

Join WyCOA and Partners in sponsoring/exhibiting at the



2018 Wyoming Conference on Aging “Engage at Every Age”

October 2nd; 3rd & 4th, 2018

Laramie, WY at the University Conference Center

Target Attendees: Approximately 150 interdisciplinary healthcare professionals, direct care workers, older adults, and caregivers.

Conference Features: The Conference includes national and regional speakers, focused discussion and presentations, interactive and panel sessions, free continuing education credits, networking opportunities, exhibitor booths and more! Conference schedule includes:

- **Tuesday October 2nd: Preconference Training Workshops**
 - (tentative) Hoarding: For healthcare and social service professionals. *requires registration and fee.
 - BY INVITATION ONLY:
 - Workforce Trends for Professionals (Administration/Human resources)
 - Chronic Disease Self-Management (CDSMP) Training
- **Wednesday October 3rd & Thursday October 4th: Wyoming Conference on Aging**
 - For healthcare and social service professionals, direct care workers, older adults, caregivers and those interested in aging. Features tracks for healthcare professionals, caregivers, and the public.

Why Sponsor this event?

Sponsoring the Wyoming Conference on Aging will expose your business or organization to many regional healthcare professionals, direct care workers, older adults, and caregivers. The 2015 Wyoming Conference on Aging was held in Cheyenne and was a success, attracting approximately 150 participants. Sponsors and Exhibitors are also encouraged to attend the sessions at the Conference.

Sponsorship levels:

The Wyoming Conference on Aging features a variety of Sponsorship levels and exhibitor options, starting at \$100!

See page 2 for details about Sponsorship levels, and page 3 for additional exhibiting options.



Don't miss out on this exciting opportunity to showcase your organization!

Sponsorship and Exhibitor Information

The Wyoming Department of Health – Aging Division in partnership with the Wyoming Center on Aging and planning partners will host the 2018 Wyoming Conference on Aging on October 2nd, 3rd and 4th, 2018. This event, will include preconference workshops and 2 days of plenary and breakout sessions. October 2nd will include preconference workshops. October 3rd and 4th will host a variety of educational sessions focused on the theme “Engage at Every Age.” The goal of the Conference is to provide up-to-date information on a variety of topics important to older adults and the professionals, family, and friends in their lives.

This conference is possible thanks to generous funding from the Wyoming Department of Health, and the Health Resource Service Administration (HRSA); however, these funds are limited in amount and scope. Sponsorships are crucial to the success of this important educational event. We would like to invite you to show your support of Wyoming’s older adults by sponsoring or being an exhibitor at the Wyoming Conference on Aging. Your company/organization will be given recognition commensurate with sponsorship level.

Sponsorship Levels Include:

- Diamond: \$2,000 and up
 - Verbal and written recognition multiple times throughout the conference
 - Full page advertisement in conference program
 - Logo printed on conference materials (pens, notepads, or lanyards, etc.) provided to all attendees
 - Recognition on posters/banners throughout the event space
 - Recognition on Conference website
 - Non-profit rate for exhibit booth (See Page 3 for pricing.)
 - 2 free registrations for the conference
- Platinum: \$1,000 - \$1,999
 - Verbal and written recognition multiple times throughout the conference
 - Full page advertisement in conference program
 - Recognition on posters/banners throughout the event space
 - Recognition on Conference website
 - Non-profit rate for exhibit booth (See Page 3 for pricing.)
 - One free registration for the conference
- Gold: \$500 - \$999
 - Verbal and written recognition at the conference
 - Half page advertisement in conference program
 - Recognition on posters/banners throughout the event space
 - Recognition on Conference website
- Silver: \$250 - \$499
 - Verbal recognition at the conference
 - Quarter page advertisement in conference program
 - Recognition on Conference website
- Contributing: \$100 - \$249
 - Verbal recognition at the conference
 - Recognition in the conference program
 - Recognition on conference website

Exhibit/Booth Information

Please keep this page for your information.

EXHIBIT FEES:

The exhibit fee is **\$100.00/booth for non-profit** organizations and **\$250.00/booth for commercial** (for profit) organizations and companies. Exhibit fee includes: one 6' table with off-white table cloth/skirt and one chair, listing in the conference program, and meals for one exhibitor representative including all breaks. Additional representatives will be charged \$75.00 to attend. Booths will be assigned on a first-come, first-assigned basis. Exhibitor space is VERY limited. Please return this form as soon as possible. Space cannot be guaranteed.

BOOTH SPECIFICATIONS:

The Conference Planning Committee will provide and arrange for erection of exhibit booths. Each exhibit must be confined to the spatial limits (6' X 8') of its respective space. If your display is larger, you will need to purchase extra exhibit spaces. Please indicate if you will require any additional services i.e. power, etc. on the exhibit form (note these services may require an extra charge.) Please call (307) 766-2829 for questions prior to returning the exhibitor form.

