Exhibitor Information

22nd Annual Statewide Summer Conference for Kansas School Nurses

Exhibit Dates: July 19-20, 2011
Hyatt Regency Wichita
WHY EXHIBIT AND SPONSOR?

The Kansas School Nurse Conference attracts school nurses (pre-K — 12), public health nurses and physician office nurses (who work with children) from across the state. In its 22nd year, this conference is the main source of continuing education for nurses in this specialty practice. With an average of 450 participants, this is your best opportunity to reach this market and have your message heard.

EXHIBITOR OPTIONS

Monday, July 18
Setup — 4:00 — 8:00 p.m. (Trail Room and Salons FGH Exhibits only)

Tuesday, July 19
Setup — 8:00 — 10:00 AM
Exhibits Open — 10:00 AM — 5:00 PM

Wednesday, July 20
Exhibits Open — 8:00 AM — Noon

Exhibit Location
• In order to maximize exposure and accessibility, exhibits will be located on the first floor of the Hyatt Regency Hotel. Exhibit areas include the Eagle Ballroom Foyer, Salons FGH, Trail Rooms and the Gallery.
• Vendors have the option to exhibit one or both days. Please note: There is a limited amount of space in areas that can be secured overnight (Trail Rooms and Salons FGH). Exhibitors who are staying both days will be given preference for the secured space.

Scavenger Hunt
• There will be a scavenger hunt for conference attendees. Each exhibitor will be provided a table tent with a question (or you are free to submit your own question and answer in the space provided on the exhibitor registration form). Attendees must visit with each exhibitor to obtain the answer. Attendees who successfully answer all questions will be entered into a drawing for a free 2012 conference registration fee.

EXHIBITOR OPTIONS

Option 1 - Table Displays
(Early Bird Rate (prior to June 15)
For Profit: $250 first table, $50 each additional table
Non-profit: $75 first table, $50 each additional table
After June 15
For Profit: $275 first table, $50 each additional table
Non-profit: $100 first table, $50 each additional table

Exhibit rates include the following:
• 6’ draped table(s), two chairs, and a table tent
• Listing of company/organization name, service and/or product information (as provided by you), and contact information in attendee conference materials (by June 15 to be included in the program)
• Conference attendee list with contact information, to be emailed to you after the conference
• Two on-site persons
• Company name and link to company’s website on conference website
• Beverages at breaks

Option 2 - Floor Displays
(Early Bird Rate (prior to June 15)
For-_profit: $300  Non-profit: $100
After June 15
For-_profit: $325  Non-profit: $125

Exhibit rates include the following:
• One 6’ draped table, two chairs, and a table tent
• Area for display racks
• Listing of company name, service and/or product information (as provided by you), and contact information in attendee conference materials (by June 15 to be included in the program)
• Conference attendee list with contact information, to be emailed to you after the conference
• Two on-site persons
• Company name and link to company’s website on conference website
• Beverages at breaks

Option 3 - Bag Inserts

Keynote Presentation Sponsor: $1500
• Full page advertisement in conference program (as provided by you by June 15 to be included in the program)
• One complimentary conference registration to include all sessions, meals, and special events. Please let conference staff know in advance who is to receive the registration.
• Company/association listing and logo in conference brochure (commitment and fee must be received prior to March 15)
• Highest Priority Booth Placement
• Two 6’ draped tables, two chairs, and a table tent
• Highlighted company/association listing, logo, description of products, and contact information in attendee conference program (as provided by you by June 15 to be included in the program)
• Conference attendee list with contact information, to be emailed to you after the conference
• Posted sponsorship signage at registration
• Recognized at sponsored session
• Appreciation plaque presented at sponsored session
• Hang banner at sponsored session (Banner to be provided by sponsor)
• Listing with active link to your web site on Conference page
• Beverages at breaks

Breakfast/Lunch Sponsor: $1000
• 1/2 page advertisement in conference program (as provided by you by June 15 to be included in the program)
• Company/association listing and logo in conference brochure (commitment and fee must be received prior to March 15)
• Two 6’ draped tables, two chairs, and a table tent
• Highlighted company/association listing, logo, description of products, and contact information in attendee conference materials (as provided by you by June 15 to be included in the program)
• Priority booth placement
• Posted sponsorship signage at registration
• Recognized at sponsored session
• Framed certificate of thanks
• Conference attendee list with contact information, to be emailed to you after the conference
• Hang banner at sponsored session (banner to be provided by sponsor)
• Listing with active link to your web site on Conference page
• Beverages at breaks

Refreshment Break Sponsor: $500
• Company/association listing and logo in conference brochure (commitment and fee must be received prior to March 15)
• Two 6’ draped tables, two chairs, and a table tent
• Highlighted company/association listing, logo, description of products, and contact information in attendee conference materials (by June 15 to be included in the program)
• Posted sponsorship signage at registration
• Recognized at sponsored break
• Certificate of thanks
• Conference attendee list with contact information, to be emailed to you after the conference
• Priority booth placement
• Beverages at breaks
HOW TO RESERVE YOUR SPOT

To reserve your place at the 22nd Annual Kansas School Nurse 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/ksn

Remember that your company will be listed on the conference web page once you have reserved your exhibit space and/or sponsorship, so register early!

