**Conference Sponsors:**

Missouri Hospice & Palliative Care Association

Mid Missouri & Springfield Area Hospices

**Who Can exhibit?**

***An exhibitor is a business or organization that provides education or services to hospice and palliative care programs.***

**IMPORTANT NOTICE**

All exhibitors are expected to have exhibits open both days of the conference.

* On Sunday, October 27th, 2024, at 12:00pm until 5:00pm and Monday, October 28th, 2024, at 8:00am, the exhibit hall is available for set up. Exhibits should be set up by 10:00am on Monday and remain open through the closing at 6:00pm.
* On Tuesday, October 29th, 2024, the exhibit hall opens at 7:00am and remains open until 1:00pm.
* Exhibitor(s) that do not comply with exhibit hours will not be invited to participate in future events.
* The Exhibitors Welcome Reception will be held on **Sunday, October 27th, 2024, at 5pm.** Contact the MHPCA office at 573-415-2011 with any questions.

**Registration IncludeS**

* 6 ft. table or free-standing exhibit
* Reception
* Listing in Final Program
* Booth Signage, waste basket and two chairs
* Two company representatives per booth
* List of pre-registered conference attendees
* **Not included but may be purchased:**
* Additional company representatives at $50/pp
* Registration for workshops
* Ticket(s) for box lunch on Monday at $32/pp
* Ticket(s) for lunch on Tuesday at $45/pp
* Advertisement Space in the final program (see below)
* Events Sponsorships (contact the MHPCA office)
* Drink Tickets for Game Night at $12/each

**Annual Symposium and Exposition**

This conference is designed to assist health care professionals in understanding health care issues when treatment changes from curative to palliative. Palliative care focuses on comfort and quality of life rather than cure and prolongation of life. Topics include pain/symptom management, conflict resolution, bereavement, communication, boundaries, spiritual care, patient’s rights, caregiver support and cultural diversity issues.

**Target Audience**

Hospital Nurses, Social Workers & Discharge Planners, Hospice Workers & Chaplains, Ethics Committees, Long Term Care Nurses, Medical Directors, and Administrators.

**Exhibit Hours**

MHPCA values the exhibitors that attend its annual meeting, and that value is reflected in our exhibit hours.

**SUNDAY, October 27, 2024**

12:00pm – 5:00pm: Exhibit Set-Up

5:30pm -- 6:30pm: Exhibitors Reception

**MONDAY, October 28, 2024**

 8:00am – 10:00am: Exhibit Set-Up

 8:00am -- 11:00am: Intensives Trainings

 12:00pm – Conference Opens – Day 1

 1:15pm – Break (Break times are subject to change)

 2:45pm – Break

 4:00pm -- Game Night: (Please be prepared to bring a game)

 6:00pm -- Close for the day.

**TUESDAY, October 29, 2024**

 7:00am -- Breakfast/Exhibits – Everyone welcome

 8:00am – Conference opens – Day 2

 10:00am -- Break

 12:00pm – Lunch

 1:00pm -- Dismantle Exhibits

**Booth Information**

All booth spaces will accommodate a 6-foot table or free-standing exhibit, waste basket, two chairs and booth signage. More than one booth may be rented by a single exhibitor, standard rates still apply.

**Rates are as follows:**

$1,500.00 -- Non-Member Rate

$800.00 -- Member Rate

$700.00 -- Non-Profit Organization Rate

**\*A $200.00 late fee will apply to registrations received after August 15, 2024. \***

**Silent Auction Items:** MHPCA holds an excellent silent auction for all attendees during the conference. Please consider adding an item of your company to the silent auction table.

**MHPCA makes the most of your exhibit dollar by providing the following:**

* A one-line identification sign with your company name
* Pre-registration list of attendees
* Your company name in the Final Program
* Exhibitors Reception and Game Night
* Registration located in the exhibit hall
* Silent Auction located in the exhibit hall
* Breaks and breakfast located in the exhibit hall

**Booth Application**

* Please complete the attached application and return it to MHPCA with your check, credit card information or money order**.**
* **Booths will be assigned by MHPCA staff**. **Booths are assigned by level of support.**
* Confirmation will be emailed following receipt of your application and payment**.**
* **Space is limited**, so be sure to get your application in early. We booked every booth last year so don’t delay!

**Luncheon Tickets**

* Box lunch tickets for Monday, October 28th, 2024, can be purchased for $32.00 each. Registration includes two lunch tickets. Extra lunch tickets may be purchased ahead of the conference.
* Luncheon tickets for Tuesday, October 29th, 2024, can be purchased for $45.00 each. Registration includes two lunch tickets. Extra lunch tickets may be purchased ahead of the conference.

