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# EXHIBITOR & SPONSOR PROSPECTUS



## Conference & Trade Show

May 8-9, 2019

Embassy Suites by Hilton Plainfield  
Indianapolis Airport  
6089 Clarks Creek Rd, Plainfield, IN 46168



### Included in this Prospectus:

**Indiana Association for Home & Hospice Care**  
6320-G Rucker Road, Indianapolis, IN 46220  
T: (317) 775-6675 ♦ F: (317) 775-6674

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- *Exhibitor Information*
  - *Advertising Opportunities*
  - *Sponsorship Opportunities*
  - *Registration Form*
  - *Exhibit Hall Floor Plan*
-



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## EXHIBITING INFORMATION

### Exhibit booth includes the following:

- Exhibit space (square footage dependent on size selected) with a draped table, two chairs & wastebasket
- Identification sign with exhibitor name & booth number
- Company listing on the IAHHC website
- Company listing & description in the conference program, **deadline March 29, 2019.**
- Admission for two (2) employees to staff the exhibit booth (additional staff are **\$50/person/day**)
- Access to all conference sessions
- May request a list of pre-conference marketing contacts and will receive a final attendee list after the conference

### Show Contractor

*National Expo* is the official full-service show contractor for the 2019 IAHHC Annual Conference & Trade Show. *National Expo* will contact you regarding shipping & handling of show materials, furniture, labor, drayage, signs, carpeting and other booth furnishings which can be ordered.

### Don't miss the Welcome Reception!

Join us in the Exhibit Hall on Wednesday, May 8th. This is a great opportunity for exhibitors and attendees to meet in a relaxed setting. Don't miss out on this wonderful event!

### Registering/Selecting Your Booth

Exhibitors will select their top three (3) preferred booth choices. Booth assignments will be made once payment is received on a first come, first served basis. Every effort will be made to award your preferred choice. If none of your choices are available, we will contact you to select an alternative booth.

### Exhibitor Registration Deadline

Registration deadline for exhibitors is Friday, March 29, 2019. On and after March 29<sup>th</sup> contact Katie Ociepka (317) 775-6673 for availability.

### Cancellation Policy

Should an exhibitor need to cancel their booth registration on or before Friday, April 12, 2019, the exhibit fee will be refunded. You will be charged a \$100 cancellation fee. After April 12<sup>th</sup>, IAHHC reserves the right to retain the entire exhibit fee.

### Conference Theme

Our theme this year is based around the world titled **Passport to Excellence**. Keep our theme in mind as you design and decorate your booth!

### Trade Show Floor Plan

Floor Plan is subject to change. Please find PDF attached to choose your booths.

## EXHIBITOR SCHEDULE (Subject to change)

### Extended Exhibitor Hours in 2019!!

#### Exhibitor Registration & Set-up

Tuesday, May 7th 2:00 pm - 5:00 pm

#### Trade Show Hours

Wednesday, May 8th 7:30 am - 9:00 am (breakfast)  
 10:30 am - 10:45 am (break)  
 12:15 pm - 1:45 pm (lunch)  
 3:15 pm - 3:30 pm (break)  
 5:00 pm - 6:30 pm (reception)  
 6:30 pm - 7:30 pm  
 (after party in hotel lobby–  
 for hotel guests only)

Thursday, May 9th 7:30 am - 8:30 am (breakfast)  
 10:00 am - 10:15 am (break)  
 11:45 am - 1:15 pm (lunch)

#### Exhibitor Teardown

Thursday, May 9th 1:15 pm

## BOOTH SIZES & PRICES

Choose from 3 different booth sizes and prices!

Booth Size	IAHHC	
	Member	Non-member
<b>Premium</b> (20 available) 8' x 10' (80 sq ft)	\$900	\$1,200
<b>Classic</b> (7 available) 8' x 8' (64 sq ft)	\$800	\$1,100
<b>Standard</b> (24 available) 6' x 8' (48 sq ft)	\$700	\$1,000

**Booths will be assigned on a "1<sup>st</sup> paid, 1<sup>st</sup> assigned" basis.**

*\*For more information regarding membership, membership benefits, and to sign up as a member, contact Michelle at michelle@iahhc.org or call (317) 775-6672*



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## PROGRAM ADVERTISING

### *Free advertising!*

**All exhibitors** receive a *complimentary* line ad which includes the company contact information, 50 -word description and logo in the conference program. Sponsors receive up to a full-page ad based on their sponsorship level. ***Deadline Friday, March 29, 2019.***

### *Purchase additional advertising!*

Your company's name will leave a lasting impression in the conference program, which also serves as the exclusive guide to daily education sessions and events. Market your products and/or services by utilizing this cost-effective advertising opportunity. Space is limited; reserve your advertising today!

