

2019

# Patient Safety Leadership Congress



**c|h|a**  
Colorado Hospital  
Association

## Exhibitor and Sponsor Packet



Oct. 22, 2019

Denver Marriott South at Park Meadows  
Lone Tree, CO



# EXHIBITOR AND SPONSOR INFORMATION

## Invitation

Colorado Hospital Association (CHA) is providing exhibiting and sponsorship opportunities for the 2019 CHA Patient Safety Leadership Congress scheduled for Oct. 22 in Lone Tree, Colorado.

## Exhibition

Put your company's name at the forefront of attendees minds with CHA conference exhibiting and sponsorship opportunities. Build name recognition and drive traffic to your exhibit space with high-profile promotional opportunities.

Exhibitors and sponsors are encouraged to attend the CHA educational sessions.

## Location & Attendance

The exhibit hall will be located in the Park Ridge Ballroom of the Denver Marriott South at Park Meadows. Exhibitors and sponsors are invited to attend all the education sessions enabling participants, exhibitors and sponsors opportunities for formal and informal interaction.

## Exhibitor and Sponsor Packages

### EXHIBITOR PACKAGE - \$1,500 (Maximum 6)

- 6-foot, skirted display table and one chair (*materials must fit on display table and not block neighboring displays*)
- Logo recognition on conference signage
- Three complimentary conference registrations, including all meals, breaks and educational sessions (*Discounted price of \$125 for additional exhibitor representatives. Maximum of two additional representatives.*)

### SPONSORSHIP PACKAGE (Maximum 1)

Are you thinking of upgrading your support of the Patient Safety Leadership Congress? Consider adding the conference sponsorship:

- Conference Sponsor..... **SOLD** \$6,500

Sponsorship includes:

- 6-foot, skirted display table and one chair (*materials must fit on display table and not block neighboring displays*)
- Logo recognition with special signage for the event
- Three to five complimentary conference registrations, including all meals, breaks and educational sessions (*Discounted price of \$125 for additional exhibitor representatives. Maximum of two additional representatives.*)

## Exhibit Hall Schedule

### CHECK-IN AND SETUP HOURS:

- Tuesday, Oct. 22: 6:30 – 7 a.m.  
All Exhibitors/Sponsors must check in at the CHA registration desk prior to setting up. Displays must be set up by 7 a.m. on Tuesday, Oct. 22. Contact Valerie Siebert-Thomas, CHA education manager, at [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com) if you need to make special arrangements.

### EXHIBIT HOURS:

- Tuesday, Oct. 22  
Breakfast: 7 – 8 a.m.  
Coffee Break: 9:15 – 9:30 a.m.  
Coffee Break: 10:30 – 11 a.m.  
Coffee Break: 2:15 – 2:45 p.m.

### DISMANTLING:

- Tuesday, Oct. 22: 4:30 - 5 p.m.

## Display Specifications & Payment

Display tables will be located in the general session meeting room. Displays must not block the visibility of neighboring exhibits and must not exceed the dimensions of the table.

Full payment is required with exhibit/sponsor signed contract. Tables are assigned on a first-come, first-served basis.

CHA accepts checks, VISA, MasterCard and American Express. Please provide appropriate contact and billing information with your payment and contract. If a check payment is accompanying your contract, make the check out to CHA and mail along with the contract to the address listed below.

Colorado Hospital Association  
Attention: Education Manager  
7335 E. Orchard Rd.  
Greenwood Village, CO 80111

## Exhibit Representatives

The exhibit fee includes complimentary registration for three representatives from your company. Exhibitors and sponsors are invited to attend all education sessions and networking events. Additional representatives may register for a discounted price of \$125 each (maximum of two additional representatives). A registration form to register representatives will be provided with your confirmation packet. Submit one completed registration form for each representative and return to CHA by **Friday, Oct. 4**.

## Early Breakdown and Dismantling

Displays must remain intact until after the meeting. Displays cannot be dismantled or removed earlier.

Please note: CHA and Denver Marriott South are not responsible for displays left in the exhibit hall past 5 p.m. on Tuesday, Oct. 22.

## Electrical

If you need electrical power, please contact Valerie Siebert-Thomas, CHA education manager, at [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com) or 720.330.6024. Charges for electrical will be at your expense.

## Display Sharing

Companies wishing to share a table must have a formal contractual arrangement with one another. CHA must be notified in writing of the request to share a table at the time a contract is submitted. The contract must include both companies' information, including name and relationship and the reason for sharing space. You will be notified by CHA if your request is approved.

## Subletting of Space

Exhibitors may not assign, sublet or apportion to others whole or any part of the space allocated, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business. An exhibitor may use equipment or the product of another exhibitor for the purpose of better product presentation of their own product but may not give credit to the manufacturer.

