The Illinois Health Care Association (IHCA) is a non-profit organization comprised of over 540 licensed and certified long term care facilities and programs throughout the state. IHCA members include proprietary and non-proprietary facilities that represent skilled, intermediate, intellectually and developmentally disabled, skilled pediatric, assisted living and sheltered levels of care. Founded in 1950, IHCA is the oldest long term care association in Illinois.

Illinois Health Care Association
1029 South Fourth Street
Springfield, IL 62703-2224
800-252-8988 • 217-528-6455
Fax 217-528-0452
www.ihca.com • info@ihca.com

The 69th Annual Illinois Health Care Association (IHCA) Convention and Expo will be here before you know it. This informative and fun-filled four-day event is crafted with long term care providers, and the vendors who work with them, in mind. The slogan of this year’s event is Peace, Love and Quality, so put on those bell-bottoms and drive your VW van to Springfield for a groovy time!

As one of the largest long term care convention and expos around, this event is sure to provide exhibitors plenty of exposure to key individuals from long term care facilities, including skilled nursing and assisted living facilities, as well as facilities and programs for the intellectually and developmentally disabled. For almost 70 years, the annual IHCA Convention and Expo has averaged nearly 1,000 non-exhibitor registrants and 500+ recognized decision makers from facilities, programs and corporate offices throughout Illinois. Exhibitors receive first-class treatment before, during and after our show, and by becoming Associate Members of the association, vendors can get even more bang for their investment buck.

Whether your goals are to meet clients and prospects, build brand and product identity or support IHCA, you will find an attentive audience.
**Proposed Agenda**

**Monday, September 9**
- 8:30 – 10:30 a.m. Board of Directors Meeting
- 11 a.m. – 5:30 p.m. IHCA PAC/The Center-PAC Golf Outing - Piper Glen Golf Club
- 4 – 8 p.m. Convention Registration Desk Open - BOS Center

**Tuesday, September 10**
- 7 a.m. – 5 p.m. Convention Registration Desk Open - BOS Center
- 7 a.m. – 5:30 p.m. IHCA Bookstore Open
- 9 – 11 a.m. Opening General Session
- 11 a.m. – 1:30 p.m. Expo/Lunch - Exhibit Hall
- 1:30 – 3 p.m. Educational Sessions
- 3:30 – 5 p.m. Educational Sessions
- 5:30 – 7:30 p.m. Oksnevad 5K Run/Walk
- 6:30 – 9 p.m. Welcome Party

**Wednesday, September 11**
- 7 a.m. – 5 p.m. Convention Registration Desk Open - BOS Center
- 7 a.m. – 5:30 p.m. IHCA Bookstore Open
- 7:30 – 9:30 a.m. Ovations
- 8 a.m. – 5 p.m. Alzheimer’s and Dementia Training
- 8 – 9:30 a.m. Educational Sessions
- 10 – 11:30 a.m. Educational Sessions
- 11:30 a.m. – 1 p.m. Expo/Lunch - Exhibit Hall
- 1 – 2:30 p.m. Educational Sessions
- 3 – 4:30 p.m. Educational Sessions

**Thursday, September 12**
- 7 a.m. – 1 p.m. Convention Registration Desk Open - BOS Center
- 7 a.m. – 1 p.m. IHCA Bookstore Open
- 8 – 9:30 a.m. Educational Sessions
- 9:45 – 11:15 a.m. Educational Sessions
- 11:30 a.m. – 1 p.m. Educational Sessions
### Booth types and costs

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
<th>Additional Booths</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prime</strong></td>
<td>$1,895*</td>
<td>$1,650 each</td>
<td>As the holder of a Prime Booth, the best booth locations in the expo are reserved for you. You can choose to make that vital first impression by selecting space at the main expo entrance or around the hospitality area where attendees linger over lunch and network with their peers. Your company will benefit from the excellent exposure these locations provide.</td>
</tr>
<tr>
<td><strong>Hospitality</strong></td>
<td>$1,695*</td>
<td>$1,350 each</td>
<td>At this level, booths are located at key traffic flow points where you will see the heaviest traffic. These booths will provide your company with better exposure within the expo.</td>
</tr>
<tr>
<td><strong>Standard (IHCA Associate Member)</strong></td>
<td>$1,500*</td>
<td>$1,200 each</td>
<td>Standard (Non-member) $1,700</td>
</tr>
</tbody>
</table>