**Conference Registration**

**Exhibitors wishing to attend conference workshops must register and pay.**

**HOTEL RESERVATION**

* Conference special room rate is: $124.00 Poolside/Pool view Queen.
* For hotel reservations, contact Oasis Conference Center and Hotel at 888-532-4338 and request he MHPCA 2024 Annual Conference Room Rate.
* Hotel Parking Options**:** Parking in Complimentary

**Our room block cut-off date is 10/4/2024**, after which reservations will be accepted on a space available basis only. This popular hotel will sell out quickly, so make your reservations as early as possible.

**Game Night – Monday October 28th, 2024** – 4pm – 6pm is our official game night. To keep our attendees in the exhibit hall during this time period we need all our vendors to participate. Please select a game that is carnival in nature for your booth. If you need any suggestions, please feel free to contact our office.

**Sponsorships** – MHPCA has a list of possible sponsorships available for each conference. Please ask for the list from us at jmoore@missourihospice.org if you are interested in sponsoring an event. We have all types of sponsorships from small to large. We can make something work in your budget so be sure to contact us.

**Advertising**

**Exhibitors may purchase advertising space in the Final Program.** This full size (8 ½” x 11”) booklet, attractively printed and bound, is an indispensable guide to the Conference. It includes the final agenda, workshop presentations and exhibitor product descriptions, maps, and other important information.

**Advertising rates are as follows:**

* Inside Back Cover $800.00
* Outside Back Cover $1,000.00
* Inside Front Cover $800.00
* Double-Page Spread $1,000.00
* Full Page $600.00
* ½ Page $400.00
* ¼ Page $300.00

Identify your preferred ad placement on the application form. Ad placement will be accepted on a first-come, first-serve basis, so be sure to apply early.

* **Ads must be a minimum of 300 dpi, be saved in a .jpg, .tif, png. or high resolution format and received no later than August 15, 2024. (NO PDF Format!!)**
* Cover and full-page artwork are not to exceed 7 ½” wide x 10 ½” high; ½ page dimensions are 7 ½” wide x 5 ¼” high. A vertical format is required. Any re-shooting or cropping of artwork that is required will be an additional charge.

**Shipping to the Hotel**

All packages will be handled through the Hotel Convention Services or through the Conference Exhibit Company. The forms or exhibit company link will be sent to you via email after you register and will be available on the website. We strongly suggest you use the exhibit company, when possible, to have your packages delivered to the hotel. If you plan to use the hotel YOU MUST make sure the hotel is delivering to your booth. MHPCA staff cannot be responsible for lifting your packages. Many hotels will only drop inside of the exhibit hall door. No packages will be accepted by the hotel that are not prepaid. Please contact the hotel directly for any package information. **MHPCA is not responsible for packages, hotel shipping fees or any agreements set by an exhibitor with the hotel. If the hotel loses your packages, YOU must contact them. MHPCA does not arrange for packages that are to be delivered.**

**EXHIBITOR CHECKLIST**

* **Full Payment -- at time of application**
* **Final Program AdS --**August 15, 2024
* **hoTEL sLEEPING rOOM cUT oFF –** October 4, 2024
* **Exhibit Set Up –** October 27, 2024 - 12:00pm until 5:00pm or October 28, 2024 - 8:00am until 10:00am. (you must be set up prior to the start of conference)
* **exhibit dismantling –** Tuesday, October 29, 2024, at 1:00pm.
* **Game Night –** Monday, October 28, 2024– Please be sure to have your game selected.
* **Conference Theme –** **We appreciate vendors willing to coordinate with our conference theme**. The theme this year will be announced shortly.

**MHPCA Professional Membership**

* Professional Membership is extended to organizations and institutions in the health care environment that support the hospice concept by providing goods and services that enhance the care of the terminally ill.
* The Missouri Hospice & Palliative Care Association (MHPCA) is the state-wide not-for-profit health care organization whose mission is to support and strengthen coordinated care for terminally ill patients and their families through the advancement of hospice care.
* MHPCA has provided educational and technical assistance to the growing number of hospice programs in the state, encouraging the growth and quality of service.
* Missouri hospices are linked in partnership with one another. Missouri hospices all have a goal of serving the needs of terminally ill patients and their families.
* Missouri hospices share resources, ideas, support and encouragement with one another.

**WHY JOIN MHPCA**

* To support quality care for the terminally ill and their families.
* Work with over 90-member hospice programs throughout the state of Missouri; and
* Support well-established educational events with excellent member participation.
* Discounts at all MHPCA sponsored events.
* Receive the *MHPCA Updates* emailed weekly and MHPCA e-alerts.
* Join our Twitter or Facebook page.
* Join MHPCA committees.
* Have access to MHPCA Job Bank.

**Professional Membership is $650.00.** For more information, contact MHPCA at 573-415-2011,

**Join with your Exhibitor Application.**

**\*\*\*Important Notice \*\*\***

**HOTEL POLICY ON FOOD/BEVERAGE DISTRIBTUION IN EXHIBIT AREA –** The hotel’s policy does not allow food or beverage to be brought in from outside the hotel. If you want to offer such items at your booth, please contact the hotel to make arrangements directly with their staff person.