

# 33<sup>rd</sup> Annual Statewide Summer Conference for KANSAS SCHOOL NURSES

## Exhibitor & Sponsor Information

*Unstoppable!*  
BETTER. SMARTER. STRONGER.

Exhibit Dates: July 19-20  
Hyatt Regency Wichita | Wichita, KS

# JOIN US AT THE 2022 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 33<sup>rd</sup> 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: *Unstoppable! Better. Smarter. Stronger.*

## Dates & Times

### **Monday, July 18**

Setup 4:00 - 6:00 p.m.

### **Tuesday, July 19**

Setup 8:00 - 10:00 a.m.

Exhibit 10:00 a.m. - 5:00 p.m.

### **Wednesday, July 20**

Exhibit 8:00 a.m. - noon

Tear down noon - 2:00 p.m.

## Sponsor Levels & Benefits

### **PLATINUM \$5,000+**

- 2 complimentary general conference registrations
- Exhibitor/vendor space with two 6'x24" clothed and draped tables and two chairs
- Priority booth placement
- Attendee roster & contact information, post-conference
- Company logo on conference signage, program, and website
- One complimentary packet insert
- Recognized Keynote Presentation Sponsor

### **GOLD \$2,500**

- One complimentary general conference registration
- Exhibitor/vendor space with two 6'x24" clothed and draped tables and two chairs
- Priority booth placement
- Attendee roster & contact information, post-conference
- Company logo on conference signage, program, and website
- One complimentary packet insert
- Recognized Breakfast Sponsor

### **SILVER \$1,000**

- Exhibitor/vendor space with two 6'x24" clothed and draped tables and two chairs
- Priority booth placement
- Attendee roster & contact information, post-conference
- Company logo on conference signage, program, and website
- One complimentary packet insert
- Recognized Break Sponsor

### **BRONZE \$500**

- Exhibitor/vendor space with two 6'x24" clothed and draped tables and two chairs
- Attendee roster & contact information, post-conference
- Company logo on conference signage, program, and website

## Exhibit 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 17)

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

Non-profit: \$75 first table, \$50 each additional table

#### Rates After June 17

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 17)

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

Non-profit: \$100 first table, \$50 each additional table

#### Rates After June 17

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 14):** \$100

**Regular Rate after June 14:** \$150

**Deadline to register for bag inserts: June 24**

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

Fee must be paid in full to participate. Cost of shipping is your responsibility. Materials must be received no later than July 1, 2022, to be included in the bags.

## Reserve Your Spot

To reserve your place at the 33<sup>rd</sup> 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](http://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 3.)

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

### 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 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 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.

## General Conference Information

### Conference Location

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

### Accommodations

A special rate of \$130.00 per night + tax has been arranged with the Hyatt Regency Wichita. 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 3, 2022. To make reservations, call the Hyatt at (316) 293-1234 or (800) 233-1234. Reference the Kansas School Nurse Conference Room Block to receive the special rate.

### 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.

## General Conference Information

### 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, 2022. 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.

### Photo usage

By attending the Kansas School Nurse Conference, you give KSNO and Wichita State the right to take photos and use your image in future promotional materials

### 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.

### Special Accommodations

The Kansas School Nurse Organization 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 (40 years or older), 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, telephone 316-978-3187.

# 33<sup>rd</sup> Annual Kansas School Nurse Conference Exhibitor & Sponsor Registration

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 \_\_\_\_\_

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 17)

\_\_\_\_\_ For Profit: \$250 first table. \$50 each additional table.

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

#### After June 17

\_\_\_\_\_ 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 17)

\_\_\_\_\_ For Profit: \$300. \$50 each additional table.

\_\_\_\_\_ Non-profit: \$100. \$50 each additional table.

#### After June 17

\_\_\_\_\_ 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 17)** Registration Fee: \$100

\_\_\_\_\_ **Regular (after June 17)** 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, 2022.*

Payment Information: Total Due: \$ \_\_\_\_\_  Check  MasterCard  Visa  American Express  Discover

CC # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

## Sponsorship Opportunities

\_\_\_\_\_ # of Tables Needed

\_\_\_\_\_ Keynote Presentation Sponsor: \$1,500

\_\_\_\_\_ Breakfast/Lunch Sponsor: \$1,000

\_\_\_\_\_ Refreshment Break Sponsor: \$500

## How to Register

**Online at:** [www.wichita.edu/conferences/ksn](http://www.wichita.edu/conferences/ksn)

**By Fax:** 316-978-3064

**Mail:** WSU Conference Office  
1845 Fairmount St., Campus Box 136  
Wichita, KS 67260-0136

### Questions?

Contact the WSU Conference Office at 316-978-6493 or [conference.office@wichita.edu](mailto:conference.office@wichita.edu)

**Federal Tax ID #48-1124839**