* Includes IHCA Associate Member dues

### Features of each booth

- One draped table, two chairs, carpet and trash can with daily pickup
- Back and side drapes
- Exhibitor booth sign
- Wireless Internet on the expo floor
- General security guard service in exhibit hall
- IHCA Convention App listing
- Pre- and Post-convention list of key registrants
- Exceptional support and service from IHCA staff

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**Benefits of your IHCA Membership**

- **Convention & Expo benefits:**
  - One standard exhibit booth with carpeting
  - Pre-event list of registered delegates
  - IHCA Convention App listing
  - Lunch for up to five booth personnel each day
  - Access to ALL educational sessions and CEs for registered booth personnel

- **Electronic newsletters and other publications from the Association**

- **Seminar registration at member rate**

- **Networking and sponsorship opportunities at IHCA events**
Correspondence Address/Contact  (please type or print clearly)

Company ________________________________________________________________

Contact Name __________________________________________________________

Address ___________________________________________________________________

City ___________________________  State _________  Zip ______________________

Phone __________________________  Fax ________________________________

Email __________________________  Website _____________________________

Sales Address/Contact  ☐ same as above

List company information as it should read on the IHCA Online Expo listing.

Company ________________________________________________________________

Contact Name __________________________________________________________

Address ___________________________________________________________________

City ___________________________  State _________  Zip ______________________

Phone __________________________  Fax ________________________________

Email __________________________  Website _____________________________

One-line exhibit identification sign should read (limit to 40 characters): Please note: Sign will be printed in capital letters.

________________________________________________________________________

IHCA will attempt to assign exhibit space in accordance with the choices listed below. Booths are assigned on a first-come, first-served basis. The balance is due by July 20, 2019. CONTRACT MUST BE SIGNED ON REVERSE SIDE.

Booth Number Preference  Please list any companies you prefer not to be located next to. _________________________________________________________________

1st choice ☐  2nd choice ☐  3rd choice ☐  4th choice ☐

Please Complete  Above named company is applying for the following:

Prime Booth .................................................. ($1,895)*  _______________

Add’l Prime Booth ........................................ ($1,650)  _______________

Hospitality Booth ..................................... ($1,695)*  _______________

Add’l Hospitality Booth .............................. ($1,350)  _______________

Standard Associate Member Booth ............. ($1,500)*  _______________

Add’l Standard Associate Member Booth ... ($1,200)  _______________

Standard Non-member Booth ....................... ($1,700)  _______________

TOTAL AMOUNT DUE ........................................ $ _______________

*Includes Annual IHCA Associate Membership Dues

☐ See EXHIBITOR REGULATIONS for payment and cancellation policy.

If a company representative needs special service in accordance with the Americans With Disabilities Act, please indicate and an IHCA representative will contact you.

☐ yes, please call ☐ none required

IHCA USE:

Total Cost $ _______________

Deposit $ _______________

Date ___________  Ck # _______________

Balance $ _______________

Paid _______________

Date ___________  Ck # _______________

Booth(s) _______________
**Booth & Contract Information**

Please indicate two (2) product/service categories under which your company will be listed in the “Exhibitors by Product Category” section of the IHCA Online Expo listing.

- Accounting/Financial Consulting Services
- Activity Products
- Alarm/Emergency Response Systems
- Architecture/Design/Construction Services
- Bathing/Patient Lift Systems
- Billing Services
- Charting/Medication Distribution Systems
- Cleaning/Housekeeping Services and Products
- Clothing/Textiles/Linens
- Communications
- Computer Hardware/Software and Technology
- Continuum of Care Providers/Consultants
- Dental Supplies/Services
- Dialysis Products/Services
- Dietary Consulting and Management Services
- Education/Training Programs and Services
- Employment/Recruiting/Labor Relations/Staffing
- Energy Services
- Environmental Equipment/Services
- Fingerprinting/Background Checks
- Floor Coverings/Surfaces
- Food Products/Equipment/Services
- Furniture/Room Furnishings
- Group Purchasing
- Hospice Services
- Incontinence/Skin Care Products and Services
- Infection Control
- Insurance and Risk Management Services
- Internet Products/Services
- IV Therapy Products/Services
- Laboratory Services
- Laundry Equipment/Services/Supplies
- Leasing Equipment
- Legal Services
- Management and Consulting Services
- Marketing Services and Products
- Medical Equipment/Supplies
- Medical Waste Disposal
- Miscellaneous (please specify)
- Mobile Diagnostic Services
- Optometric/Vision Services
- Payroll/Human Resource Systems
- Pharmaceutical Supplies/Services
- Podiatry Products/Services
- Printing/Publications
- Professional and Medical Services
- Professional/Trade Association and Organizations
- Respiratory Therapy Products/Services
- Safety Equipment/Services
- Therapy Services
- Transportation Vehicles/Services
- Wound Care/Management

**Booth Space Cost**

IHCA Associate Members – Annual dues of $1,500 **INCLUDE** one standard booth. If membership dues are current, please submit signed exhibit contract only.

