



**72<sup>nd</sup> Wyoming Hospital Association  
Annual Meeting & Convention**



**“The Power of Purpose”**

**Vendor Guide**

**Holiday Inn - Sheridan  
Sheridan, Wyoming**

**Wednesday, September 20, 2017**

## **EXHIBIT FEES**

The exhibit fee is \$750 per booth. All exhibit spaces are assigned on a first-come, first-serve basis. Exhibit fee includes:

- An 6' X 8' booth
- Draped side rails and table linens
- Table and two chairs – Tables are 6'
- Listing in the convention booklet
- Two complimentary tickets to special meal functions

## **BOOTH SPECIFICATIONS**

WHA will provide and arrange for erection of exhibit booth and uniform color draping and table linens. Each exhibit must be confined to the spatial limits (6' X 8') of its respective space. If your display is larger, you will need to purchase two exhibit spaces. Each 6' X 8' booth includes back drape and draped side rails and a draped table and two chairs. Extension cords may be required and are the exhibitor's responsibility. Any special electrical needs should be discussed with the Holiday Inn Catering Department well in advance of the exhibit show.

## **EXHIBIT SPECIFICS**

We anticipate to have in attendance over 250 Wyoming Hospital Association and LeadingAge Wyoming decision makers, including chief executive officers, finance directors, directors of nursing, personnel directors, education directors, purchasing agents, medical record directors, auxiliaries, hospital engineers, quality assurance managers and others.

## **DOOR PRIZES**

Exhibitors are encouraged to participate in their own drawings at their booth. Prizes will be drawn and awarded on Wednesday during the Chairman's Reception.

## **EXHIBIT STORAGE**

If you will require assistance with transportation and/or storage of freight, you are responsible for making the necessary arrangements through the Sales Office at the Sheridan Holiday Inn. WHA will not be responsible for your materials or equipment while exhibiting during our Convention.

## **ADVERTISING**

Advertising in the 2017 Convention Brochure is a cost-effective way to reach attendees and increase your marketing efforts. The 8 ½" by 5 ½" brochure, included in all registration packets, will include the itinerary of meetings, educational offerings, social events, and other important information. The combination of exhibiting and advertising provides the perfect opportunity to project your organization's image and show your involvement with the health care industry.

All ads should be sent in a .jpg or .pdf format and must be received by August 15, 2017.

**Advertising Fee: Full page inside 8 ½" x 5 ½"                      \$300**

## **ATTENDING WHA PROGRAMS**

Exhibitors are invited and encouraged to attend any of the social events and general functions of our Convention. However, unless you are a member of one of our allied groups, business meetings are intended only for those specific members.

## **SPONSORING**

A sponsorship will additionally give you an opportunity to show your support for Wyoming health care providers. Sponsoring is a wonderful way for your organization to gain additional notoriety from Convention attendees. Your company's name is spotlighted during the sponsored event, and special recognition is given in Convention publications. For more information on sponsoring, please refer to the enclosed form sent with the Exhibitor Contracts.

### **EXHIBIT HALL TIMES**

#### **Wednesday, September 20, 2017**

8:00 a.m. - 10:30 a.m. – Set-Up

**11:00 a.m. - 2:00 p.m. - Exhibit Hall Open**

Lunch will be served in vendor area

**4:00 p.m.—6:00 p.m.**

Chairman's Reception in Exhibit Hall

**6:00 p.m.—9:00 p.m.**

Awards Banquet

**Exhibit Hall will close at 6:00 p.m.**

Vendors are encouraged to attend the Banquet. Booths can be dismantled after the Banquet

**Dismantling - 6:00 p.m.—10:00 p.m.**

We ask that you have a representative of your company be present at your booth during all of the above listed exhibition times. Please do not dismantle your booth prior to the above listed dismantling time.

## **HOTEL INFORMATION**

A block of rooms has been reserved at the Sheridan Holiday Inn, at a discounted rate of \$89.00. When making reservations at the hotel, please mention that you are with the Wyoming Hospital Association Annual Meeting & Convention to receive the discounted rates. **Reservations must be made by September 5, 2017 to guarantee the discounted room rate.**

## **GOLF**

We will be sponsoring a golf tournament on Tuesday, September 19, 2017. If you would be interested in either playing or becoming a sponsor for the Tournament, please indicate on the registration form.

