



HOME CARE & HOSPICE ASSOCIATION OF NJ 2017 Annual Conference & Exhibition

June 22 & 23, 2017

STOCKTON SEAVIEW HOTEL AND GOLF CLUB
Galloway, NJ

CALL FOR EXHIBITORS & SPONSORS- THANK YOU FOR YOUR SUPPORT!

The 2017 Annual Conference & Exhibition will be held on June 22 & 23, 2017 at the Stockton Seaview Hotel & Golf Club. This conference is the largest gathering of home care and hospice professionals in New Jersey, attracting home care and hospice leadership from across the state. You'll make important professional contacts and gather vital information that will impact your bottom line. The conference program provides a relevant, high-level learning opportunity that enables professional growth, allows attendees to network with their peers, and offers the opportunity to learn about essential new products and services.

Exhibit Hall Hours

Wednesday, June 21st

Setup: TBD

New Jersey Home Care & Hospice PAC Event – For more information click [HERE](#)

Thursday, June 22nd

Setup: TBD

Hours: TBD

Cocktail Reception: 6:00pm-7:00pm

Friday, June 23rd

Hours: TBD

Breakdown: TBD

Exhibit Fee

Home Care & Hospice Association of NJ members will receive a discounted exhibit rate of \$750 for the two-day conference.

The non-member exhibit cost is \$1,200 for the two-day conference.

Non-members who are interested in joining can log onto www.homecarenj.org to access a membership application or contact Chrissy Buteas at chrissy@homecarenj.org or call (732) 877-1100.

Exhibitor Fee includes:

- One 8'x8' exhibit booth
- 8' back drape and 42" side drape
- One (1) 6' draped table
- Two (2) chairs
- One (1) 7"x44" one-line identification sign
- One (1) complimentary 110 watt 15 amp outlet for electricity
- Continental breakfast and lunch for two registered exhibitors on each day of the conference
- Pre-conference attendee list with contact information (emailed one week prior to conference)
- Your company's name, contact information and description of products/services in conference program



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SPONSORSHIP OPPORTUNITIES

All sponsors will receive the following: (1) Recognition during the conference; (2) Company name in conference program; (3) Signage and (4) Registered attendee list via email. For additional sponsorship benefits for each level please see details below.

Premier Conference Sponsor \$6,000 (open to two)

This prestigious sponsorship provides optimal visibility and recognition, including:

- *Opportunity to present company services during awards lunch
- * Logo on program cover
- *Company memento & literature and in every tote
- *A premier 8'x12' exhibit booth
- *Four conference registrations
- *Full page color ad
- *Logo on Association presentations
- *Signage throughout conference location

AV Exclusive Sponsor \$4,500 Puts your organization in focus

- *Opportunity to present company services during awards lunch
- *Logo on break-out session welcome slides
- *Logo on program cover
- *Company memento & literature and in every tote
- *Two conference registrations
- *Full page color ad
- *A standard 8x8 exhibit booth

Cocktail Reception Sponsor \$3,500 (open to two)

Top social event for networking and relaxing.

- *Opportunity to welcome conference attendees to the cocktail reception
- *Logo on program cover
- *Company memento & literature and in every tote
- *Company literature on reception tables
- *Two conference registrations
- *Half page color ad

Awards Lunch Sponsor \$3,500 (open to two)

A great time for networking while enjoying the Association's annual luncheon.

- *Logo in conference program
- *Welcome attendees at lunch
- *Company memento & literature and in every tote
- *Two conference registrations
- *Company tent cards on every table
- * Half page color ad

Conference Tote Sponsor \$3,500 Provides for continuous visibility!

- *Company logo on tote bag
- *Logo in conference program
- *Company memento & literature and in every tote
- * Half page color ad

Continental Breakfast on Day 1 with Travel Mugs Sponsor \$3,500

Features breakfast and travel mugs for the busy professional.

- *Company logo on travel mugs distributed to all attendees
- *Logo in conference program
- *Recognition signage at breakfast
- *Company memento & literature and in every tote
- * Half page color ad

Conference Program Sponsor \$3,000

Conference program contains important details for the 2 day conference.