- Prime Booth – $1,895
- Add’l Prime Booth – $1,650
- Hospitality Booth – $1,695
- Add’l Hospitality Booth – $1,350
- Standard Associate Member Booth – $1,500
- Add’l Standard Associate Member Booth – $1,200
- Standard Non-Member Booth – $1,700

**Payment**

Make checks payable to IHCA and return with payment (50% prior to July 12, 2019; 100% after July 12, 2019) to:

**Illinois Health Care Association**  
Attn: Kelli Showalter, Expo Manager  
1029 South Fourth Street  
Springfield, IL 62703-2224

Booth space assignment is subject to change if not paid in full by July 12, 2019.

- Check
- Visa
- MasterCard
- American Express

Credit Card No. ________________________________  
Exp. Date ______ / ______

Signature ____________________________________

**Contract**

The company listed herein authorizes the Illinois Health Care Association to reserve space in the 2019 IHCA Expo to be held September 9-12, 2019 at the BOS Center in Springfield, Illinois. It is understood that all displays are subject to approval by the IHCA Trade Show Manager and all exhibitors must adhere to the Exhibitor Regulations set forth in this document. Unauthorized use of copyrighted material is prohibited. Signature on this contract indicates agreement with all provisions listed herein.

Signature ____________________________________

Name (printed) __________________________________

Date ____________________________

**Did You Remember To...**

- Sign the contract?
- Include the 50% deposit?
- Indicate product/service categories to be listed on the IHCA Online Expo Listing?

Please note: Additional support material and a link to request name badges will be on the IHCA Exhibitor page of our website.

800-252-8988 • 217-528-6455 • Fax 217-528-0452  
www.ihca.com • kshowalter@ihca.com
Booths are assigned in order received with IHCA Associate Members receiving preference. Sharing booth space is not permitted except by businesses that routinely collaborate with each other. Subletting of space is prohibited unless prior written authorization is received from IHCA.

Rental of booth space prior to July 12, 2019 requires advance payment of 50% of all relevant costs. Balance is due by July 12, 2019. Rental of booth space after July 13, 2019 requires full payment of all relevant costs.

Booth space cancelled in writing by June 14, 2019, will be refunded 75% of the total booth cost; 50% of total booth cost will be refunded from June 15 to July 15, 2019; 25% of total booth costs will be refunded from July 15 until August 10, 2019; no refunds will be made for cancellations beginning August 10, 2019. In the event of cancellation, Exhibitor remains liable for payment of costs based upon this schedule.

Displays may not exceed 8’ in height unless prior written consent is received from IHCA. Any portion of an exhibit that obstructs the view or interferes with other exhibits, extends beyond the designated booth space, or is deemed objectionable by IHCA must be immediately modified or removed by the exhibitor. All exhibit equipment and materials must be located within the confines of the booth space. IHCA reserves the right to inspect the quality of the exhibit appearance during the show.

All booths must remain intact until the close of the show and no exhibit additions or removals will be allowed during show hours.

Exhibitor promotional activities are not permitted outside the confines of the booth space. Signs and/or displays are prohibited in any of the public rooms or elsewhere on the premises of the BOS Center and all hotel properties during the Association’s convention unless as part of a reception or sponsored event.

All booths must be properly staffed during the official expo hours. Exhibitor may be excluded from future IHCA Expos if assigned booth is not staffed or is vacated prior to the official closing.

Exhibitor may register a maximum of five individuals per booth rental. Such individuals must be direct employees or primary suppliers of Exhibitor. Exhibitor staff cannot be employed by a non-member facility of IHCA. An exhibitor affiliated with a licensed long term care facility/program or corporate office must pay the applicable facility/program convention registration fee in addition to the booth rental fee.