EXHIBIT SPECIFICS/CANCELLATION POLICY:

There will be no refund for cancellations after September 30th, 2018.

EXHIBIT STORAGE/SHIPPING:

If you will require assistance with transportation and/or storage of freight, you are responsible for making the necessary arrangements. Please call (307) 766-2829 for questions regarding this process. Also note: The Conference Planning Committee will not be responsible for your materials or equipment prior to or while exhibiting at the Conference.

EXHIBITOR TIME SCHEDULE:

Set-Up: Tuesday October 2nd, 2018 4pm-7pm. Wednesday October 3rd between 7am-8am. Please be set up by 8am.

Conference Exhibition Times:

October 3rd: Two refreshment breaks with exhibitors, and lunch break.

October 4th: Two refreshment breaks with exhibitors, and lunch break.

Tear Down: Booths can be dismantled after the afternoon break on Thursday October 4th at 3:45pm.

We ask that you have a representative of your company be present at your booth during the conference. Please do not dismantle your booth prior to 2:15pm. You may leave your booth up the night of October 3rd, but take any valuables with you.

EXHIBITORS ARE INVITED AND ENCOURAGED TO ATTEND ANY OF THE GENERAL PRESENTATIONS OF OUR CONFERENCE.

HOTEL INFORMATION:

A limited block of rooms has been reserved at the Hilton Garden Inn in Laramie, WY at a discounted rate. When making reservations at the hotel, please call the front desk (307) 745-5500 and mention that you are with the Wyoming Conference on Aging to receive the discounted rate.

INQUIRIES or QUESTIONS contact:

Wyoming Center on Aging at (307) 766-2829 or wycoc@uwyo.edu

Sponsorship & Exhibitor Application

Please return completed form and payment to:
University of Wyoming/Wyoming Center on Aging, Dept 3432
1000 East University Avenue, Laramie, WY 82071

Thank you for your interest in sponsoring or being an exhibitor at the 2018 Wyoming Conference on Aging. Exhibitor space is VERY limited. Please return this form as soon as possible. Space cannot be guaranteed.

This packet includes information about suggested levels of sponsorship. If you want to discuss other possibilities for sponsorship please contact The Wyoming Center on Aging (WyCOA) at (307)766-2829 or email wycOA@uwyo.edu.

Organization: _____
(Type or print name as it should appear on Conference Materials)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Contact Person: _____

Email Address: _____

SPONSORSHIP:

<u>Level of Sponsorship</u>	<u>Amount Enclosed</u>
<input type="checkbox"/> Diamond Sponsor: \$2,000 and up	_____
<input type="checkbox"/> Platinum Sponsor: \$1,000 - \$1,999	_____
<input type="checkbox"/> Gold Sponsor: \$500 - \$999	_____
<input type="checkbox"/> Silver Sponsor: \$250 - \$499	_____
<input type="checkbox"/> Contributing Sponsor: \$100 - \$249	_____
Other amount of sponsorship	_____
Total Amount of Sponsorship:	_____

Exhibit Booth (In addition, please also return the signed Exhibitor Agreement [page 5]):

<input type="checkbox"/> Commercial Booth Rate: \$100	_____
<input type="checkbox"/> Non-Profit Booth Rate: \$250	_____
<input type="checkbox"/> Additional Representatives \$75/per person	_____
Total Amount of Exhibit Fee:	_____

Donation: Amount of any additional donation _____

Total Enclosed: _____

(Make Check/Money Order Payable to the UW/WyCOA, Memo: WCOA)

Exhibitor Agreement

Please return this form with the Sponsorship & Exhibitor Application (Page 4) and payment.

*Sponsors only need to return the Sponsorship & Exhibitor Application and payment.

EXHIBIT SPECIFICS:

Organization: _____
(Type or print name as it should appear on Conference Materials)

Name of person staffing your booth: _____

Additional representative names (\$75.00 additional per person):

Special Services needed for booth (i.e. power, etc. MAY BE AN ADDITIONAL CHARGE):

EXHIBITOR AGREEMENT:

*We hereby agree to exhibit at the 2018 Wyoming Conference on Aging, October 2nd, 3rd, and 4th, 2018 and agree to comply with the terms detailed on the Exhibit/Booth Information sheet (page 3 of this document). There will be no refund for cancellations after September 30th, 2018

Signature of acknowledgement: _____

Printed Name: _____

**Please return this form,
the Sponsorship & Exhibitor Application (no need if completed online),
and payment to:**

University of Wyoming/Wyoming Center on Aging, Dept 3432
1000 East University Avenue
Laramie, WY 82071