## **INQUIRIES**

Please direct all questions and comments to:

**Rose Fishback**  
**Wyoming Hospital Association**  
**2005 Warren Avenue**  
**Cheyenne, WY 82001**  
**rose@wyohospitals.com**  
**307-632-9344**  
**www.wyohospitals.com**

**Holiday Inn – Sheridan**  
**1809 Sugarland Drive**  
**Sheridan, WY 82801**  
**307-672-8931**

**WYOMING HOSPITAL ASSOCIATION**

**September 20, 2017**

**Sheridan, Wyoming**

ORGANIZATION: \_\_\_\_\_

(Type or print name as it should appear on Convention materials)

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

Name & Title of those staffing your booth: (Registration is for two (2) Attendees)

Name \_\_\_\_\_

E-mail address: \_\_\_\_\_

Booths will be assigned on a first come, first assigned basis.

**Please provide 15-20 word description of the product or service of your organization, for the Exhibitor Listing**

We hereby agree to attend the 2017 WHA Annual Convention. We understand that if we cancel any time before August 1, 2017, that WHA will retain \$50 of the exhibitor entry fee and any cancelations from August 1, 2017 to September 1, 2017, WHA will retain \$100 of the fee, after September 1, 2017, no refund will be issued.

By: \_\_\_\_\_

Authorized Signature

Date

\_\_\_\_\_ Full Booth Exhibit Fee Enclosed \$750.00

\_\_\_\_\_ Advertising Fee - \$300.00

\_\_\_\_\_ Additional Tickets for Attendees (\$100.00) - Please attach list of names.

\_\_\_\_\_ Sponsorship (Please also complete Sponsorship Form)

\_\_\_\_\_ TOTAL AMOUNT ENCLOSED

\_\_\_\_\_ In order to better accommodate our vendors, this section must be completed if you have additional needs, i.e. electrical, Internet access, phone lines, or exhibits are larger than the 6x8 allotted space. (Additional fees may apply) Please describe your requirements below:

\_\_\_\_\_

# WYOMING HOSPITAL ASSOCIATION

September 20-21, 2017

## SPONSORSHIP FORM

In preparing for our 2017 WHA Annual Meeting & Convention, we would like to give you an additional opportunity to show your support for Wyoming healthcare providers. Sponsoring is a wonderful way for exhibitors to gain additional notoriety from convention attendees. Your company's name is spotlighted during the sponsored event, and special thanks are given in convention publications.

There are many different levels of sponsorship available, each for different events. Listed below are the different types, with a brief description. If you would like to take advantage of this opportunity, simply check which event or activity you wish to sponsor, and return the form to:

Rose Fishback, Convention Coordinator  
Wyoming Hospital Association  
2005 Warren Avenue  
Cheyenne, WY 82001

\_\_\_\_\_ \$500 Break - Refreshments, Coffee, Snacks , Continental Breakfast

\_\_\_\_\_ \$750 – CEO Breakfast

\_\_\_\_\_ \$750 – LeadingAge Wyoming Breakfast

\_\_\_\_\_ \$3,000 Chairman's Reception

\_\_\_\_\_ \$4,000 Awards Banquet

\_\_\_\_\_ \$1,000 Thursday Lunch & Speaker

\_\_\_\_\_ \$2,000 Keynote Speaker

\_\_\_\_\_ \$2,000 Vendor Lunch

\_\_\_\_\_ \$3,000 Premier Speaker (Joe Tye)

\_\_\_\_\_ \$1,500 Co-sponsor Speaker

\_\_\_\_\_ Other (please describe) \_\_\_\_\_

If you wish to discuss other possibilities of sponsorship please feel free to call Rose Fishback at 307-632-9344. We thank you for your continued support of our Association and its membership.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsoring Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**11<sup>th</sup> Annual  
Wyoming Hospital Association PAC Golf Tournament  
Buffalo, Wyoming  
September 19, 2017**

**1:00 p.m. Shotgun Start**

Format: 4 person per team scramble at a cost of \$125 per player or \$500 per team.

We are looking for sponsors for this event as well as contributions for hole prizes. If you have any questions regarding sponsorship, contributing hole prizes or just wanting to sign up for the event, please contact Rose Fishback at 307-632-9344.

Fee includes: 18-hole green fee, riding cart, prizes and a social following play

Hole Sponsor - \$200

Prize Donation (please specify) \_\_\_\_\_

Participants - Please print names - \$125/person or \$500/Team

Name:                      Handicap or Approximate 18 Hole Score

_____	_____
_____	_____
_____	_____
_____	_____

Company Name: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_