HPCAI & IAHC JOINT ANNUAL CONFERENCE

2018 EXHIBITOR PROSPECTUS

November 13-14, 2018
FFA Enrichment Center • Ankeny
Exhibit Booth Information

Location
FFA Enrichment Center
1055 SW Prairie Trail Pkwy
Ankeny, IA 50023

Booths are available in **8’x10’** size only and will consist of 8' tall white drape side wing panels, one 8' skirted table and two chairs.

Up to two booth representatives included. You can register additional booth representatives for $50/representative, per day.

### Booth Type
<table>
<thead>
<tr>
<th>Booth Type</th>
<th>Booth Fee</th>
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<tbody>
<tr>
<td><strong>8’x10’ Booth</strong>&lt;br&gt;(Associate Member applications)</td>
<td>$500</td>
</tr>
<tr>
<td><strong>8’x10’ Booth</strong>&lt;br&gt;(Non-member applications)</td>
<td>$550</td>
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**Payment Information**
A completed application along with payment are required to confirm your booth reservation.

Once your completed application is received with payment, an email will be sent to confirm receipt of your request.

Kindly note that booth locations will be assigned by HPCAI/IAHC on a first-come, in the order they are received.

**Secure your Booth today!**

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**Sponsorship Opportunities Available!**

For more details, email
ihatradeshows@ihaonline.org

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**Exhibit Move In**
Monday, November 12
3:00 pm - 5:00 pm

Tuesday, November 13
6:30 am – 7:30 am

**Exhibiting Hours**
Tuesday, November 13
7:30 am – 5:30 pm

Wednesday, November 14
7:30 am – 1:30 pm

**Exhibit Move Out**
Wednesday, November 14
1:30 pm - 3:30 pm

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**Email Booth Reservation**
Complete and return the Exhibitor Application including payment to Cat Thompson at thompsonc@ihaonline.org

**Mail Booth Reservation**
Complete and return the Exhibitor Application including payment to:
HPCAI & IAHC Joint Annual Conference
100 E Grand, Suite 100
Des Moines, IA 50309
Attn: Cat Thompson (RE: Trade Shows)
Hotel Accommodations
A discounted guest room rate has been secured at the Courtyard by Marriott in Ankeny, IA for $119 plus tax per night. Reservations can be made by calling 515-422-5555 and referencing the HPCAI & IAHC Joint Conference room block. In order to receive the discounted rate reservations must be made before October 22, 2018.

Move-In, Exhibiting Hours and Move-Out
* Schedule subject to change
Exhibit Move In
Monday, November 12 | 3:00 pm - 5:00 pm
Tuesday, November 13 | 6:30 am – 7:30 am

Exhibiting Hours
Tuesday, November 13 | 7:30 am – 5:30 pm
Wednesday, November 14 | 7:30 am – 1:30 pm

Exhibit Move Out
Wednesday, November 14 | 1:30 pm - 3:30 pm

Shipping Booth Materials
Freeman Exhibitor Services
For assistance with inbound/outbound shipping of booth materials, please contact Freeman directly at 515-829-4444.

Direct Shipments of booth materials to the FFA Building will not be available.

Electrical Access
Electrical access will be very limited and not all booths will be able to have this access. Please indicate your need for electricity on your application and assignments will be made on first come, first served basis.

Attendee List
All exhibitors will receive an attendee list in electronic format that includes attendees’ name, title, organization name and mailing address. Email addresses and telephone numbers will not be included. HPCAI/IAHC will send out the attendee list electronically two weeks prior to the event start date.

Booth Representatives
Representative Badges and Welcome Packet
Your welcome packet and booth representative name badges will be placed on your table in your booth. If you need any changes made to your name badge, please visit the Exhibitor Services Desk.

Lunch
Lunch is provided for the number of booth representatives included in the Exhibitor Fee. You can register additional booth representatives for $100/representative.

Prizes
Exhibitors are encouraged to conduct their own prize drawing. Exhibitors are asked to conduct the prize drawing at their booth and complete a winner card (provided in your Welcome Package) to be posted on a Prize Board (provided by HPCAI/IAHC). Exhibitors are asked to keep the prize at their booth as winners will be asked to visit the booth to collect their prize. Afternoon breaks are extended to allow for prize drawings.
CONFERENCE ROOM A
Breakfast and coffee will be available each day in Conference Room A. Coffee services will be available all day for attendees and exhibitors.

