

An Invitation to Exhibit at the *2014 Kansas Recovery Conference*



June 17—18, 2014

**Best Western Wichita North Hotel & Suites
Park City, Kansas**

Sponsored by the Kansas CAC and funded by Kansas Department for Aging and Disability Services

Wichita State University · 1845 Fairmount, Wichita, KS 67260-0136 · Phone 1-316-978-6493
· Fax 1-316-978-3064 · <http://www.wichita.edu/conferences>

WHY EXHIBIT AT THE 2014 KANSAS RECOVERY CONFERENCE?

The Kansas Recovery Conference attracts more than 300 mental health consumers and professionals from across the state.

EXHIBITOR OPTIONS

Option 1 - Table displays

Consumer Run Organizations

Early Bird Rate (prior to May 3)	After May 3
\$55 per table	\$75 per table

Non Consumer Run Organizations

Early Bird Rate (prior to May 3)	After May 3
\$75 per table	\$95 per table

Table displays include the following:

- 6' draped table(s), two chairs, and table tent

Option 2 - Floor displays

Consumer Run Organizations

Early Bird Rate (prior to May 3)	After May 3
\$75	\$95

Non Consumer Run Organizations

Early Bird Rate (prior to May 3)	After May 3
\$95	\$115

Floor displays include the following:

- Space measures 10' x 6' and includes:
- One 6' draped table, two chairs, and table tent
- Area for display racks

Option 3 - Bag Inserts

Early Bird Rate (prior to May 3)

Registration Fee: \$50

After May 3

Registration Fee: \$70

Bag Inserts should be shipped to:
WSU-University Conference Office
5015 E. 29th St N., Door C, Room 120
Wichita, KS 67220.

You can still participate in the 2014 Recovery Conference if you are unable to attend in person. Ship your information and/or product samples to us for inclusion in the conference participants bags. Registration fee must be paid in full to participate. **Information must be received NO LATER THAN Friday, May 30, 2014** (Cost of shipping is your responsibility.)

EXHIBIT HOURS

Tuesday, June 17, 2014

Setup – 9:00 AM– 11:00 AM

Exhibits Open – 11:00 AM – 5:00 PM

Wednesday, June 18, 2014

Exhibits Open – 8:00 AM – 3:00 PM

ASSIGNMENT OF SPACE

The 2014 exhibit area is in the Atrium area. Each booth consists of one 6' draped table and two chairs. Additional tables are available for a fee and must be requested and paid for in advance. **Exhibitors may not bring their own tables.** There are no physical dividers between booths. The exhibit area **will not** be secure. We encourage you to take valuable items with you when you leave your booth. Limited electrical outlets are available. **If you need an electrical outlet, you must indicate that on your registration form.** You are responsible for bringing your own extension cord. Requests for electrical outlets will be filled on a first come, first served basis. The hotel has free wireless available throughout the exhibit area.

HOW TO RESERVE YOUR SPOT

To reserve your place at the 2014 Kansas Recovery Conference, complete the Exhibitor Registration and return it to Wichita State University – Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136 along with your exhibit fees or register online at: <http://www.wichita.edu/conferences>. **The deadline for reserving exhibit space is Friday, May 30.**

Conference registration/payment is separate and in addition to exhibitor registration/payment. If you wish to exhibit and attend conference sessions, you need to register for the conference separately. A conference brochure and registration form will be available on the CAC website at <http://kansascac.org>

GENERAL INFORMATION

- **Conference Location**
Best Western Wichita North Hotel & Suites
915 East 53rd Street North
Park City, KS 67219.

TERMS AND CONDITIONS

By participating as an exhibitor in the 2014 Recovery Conference, you, your organization/association, and your representatives agree to the following terms and conditions. These terms and conditions will be strictly enforced and violators may be asked to leave the exhibition area and may impair their exhibit opportunities at future Recovery Conferences.

