, Campus Box 136
Wichita, KS 67260-0136

Register online at: www.wichita.edu/conferences/ksn.

Hyatt Regency Wichita - 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 information on page 2).

For shipments of display units and materials to the Hyatt, please refer to the following:

Rates and Guidelines (handling and storage charges)

<table>
<thead>
<tr>
<th>Size</th>
<th>Inbound</th>
<th>Outbound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter (any item under 1 lb.)</td>
<td>No charge</td>
<td>No charge</td>
</tr>
<tr>
<td>Box</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Case</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Pallet or Crate</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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 of $5.00/box/day or $50.00/pallet/day 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 proceeded 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.

General Conference Information

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

Accommodations
A special rate of $124.00 per night + tax has been arranged with the Hyatt Regency Hotel. 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.

Making a Reservation
Reservations must be received by July 5, 2020. To make reservations, call the Hyatt at (888) 421-1442.

Terms and Conditions
By participating as an exhibitor in the KSN 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 KSN Conferences.

Meal Options
The exhibit fee includes beverages at breaks, but does not include meals. The Harvest Cafe is located at the Hyatt and serves breakfast, lunch, and dinner. Exhibitors also have the option to purchase meal tickets for the conference.

Booth Assignment
The KSN 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. Exhibitors may not rearrange table placement without the permission of the conference facilitator.

Labor, Electrical, Internet, Telephone, and Food Services
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.

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 $50 each.
Amendments
The exhibitor agrees that the KSN Conference organizers have the right to make rules, regulations, or changes in arrangements as necessary, and to amend from time to time. The conference facilitator has the final determination and will enforce all rules, regulations, and conditions.

Liability
Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the KSN 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 assessed on all cancellations (this includes unpaid purchase orders.) There will be no refunds after June 30, 2020. In the event that the KSN Conference is canceled due to fire, strikes, government regulations, acts of God, or other causes beyond their control, the KSN Conference organizers shall not be held liable for failure to hold the KSN Conference as scheduled, and the KSN Conference organizers shall determine the amount of exhibit fees to be refunded.

Endorsements
Having an exhibitor relationship with the KSN Conference does not indicate that the KSN Conference endorses the product of said exhibitor.