

Missouri Association of Nursing Home Administrators

# 2024 MANHA Winterfest

## Conference & Trade Show

### Exhibitor Brochure



February 14-16, 2024

Holiday Inn Executive Center  
Columbia, MO

# MANHA Winterfest



## Valued Partners,

MANHA would like to invite you to our 2024 Winterfest Convention and Trade Show hosted at Holiday Inn Executive Center in Columbia, MO on February 14-16, 2024.

MANHA is an association *just for licensed administrators* meaning our Trade Show attendees are the decision makers you want to reach. And to make this Trade Show successful we need *you!*

MANHA appreciates the valuable role vendors and sponsors play in our association which is why we continue to find new and cost effective ways to connect you to our members. This trade show helps you join forces with administrators through 3 hours of exclusive trade show time, an evening reception, and several networking opportunities.

As always, we appreciate your support and cannot wait to work with you to bring our administrators another successful Winterfest.

Thank you!

Joe Shafer  
MANHA President

Tim Nye  
Convention Chair

Dottie Sharpe  
Executive Director

### Basic Booth Fee:

Members: \$800 Non-Members \$950

#### This includes:

- \* 3 hours of exclusive trade show time
- \* 8'x10' booth space
- \* 6' skirted table with 2 chairs
- \* One line, professionally printed sign
- \* Invitation to Wednesday night's reception
- \* Pre-convention registration list sent 2 weeks prior to show
- \* Post-convention registration list
- \* Access to the event app
- \* Networking Reception & Hospitality

This year we are offering administrators a chance to receive one CEU during the trade show. Vendors that choose to participate in the Passport need to send a one-page educational piece to MANHA for approval. MUST BE RECEIVED BY JANUARY 26th, 2024 to be eligible to participate!!

Please email Dottie Sharpe—[dotties@mlnha.org](mailto:dotties@mlnha.org)

# Schedule & Information



## Wednesday

8:00-12:00 Educational Sessions

**8:00-2:00 Vendors Set Up**

12:00-1:00 Attendee Lunch

1:00-5:30 Educational Sessions

**2:00-4:00 Exhibit Show**

**6:00-8:00 Cocktail Reception**

**with Dueling Pianos**

## Thursday

8:00-10:30 Educational Sessions

**10:45-12:00 Exhibit Show**

**12:00 Start Breakdown**

**12:00-1:00 Lunch**

1:00-5:00 Educational Sessions

5:30 Hospitality

**Please note Exhibit start time may vary by as much as 30 minutes when agenda is complete**

## Assignment of Booth Space

Diamond, Platinum, Gold, and Silver Sponsors will receive priority booth assignments by sponsorship level. All other assignments will be made on a first come basis. The earlier you send in your request the better chance of getting your preferred booth. MANHA reserves the right to assign booth space so arrangement is in the best interest of the attendees and exhibitors. All efforts will be made to separate competitors.

## Arrangement of Exhibits

All 8'x10' exhibit booths will be furnished with one 6' skirted table, two chairs, wastebasket, and a one line professionally printed sign. All booths and tables will be professionally draped. **An exhibitor can ship conference material to the hotel. Please see the attached exhibitor order form.**

## Electrical Hook-Ups

Electric hook-up through Holiday Inn. Please see the attached exhibitor order form.

## Hotel Information

**Rate:** \$109/night

**Holiday Inn Executive Center**

2200 I-70 Drive SW Columbia, MO 65203

Reservations: (573)445-8531 or online: MANHA Winterfest & Tradeshow 2024. **Must be reserved by January 13, 2024!!!!**

*All reservations are required to submit credit card payment for the first night's room and tax to confirm the reservation. A receipt will be included along with the confirmation information. Full refunds may be issued provided cancellation occurs 48 hours in advance of arrival.*

# Sponsor Opportunities



## **Diamond Sponsor ..... \$3,000**

- ◇ Two complimentary booths with first choice of location
- ◇ Banner reflecting sponsorship level displayed in classroom and at your booth during exhibit times.
- ◇ Introduction at seminar breaks and invitation to give a short presentation
- ◇ Free CEUs for your representatives
- ◇ Four complimentary packages covering cost of conference social/meal functions
- ◇ Full page color ad in program