- *Logo on program cover
- *Company literature in conference tote
- *Half page color ad

Keynote Speaker Sponsor \$2,500

Supports the conference "kick-off".

- *Company recognition & signage at keynote address
- *Introduce keynote speaker
- *Logo in conference program
- *Half page color ad

Continental Breakfast- Day 2 \$2,500

Good Morning... Rise & Shine!

- *Logo in conference program
- *Company recognition signage at breakfast
- *Company memento in every tote
- *Half page color ad

Name Badge Sponsor \$2,500 Provides great face time!

- *Company logo on all name badges
- *Company recognition signage at registration desk
- *Logo in conference program
- *Half page color ad

Hotel Key Card Sponsor \$2,000 Customized room key displaying your company logo.

- *Logo in conference program
- *Company recognition & welcome signage at hotel registration desk
- *Half page color ad

Atlantic City Transportation Sponsor \$2,000

Be the designated hero for those traveling to A.C.

- *Logo in conference program
- *Company recognition & transportation signage in hotel lobby
- *Opportunity to welcome passengers
- *Half page color ad



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Game Night Sponsor \$2,000 (unlimited)

Sponsor a night of fun & games.

- *Logo in conference program
- *Company recognition & signage at event
- *Host trivia, air hockey, billiards, Poker & foosball tournaments
- *Half page color ad

Memento & Flyer Sponsor \$1,500 (unlimited)

Make the conference memorable! *Logo in conference program
*Company memento & literature in every tote

Refreshment Break Sponsor \$1,500

A yummy break for attendees!

- *Company name and logo displayed on refreshment table.
- *Logo in conference program

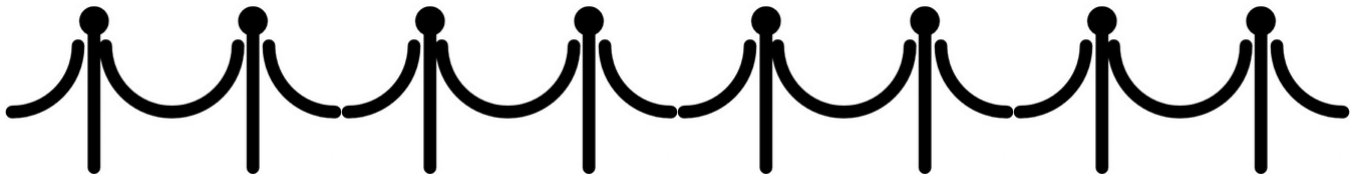
Charging Station Sponsor \$1,500 Offer attendees a time to recharge.

- *Company recognition & signage displayed on charging station.
- *Logo in conference program

Break-Out Session Sponsor \$500 (open to provider agencies only)

Support professional growth by sponsoring a 60 minute educational session.

- *Logo in conference program
- *Company name & logo displayed at the session registration table
- *Recognition & thank you provided by break-out facilitator



Exhibitor/Sponsor Registration All must complete this section:

Company _____

Main Address _____

City _____ State _____ Zip _____

Company Phone _____

Company Fax _____

Website _____

Primary Contact: Listed as contact in conference program book

Name _____

Title _____

Phone _____

Email _____



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Sponsorship Options:

Sponsorships are described on page 2. Sponsors at the \$6,000 & \$4,500 level please also complete pages 6 and 7 of this registration form for exhibit booth information.

- Premier Conference \$6,000 Total \$ _____
- A/V Exclusive \$4,500 Total \$ _____
- Cocktail Reception \$3,500 Total \$ _____
- Lunch Sponsor \$3,500 Total \$ _____
- Conference Tote \$3,500 Total \$ _____
- Breakfast/Mugs Day 1 \$3,500 Total \$ _____
- Opening Keynote \$2,500 Total \$ _____
- Breakfast Day 2 \$2,500 Total \$ _____
- Name Badge Sponsor \$2,500 Total \$ _____
- Room Key Card \$2,000 Total \$ _____
- A.C. Transportation \$2,000 Total \$ _____
- Game Night \$2,000 Total \$ _____
- Memento Sponsor \$1,500 Total \$ _____
- Refreshment Break \$1,500 Total \$ _____
- Charging Station \$1,500 Total \$ _____
- Breakout Session # ___ @ \$500=Total \$ _____

Exhibitor Options:

- Member booth \$750 Total \$ _____
- Non-Member booth \$1,200 Total \$ _____

Two individuals are included in the cost of the exhibit booth. Additional booth staff must register for \$200 per person.

