

Exhibitor Registration Form Enclosed



AN ASSOCIATION OF
MONTANA HEALTH
CARE PROVIDERS

Long-Term Care
Assisted Living
Hospice/Home Health
Human Resources
Nurse Leaders

MHA Spring Conference & Vendor Fair

Red Lion Colonial Hotel
Helena, MT
March 21-23, 2012

REGISTRATION FORM & INFORMATION INSIDE!

AN ASSOCIATION OF
MONTANA HEALTH
CARE PROVIDERS



PO Box 5119
Helena, MT 59604-5119
MHA Spring Conference
& Vendor Fair
March 21-23, 2012
Red Lion Colonial Hotel
Helena, MT

2012 Spring Vendor Fair & Conference Events

Who Will Attend the Conference?

MHA...An Association of Montana Health Care Providers is a leadership organization and principal advocate for health care facilities in Montana. MHA serves a diverse membership that provides the full spectrum of health care services, including hospitals, long-term care facilities, critical access hospitals, home health and hospice agencies, psychiatric facilities, physician groups, assisted living centers, senior housing and insurance services.

Nursing home, hospice, home health, assisted living and other senior service professionals, as well as human resource and nurse leaders come to the Spring Conference to learn more about regulations, management, operations and current health care issues and trends.

Attendees include participants from skilled nursing facilities, hospitals, assisted living facilities, home health and hospice agencies across Montana:

- CEOs/Administrators
- Mid- to Upper-Level Managers
- Activity Professionals
- Hospice Professionals
- Certified Nurse Aides
- Nursing Home Administrators
- Social Service Professionals
- Home Health Professionals
- Nurse Executives & Nurse Leaders

Booth Size & Fee

\$575 Standard (6' x 8')
 \$875 Expanded (6' x 16')

Booth Fee Includes:

- Two (2) Exhibitor registrations (\$90/additional person), which includes access to all conference sessions & events
- Company listing in the Conference Booklet
- One standard booth identification sign *if ordered in advance*
- One 6' skirted table and two chairs; standard 8' high backdrapes and 3' side drapes
- One 110v electrical outlet

Booths do not include furnishings and accessories. All furnishings and accessories must be pre-ordered through MHA's official service contractor:

K&J CONVENTION SERVICES
 (406) 442-3238
www.kjconventions.com
 Show ID: MHA (not case-sensitive)

Booth Assignments

All booth assignments will be made by MHA. Please indicate your preferred booth location on the Booth Space Registration Form.

Sponsorships will be taken under consideration when making booth assignments.

Booth preferences are not guaranteed. If necessary, you may include with the application a list of vendors you prefer NOT to be placed near. MHA reserves the right to relocate an exhibitor or modify the floor plan at any time.

Freight/Shipping

All shipments to your booth must be coordinated through K&J. The Red Lion Colonial Hotel will not accept your freight.

Conference Headquarters

The Spring Conference will be held at the Red Lion Colonial Hotel in Helena.

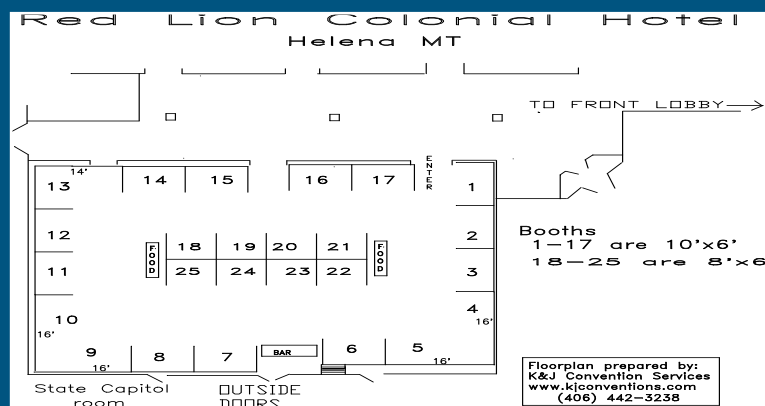
Red Lion Colonial Hotel
 2301 Colonial Drive
 Helena, MT 59601
 Phone: (406) 443-2100

Lodging

You must make your own hotel arrangements. We have arranged for a block of rooms at the Red Lion.

