

SPONSOR/EXHIBITOR CONTRACT—IDHA ANNUAL CONFERENCE, NOVEMBER 10-11, 2023

(Please **print** clearly and be sure to provide a signature on the last page. IDHA will publish the company name as shown below.)

Company Information

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Company Website: _____

- Web links will be created when the company's URL and email address are provided.
- Unless otherwise instructed, the IDHA will import logo image from the company's website and permission is expressly given. If the logo image is provided by the company, image files must be provided in **jpg format with a file size no larger than 20k, 200x150 pixels.**
- The IDHA reserves the right to reduce and modify the size of logo images to fit the web page layout.

Sponsor/Exhibitor Information

**Please use the Sponsor/Exhibitor Category Selection, Additional Sponsorship Options, and Payment form included in the packet to identify your selections.*

➤ **CIRCLE ONE** of the following three highlighted choices: **SPONSOR ONLY** **EXHIBITOR ONLY** **SPONSOR & EXHIBITOR**

Contact Person (one name only): _____

Contact Phone: _____ Contact Email: _____

List Names and Titles of Exhibitors at Exhibit Table (*two 5' tables, two chairs, and two name badges are provided*):

1. _____ 2. _____

Please provide any additional name(s)/title(s) from your company attending (*those not already listed above*): _____

Number attending lunch (*note: only **TWO complimentary** lunches are provided on Friday; all others are at company expense*): _____

Special Meals (*Please enter number needed*): Gluten-Free: _____ Vegetarian: _____

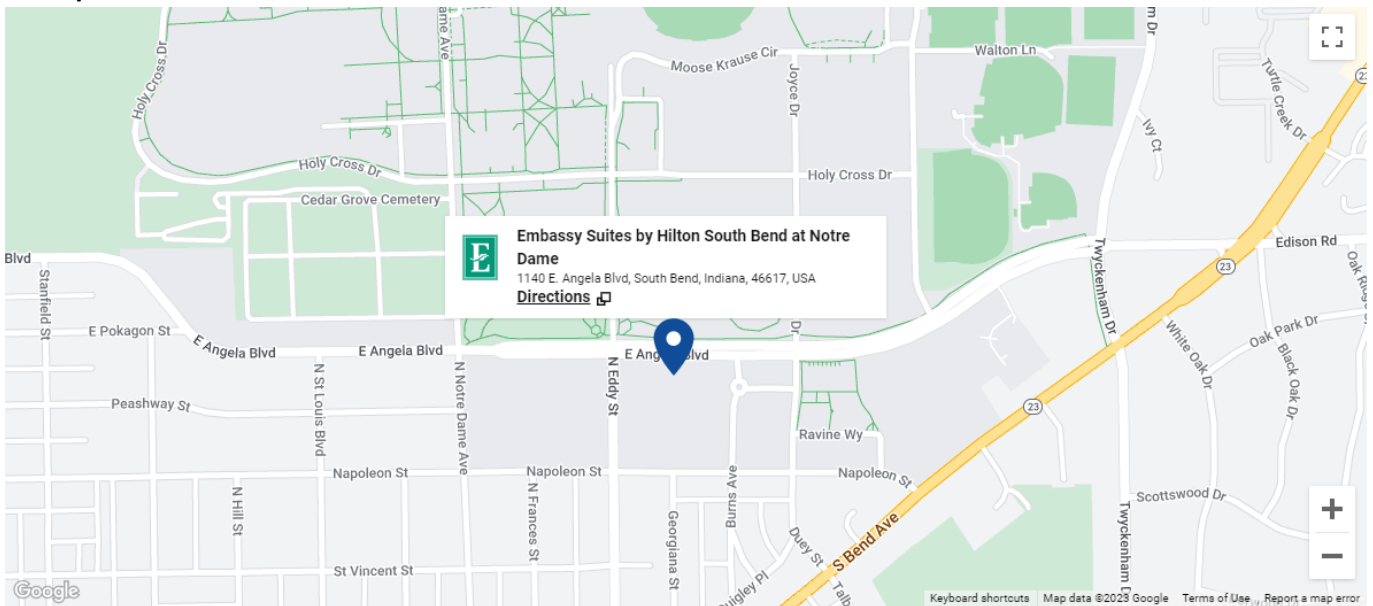
2023 IDHA ANNUAL CONFERENCE EVENT LOCATION DETAILS

Embassy Suites by Hilton South Bend at Notre Dame

1140 East Angela Blvd. South Bend, IN 46617

- Visit <https://www.hilton.com/en/hotels/sbneses-embassy-suites-south-bend-at-notre-dame/events/> or call (574) 400-2600 for more conference center details
- Visit https://www.hilton.com/en/hotels/sbneses-embassy-suites-south-bend-at-notre-dame/?SEO_id=GMB-AMER-ES-SBNESES&y_source=1_MTA0NTc4NDAtNzE1LWxvY2F0aW9uLndiYnNpdGU%3D or call **1-800-EMBASSY** to make room reservations.
- Let the hotel know you are attending the **IDHA Annual Conference** to be included in the block of rooms and to get the conference pricing.