Additional Staff: _____ x \$200 each = Total \$ _____ **TOTAL AMOUNT:** \$ _____

Additional Requirements for Exhibitors/Sponsors:

Please attach a description of your company's products and/or services as you would like it to appear in the conference program binder. Descriptions in excess of 50 words will be shortened at the discretion of the Home Care & Hospice Association staff.

- I have attached a 50-word company description
- I emailed my description to susan@homecarenj.org



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Payment is required at the time of registration

Check Payment: Payable to the *Home Care & Hospice Association of NJ*

Check # _____ Amount \$ _____

Credit Card Payment: There is a 2.5% fee to pay by credit card

Type of Card: Visa MasterCard American Express

Amount \$ _____ x 1.025 = Total Payment \$ _____

Card # _____

Expiration _____ CVV _____

Cardholder _____

Address _____

Signature _____ Amount \$ _____

CANCELLATION POLICY: There are no refunds for registrants who do not cancel by **TBD**. If cancellation is received before **TBD**, a refund will be given less a 30% administrative fee. Payment in full is due upon acceptance by Home Care & Hospice Association of NJ of the Exhibitor and Sponsor Registration Form. Failure to meet all payment obligations will result in termination of any and all privileges. Successful processing of payment is necessary to guarantee the allocation of a booth. For further questions regarding payment or for refund requests please contact Susan Manders at susan@homecarenj.org or 732-877-1100. The sponsors reserve the right to cancel or change any part of this program without advanced written notice.

IMPORTANT NOTE- One 110 watt amp outlet for electricity will be supplied at no charge. If you require additional electrical power, internet access, shipping/drayage, or other services at your exhibit booth, you must request these items from **TBD** directly via the Exhibitor Packet. Charges for these services are NOT included in the registration booth fee and must be settled between the exhibiting company and **TBD**. The conference Exhibitor Packet will be emailed to the vendor upon completed registration and payment.



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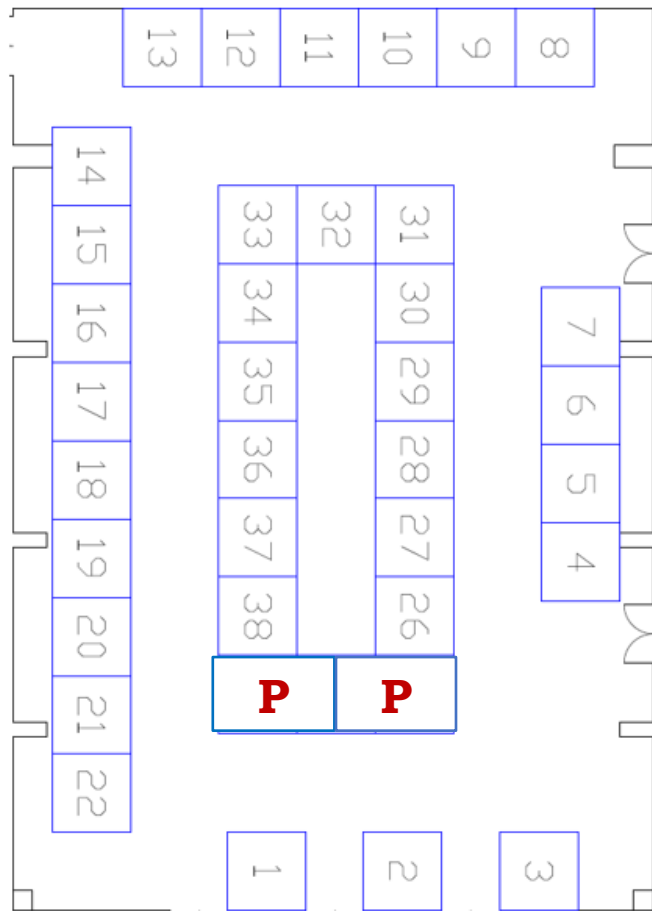
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EXHIBIT HALL FLOOR PLAN & BOOTH SELECTION