## Shipping

If you will be shipping items to and from the hotel, you may incur a handling fee for all incoming and outgoing boxes. Charges for shipments will be at your own expense. Please contact Valerie Siebert-Thomas, CHA education manager, at [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com) or 720.330.6024 for more information.

## Security

There will be no security during the conference. If you are planning on bringing a laptop computer or any other valuables, you are responsible for them. Neither CHA nor the hotel will be held liable for any losses. Please safeguard all show goods, materials, equipment and display.

## Liability

CHA is not liable for materials during setup, exhibit hours or dismantling. The general sessions and exhibit hall are located in the Park Ridge Ballroom.

## Cancellations

If an exhibitor/sponsor cancels prior to **Tuesday, Sept. 24** and the display can be resold, a full refund will be made. If it is not resold, a \$375 processing fee will be charged. If cancellation is made after **Tuesday, Sept. 24**, the full display fee will be charged. All notices of cancellation must be received in writing.



## Hotel Information

For questions about registration or hotel reservations, contact Valerie Siebert-Thomas, CHA education manager, at [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com) or 720.330.6024.

## CHA Associate Membership

Full payment and active associate membership status is required with signed Exhibitor/Sponsor contract. No booth or sponsorship can be reserved without the signed contract and full payment.

## Inquiries

Valerie Siebert-Thomas  
Education Manager  
[valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com)  
720.330.6024

Peggy McCreary  
Meeting and Events Coordinator  
[peggy.mccreary@cha.com](mailto:peggy.mccreary@cha.com)  
720.330.6034

# 2019 Patient Safety Leadership Congress



**October 22, 2019 | Denver Marriott South at Park Meadows | Lone Tree, Colorado**

**INSTRUCTIONS:** Complete this form with your company information as you want it to appear in all conference materials.

**COMPANY INFORMATION**

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

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Website \_\_\_\_\_ Twitter Handle @ \_\_\_\_\_

Primary Business Product/Service \_\_\_\_\_

Main Competitor(s) \_\_\_\_\_

Company Description: *(To be used on the mobile app.)* Please print or type using 25 words or less.  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRIMARY CONTACT INFORMATION**

Primary Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**PATIENT SAFETY LEADERSHIP CONGRESS EXHIBITOR AND SPONSORSHIP OPPORTUNITIES - ASSOCIATE MEMBERSHIP REQUIRED**

**ASSOCIATE MEMBERSHIP FEES**

Associate Membership	Calendar Year	Fee
2019 Associate Membership	Jan. - Dec.	\$1,000

*\*Payment required for all exhibitors and sponsors that have not already paid*

**PATIENT SAFETY LEADERSHIP CONGRESS EXHIBITOR FEES**

Exhibitor Package	Fee
6-Foot Display Tables	\$1,500

**PATIENT SAFETY LEADERSHIP CONGRESS SPONSORSHIP FEES**

Sponsorship Package	Dates	Fee
Conference Sponsor	Tuesday, Oct. 22	\$6,500

*NOTE: Selection does not guarantee availability. Sponsorships are limited and are offered on a first-come, first-served basis based on date both contract and payment are received.*

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**CANCELLATION POLICY:** If an exhibitor/sponsor cancels prior to **Tuesday, Sept. 24** and the display/sponsorship can be resold, a full refund will be made. If it is not resold, a \$375 processing fee will be charged. If cancellation is made after **Tuesday, Sept. 24**, the full display/sponsorship fee will be charged. All notices of cancellation must be received in writing on or before the date specified.

We hereby agree to exhibit and/or sponsor at the 2019 CHA Patient Safety Leadership Congress, according to the terms and conditions outlined on the previous pages of the CHA Exhibitor and Sponsor Packet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT:** Your exhibitor/sponsorship payment is due in full on or before **Tuesday, Sept. 24, 2019**.

	Fee	Paid
2019 Associate Membership <i>*Payment required for all exhibitors and sponsors that have not already paid</i>	\$1,000	
Exhibitor Package	\$1,500	
Sponsorship Package - Conference Sponsor <b>SOLD</b>	\$6,500	-----
<b>Total Amount Paid</b>		\$

**PAYMENT OPTIONS:**  Check  Credit Card (VISA, MASTERCARD, AMERICAN EXPRESS ONLY)

**CHECKS PAYABLE TO:** Colorado Hospital Association, Attn: Education Manager, 7335 E. Orchard Road, Greenwood Village, CO 80111

**CREDIT CARD INFORMATION:** Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_  
 Full Name on Card \_\_\_\_\_

Please email the completed contract to [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com) by **Tuesday, Sept. 24, 2019**.