Please mention you are with the MHA Spring Conference to receive the special rate.

Cut off date: February 19th
 Reservations: (800) 733-5466



**VENDOR FAIR
 FLOOR PLAN
 CAPITOL/STATE
 ROOM**

Your connection to Montana's Health Care Industry

Sponsorships

By sponsoring an activity or event at the MHA Spring Conference, your organization gains broad exposure and recognition among health care executives and decision-makers. MHA's sponsorship and partner programs allow you to designate your contribution for as many particular speakers or activities as you wish!

Sponsor the **Conference Luncheon or the General Session** - sure to be the most popular and best-attended sessions! Or choose from our two evening events - the **Opening Night Reception**, a relaxed evening of socializing and fun, or the **Vendor Fair Reception** - the networking and social event of the conference anticipated by all attendees!

If broader visibility is your goal, consider sponsoring a **conference tote-bag**; every conference participant will take home an item with your company's logo to use again and again. Or, sponsor the **conference printing** and have your logo on every sign at the convention - including agenda, registration and directional signs.

This is just a short list of the many sponsorship opportunities available. Please refer to the registration form for a complete list of sponsorship opportunities, or contact Shawna Clark for specifics on sessions or events that will match your company's interests and promotional objectives.

Advertising

Advertising is another great way to get your organization's name out to conference participants. Share information about your services and products in a **full-, half- or quarter-page ad** in the conference program, which all conference attendees receive and take home. Want even more exposure? Be seen at first-glance by advertising on the **back cover of the conference booklet**, only one space available! Refer to the Registration Form for advertising prices.
Submission Deadline: March 2, 2012.

Registration & Payment

Register online at www.mtha.org or by using the form included in this brochure. Prepayment with a check, credit card or PO is required to reserve a booth space. A confirmation email will be sent to the contact person indicated on the form within one week. If you do not receive a confirmation within one week please call Jennifer Wagner at 406-442-1911 to be sure your registration has been processed.

Cancellation

If you must cancel, all cancellations must be received in writing by MHA no later than March 2, 2012. MHA will refund your booth fees less a \$150 handling charge before March 2. After March 2, no refunds will be made.

Unless a written request for refund has been received by MHA prior to March 2, 2012, all exhibitors submitting the registration form contract will be expected to pay the full price of any booths or sponsorships. "No-shows" will still be expected to pay.

For More Information

Jennifer Wagner

Administrative Professional

Email: jennifer@mtha.org

Phone: (406) 442-1911

Shawna Clark

Conference Coordinator

Email: shawna@mtha.org

Phone: (406)442-1911

Exhibit Schedule

Exhibitor Set-Up

Thursday, March 22
11:00 am - 2:00 pm

Vendor Fair Hours

Thursday, March 22
2:15 pm - 2:45 pm
4:00 pm - 6:00 pm
(Dedicated Vendor Fair Hours)

Conference Agenda

As a registered exhibitor, you are welcome to attend all educational sessions and conference events!

Wednesday, March 21

Session A	1:30 - 3:00
Break	3:00 - 3:30
Session B	3:30 - 5:00
Opening Reception	5:00 - 6:00

Thursday, March 22

Nurse Leadership Forum	8:00 - 11:15
Session C	8:00 - 9:30
Break	9:30 - 9:45
Session D	9:45 - 11:15
Lunch	11:15 - 12:45
Session E	12:45 - 2:15
Break with Vendors	2:15 - 2:45
Session F	2:45 - 4:15
Vendor Fair & Reception	4:15 - 6:15

Friday, March 23

Closing Keynote	8:30 - 10:00
Break & Check-out	10:00 - 10:30
Session G	10:30 - 12:00
Conference Adjourns	12:00

REGISTRATION DEADLINE: FRIDAY, MARCH 2, 2012

BOOTH ASSIGNMENTS ARE MADE ON A FIRST-COME, FIRST-SERVED BASIS.