Sponsors will receive preferential treatment in the placement of their booths. All other vendor assignments shall be on a first come, first paid, first served basis. Final booth location shall be determined by the staff of the Home Care & Hospice Association of NJ. Please note that booth reservations are processed only after payment is made.

TENTATIVE EXHIBIT FLOOR PLAN (subject to change)



Entrance

Booth Selection

Exhibitors should choose from standard 8'x8' booths. The premier booths 'P' are reserved for sponsors at the \$6,000+ level.

Please choose your top four booth locations:

- Choice #1 _____
- Choice #2 _____
- Choice #3 _____
- Choice #4 _____

Booth Staff:

Booth staff must be employees of the registered exhibitor. Additional charges apply to all exhibitors and sponsors below the \$6,000 level who wish to register more than two (2) participants. Additional charges apply for sponsors at the \$6,000+ level who wish to register more than four (4) participants.

- | | | |
|----|------------|-------------|
| 1. | Name _____ | Title _____ |
| 2. | Name _____ | Title _____ |
| 3. | Name _____ | Title _____ |
| 4. | Name _____ | Title _____ |



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EXHIBITOR REGULATIONS & RESPONSIBILITIES

- Default Occupancy** – Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental price for such space, and Home Care & Hospice Association of NJ shall have the right to use such spaces as it sees fit to eliminate blank space in the exhibit, provided such contracted booth space is not occupied one hour after set up time.
- Cancellation of Exhibit Space** – It is understood that there will be no refund of the exhibitor fee if the contract is canceled by exhibitor 14 days or less prior to the event. Cancellation prior to that date requires payment of 30% of the exhibit fee.
- Insurance** – Exhibitors shall indemnify and hold harmless Home Care & Hospice Association of NJ, its authorized agents and the event location from all liability for:
 - Damage or loss resulting from fire, theft, accident, or other causes.
 - Any injury that may occur to show visitors, exhibitors, their agents, employees or others. Each exhibitor must secure insurance at his/her own expense.
- Fire, Safety, Health** – Exhibitors must assume full responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety and health.
 - Table coverings and booth equipment must be non-flammable material. All decorative materials must be fire-resistant and in accordance with the standards established by the National Board of Fire Underwriters. Certificates attesting that all materials referred to herein have been flame proofed must be notarized and submitted upon request. Flame proofing, which is not in accordance with the applicable codes, is a violation and unacceptable.
 - All exhibit equipment and materials must be contained within the booth and protected with adequate safeguards to pose no danger to other exhibitors or participants. Exhibits which produce high noise levels or produce offensive odors will not be permitted.
- Housekeeping** – Each exhibitor is responsible for the cleanliness of his/her exhibit and shall properly dispose of any garbage or waste resulting from the exhibit.

Security

- Exhibitors must provide for the security of their goods, materials, equipment and general display at all times. Home Care & Hospice Association of NJ will not be responsible for the loss or damage of any material for any cause.

Damage Control

- Protection of Building** – Nothing may be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Whatever is necessary to properly protect the building, equipment or furniture will be at the expense of the exhibitors. Exhibitors are liable for any damage they cause.
- Plastic on Floor Surfaces** – Plastic must be placed under all machinery or displays containing oil or other substances which may leak on floor surfaces. Please bring this with you.

Aesthetic Aspects

- Obstructions** – In no case must any decoration or fixture interfere with any exhibit.
- Appearance** – All displays should be professional looking so as not to detract from the overall appearance of the exhibition.