## **Platinum Sponsor ..... \$2,500**

- ◇ Complimentary booth with second choice of location
- ◇ Banner reflecting sponsorship level displayed in classroom and at your booth during exhibit times
- ◇ Introduction at seminar breaks and invitation to give a short presentation
- ◇ Free CEUs for your representatives
- ◇ Three complimentary packages covering cost of conference social/meal functions
- ◇ Half page color ad in program

## **Gold Sponsor ..... \$1,900**

- ◇ Complimentary booth with third choice of location
- ◇ Free CEUs for your representatives
- ◇ Two complimentary packages covering cost of conference social/meal functions

## **Silver Sponsor ..... \$1,500**

- ◇ Complimentary booth
- ◇ Listing in program
- ◇ Two complimentary packages covering cost of conference social/meal functions

## **Basic Booth ..... \$800/\$950**

- ◇ Complimentary booth
- ◇ Listing in program
- ◇ One complimentary package covering cost of conference social/meal functions

## **Lunch (2) ..... \$2,000**

- ◇ Two lunches available. Signage with your company information will be set up during lunch hour. Includes Gold Sponsorship package

## **Cocktail Reception (2).....\$3,000**

- ◇ Two available - Want to host the biggest party of the trade show? Here is your chance! Choose to sponsor the Reception or the Dueling Pianos. Includes Diamond Sponsorship package

## **Breakfast Buffet ..... \$1500**

- ◇ Includes Silver Sponsorship package

## **Additional Sponsorship Opportunities**

(Basic Booth not included)

## **Bags .....\$500**

*Purchase your own or work with us to have your company's logo featured on bags attendees carry throughout the tradeshow.*

## **Lanyards ..... \$500**

*Purchase your own or work with us to have your company's logo featured on lanyards used by attendees during conference.*

## **Hospitality Room**

*Host the after party Thursday night! You provide room, spirits, and snacks. We will provide the attendees (and signage).*

## **Break (7)..... \$500**

*Seven breaks available. We will set up your sign near the beverage and snack area.*

## **Door Prizes ..... \$500**

*Help us provide door prizes for the entire conference, you can even buy the gifts!*

## **Event App ..... \$500**

*Keep the convention connected with our Whova Event App. Have your company's logo showcased every time someone opens the app!*

## **Charging Station ..... \$500**

*Showcase your company where everyone is hanging out: the charging station. Includes professional branding on station.*

## **Hotel Key Cards ..... \$500**

*Showcase your company all day long. Includes professional branding.*

## **Continental Breakfast (2)..... \$500**

*Two continental breakfasts available. We will set up a sign for you during breakfast.*



# Exhibitor Registration form



Please type/print to complete the form and return to MANHA

By fax: (573)634-8590

By email: [dotties@mlnha.org](mailto:dotties@mlnha.org)

## Exhibitor

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

*All printed material will include this spelling*

All booth packages includes 8'x10' booth space, 6' skirted table with 2 chairs and one professionally printed, one-lined sign.

