



**with you in the 70s**



*in the 80s*



**in the 90s**

*Exhibitor  
Brochure*

and beyond . . .



# Exhibitor Information

*Information provided by you the exhibitor about your company and its services and products will be used in the Conference Program. Please submit a one paragraph description with your registration.*

## **ASSIGNMENT OF BOOTH SPACE:**

Booth Space will be assigned per sponsorship levels and date registration received. MANHA reserves the right to assign booth space so that arrangement is in the best interests of the attendees and exhibitors. All efforts will be made to separate competitors. Booths assignment date is January 2, 2012.

**ARRANGEMENT OF EXHIBITS:** All 8' x 10' exhibit booths will be furnished with one 6' skirted table and two chairs, wastebasket, and a one line professionally painted sign at no additional charge. All booths and tables will be professionally draped. **Each pre-registered exhibitor will receive an information on how to view the online service packet.**

**ELECTRICAL HOOK-UPS:** Electrical outlets, and/or other special requirements should be arranged through Harrah's on a specific form.

**SHIPPING, STORING AND HAULING OF EXHIBITS:** Liberty Exposition Services, Inc. offers complete material handling services. Including advance warehouse shipments, storage, on-site freight handling, storage and return of empty containers, and outbound freight shipments. For more information contact Liberty Exposition Services, 3615 Gardner Avenue, Kansas City, MO 64120, Phone: 816-891-9500, Fax: 816-891-9507, and they will be glad to give you further shipping instructions.

**INSTALLATION OF EXHIBITS:** Exhibitors will have access to the Exhibit Hall starting at 12:00 noon on February 8, 2012. Your booth must be set-up and ready to go no later than 4:00 p.m. on February 8, 2012.

**DISMANTLING AND REMOVAL OF EXHIBITS:** Exhibitors can begin dismantling their booths at 3:00 p.m. on February 9, 2012, and will have until 4:00 p.m. to complete the removal.

## **EXHIBIT HOURS WILL BE:**

**Exhibit Start Times may vary by as much as 30 minutes when agenda is complete.**

### ***Wednesday, February 8, 2012***

12:00 - 3:30 p.m.            Exhibit Set-up  
3:45 p.m. - 4:30 p.m.      Exhibit Hall Opens

### ***Thursday, February 9, 2012***

10:30 a.m. - 11:30 noon    Exhibit Hall Open  
11:30 p.m. - 12:30 p.m.    Exhibitor Appreciation Lunch  
2:30 p.m. - 3:00 p.m.      Exhibit Hall Open  
3:00 p.m.                      Exhibits Tear Down  
7:00 p.m.                      Reception/Banquet

## **Hotel Reservations:**

Harrah's North Kansas City Hotel  
One Riverboat Drive  
N.Kansas City, MO 64108

*Reservations may be made at 1-800-427-7247. Be sure to mention the following group code: S2NHA12 to receive the reduced rate of \$99.00 sgl/dbl occupancy.*

**You must reserve your room no later than January 23, 2012. After that date rooms are on availability basis only.**

# Application for Exhibit Space

## INSTRUCTIONS

1. Please read this form carefully and print or type all information.
2. Space assignment date: January 2, 2012
3. Complete and return form to: MANHA, 4100 Country Club Drive., Jefferson City, MO 65109 or Fax: 573/634-8590
4. Retain a copy for your records.

## COMPANY NAME

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

Address \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Reps. Email \_\_\_\_\_

## COMPANY REPRESENTATIVES

Name of contact person ( to whom instructions should be sent.) Include address and Phone # if different from above:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address (if different) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Names of those attending: \_\_\_\_\_

*(For Name Badges)* \_\_\_\_\_

**Print clearly** \_\_\_\_\_

## BOOTH INFORMATION

Companies from whom you desire separation (Specify company rather than product. Product separation not guaranteed, but every effort will be made to accommodate your needs). \_\_\_\_\_

Our company name should appear on the program and booth sign exactly as follows: \_\_\_\_\_

BOOTH CHOICE: 1ST \_\_\_\_\_ 2ND \_\_\_\_\_ 3RD \_\_\_\_\_

We will display the following items in our booth: \_\_\_\_\_

## PAYMENT

### Payment must be made prior to setting up booth!

We are enclosing a check or credit card number payable to MANHA to register for the following:

