



EARLY BIRD DISCOUNT ENDS MARCH 20

Hit^{the} Trail



Kansas Home Care Association
2017 Annual Meeting
September 20-21, 2017
DoubleTree by Hilton
Lawrence, Kansas

with **Home Care & Hospice**

An Invitation to Exhibit

A Special Invitation

The Kansas Home Care Association invites you to participate in its 2017 Annual Meeting, "**Hit the Trail with Home Care & Hospice**" on September 20 and 21, 2017, at the DoubleTree by Hilton, 200 McDonald Drive, in Lawrence, Kansas.

The KHCA Annual Meeting is the major home care and hospice event in Kansas. With the ongoing changes in the home health and hospice industry, providers depend on the information made available at our Annual Meeting, so we expect a large number of participants from agencies across the state. It also provides a great opportunity for networking and fun.

We recognize the importance of the products and services that you provide to the home care and hospice industry; therefore, we have tried to incorporate a number of options that will give you direct access to our participants. Please consider which option, or group of options, will best meet your needs and priorities.

Exhibits – Two Days

Early Bird Discount through March 20. Exhibition space will be available for two special days, Wednesday, September 20, and Thursday, September 21. The exhibition fee includes use of a 6-foot by 30-inch draped table with two chairs. Access to a 110v outlet can be provided, but arrangements must be made through the DoubleTree. A form for this purpose will be sent in August with your exhibitor packet. If you have other special considerations, please contact the KHCA office.

Exhibitor Schedule

Wednesday, September 20, 2017	Thursday, September 21, 2017
◇ 8:30 to 10:45 a.m. Exhibit Set-Up	◇ 10:45 a.m. to Noon Exhibits
◇ 10:45 a.m. to Noon Exhibits	◇ Noon to 12:20 p.m. Door Prize Giveaway
◇ 1:30 to 2:30 p.m. Exhibits	◇ 12:20 to 2:00 p.m. Exhibit Tear-Down
◇ 4:30 to 6:00 p.m. Evening Social	

Door Prize Giveaway

Door prizes are a wonderful way to draw conference participants to your exhibit. We hope that you will consider offering a door prize and be willing to wait until Thursday's luncheon from 12:00 to 12:20 p.m. to announce your winner. Prizes need not be elaborate – even small items are lots of fun! Please let us know if you will be participating by checking the box in the Vendor Options section of the registration form that you return to us.

Brochure Advertisement

Advertising space is available in the official Annual Meeting registration brochure to be sent to all licensed agencies in the state of Kansas during the month of July. Brochure ads are full color, business card size (3½" x 2"). Brochure ad submission deadline is **June 20.**

Conference Packet Advertisement

You may choose to place a half-page or full-page advertisement in the official conference packet received by all conference attendees. These B&W ads are reproduced on separate sheets of paper so they can be easily filed for future reference. Packet ad submission deadline is **August 21.**

Co-Sponsorship

Co-sponsorship is one more way for you to gain additional exposure and show your support of KHCA and the home care and hospice industry in general. KHCA welcomes co-sponsorships of conference materials, breaks, speakers, and our Wednesday evening social. As a co-sponsor with KHCA, you will receive special acknowledgment in conference packet enclosures, on signs, and through verbal announcements during the conference. In addition, "Up-Close" presentations will be available to co-sponsors. With so many benefits of being a co-sponsor, we hope you will seriously consider this vendor option.

Up-Close with a Co-Sponsor

"Up-Close" presentations are reserved for KHCA exhibitors who choose to co-sponsor a portion of the KHCA Annual Meeting (*see co-sponsorship details above*). Co-sponsors will have the opportunity to offer a twenty-minute presentation on their products/ services, or another topic of their choice, during one of the scheduled exhibitor/ networking sessions. Conference meeting space will be set aside for these presentations and each will be listed on the conference schedule. Presentation times will be assigned in August. Please note that there are only six up-close times available and these will be filled on a first-come basis.

Participating Vendor List

By registering as an exhibitor or co-sponsor at our Annual Meeting, you will be placed on our special Participating Vendor List. On our 2016 Participating Vendor List, your business name, address, phone number, website and your product/service will be listed and distributed to all Annual Meeting attendees and all KHCA members. If you register by **June 20**, your business name will also be listed in the Annual Meeting registration brochure as a participating vendor.

Register Now!

Don't delay registering for this terrific opportunity to reach home care providers in Kansas. The early bird discount expires **March 20.** Space is limited in the exhibit room, and exhibitors will be accepted and placed on a first-come basis. If the exhibit room reaches capacity, KHCA reserves the right to turn away late registrants or place them in the hallway outside the exhibit room. No registrations will be accepted after **August 31.**

Questions?

For further information on options, contact Kristen Ada, KHCA Director of Programs & Member Services, 913/669-0460, kada@kshomecare.org.