		Order	Price
Basic Booth	One complimentary package, and an invitation to Wednesday night's reception will be included.	<input type="checkbox"/>	\$800/950
Silver Sponsor	Listing in program and signage reflecting your sponsorship level will be displayed near registration desk. Two complimentary lunches, and an invitation to Wednesday night's reception will be included.	<input type="checkbox"/>	\$1,500
Gold Sponsor	Priority booth choice by sponsorship level along with signage reflecting your sponsorship level will be displayed near registration desk. Two complimentary lunches, and an invitation to Wednesday night's reception will be included. Free CEUs for your representatives.	<input type="checkbox"/>	\$1,900
Platinum Sponsor	Priority booth choice by sponsorship level along with a half page colored ad in the program. A banner reflecting your sponsorship level will be displayed in the classroom and at your booth during exhibit times. An introduction at beginning of a session and an invitation to give a short presentation. Three complimentary lunches, and an invitation to Wednesday night's reception will be included. Free CEUs for your representatives.	<input type="checkbox"/>	\$2,500
Diamond Sponsor	Two booths with first choice of location along with a full page colored ad in the program. A banner reflecting your sponsorship level will be displayed in the classroom and at your booth during exhibit times. An introduction at beginning of a session and an invitation to give a short presentation. Four complimentary lunches, and an invitation to Wednesday night's reception will be included. Free CEUs for your representatives.	<input type="checkbox"/>	\$3,000
Lunch Sponsorship	Two lunches available. Includes Gold Sponsorship package	<input type="checkbox"/>	\$2,000
Cocktail Reception	Two available. Includes Diamond Sponsorship package	<input type="checkbox"/>	\$3,000
Breakfast Buffet	Includes Silver Sponsorship package	<input type="checkbox"/>	\$1,500
		Total:	<input type="text"/>

## Additional Sponsorships

Half Page Ad	Ad will be in color and must be submitted by January 12, 2024.	<input type="checkbox"/>	\$100
Full Page Ad	Ad will be in color and must be submitted by January 12, 2024.	<input type="checkbox"/>	\$175
Other: <input type="text"/>	Additional sponsorship options from page 4	<input type="checkbox"/>	<input type="text"/>
Breakfast/Lunch tickets:	Additional meal ticket per person/per day \$50 x <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Grand Total:

# Payment Information



Please type/print to complete the form and return to MANHA  
By fax: (573)634-8590 By email: [dotties@mlnha.org](mailto:dotties@mlnha.org)

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

\_\_\_\_\_

## Company Contact:

Name	Title	
Phone	Fax	
Email	Address	

## Payment Method

☐ Credit Card—Please go to the following section

☐ Check made payable to MANHA

☐ Invoice emailed to: \_\_\_\_\_  
*Invoice must be paid prior to show*

## Credit Card

☐ Visa ☐ Mastercard ☐ Discover ☐ American Express

## Credit Card

Card Number	Exp. Date	
Name on Card	Security Code	
Billing Address		
City	State	Zip Code

## Cancellation

Cancellations must be made in writing by January 19th, 2024 for a refund, minus a \$100 processing fee. Cancellations made after that date will not be entitled to a refund.

## Confirmations

Confirmation and receipt will be sent out to the contact person listed above. Both should be sent out within 2 weeks of being submitted to our office.

# Additional information



Please type/print to complete the form and return to MANHA  
By fax: (573)634-8590 By email: [dotties@mlnha.org](mailto:dotties@mlnha.org)

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

## Company Category

- |                                     |   |                                       |   |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Dental     | <input type="checkbox"/> Education      | <input type="checkbox"/> Eye Care     | <input type="checkbox"/> Food Service     |
| <input type="checkbox"/> Hospice    | <input type="checkbox"/> Insurance      | <input type="checkbox"/> Labs/Imaging | <input type="checkbox"/> Medical Supplies |
| <input type="checkbox"/> Pharmacy   | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Staffing     | <input type="checkbox"/> Transportation   |
| <input type="checkbox"/> Wound Care | <input type="checkbox"/> Other: _____   |                                       |   |

## Company Description

- |   |   |
|---|---|
| <input type="checkbox"/> Please use last years description for brochure, website, and event app | <input type="checkbox"/> Will submit a new/updated company description by <b>January 10, 2024</b> . |
|---|---|

## Booth Preference

Booth Preference: \_\_\_\_\_

See Page 8 for floor plan

## Representatives Attending

Name:		Email:	
Job Title:		Address:	
Admin Lic:#			
Phone Number:			

Name:		Email:	
Job Title:		Address:	
Admin Lic:#			
Phone Number:			

Name:		Email:	
Job Title:		Address:	
Admin Lic:#			
Phone Number:			

Name:		Email:	
Job Title:		Address:	
Admin Lic:#			
Phone Number:			

# Expo Center