Email your camera ready artwork to [tori@iahhc.org](mailto:tori@iahhc.org) in a EPS format.

Rates below are for exhibitors wishing to increase their ad space and for companies who are unable to attend the conference.

The conference program is 8½" x 11".

<b>Ad Size</b>	<b>Width</b>	<b>Height</b>	<b>Cost</b>
Full-page	7½"	10"	\$500
Half-page	7½"	5"	\$300
Quarter-page	3¾"	5"	\$250
Business Card	3½"	2"	\$100
Participant Bag Stuffer (1 item)			\$100
Weblink*			\$150

\*All exhibitors will be listed on the conference website. Only **IAHHC Member** exhibitors will have their website linked via their company name.

\*An extra charge of \$75 will be included if a non EPS logo file is provided. If you do not have an EPS file, we will recreate your logo. The EPS file will then be sent back to the sponsor/exhibitor for future use.



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## SPONSORSHIP OPPORTUNITIES

Sponsorships offer you opportunities to gain valuable visibility to build better relationships in the home care & hospice industries. All sponsors of the IAHHHC Annual Conference receive the following great promotional benefits:

- ◆ Recognition in the IAHHHC Annual official conference program
- ◆ Special mention on the IAHHHC website
- ◆ Weblink logo on www.iahhc.org
- ◆ Logo on conference banner
- ◆ Pre-show and post-show participant mailing list

Below are the sponsorships available. All sponsors will receive the above listed benefits plus the additional benefits listed below.

<p><b>Grand Sponsor</b> <span style="float: right;"><b>\$5,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Premium exhibit booth</li> <li>◆ Full-page ad in conference program</li> <li>◆ Logo on participant bags</li> <li>◆ Sponsorship signage, special recognition, and speaker introduction privileges</li> </ul>	<p><b>Continental Breakfast Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Exclusive sponsor table near breakfast set-up</li> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage during the breakfast</li> </ul>
<p><b>Keynote Speaker Sponsor</b> <span style="float: right;"><b>SOLD</b></span></p> <ul style="list-style-type: none"> <li>◆ Premium exhibit booth</li> <li>◆ Full-page ad in conference program</li> <li>◆ Sponsorship signage</li> <li>◆ Special recognition and opportunity to introduce the Keynote Speaker</li> </ul>	<p><b>Day One or Day Two Lunch Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Classic exhibit booth</li> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage during the lunch</li> <li>◆ Special recognition and the opportunity to speak during lunch</li> </ul>
<p><b>Lanyard Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Name and/or logo on conference lanyard</li> </ul>	<p><b>Welcome Reception Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Classic exhibit booth</li> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage and special recognition at the Welcome Reception</li> </ul>
<p><b>Attendee Giveaway Sponsor</b> <span style="float: right;"><b>SOLD</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Name and/or logo on the conference giveaway</li> </ul>	<p><b>After Party Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Premium exhibit booth</li> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage and special recognition at the After Party</li> </ul>
<p><b>Program Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Logo on conference program cover</li> </ul>	
<p><b>Cell Phone Charging Station Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Classic exhibit booth</li> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage near charging station</li> <li>◆ Company Name/Logo/Ad on Cell Phone Charging Station (provided by sponsor)</li> </ul>	

**Sponsorships Continue  
on Next Page**



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## SPONSORSHIP OPPORTUNITIES CONTINUED

Sponsorships offer you opportunities to gain valuable visibility to build better relationships in the home care & hospice industries. All sponsors of the IAHHC Annual Conference receive the following great promotional benefits:

- ◆ Recognition in the IAHHC Annual official conference program
- ◆ Special mention on the IAHHC website
- ◆ Weblink logo on [www.iahhc.org](http://www.iahhc.org)
- ◆ Logo on conference banner
- ◆ Pre-show and post-show participant mailing list

Below are the sponsorships available. All sponsors will receive the above listed benefits plus the additional benefits listed below.