ATRIUM
The Tuesday evening Trade Show Reception will take place in the Atrium. The soda station will be located in the Atrium and available all day for attendees and exhibitors.
Sponsorships Information

This year, the HPCAI/IAHC Joint Annual Conference has a new format and with that, an array of new sponsorship opportunities.

The sponsorships outlined below are an excellent way for your company to reach influential members of the home care and hospice communities.

Program Sponsor (2 available) – $1,500
- Trade show booth with preferred placement
- Verbal recognition at keynotes
- Pop-up banner or display signage during program
- Brochure recognition

Trade Show Reception (1 available) — $2,000 SOLD OUT
- Pop-up banner on display during reception
- Trade show booth
- Brochure recognition
- Verbal recognition at keynotes
- Introduction of Tuesday lunch keynote and 5 minute presentation

Lunch Sponsor (2 available) – $500
- Verbal recognition during program
- Pop-up banner or display signage near buffet line during one of the lunches
- Brochure recognition

Dessert Sponsor (4 available) – $350
- Verbal recognition
- Signage with logo during one afternoon break
- Brochure recognition

Soda Station Sponsor SOLD OUT
- Signage with logo
- Brochure recognition

NEW SPONSORSHIPS

Tote Bag Sponsor (1 available) - $250
- Sponsor provides branded tote bags for attendees to carry around during the conference and during the trade show to collect their items.

Lanyard Sponsor (1 available) - $250
- Sponsor provides their company branded lanyards for attendees to wear during the conference.
Organization Name  (Exactly as it is to appear in all exhibitor listings)

Name

Street Address

City     State     Zip

Sponsorships Contact  (All correspondence for this event will be sent to this individual)

Name

Title

Email Address (required)

Payment Information

□ Option 1: Bill my institution.
□ Option 2: Enclosed is my check payable to HPCAI in the amount of $ ____________
□ Option 3: Charge my credit card. I authorize HPCAI to charge my credit card:

□ American Express □ Discover □ MasterCard □ Visa

Cardholder’s Name ____________________________________________

Card # ______________________________________________________

Exp. Date ________________ Security Code ______________________

Signature __________________________________________________

FOR HPCAI/IAHC OFFICE USE ONLY

Program # 910-5130-900218

Date Received _____________

Fee Amount $ ___________

Check # __________________

Check Total $ ___________
Organization Name (Exactly as it is to appear in all exhibitor listings)

Name

Street Address

City                    State               Zip

Trade Show Contact (All correspondence for this event will be sent to this individual)

Name

Title

Email Address (required)    Telephone

Signature

Printed Name    Date

Exhibitor Fees

☐ 8’x10’ Booth – $500
   (Associate Member applications)

☐ 8’x10’ Booth – $550
   (Non-member applications)

Payment Information

☐ Option 1: Bill my institution.

☐ Option 2: Enclosed is my check payable to HPCAI in the amount of $__________

☐ Option 3: Charge my credit card. I authorize HPCAI to charge my credit card:
   ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Cardholder’s Name

Card #

Exp. Date    Security Code

Signature

Booth Selection

1st Choice

2nd Choice

3rd Choice

FOR HPCAI/IAHC OFFICE USE ONLY

Program # 910-5130-900218

Date Received

Fee Amount $__________

Check #

Check Total $__________
Organization Name

Name (as it is to appear in all exhibitor listings)

| City | State | Zip |

Company Description (as it is to appear in the Exhibitor Guide)

Please list all representatives who will staff your booth during the HPCAI & IAHC Conference Trade Show. Contact information will not printed on the badges. All booth representatives must have his/her own badge and badges are non-transferable.

<table>
<thead>
<tr>
<th>Representative Name</th>
<th>Title</th>
<th>Email / Cellular Telephone</th>
<th>Cost</th>
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<tr>
<th>Total</th>
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<tbody>
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<td>$</td>
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</tbody>
</table>

If you are registering booth representatives beyond the number included in your booth fee, please provide payment.

Payment Information

☐ Option 1: Bill my institution.

