Join WyCOA and Partners in sponsoring/exhibiting at the Wyoming Conference on Aging: Rural Aging Innovation - Connect, Collaborate, and Co-Innovate! September 18th & 19th, 2023

In-person at The Gateway Center. Laramie, WY
Or Online via the WyCOA Events App

Target Attendees: Approximately 150 interdisciplinary healthcare professionals, social service providers, and direct care workers, both in-person and virtual.

Conference Features: The conference includes national and regional speakers, focused discussions and presentations, interactive and panel sessions, continuing education credits, networking opportunities, exhibitor booths and more! See event brochure for more details!

Why Sponsor this event?
Sponsoring the Wyoming Conference on Aging will expose your business or organization to many regional healthcare professionals, direct care workers, and other agencies for networking and connection. 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 exhibition options.

Don’t miss out on this exciting opportunity to showcase your organization!
**Sponsorship and Exhibitor Information**

The Wyoming Center on Aging and planning partners will host the 2023 Wyoming Conference on Aging September 18th & 19th, 2023. This event will include 2 days of educational plenary and breakout sessions as well as multiple opportunities to connect and network. The focus of the conference is “Rural Age-Friendly Innovation: Connect, Collaborate, and Co-Innovate.”

The conference is possible thanks to generous funding from 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 and providers by sponsoring or being an exhibitor at the Wyoming Conference on Aging. Your company/organization will be given recognition commensurate with sponsorship level.

*A follow-up email will be sent requesting supplemental information needed for the conference (i.e., logos, banners, etc.)*

**Deadline to sponsor/exhibit is September 13th, 2023**

**Sponsorship Levels Include:**

- **Diamond:** $2,000 and up
  - Verbal and written recognition multiple times throughout the conference.
  - Full-page advertisement in the conference program, and a banner on the WyCOA Events App.
  - Logo printed on conference materials (pens, notepads, or lanyards, etc.) provided to all attendees in-person and virtual.
  - Recognition on posters/banners throughout the event space and on the WyCOA Events App.
  - Recognition on the conference website and an informational page in the WyCOA Events App.
  - 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 the conference program and a banner on the WyCOA Events App.
  - Recognition on posters/banners throughout the event space.
  - Recognition on the conference website and an informational page in the WyCOA Events App.
  - Non-profit rate for exhibit booth. (See Page 3 for pricing.)
  - One free registration for the conference.

- **Gold:** $500 - $999
  - Verbal recognition at the conference.
  - Half-page advertisement in the conference program.
  - Recognition on posters/banners throughout the event space.
  - Recognition on the conference website and an informational page in the WyCOA Events App.

- **Silver:** $250 - $499
  - Verbal recognition at the conference.
  - Quarter-page advertisement in the conference program.
  - Recognition on the conference website and an informational page in the WyCOA Events App.

- **Contributing:** $100 - $249
  - Verbal recognition at the conference.
  - Recognition in the conference program.
  - Recognition on the conference website and an informational page in the WyCOA Events App.

*If you want to sponsor a networking Happy Hour on September 18th, please contact WyCOA!*
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 8’ table with off-white table cloth/skirt and one chair, listing in 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 limited. Please return this form as soon as possible. Space cannot be guaranteed.

BOOTH SPECIFICATIONS:
The Conference Planning Committee will provide and arrange for set-up of exhibit booths. Each exhibit must be confined to the spatial limits (8'foot table) 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 Sept 13th, 2023.

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:
*Note exhibitors only available at the conference on Monday September 18th.*

**Set-Up:** Monday September 18th: 8am-9:30am

**Conference Exhibition Times:**
- Break/Lunch: 11:30-1:00pm
- Break with Exhibitors: 2-2:15pm
- Break: 3:05-3:15
- Evening reception with Exhibitors: 5:15pm-6:30pm

**Tear Down:** Booths can be dismantled after the evening reception.

We ask that you have a representative of your company be present at your booth during the Conference.

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

HOTEL INFORMATION:
A limited block of rooms has been reserved at the Hilton Garden Inn Laramie at a discounted rate of $129.00. When making reservations, mention that you are with the Wyoming Conference on Aging to receive the discounted rates. **Phone:** (307) 755-5500

*Last Day to Book at Discounted Rate: August 28th, 2023.* Room types are based on hotel availability at the time of booking.

INQUIRIES or QUESTIONS contact:
Wyoming Center on Aging at (307) 766-2829 or wycoa@uwyo.edu
Sponsorship & Exhibitor Application

Please return completed form and payment to:
University of Wyoming/Wyoming Center on Aging, Dept 3415. 1000 East University Avenue, Laramie, WY 82071

*Note: payment options available online at: www.uwyo.edu/wycoa follow the tabs to the Conference page
*NO NEED TO COMPLETE THIS FORM if payment is done online-info is included with your online payment.

Thank you for your interest in sponsoring or being an exhibitor at the 2023 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:

<table>
<thead>
<tr>
<th>Level of Sponsorship</th>
<th>Amount Enclosed</th>
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<tbody>
<tr>
<td>☐ Diamond Sponsor: $2,000 and up</td>
<td>___________________</td>
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<tr>
<td>☐ Platinum Sponsor: $1,000 - $1,999</td>
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<td>☐ Gold Sponsor: $500 - $999</td>
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<td>☐ Silver Sponsor: $250 - $499</td>
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<td>☐ Contributing Sponsor: $100 - $249</td>
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<td>Other amount of sponsorship</td>
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<td>Total Amount of Sponsorship:</td>
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Exhibit Booth (In addition, please also return the signed Exhibitor Agreement [page 5]):

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<thead>
<tr>
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<th>Amount Enclosed</th>
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<tbody>
<tr>
<td>☐ Commercial Booth Rate: $250</td>
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<tr>
<td>☐ Non-Profit Booth Rate: $100</td>
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<td>☐ Additional Representatives $75/per person</td>
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<tr>
<td>Total Amount of Exhibit Fee:</td>
<td>___________________</td>
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Donation: Amount of any additional donation ___________________

Total Enclosed: ___________________

(Make Check/Money Order Payable to the UW/WyCOA, Memo: WCOA2023)

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.  

*NO NEED TO COMPLETE THIS FORM if payment is submitted online-this is included with your online 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 2023 Wyoming Conference on Aging, September 18th & 19th, 2023 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 13th, 2023.  
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 3415  
1000 East University Avenue  
Laramie, WY 82071