<p><b>WiFi Sponsor</b> <span style="float: right;"><b>\$2,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Classic exhibit booth</li> <li>◆ Sponsors name as the Network Password</li> <li>◆ Name and/or logo on the WiFi signage</li> </ul>	<p><b>Door Drop Sponsor</b> <span style="float: right;"><b>\$500</b></span></p> <ul style="list-style-type: none"> <li>◆ Opportunity to have promotional item slid under the door of conference attendees staying at the Embassy Suites</li> <li>◆ Opportunity to have promotional item placed at breakfast/lunch/welcome reception tables</li> </ul>
<p><b>General Session Speaker Sponsor</b> <span style="float: right;"><b>\$1,500</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage, special recognition, and speaker introduction privileges</li> </ul>	<p><b>Drink Ticket Sponsor</b> <span style="float: right;"><b>\$500</b></span></p> <ul style="list-style-type: none"> <li>◆ Special mention in conference program and on the exhibitor card</li> <li>◆ Special signage in Exhibitor Hall during the Welcome Reception</li> <li>◆ Opportunity to pass out drink tickets to attendees during the Welcome Reception</li> </ul>
<p><b>Silent Auction Sponsor</b> <span style="float: right;"><b>\$1,500</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage and special recognition during the silent auction</li> </ul>	<p><b>Breakout Session Speaker Sponsor</b> <span style="float: right;"><b>\$500</b></span></p> <ul style="list-style-type: none"> <li>◆ Quarter-page ad in conference program</li> <li>◆ Sponsorship signage and speaker introduction privileges</li> </ul>
<p><b>Hotel Key Card Sponsor</b> <span style="float: right;"><b>\$1,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Company Name/Logo/Ad on hotel key cards</li> </ul>	<p><b>Refreshment Break Sponsor</b> <span style="float: right;"><b>\$500</b></span></p> <ul style="list-style-type: none"> <li>◆ Quarter-page ad in conference program</li> <li>◆ Sponsorship signage during the break</li> </ul>
<p><b>Study Hall Sponsor</b> <span style="float: right;"><b>\$1,000</b></span></p> <ul style="list-style-type: none"> <li>◆ Half-page ad in conference program</li> <li>◆ Sponsorship signage in our Study Hall area</li> </ul>	



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## REGISTRATION

Page 1

Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

### Employee(s) Staffing Exhibit (2 staff are included with booth fee; each additional person is \$50/person/day)

1. \_\_\_\_\_ Email \_\_\_\_\_

2. \_\_\_\_\_ Email \_\_\_\_\_

3. \_\_\_\_\_ Email \_\_\_\_\_

4. \_\_\_\_\_ Email \_\_\_\_\_

Provide a company/product description to be printed in the official program of **no more than 50 words**. Descriptions over 50 words will be edited. **Submission deadline is Friday, March 29, 2019**. In addition to your description, your company name, address, phone, website, logo (if provided) and two company representatives with email addresses will appear in the conference program.

### Donation Opportunities– Thank you in advance for your support!

Yes  No **Silent Auction** The Indiana Home & Hospice Care Foundation holds a Silent Auction during the Annual Conference & Trade Show. Would you or your company be willing to donate an item to our Silent Auction to benefit the IHHC Foundation? Company recognition will be included in the conference program and next to the silent auction item.

Yes  No **Cash Donation** Receive special recognition for any monetary donation given to the Indiana Home & Hospice Care Foundation

### Hotel Information: Overnight Rooms

The Embassy Suites Plainfield is the official hotel for The IAHHC Annual Conference & Trade Show. Overnight rooms are available for a King Suite or Double Queen Suite at \$149 + tax. For reservations, call **800-774-1500**. You may also visit: [https://secure3.hilton.com/en\\_US/es/reservation/book.htm?inputModule=HOTEL&ctyhocn=INDPLES&spec\\_plan=CESIHH&arrival=20190507&departure=20190509&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT](https://secure3.hilton.com/en_US/es/reservation/book.htm?inputModule=HOTEL&ctyhocn=INDPLES&spec_plan=CESIHH&arrival=20190507&departure=20190509&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT)

Please contact the hotel by April 16, 2019 to get our rate. Indicate you are with the Indiana Association for Home & Hospice Care and provide the group code IHH.