AMENDMENTS: The exhibitor agrees that the 2014 Recovery Conference Organizers shall have the right to make such rules and regulations or changes in arrangements as it shall deem necessary, and to amend same from time to time. The conference facilitator shall have the final determination and enforcement of all rules, regulations, and conditions.

BOOTH ASSIGNMENT: The Recovery Conference Organizers do not guarantee any particular booth selection and reserves the right to exercise its sole discretion in the acceptance or refusal of applications for any reason, with or without cause. The final arrangement of booth space will be determined by the conference facilitator at his/her sole discretion. Exhibitors may not rearrange table placement without the permission of the conference facilitators.

SET-UP INFORMATION: Fire regulations require exhibitors to keep displays, products, signage, and any other materials within their booth limitations. If any of these items are found to be in aisle space, the exhibitor is liable for municipal fines and may be asked to dismantle their exhibit and leave. Exhibitors may not bring in additional tables. Additional tables are available with advance registration for a fee.

RESTRICTIONS

Firearms, weapons, and live ammunition is prohibited for display or sale at the conference.

LIABILITY

Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend, and save the Recovery Conference Organizers and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

CANCELLATION OF SPACE: Cancellation of exhibit space must be in writing. Telephone cancellations will not be accepted. Full refunds will be made for exhibits cancelled before May 30, 2014. In no case will a refund be issued for a cancellation made after that date.

ENDORSEMENTS

Having an exhibitor relationship with the Kansas Recovery Conference does not indicate that the Kansas Recovery Conference or the Kansas CAC endorses the product of said exhibitor.

Wichita State University is committed to making programs accessible to people with disabilities. If you wish to volunteer information regarding any special assistance you may need, please contact the Office of University Conferences at (316) 978-6493.

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.

2014 Kansas Recovery Conference Exhibitor Registration

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Wichita State University – Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136
316-978-6493; Fax: 316-978-3064; Web: www.wichita.edu/conferences; E-mail: jana.henderson@wichita.edu

Name of Organization _____

Registration/Billing Contact _____ E-mail: _____

Name of Rep 1 staffing the display area _____ E-mail: _____

Name of Rep 2 staffing the display area _____ E-mail: _____

Mailing Address _____

City/State/Zip _____

Phone _____ Fax _____ Web _____

Total Tables registering for: _____ I need an electrical outlet: _____ yes _____ no

List any exhibitors you do not wish to be adjacent to: _____

I agree to abide by all Kansas Recovery Conference Exhibitor terms and conditions.

Exhibitor Opportunities

Option 1 – Table Displays - CRO's

Early Bird Rate (prior to May 3)	After May 3
_____ \$55 per table	_____ \$75 per table

Option 1—Table Displays—Non-CRO's

Early Bird Rate (prior to May 3)	After May 3
_____ \$75 per table	_____ \$95 per table

Option 2 – Floor Displays - CRO's

Early Bird Rate (prior to May 3)	After May 3
_____ \$75	_____ \$95

Option 2—Floor Displays—Non-CRO's

Early Bird Rate (prior to May 3)	After May 3
_____ \$95 per table	_____ \$115 per table

Option 3 – Bag Inserts

Early Bird Rate (prior to May 3)	After May 3
_____ \$50	_____ \$70

How to register:

On-line at: www.wichita.edu/conferences

By Fax: 316-978-3064

Mail: WSU – Office of University Conferences
1845 Fairmount, Campus Box 136
Wichita, KS 67260-0136

Questions?

Contact Jana E. Henderson at 316-978-6493

Bag Inserts should be shipped to:
WSU-University Conference Office
5015 E. 29th St N., Door C, Room 120
Wichita, KS 67220.

Payment Information:

Total Due: \$_____ Check MasterCard Visa American Express Discover

CC # _____ Expiration Date: _____

Security Code: _____ (3 digit code on back of card or 4 digits on front of American Express)

Name on Card: _____ Signature: _____