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# NARHC 2018 Spring Institute Exhibitor or Sponsor Form



Exhibit Days: Monday & Tuesday, Mar. 19-20, 2018  
Hyatt Regency Riverwalk, 123 Losoya Street, San Antonio, TX 78205

Company Name: \_\_\_\_\_ Ph. \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email \_\_\_\_\_ Ph \_\_\_\_\_

### ATTENDEES:

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_ Ph \_\_\_\_\_ Veg Meal? \_\_\_\_\_  
Additional\* \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_ Ph \_\_\_\_\_  
Additional\* \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_ Ph \_\_\_\_\_

*\*Exhibitor/Sponsor fees include 1 person at table. Add a 2<sup>nd</sup> or 3<sup>rd</sup> person at the table for \$400 ea., max. 3. Table sharing by different orgs not allowed.*

Need Electricity?  Yes  No (provided no extra charge but must be requested in advance!)

Brief Company Description \_\_\_\_\_

Special Offer for Conf. Attendees (i.e. 10% off something, etc. or N/A) \_\_\_\_\_

Push Notification (Silver Sponsors Only) \_\_\_\_\_

*Vendors & Sponsors should participate in our Game which drives attendees to your table. Please provide a 1 line question, answer & 3 wrong answers:*

Game Question \_\_\_\_\_

Correct Answer \_\_\_\_\_

Wrong Answers (3) \_\_\_\_\_

### Exhibitor or Sponsor Categories

*Exhibitor space is limited to 21 maximum and reserved on a first-come, first-paid basis*

Please Check: <input checked="" type="checkbox"/>		Fee	6' Draped Table & 1 Chair	Conf. Registration + Food	Participant List + Prime Table + App Location	Internet & Elec*	Poster & Banner Marketing	Amount
<input type="checkbox"/>	<b>Premier Splash Pg Sponsor</b>	\$4000	<b>Yes</b>	<b>1</b>	<b>Location A+</b>	<b>Yes</b>	<b>Yes</b>	\$
<input type="checkbox"/>	<b>Platinum Sponsor</b> w/1 person at table*	\$3500	<b>Yes</b>	<b>1</b>	<b>Location A</b>	<b>Yes</b>	<b>Yes</b>	\$
<input type="checkbox"/>	<b>Gold Sponsor</b> w/1 person at table*	\$1500	<b>Yes</b>	<b>1</b>	<b>Location A-</b>	<b>Yes</b>	<b>Yes</b>	\$
<input type="checkbox"/>	<b>Silver Sponsor</b> w/1 person at table*	\$1300	<b>Yes</b>	<b>1</b>	<b>Location B+</b>	<b>Yes</b>	<b>Yes</b>	\$
<input type="checkbox"/>	<b>Exhibitor</b> w/1 person at table*	\$1000	<b>Yes</b>	<b>1</b>	<b>Part. List Only</b>	<b>Yes</b>	<b>No</b>	\$
<input type="checkbox"/>	Additional Person (ea.) max. 3 at table	\$ 400		<b>1</b>				\$
<b>Additional Advertising Opportunities</b>								
<input type="checkbox"/>	<b>Lunch or Break Sponsor</b> (2 available)**	\$1000	Choose: <input type="checkbox"/> Lunch <input type="checkbox"/> Break					\$
<b>TOTAL</b>								\$

**\*Choose Exhibitor OR Sponsor. Sponsor fee includes the exhibitor fee. \*\*Must be an Exhibitor or Sponsor to take advantage of Add. Sponsor Ops.**

*Note: Large floor displays (more than one 4' wide) are not allowed. If we can accommodate, you will be surcharged \$100.*

**Premier Splash Pg Sponsor receives:** Same as exhibitors + Full Page ad on App (comes up whenever app is opened)! **Only 1 available!**

**Platinum Sponsors receive:** Same as exhibitors + Logo on Brochure (if received in time) + 5 min. to address the group. **Limited to first 3 paid!!!**

**Gold Sponsors receive:** Same as exhibitors + Rotating Toolbar ad (in the Conf. App, rotates on the bottom of every page). **First 10 paid only!**

**Silver Sponsors receive:** Same as exhibitors + a Push Notification (Pushes are a statement about your org emailed to attendees in the App). **3 only.**

**Exhibitors receive:** 6' Draped Table, 1 Chair, Food/Beverage, Conf. Registration, Internet, Electricity & Participant List. Better table location to 1<sup>st</sup> pd.

**Sponsors:** Email **Logo** in JPG or PDF, 278x102 px, 256 KB max size to [trynberg@narhc.org](mailto:trynberg@narhc.org). **Payment & Artwork Deadline: Jan. 31, 2018\*.** If same ad or logo as before, no need to resubmit. Just let us know! **Gold Sponsors:** Email your ad in EPS/vector format, max. size 600 KB, 2560x220 pixels (banner shaped) by Jan. 31. If you miss deadline, we can't guarantee your ad or info. will be on the app.

*\*Payments received AFTER the Jan. 31 deadline will incur a \$100 surcharge!*

**Payment Method:**  Check  Visa  Master Card (Sorry, not Discover or Am. Express) **PAYMENT DEADLINE: JANUARY 31!**

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_ *Entering name at left same a signature*

Credit Card Billing Address: \_\_\_\_\_ Amount: \_\_\_\_\_

Make checks payable to/mail to: **NARHC, 2 E. Main, Fremont, MI 49412** or FAX 866-311-9606

Questions: Call **866-306-1961** or email: [meetings@narhc.org](mailto:meetings@narhc.org)

CANCELLATION POLICY: 60+ days prior to conference, 100% refund (less \$25 processing fee); 59-45 days prior, 50% refund; 44-0 days prior, no refund/no transfer.

## Conference Information:

**Room Reservations:** Start at **\$185/night + tax!** Look for the reservation link on the [www.narhc.org](http://www.narhc.org) website, or go to <https://aws.passkey.com/go/2018NARHC>, or call 888-421-1442. Reference the **“NARHC”** group code for the discounted rate. Room deadline is Feb. 22, 2018 – OR – whenever block fills (whichever comes first). Please make reservations early! This popular hotel USUALLY FILLS BEFORE block closes!

### Hyatt Regency Riverwalk

123 Losoya Street, San Antonio, TX 78205

Visit [www.narhc.org](http://www.narhc.org) and click on the Events tab or call 866.306.1961 for more information.

**Exhibitor Setup:** *Sunday, Mar. 18, 5:30-6:30 pm or Monday, Mar. 19, 7:00-8:00 am.* This is a 3 day conference but our Exhibitor days are on the first 2 days only (Mon. & Tues, 8:00 am to 5:00 pm approx.). The Business Office is opening just for us on Sunday, 5:30-6:30 pm only! They open at 7:00 am on Monday.

**Take down:** *Tuesday, Mar. 20, 4:00-5:00 pm.* Make sure your boxes are ready and labeled for shipping. Bus. office is on same floor.

*The hotel has additional charges for package handling fees & they are hefty.*

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**Shipping Instructions:** Please ship your items with a label that contains the following information:

NARHC Fall Institute      Hold for Arrival on: \_\_\_\_\_ (Date of arrival)

Name of On-Site Contact (your rep): \_\_\_\_\_

c/o Hyatt Regency Riverwalk

123 Losoya St.

San Antonio, TX 78205

Packages should not arrive at the hotel any earlier than 3 business day prior to event.

**We look forward to seeing you in San Antonio!**