\*With your stay, free made to order breakfast including omelet station and full buffet, complimentary evening reception with snacks, wine, beer, and cocktails, are all included at this brand new hotel and event space!



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## REGISTRATION

### Exhibitor Booth Fee

	IAHHC Member	Non-Member
<input type="checkbox"/> Premium (8 x 10)	\$900	\$1,200
<input type="checkbox"/> Classic (8 x 8)	\$800	\$1,100
<input type="checkbox"/> Standard (6 x 8)	\$700	\$1,000

### Booth Request

Please list your first three (3) booth choices. Every attempt will be made to honor your request. However, booth assignments will be made on a first paid basis.

1<sup>st</sup> Choice \_\_\_\_\_  
 2<sup>nd</sup> Choice \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_

### Target Audience

- Home Health     Hospice     PSA

### Program Advertising Opportunity

If you are attending the IAHHC Annual Conference and want another opportunity to reach our attendees, or if you are unable to attend, then advertise in the official conference program. **Deadline for Ads: March 29, 2019**

<input type="checkbox"/> Full-page Ad	\$500	<input type="checkbox"/> Quarter-page Ad	\$250	<input type="checkbox"/> Participant Bag Stuffer	\$100
<input type="checkbox"/> Half-page Ad	\$300	<input type="checkbox"/> Business Card Ad	\$100	<input type="checkbox"/> Weblink (non-members)	\$150

### Sponsorship Opportunities

<input type="checkbox"/> Grand Sponsor	\$5,000
<input type="checkbox"/> Keynote Speaker Sponsor	<b>SOLD</b>
<input type="checkbox"/> Lanyard Sponsor	\$2,000
<input type="checkbox"/> Attendee Giveaway Sponsor	<b>SOLD</b>
<input type="checkbox"/> Program Sponsor	\$2,000
<input type="checkbox"/> Cell Phone Charging Station Sponsor	\$2,000
<input type="checkbox"/> Continental Breakfast Sponsor	\$2,000
<input type="checkbox"/> Day One or Day Two Lunch Sponsor	\$2,000
<input type="checkbox"/> Welcome Reception Sponsor	\$2,000
<input type="checkbox"/> After Party Sponsor	\$2,000
<input type="checkbox"/> WiFi Sponsor	\$2,000
<input type="checkbox"/> General Session Speaker Sponsor	\$1,500
<input type="checkbox"/> Silent Auction Sponsor	\$1,500
<input type="checkbox"/> Hotel Key Card Sponsor	\$1,000
<input type="checkbox"/> Study Hall Sponsor	\$1,000
<input type="checkbox"/> Door Drop Sponsor	\$500
<input type="checkbox"/> Drink Ticket Sponsor	\$500
<input type="checkbox"/> Breakout Session Sponsor	\$500
<input type="checkbox"/> Refreshment Break Sponsor	\$500

\*An extra charge of \$75 will be included if a non EPS logo file is provided. If you do not have EPS file, we will recreate your logo. The EPS file will then be sent back to the sponsor/exhibitor for future use.

### Amount Due

Exhibit Booth Fee	\$ _____
Add'l Staff ___ x \$50/day/person	\$ _____
Program Advertising	\$ _____
EPS File Creation	\$ _____
Sponsorship	\$ _____
<b>Total Amount Enclosed</b>	<b>\$ _____</b>

### Method of Payment

- Check, made payable to IAHHC     Visa     MasterCard  
 American Express

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_    Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address, if different than listed on the first page of the Registration Form

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Email registration form & payment to:

katie2@iahhc.org

### Fax registration form & payment to:

(317) 775-6674

### Send registration form & payment to:

IAHHC  
 6320-G Rucker Road  
 Indianapolis, IN 46220

### Questions:

(317) 775-6673 -or- katie2@iahhc.org