Local Map:



Transportation

Airport shuttle:	Not available
South Bend International Airport:	5.60 miles
Indianapolis International Airport:	158 miles
Chicago-OHare International Airport:	120 miles

What's nearby

City Center:	2 miles
Notre Dame Stadium:	0.50 miles
Notre Dame University:	1.50 miles
Potawatomi Zoo:	1.50 miles
Studebaker National Museum:	3 miles

2023 Annual Conference Sponsorship/Exhibitor Benefits and Category Selection

SPONSOR/EXHIBITOR BENEFITS	SPONSOR AND EXHIBITOR \$1000	EXHIBITOR ONLY \$500	SPONSOR ONLY \$250
Verbal recognition during the event	✓	✓	✓
Company's name included on: 1) Sponsor/Exhibitor list distributed in attendee registration packets 2) Sign posted at the event	✓	✓	✓
Company's logo with a link to its website will be placed on the IDHA's website with all communications related to the event and thereafter for 12 months	✓	✓	✓
Attendee email list provided post-conference <small>*those who granted permission upon registration</small>	✓	✓	N/A
Exhibit Table: two 5-ft tables & two chairs	✓	✓	N/A
Preferential table location	✓	N/A	N/A
2 Complimentary Tickets for Additional Networking Opportunity during "Hygiene Happy Hour" Friday Evening	✓	N/A	N/A
Early Bird Registration and Discount (\$100 value) for the Following Year's Annual Conference	✓	N/A	N/A
Please place an "X" in the appropriate box to the right to mark your selection (select one only)			

Additional Sponsorship Options

- **Sponsor a Continuing Education Speaker:**

Name of Speaker: _____

Amount: _____

(NOTE: Full sponsorship of a Continuing Education Speaker will receive all the benefits of the "Sponsor and Exhibitor" Category. Please contact Danielle Dodson with IDHA Central Office for details via IDHACentralOff@gmail.com or 219-798-2340.)

- **Sponsor the "Hygiene Happy Hour": \$250 \$500 \$1000**
(2 complimentary tickets to the Happy Hour will be included)
- **Sponsor a Student Activity: \$100 \$200 \$500**
- **Sponsor Friday Breakfast: \$500**
- **Sponsor Friday Lunch: \$1500**
- **Sponsor Saturday Breakfast: \$1000**
- **Sponsor a Break Station: \$250**

Other *(please describe amount and purpose):* _____

Additional Sponsorships will include the following benefits:

- Verbal recognition during the two-day event
- Company's logo with a link to its website will be placed on all correspondence related to the event (see additional web links and logo info on page 3)
- Company's name listed on sponsor poster at event

NOTE: *If your company is unable to attend in person, IDHA offers an alternative option to promote your company:*

Donate Product Samples or Promotional Items

- Samples or company promotional items for registration bags (request 150)
- Samples for raffle drawings
- Companies will receive verbal recognition during the event

Please ship to: IDHA Central Office, 315 East Utica #556 Sellersburg, IN 47172 by October 15, 2023

Additional Items You Will Provide to Promote Your Company:

Samples: _____ Qty: _____ Promotional Items: _____ Qty: _____

Samples: _____ Qty: _____ Promotional Items: _____ Qty: _____

Exhibitor Set-up Information & Special Notes

Friday, November 11

- 6:30am-8:00am Exhibitor Set-up
- 7:00am-8:00am Attendee Registration
- 8:00am Conference Day 1 Begins
- 8:00am-5:00pm Exhibit Hall Open
- 5:00pm Conference Ends
- 6:30pm-8:30pm “Hygiene Happy Hour” in Embassy Suites Lobby

Saturday, November 12

- 8:00am Conference Day 2 Begins
- 8:00am-12:00pm Exhibit Hall Open
- 12:00pm-1:00pm Exhibitor Tear Down

*Exhibitor Area will include two 5-ft tables & two chairs

*Extension cords are available for a \$5 rental fee OR you are welcome to provide your own

Exhibitor contract includes lunch on Friday (*maximum of two meals; additional lunches can be purchased for \$20 each*)

CE Speaker Sponsors: contact IDHA Continuing Education Chair, Shelby Ruder at ruder4idha@gmail.com or Danielle Dodson with IDHA Central Office at idhacentraloff@gmail.com to discuss details

July 15: Sponsor/Exhibitor Contract & Payment DUE IN FULL:

- Payment types accepted: Visa, Master Card, or Company Check
- Payment in full must be included with your signed contract
- Confirmation will be emailed after receipt of contract and payment

AFTER July 15: If Sponsor/Exhibitor Contract & Payment deadline has not been met:

- Depending on the date, acceptance will be at the discretion of the Executive Director
- Company’s name **will not be included** in publications
- Company name will still be included on the website and receive verbal recognition at conference

September 15: Sponsors and Exhibitors will be emailed a confirmation/event reminder with an updated event schedule

October 15: If you wish to donate samples or promotional items to promote your company please ship to: IDHA Central Office, 315 East Utica #556 Sellersburg, IN 47172

PAYMENT OF 2023 ANNUAL CONFERENCE SPONSOR/EXHIBITOR FEES

**This payment form must be accompanied by the first three pages of the Sponsor/Exhibitor Contract*

Sponsor/Exhibitor Fee Total*: _____

***NOTE: if paying by credit card, a 3.5% service fee will be added to the total**

Method of Payment (please select one):

- **Company Check** _____

By checking this option, your company acknowledges it will pay by company check.

Make check payable to IDHA and mail to: IDHA

315 E. Utica #556

Sellersburg, IN 47172

- **Credit Card*** (Visa or MasterCard only) _____ ***NOTE: a 3.5% service fee will be added to the total**

If checking this option, please circle the type of card (in parenthesis above), and fill in the required information below:

Credit Card Number _____

Expiration Date _____ CVN (3-digit number on back right of card) _____

Zip Code of Card Holder _____

Name on Card _____

Signature _____

By signing this contract, I agree to abide by the terms and conditions set forth in the contract and the accompanying Sponsor/Exhibitor Category Selection and Payment forms.

Signature and Company Title

Date

The Indiana Dental Hygienists' Association appreciates your support by being an Exhibitor and/or Sponsor during our 2023 Annual Conference. If you have any further questions, please contact the IDHA Executive Director Danielle Dodson at the IDHA Central Office (indhacentaloff@gmail.com).

We look forward to seeing you in November!