HYATT REGENCY WICHITA SHIPPING AND RECEIVING

Rates and Guidelines

<table>
<thead>
<tr>
<th>Handling and Storage Charges</th>
<th>Size</th>
<th>Inbound</th>
<th>Outbound</th>
</tr>
</thead>
<tbody>
<tr>
<td>letter (any item under 1lb)</td>
<td>no charge</td>
<td>no charge</td>
<td></td>
</tr>
<tr>
<td>Box</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Case</td>
<td>5.00</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>Pallet or Crate</td>
<td>15.00</td>
<td>15.00</td>
<td></td>
</tr>
</tbody>
</table>

Additional Charges for items over 400 lbs. The Hyatt Regency Wichita will not accept palletized items or items in excess of 400 lbs. without prior notification. Please contact the Loss Prevention Office for details.

The charge for guests shipping from the Hyatt with their own account is the standard Fed Ex or UPS rate plus the above handling charges. Handling charges are subject to change without notice.

Due to limited storage space, additional storage charges will be applied to packages stored more than three business days.

Suggestions for Shipping to the Hyatt

On the Label or Airbill, please include your telephone number. In the event of a problem, this will help us contact you. All packages should have the following included in 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, (Check In date, if not a guest; the pick up date, or meeting date)
- At the following address:
  C/O Hyatt Regency Wichita
  400 West Waterman
  Wichita, KS 67202

If you have any questions, please contact the Loss Prevention Office at (316) 293-1947.

GENERAL CONFERENCE INFORMATION

Conference Location

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

Accommodations

Special rates for conference attendees have been arranged with the Hyatt Regency Hotel. Single and double occupancy rates are $98.00 + tax. Triple and quadruple occupancy rates are $118.00 + tax per night. There is no charge for parking if you are staying at the hotel. Daily commuters will be charged $6.00 per day to park in the parking garage.

Making a Reservation

Reservations must be received by July 4. When you make your reservation, please identify yourself as a school nurse participant. To make reservations call the Hyatt at (888) 421-1442 or visit the web at:
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3107120

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. Vendors also have the option of purchasing in advance meal tickets for the conference (See registration form).

Terms and Conditions

By participating as an exhibitor in the Kansas School Nurse 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 Kansas School Nurse Conferences.

Booth Assignment

The Kansas School Nurse Conference Organizers do not guarantee any particular booth selection and reserve the right to exercise their sole discretion in the acceptance or refusal of applications for any reason, with or without cause. The final arrangement of booth space will be determined by the conference facilitator at their sole discretion.

Labor, Internet Access, Telephone

Labor, 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 Convention Services Department directly.

Failure to Occupy Space

Should any rented space remain not set-up or unoccupied by 9:00 a.m. on July 19, or for any time thereafter, the Kansas School Nurse Conference Organizers reserve the right to rent such space to any other applicant or to eliminate such space and no refund shall be made to the original renter. Exhibitors who require delayed occupancy must notify the conference facilitator in writing before July 8.

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.

Booth Dismantling

No part of an exhibit shall be dismantled nor material removed during the exhibit hall hours without special permission from the conference facilitator.

Amendments

The exhibitor agrees that the Kansas School Nurse 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 determination and enforcement of all rules, regulations, and conditions.

Liability

Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the Kansas School Nurse 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

Cancellation of exhibit space must be in writing. Telephone cancellations will not be accepted. Full refunds (less a 15% administrative fee) will be made for exhibits cancelled before July 8. In no case will a refund be issued for a cancellation made after July 8. In the event of the Kansas School Nurse Conference being canceled due to fire, strikes, government regulations, acts of God, or other causes beyond their control, the Kansas School Nurse Conference Organizers shall not be held liable for failure to hold the Kansas School Nurse Conference as scheduled, and the Kansas School Nurse Conference Organizers shall determine the amount of exhibit fees to be refunded.

Endorsements

Having an exhibitor relationship with the Kansas School Nurse Conference does not indicate that the Kansas School Nurse Conference endorses the product of said exhibitor. The Kansas School Nurse Conference Planning Committee 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.

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 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.

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 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.
Name of Organization

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 be exhibiting on:  Tuesday only  Tuesday and Wednesday  

Total Tables registering for:  I need an electrical outlet:  yes  no  

List any exhibitors you do not wish to be adjacent to:  

Preferred question and answer for use in the Scavenger Hunt (optional)  

☐ I agree to abide by all Kansas School Nurse Conference Exhibitor terms and conditions.

Exhibitor Opportunities

Option 1 – Table Displays (Please check one)

Early Bird Rate (prior to June 15)

☐ For Profit: $250 first table, $50 each additional table  
☐ Non-profit: $75 first table, $50 each additional table  

After June 15

☐ 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 (prior to June 15)

☐ For Profit: $300  
☐ Non-profit: $100  

After June 15

☐ For Profit: $325  
☐ Non-profit: $125  

Option 3 – Bag Inserts (Please check one)

Early Bird Rate (prior to June 15)  

☐ Registration Fee: $100  

After June 15  

☐ Registration Fee: $150  

Optional Meal Purchase

☐ Tuesday Lunch $25.00  
☐ Wednesday Breakfast $20.00  
☐ Wednesday Lunch $25.00  

Sponsorship Opportunities

☐ Keynote Presentation Sponsor: $1500  
☐ Breakfast/Lunch Sponsor: $1000  
☐ Refreshment Break Sponsor: $500  

How to register:

On-line at:  www.wichita.edu/conferences/ksn  

By 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 at 316-978-6493  

Attention exhibitors and sponsors: Information to be included in the brochure must be received no later than March 15, 2011. 
Information to be included in the conference program must be received no later than June 15, 2011.