Kansas Home Care Association
2017 Annual Meeting • September 20-21, 2017
Exhibitor Registration Form

Part One – Contract/Company Information

Company Name* _____ agrees to support the 2017 KHCA Annual Meeting as indicated in Part Two of this registration form. *(Please list company name as it should appear on conference materials.)*

Remittance in the amount of \$ _____ is enclosed or will be sent by ____/____/2017.

Contact Person* _____ E-mail _____

Representative(s) to Attend _____

Primary Representative's E-mail _____

Product/Service to be Exhibited *(10 words or less)* _____

Address* _____ City _____ State _____ Zip _____

Phone* _____ Website _____

**If contact information to be listed on promotional materials is different than the contact information listed above, please attach the additional information on a separate sheet.*

**Make checks payable to: Kansas Home Care Association
P.O. Box 67203
Topeka, KS 66667**

Credit card payments can be accepted online via PayPal®. If you wish to pay by credit card, please list the email address to which a PayPal® invoice should be sent: _____

Register early -- the Early Bird Discount expires March 20. Space is limited in the exhibit room, and exhibitors will be accepted and placed on a first-come basis. If the exhibit room reaches capacity, KHCA reserves the right to turn away late registrants or place them in the hallway outside the exhibit room. **No registrations will be accepted after August 31. Cancellations must be in writing and are non-refundable after August 31. Prior to August 31, refunds will be issued less a \$25 processing fee.**

Part Two – Vendor Options

Please read each section carefully and indicate your choice of options below and on the reverse side.

Exhibit Space – Wednesday, September 20 and Thursday, September 21

Early Bird Price (by March 20):

KHCA Member* \$425
Non-Member 850

Rates after March 20, 2017:

KHCA Member* \$470
Non-Member 940

Non-Profit Rate:

(please call the KHCA office to see if you qualify) \$350

(CONTINUED...)

Luncheon Tickets

(Registered vendors receive one complimentary luncheon ticket. Additional tickets may be purchased.)

Yes, we plan to use our one complimentary luncheon ticket on (*choose ONE*):

Wednesday, September 20

Thursday, September 21

Yes, we would like to purchase additional tickets (*enter quantities*):

_____ for Wednesday at the cost of \$20.00 per ticket, and

_____ for Thursday at the cost of \$20.00 per ticket.

No, we will not be using any luncheon tickets.

Total Cost of Luncheon Tickets: _____

Door Prize

Yes

No

Registration Brochure Advertisement

(Artwork must be received by **June 20, 2017**.)

*** If based in Kansas, please include sales tax applicable to your location. If no sales tax is included due to your sales tax exempt status, please include a copy of a completed exemption certificate.*

Business Card (Color, 3½" x 2") KHCA Member* \$90 Non-Member \$180

+ Sales Tax ** Rate _____ % Tax Amount \$ _____ Total Cost of Brochure Ad: _____

Conference Packet Advertisement - Distributed to all Annual Meeting participants

(Artwork must be received by **August 21, 2017**.)

*** If based in Kansas, please include sales tax applicable to your location. If no sales tax is included due to your sales tax exempt status, please include a copy of a completed exemption certificate.*

Full-Page (B&W, 8½" x 11") KHCA Member* \$170 Non-Member \$340
Half-Page (B&W, 5½" x 8½") 90 180

+ Sales Tax ** Rate _____ % Tax Amount \$ _____ Total Cost of Packet Ad: _____

BONUS! Sign up to advertise in our Annual Meeting Conference Packet and receive a FREE ad in an issue of KHCA's e-news. Yes, we would like to place our free ad in (*choose one*):

August

September

October

Co-Sponsorship

1. We would like to co-sponsor the KHCA Annual Meeting as indicated below:

Amount

Break (\$500 Minimum— *the average break costs \$1200-\$1500*) \$ _____

Wednesday Evening Social (\$300 Minimum— *total cost ranges from \$1500-\$2000*) \$ _____

Materials/Speaker: Please indicate the specific conference item (bags, lanyards, etc.) or speaker you would like to provide/co-sponsor: _____

2. **Up-Close Presentation** (*See brochure for more information.*)

Yes, as a co-sponsor, we wish to offer a 20-minute "Up-Close with a Co-Sponsor" presentation during the conference.

3. **BONUS!** Sign up as a co-sponsor of the KHCA Annual Meeting and receive a FREE ad in the Annual Meeting registration brochure. Ads are color, 3½" x 2" and must be received by **June 20, 2017**.

Yes, as a co-sponsor, we would like to place our free ad in the conference registration brochure.

*** The 2016-2017 KHCA Associate Member Rate is only \$430.** By joining now, you can exhibit at the KHCA Annual Meeting at the member rate and begin enjoying the many benefits of membership in the Kansas Home Care Association. For additional membership information, contact the KHCA office at 785/478-3640 or visit our website at www.kshomecare.org.