Registration

Vendor Fair Booth Space
Register online now!

Company Information

Please print or type the following information exactly as you want it to appear on your booth sign and in the printed program.

Company Name: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Website: _____

Contact Name: _____

*Email: _____

**(Pre-conference communications will be made by email.)*

Booth Representatives

Name: _____

*Email: _____

Name: _____

*Email: _____

Others: (\$90 each) _____

**E-mail for booth reps is required*

Booth Selection

All booths are assigned by MHA on a first-come, first-served basis. MHA reserves the right to relocate exhibits at any time prior to set-up. Booth dimensions are 8' wide by 6' deep.

Standard Booth: \$575

Expanded (double) Booth: \$875

Preferred booth #: _____ 2nd Choice #: _____

Check if you need a booth sign

Door Prizes

Yes, we will have a door prize (limit one prize per vendor).

No, we will not give away a prize this year.

Sponsorships

<input type="checkbox"/>	Thursday Evening Vendor Reception	\$2,500
<input type="checkbox"/>	General Session	\$2,500
<input type="checkbox"/>	Opening Social	\$2,000
<input type="checkbox"/>	Thursday Conference Luncheon	\$1,500
<input type="checkbox"/>	Nurse Leadership Keynote	\$1,000
<input type="checkbox"/>	Conference Tote Bag (with your company logo)	\$1,000
<input type="checkbox"/>	Print Sponsor - <i>company logo on all conference signage</i>	\$800
<input type="checkbox"/>	Education Workshop	\$500
<input type="checkbox"/>	Conference Break Co-Sponsor	\$500

Advertisement

<input type="checkbox"/>	Back cover of conference booklet (1 available) 10"h x 7.5"w	\$300
<input type="checkbox"/>	Full page ad in conference booklet 10"h x 7.5"w	\$125
<input type="checkbox"/>	Half-page ad in conference booklet 5"h x 7.5"w	\$75
<input type="checkbox"/>	Quarter-page ad in conference booklet 5"h x 3.75"w	\$55

Total Sponsorship & Advertisement amount: \$ _____

Payment Information

Total Booth & Rep Fee(s): \$ _____

Sponsorship/Advertisement \$ _____

TOTAL AMOUNT DUE/ENCLOSED \$ _____

Prepayment or PO is required to reserve space.

Check Enclosed (payable to MHA)

Credit Card—to protect your privacy and financial information, all credit card registrations must be done online via our secure site. Visit www.mtha.org to register online.

This Application for Exhibit Space is a contract. By submitting this application to MHA, you agree to the following:

All booth space is assigned by MHA. MHA reserves the right to change the floorplan or booth assignments at any time. All booths must be prepaid or received with a purchase order. If you must cancel, all cancellations must be received in writing by MHA no later than March 2, 2012. MHA will refund your booth fees less a \$150 handling charge before March 2. **After March 2, no refunds will be made.**

Unless a written request for refund has been received by MHA prior to March 2, 2012, all exhibitors submitting this contract will be expected to pay the full price of any booths or sponsorships.

"No-shows" will still be expected to pay. If an exhibitor fails to pay the amount due in full, MHA will begin collection proceedings against the exhibitor, and the exhibitor agrees to pay all expenses of collection - including attorney's fees, court costs and related expenses to the amount owed.

Signature of Exhibitor Representative: _____

Printed Name: _____

Date: _____

**RETURN FORM AND
PAYMENT
BY MARCH 2 TO:**

**MHA...An Association of
Montana Health Care
Providers**

**1720 Ninth Avenue
Helena, MT 59601**

Phone: (406) 442-1911

Fax: (406) 443-3894

Tax ID: 81-0287203

*Faxed registrations accepted with
payment information.*