

December 1, 2011

Dear Exhibitor/Sponsor,

The Illinois School Health Association would like to invite you to participate in our 27th Annual Conference. The conference will be held April 13th, 2012, at the Hilton in Lisle, Illinois.

We hope you will plan to participate in this conference for school nurses and health educators from around our state. A variety of health content will be provided to these educators.

Your exhibit, sponsorship, contribution or advertisement will allow you to access school nurses and health teachers from elementary through college level. We have developed a number of ways for your organization/company to participate in this year's conference.

Exhibitor – Included in this packet is a registration form and information for exhibition and display at our conference.

Sponsor – Your organization may sponsor an activity such as a meal event or an award. Your sponsorship will be noted in the packet and program.

Underwrite a Speaker – Often speakers charge modest fees and travel expenses which you may underwrite. Such underwriting will be noted in the program and at the presentation.

Advertise – Space is available in the conference program for ½ and full page ads.

Contribute – Participants at the conference always look forward to the door prizes contributed by a wide variety of organizations and companies.

If you are interested in participating this year please read the enclosed information, fill out the contract and mail back to the address indicated. We look forward to having you there to help us celebrate our 27th annual conference!

Sincerely,

Jennifer Banas, MPH, MEd, EdD,
President-Elect ISHA

Exhibitor Information

The exhibit area will be in a hall area outside of the breakout rooms in the Hilton. In addition, refreshment breaks and exhibit breaks will be scheduled to give you maximum exposure to conference attendees. Space will be assigned on a first come first served bases.

Exhibit Hours: 7am – 4pm on Friday, April 13th; High traffic times will be from 7-8am and 11:30-1:15pm.

Exhibitor Area: Each table is approximately 8ft. and will include 2 chairs. Access to electricity can be available if requested on the application.

Installation/Dismantling: Set-up will begin at 7:00am
Dismantling will take place after 4pm.

Cost/Payment: The cost of exhibit space per booth is \$50 for “For Profit” Organizations. Payment must accompany the registration form and be received by the due date on the form. The exhibit fee covers full registration for one representative and includes meals on the day of the exhibits and all educational sessions. Additional representatives may attend for \$25.

Housing: Exhibitors are responsible for making their own reservations.

Liability: Every reasonable precaution will be taken to protect the exhibitor’s property. However, ISHA will not assume responsibility for the exhibit property, equipment, personal injury or theft.

Please check each of the opportunities in which your organization wishes to participate.

Sponsorship

- Continental Breakfast
- Buffet Luncheon
- Health Educator of the Year Award \$150 (Professional Award)
- School Nurse of the Year Award \$150 (Professional Award)
- Distinguished Service Award \$150 (Professional Award)
- Barbara Gray Award \$150 (Health Education Student Award)

Advertising

- Conference Program ½ Page (\$50)
- Conference Program Full Page (\$100)

Ads should be emailed by February 1, 2012 to:

Stephanie Achtien at: j-banas@neiu.edu

Underwrite a Speaker – Cost to be determined

Contribute Door Prize(s)

Take One Table

Prizes are awarded by random drawing throughout the conference. Contributions will be acknowledged at the time of the presentation. Suggestions for prizes include, but are not limited to: Educational videotapes, books, gift baskets, teaching aids, CD's, T-shirts, computer programs, etc...!

Please specify the type of prize(s) you wish to donate and indicate whether they will be brought to the conference or mailed in advance to:

Jennifer Banas
5440 S. Cornell Ave, Apt 3
Chicago, IL 60615

Type of prize(s): _____

Bringing to the conference

Sending to Jennifer Banas

Organization Information and Exhibitor Contract

Organization Name _____

Address _____

Street

City

State

Zip

Contact Person _____ Phone _____

Company Representative Name and Title _____

For Profit

Not For Profit

Equipment Needed: (Example: Electrical Outlet) _____

Method of Payment

Booth Reservation

For Profit

@ \$50

Lunch for Additional Representatives

@ \$25

Advertising in the Conference Program

Full Page

@ \$100

½ Page

@ \$50

Sponsorship of Award

@ \$50

Sponsorship of events, speakers Price to be determined and billed after conference

Payment for booths and advertising must be received with this contract

Total Amount _____

Enclosed is a check made payable to ISHA

Please mail payment and contract to: Jennifer Banas

5440 S. Cornell Ave Apt 3

Chicago, IL 60615

Have questions? Call (847) 219-9404 or email j-banas@neu.edu

Signature _____ Title _____

Due Date for contracts, advertising copy and payment: February 1, 2012.

Please write a brief paragraph describing your organization, products and/or services.

Would your organization be interested in giving a short presentation all at once to the whole group?

- No, we would prefer to just speak with individuals as they come to the table.
- Yes, we are interested in giving a short presentation.