Miscellaneous

- Food and Beverage** – All food & beverages must be supplied by the hotel. No food or beverages may be served in the exhibit area unless expressed written permission has been obtained from Home Care & Hospice Association of NJ prior to event.
- Registration of Visitors** – Home Care & Hospice Association of NJ shall have sole control over admission policies at all times. All persons visiting the convention and exhibition as well as exhibitor personnel shall be required to register and wear an appropriate badge while in attendance. Company employees who are not registered at the conference or exhibition may not walk the exhibit floors.
- Sales and Signs** – The exhibition is not a specific sales facility for individual exhibitors. Its purpose is the promotion and stimulation of interest in, and demand for, the industry's products and services in general, and it is conducted in a manner reasonably assumed to achieve that purpose. No printed information is to be distributed and no signs displayed that state that any sales were made during the exhibition. The right to exhibit does not constitute a Home Care & Hospice Association of NJ endorsement of a product or service.
- Distribution of Promotional Items** – Promotional items such as novelty gifts, brochures, invitations, etc., must be distributed by Home Care & Hospice Association of NJ via promotional advertising or at the exhibit booth. No distribution will be permitted in the hotel or unauthorized exhibit space.
- Conference Mailing List** – Home Care & Hospice Association of NJ's conference attendee lists will be distributed only to vendors who are exhibiting and/or sponsoring an event at the conference.

6. SIGNATURE REQUIRED: _____ PRINT NAME: _____ DATE: _____

--- THIS PAGE MUST BE SIGNED AND RETURNED WITH REGISTRATION MATERIALS ---



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ADDITIONAL DETAILS FOR EXHIBITORS AND SPONSORS:

Meals

Exhibitors- Breakfast and lunch for two, on both conference days, is included in the cost of the Exhibitor Booth. Additional full conference meals may be purchased separately.

Booth Selection

Sponsors will receive preferential treatment for booth placement. All other exhibitor assignments shall be on a first come, first served, first paid basis. Final booth location shall be determined by the staff of Home Care & Hospice Association of NJ. Please note that booth reservations are processed only after payment is made.

Power connections, storage, and other services

One complimentary 110 watt 15 amp outlet will be available to each booth in the Exhibit Hall. Upon receipt of this registration you will receive an exhibitor packet from **TBD** that will include all forms needed to order additional exhibit tables, additional outlets, or wireless internet access. Charges by **TBD** may apply. If so, these must be settled directly with **TBD**.

Exhibitors and Sponsors who plan to ship materials should make arrangements with **TBD**. Each company will be advised of size and weight limitations, as well as additional charges that may apply. Details will be provided in exhibitor packet.

Shipping Address: Will be provided in Exhibitor Packet which will be emailed upon completion of registration.

Contact Susan Manders at susan@homecarenj.org for further information.

Materials and other items may only be stored (before, during, and after the Expo) at areas designated by the Home Care & Hospice Association of NJ staff and **TBD**.

Raffle Prizes

Please notify the Home Care & Hospice Association of NJ if you intend to provide raffle prizes. The staff of the Home Care & Hospice Association of NJ will advise you when the drawings will be held. Exhibitors are responsible for providing the prizes at the time of the raffle. Participation is strictly voluntary.

Convention Center - Hotel Rooms

Hotel rooms can be booked at STOCKTON SEAVIEW HOTEL AND GOLF CLUB. A special Home Care & Hospice Association of NJ room rate will be announced soon!

More information

Your Key Contacts

For questions about conference exhibits, sponsorships or other arrangements please contact Susan Manders at susan@homecarenj.org or 732-877-1100.

Photo Release

From time to time, we use photographs of participants in Home Care & Hospice Association of NJ promotional material. By virtue of your attendance (or sponsorship or advertisement), you agree to the use of your likeness in such material.

Confirmation Receipt

If you provide a valid e-mail address, a confirmation receipt will be part of your confirmation notification.

Returned Checks

There is a \$50 service charge for returned checks.

Submit Completed Prospectus:

Via email: susan@homecarenj.org

Fax: 9732) 877-1101