(please check one) \_\_\_\_\_ Diamond \_\_\_\_\_ Platinum \_\_\_\_\_ Gold \_\_\_\_\_ Silver \_\_\_\_\_ Bronze

**Additional meal packages may be purchased for \$75 each. Total ticket packages \_\_\_ = \_\_\_\_\_**

Total enclosed \$ \_\_\_\_\_ Method of Payment (*please circle*) Check Mastercard Visa Discover

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ 3 digit security number \_\_\_\_\_

Name on Card: \_\_\_\_\_ Address on Card: \_\_\_\_\_

## CONFIRMATION

*Confirmation and program will be sent to person in charge of exhibit.*

# Sponsorship Categories

## DIAMOND SPONSOR

The Diamond Sponsorship is for Associate Members who have achieved this level by sponsoring \$2,000 throughout the year including both annual meetings. As a Diamond Level Sponsor you will receive:

- \* Exhibit booth with first choice of booth location
- \* Banner reflecting the Diamond Level Sponsorship displayed in the classroom and at your booth during exhibit times.
- \* Special introduction of your company and representatives at lunch with the opportunity to give a short presentation.
- \* Free ceu's for your representatives.
- \* Five complimentary packages covering the cost of conference social and meal functions.
- \* Full page ad in program
- \* Award of appreciation stating your sponsorship level.

## PLATINUM SPONSOR

The Platinum Sponsorship is for Associate Members who have achieved this level by sponsoring \$1,600 throughout the year including both annual meetings. As a Platinum Level Sponsor you will receive:

- \* Exhibit booth with second choice of booth location
- \* Banner reflecting the Platinum Level Sponsorship to be displayed in the hallway to the classrooms.
- \* Introduction at seminar breaks with the opportunity to give a short presentation
- \* Free ceu's for your representatives
- \* Four complimentary packages covering the cost of conference social and meal functions
- \* 1/2 page ad in program
- \* Award of appreciation stating your sponsorship level

## GOLD SPONSOR

The Gold Sponsorship is for Associate Members who achieved this level by sponsoring \$1,350 throughout the year including both annual meetings. As a Gold Level Sponsor you will receive:

- \* Exhibit booth with third choice of booth location
- \* Poster reflecting your Gold Level Sponsorship displayed in the hallway to classrooms
- \* Introduction at lunch
- \* Free ceu's for your representatives
- \* Three complimentary packages covering the cost of conference social and meal functions
- \* 1/2 page ad in the program.
- \* Certificate of appreciation for your level of sponsorship

# Sponsorship Categories

## SILVER SPONSOR

The Silver Sponsorship is for Associate Members who have achieved this level by sponsoring \$900 throughout the year including both annual meetings. As a Silver Level Sponsor you will receive:

- \* Exhibit booth
- \* Listing on a poster stating your level of sponsorship
- \* Introduction at lunch
- \* Listing in program
- \* Two complimentary packages covering the cost of all conference social and meal functions.

## BRONZE SPONSOR

The Bronze Sponsorship is primarily for companies who have not yet become an Associate Member of the Association and who have not reached the other levels of sponsorship. With a sponsorship of \$500 you will receive:

- \* Exhibit booth
- \* Listing on a poster stating your level of sponsorship
- \* Introduction at Lunch
- \* Listing in program
- \* One complimentary package covering the cost of all conference social and meal functions.

## ADDITIONAL SPONSORSHIP OPPORTUNITIES

**Below are some Additional Sponsorships to Maximize Your Visability with Attendees.**

ATTENDANCE BAGS	\$600	
NECK CORDS	\$400	
HOSPITALITY ROOM	SPONSOR PROVIDES SPIRITS AND SNACKS - MANHA PROVIDES ROOM	
BANQUET OPEN BAR	\$1,500	CO-SPONSORSHIP IS AVAILABLE
BANQUET MEAL	\$2,500	CO-SPONSORSHIP IS AVAILABLE
BANQUET DECORATION	\$500	
BREAKS	\$500	CO-SPONSORSHIP IS AVAILABLE
LUNCH'S	\$800	CO-SPONSORSHIP IS AVAILABLE