☐ Option 2: Enclosed is my check payable to HPCAI in the amount of $__________

☐ Option 3: Charge my credit card. I authorize HPCAI to charge my credit card:

☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Cardholder’s Name ________________________________________________

Card # ________________________________________________________

Exp. Date ______________ Security Code _________________________

Signature ________________________________

FOR HPCAI & IAHC OFFICE USE ONLY

Program # 910-5130-9002178

Date Received _____________

Fee Amount $ _____________

Check # __________________

Check Total $ _____________

_____________________________________________________________________________________________

_____________________________________________________________________________________________
1. Exhibit Set-up and Removal — All booths are to be set up on the date and time communicated by HPCAI/IAHC. All exhibit materials and equipment must be removed from the exhibit area by the set time communicated by HPCAI/IAHC. After that time, any remaining exhibit materials will be removed at the exhibitor’s expense.

2. Exhibitor Booth Materials — All exhibit materials must conform to the fire regulations and electrical codes of the exhibit area. All packing materials and containers must be removed from the floor and must not be stored behind displays or under tables. Payment for services provided to an exhibitor by a contractor is the responsibility of the exhibitor. No exhibit may protrude into the aisle or block the view of neighboring exhibits.

3. Exhibitor Printed Materials — Exhibitor’s printed material may be distributed within the assigned booth area only. Any materials HPCAI/IAHC considers objectionable will not be allowed to be distributed.

4. Audiovisual Effects/Music — Audio and visual equipment being used in one exhibit area shall not unreasonably interfere with activities of any other exhibitor. Exhibitors and others are prohibited from playing music of any kind in the exhibit hall.

5. Security — HPCAI/IAHC cannot guarantee against loss, fire and damage. HPCAI/IAHC’s insurance policies do not provide coverage for exhibitor’s protection. Exhibitors are responsible for their own property through insurance or self-insurance.

6. No Shows/Subletting — Out of respect to other vendors and the attendees, any exhibitor who does not show up will not be invited back to future trade shows. Subletting of exhibit space is prohibited.

7. Exhibitor Representative(s) — Each exhibitor must provide an exhibitor representative/attendant within his/her exhibit space during exhibit hours. Up to two booth representatives included in the registration fee.

8. Exhibitor Name Badges — HPCAI/IAHC will issue a badge with proper identification of each exhibitor. Exhibitor name badges are not transferable and must be worn at all times in the exhibit area.

9. Cancellation/Liability — Full payment must be received within 12 weeks prior to the event. No further deadline notification will be made. All cancellations must be received in writing via email, thompsonc@ihaonline.org. If a cancellation is received 12 weeks or more prior to the event, a full refund will be made MINUS a processing fee of 25%. No refund will be made for cancellations received 12 or fewer weeks prior to the event.

10. ADA Policy — HPCAI/IAHC does not discriminate in its educational programs on the basis of race, religion, color, sex or handicap. HPCAI/IAHC wishes to ensure no individual with a disability is excluded, denied services or segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services. If you need any of the auxiliary aids or services identified in the Americans with Disabilities Act in order to attend this conference, please call 515-288-1955 or write to the Department of Education at HPCAI/IAHC at 515-286-9366.

11. Should the premises in which the HPCAI/IAHC meeting is to be held become, in the sole judgment of the Association, unfit for occupancy, or should the meeting be materially interfered with for any reason subject to the discretion of HPCAI/IAHC, the agreement for exhibit space may be terminated. HPCAI/IAHC will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release HPCAI/IAHC from all claims and damages and agree that HPCAI/IAHC shall have no obligation except to refund the exhibitors prorated share of the agreeable amounts received by HPCAI/IAHC as rental fees for booths after deducting all costs and expenses in connection with such exhibits, including reasonable reserve for claims.

12. HPCAI/IAHC shall not be responsible to exhibitors for damages, losses and/or claims from any cause whatsoever that may arise from exhibitor’s participation in the HPCAI/IAHC sponsored trade show. Exhibitors assume the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor’s displays, equipment, injury to a person or other property brought upon the premises of the conference/trade show location and shall indemnify and hold harmless HPCAI/IAHC employees from any and all such losses, damages and claims. Exhibitors are required to carry insurance to cover against damage and loss of exhibit materials and liability insurance against injury to person and property of others, HPCAI/IAHC may ask for Proof of Insurance.

13. HPCAI/IAHC reserves the right to make changes to this agreement. Any matters not specifically covered herein are subject to decision by HPCAI/IAHC. HPCAI/IAHC reserves the right to make such changes, amendments and additions to this agreement as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of any such changes. If an exhibitor does not follow the rules and regulations set forth by HPCAI/IAHC, then this agreement may be terminated, with the exhibitor forfeiting fees paid, regardless whether or not space is reassigned by HPCAI/IAHC.