Exhibitors shall not sell, give away, or authorize the sale or giving away of foods or beverages on, from, or adjacent to the premises, nor provide special services to the public, without first having obtained written permission from BOS Center. Contact the BOS Center at 217-788-8800 to receive such permission. If permission is granted:

1. Proof of food and beverage liability insurance must be provided to BOS Center’s concessionaire prior to the start of the event.
2. Sample size is limited to 4 oz. for beverage and 1 oz. for food and must not be items sold by BOS Center’s concessionaire.
3. Concessionaire will require a sample of food or beverage.
4. All food sold must be in retail packaging only.
5. Food and beverage may not be sold or given away within 50 feet of any permanent or temporary BOS Center concession operation.

One public address announcement for a single door prize winner will be allowed per exhibitor. The announcement must be scheduled in advance through the IHCA exhibitor registration desk with content approved by the IHCA Trade Show Manager. IHCA will not be responsible for the delivery of exhibitor door prizes.

No deliveries of displays or merchandise will be accepted by IHCA or the BOS Center. All shipping and deliveries must be contracted through Peoria Flag and Decorating Co. at 800-322-3946 or 309-685-8989.

The selling of merchandise is permitted however exhibitors are responsible for collecting and paying all applicable taxes.

Exhibitors must wear official IHCA exhibitor name badges for exhibit hall admission. Exhibitor staff must leave the floor within ½ hour after the show closes each day unless prior arrangements are made with the IHCA Trade Show Manager.

Exhibitors may utilize video, music, or other sound producing media within the confines of their booth space. IHCA reserves the right to decrease volume setting or mute any sound producing device deemed to be intrusive or offensive. Exhibitor assumes responsibility for compliance with applicable licensure requirements pertaining to music, sound, video, and other media.

All empty containers (including cases and boxes) must be stored in the booth or by the decorating company. There is no storage area at the BOS Center. IHCA assumes no responsibility for storage of exhibit materials.

No flammable materials are permitted. Exhibitor assumes all responsibility for compliance with local, city, county, state, and federal ordinances and regulations covering fire, safety, and health. Exhibitor assumes all liability for any damage to the BOS Center’s infrastructure as a result of the exhibitor’s actions and/or negligence.

Vehicles on the show floor are not to have more than ¼ tank of fuel and must have gas caps locked and battery(ies) disconnected.

Exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the premises of the BOS Center, and will indemnify, defend, and hold harmless BOS Center, Illinois Health Care Association, Peoria Flag and Decorating Co. and their respective officers, servants, agents and employees from any and all such losses, damages, and claims.

Exhibitor understands that neither the BOS Center nor IHCA maintain insurance covering exhibitor’s property and it is the sole responsibility of exhibitor to obtain such insurance. Security furnished by BOS Center and IHCA shall not be construed as an assumption of liability by IHCA. In the event of loss, said responsibility is solely that of the exhibitor. General security will be available throughout the Expo.

Exhibitor is not allowed to distribute popcorn or peanuts.

Exhibitor is not allowed to squeeze staple, pin, wire, tape, or hang anything to the drape or the hardware without the express consent of Peoria Flag and Decorating Co. Exhibitor may hang small lightweight show cards, cloth, or plastic signs from the top rail of the booth using hooks that are provided by Peoria Flag and Decorating Co. All signs, pictures, decorations, etc. must be removed from the drapes and the hardware at the close of the Expo or the exhibitor will be responsible for charges of extra labor. Any resulting damage to the equipment in violation of the above rules and/or negligence on the part of the exhibitor will be charged to the exhibitor.

Performance of these regulations by IHCA, BOS Center, and exhibitors is subject to there existing no acts of God, war, terrorism, government regulations making a parties’ performance hereunder illegal or unlawful (unless the illegality or unlawfulness can be alleviated with minor modifications of a parties’ duties), disaster, fire, labor strikes, civil disorder, curtailment of transportation preventing or unreasonably delaying at least 25% of registrants from attending, or other similar events beyond the control of IHCA and BOS Center, if in the reasonable judgment of IHCA or BOS Center it is inadvisable, illegal or impractical to hold the scheduled event or provide the facilities. This contract may be terminated for any one or more of the foregoing reasons.

All matters and questions not covered by these regulations are subject to the discretion of IHCA. IHCA shall have sole right to promulgate, interpret, and enforce all rules and regulations and to make any amendments to the regulations as shall be necessary for the orderly conduct of the Convention and Expo.

IHCA reserves the right to alter the exhibit floor plan and show hours in the best interest of the Expo and the exhibitors.