

2022 KANSAS GOVERNOR'S PUBLIC HEALTH CONFERENCE

MARCH 29-31, 2022
Manhattan Conference Center | Manhattan, KS



EXHIBITOR & SPONSOR BROCHURE

DON'T MISS YOUR OPPORTUNITY TO EXHIBIT AT THE 2022 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 March 29-31, 2022 at the Manhattan Conference Center in Manhattan, KS. Exhibits will be displayed on Wednesday, March 30 and Thursday, March 31.

EXHIBIT HOURS | NEW THIS YEAR! SECOND DAY EXHIBITS!

Wednesday, March 30

6:30 – 8:00 a.m.Set Up (Conference registration begins at 7:00 a.m.)

8:00 a.m. – 4:30 p.m.Display

4:30 – 5:00 p.m.Tear Down (if only exhibiting on Wednesday)

Thursday, March 31

8:00 a.m. – 12:30 p.m.Display

12:30 – 1:00 p.m.Tear Down

CONFERENCE WEBPAGE

Each exhibitor will be advertised on the Governor's Public Health webpage. After you register you will need to provide a logo, 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 6' x 30" draped 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.

Security: 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.

Electricity: If you need an electrical outlet, you must contact the Manhattan Conference Center directly.

Internet: Wireless Internet is available at no additional charge.

SPONSOR LEVELS & BENEFITS	PLATINUM \$5,000+	GOLD \$2,500	SILVER \$1,000	BRONZE \$500
Sponsorship ad in attendee handouts				
Priority exhibitor space				
Recognition at key conference events				
Complimentary exhibitor booth				
Recognition in conference materials				
Complimentary Conference Registration	2	1		

Meal Options: The sponsor/exhibit fee includes breakfast and lunch on March 30 & 31. Meals will be served at the exhibit table unless prior arrangements have been made with the conference staff.

EXHIBITOR OPTIONS

TABLE DISPLAYS

Includes one 6' x 30" draped table and two chairs.

Early Bird Rate

- For-profit: \$300 first table, \$50 each additional table
- Non-profit: \$150 first table, \$25 each additional table

Regular Rate

- For-profit: \$350 first table, \$50 each additional table
- Non-profit: \$200 first table, \$25 each additional table

BAG INSERTS

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

Early Bird Rate

- \$100.00

Regular Rate

- \$150.00

*Materials must be received NO LATER than **March 18**. 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.

**Early Bird rate ends March 11.
Register early!**

HOW TO RESERVE YOUR EXHIBIT

Space is limited! To reserve your exhibit at the 2022 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 wichita.edu/gphc.

We look forward to seeing you at the conference! If you have any questions, please feel free to contact the WSU Conference Office at conference.office@wichita.edu or 316-978-6493.

HILTON GARDEN INN SHIPPING AND RECEIVING:

(If you have registered as a bag insert exhibitor, do not ship your materials to the hotel. 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.

GUIDELINES

- Items should be shipped to arrive at the hotel on or after March 29.
- Items should be addressed to you and marked "HOLD for GOVERNOR'S PUBLIC HEALTH CONFERENCE on March 30, 2022."
- 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 \$112.00 + tax. There is no charge for parking.

Making a Reservation

Reservations must be received by March 7. Reservations can be made by calling the hotel directly at 785-532-9116, or online by visiting wichita.edu/gphc.

Terms and Conditions: By participating as an exhibitor in the 2022 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 which could impair future exhibit opportunities at Governor's Public Health Conferences.

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 18, 2022. 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.

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 (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 Institutional Equity and Compliance Director, Title IX Coordinator or Equal Opportunity Coordinator, Wichita State University, 1845 Fairmount, Wichita, KS 67260, telephone (316) 978-3187.



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	\$ _____



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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.