

Exhibitor Manual



expanding horizons

OF FCN PRACTICE

WESTBERG SYMPOSIUM 2018

Westberg Institute

for Faith Community Nursing



A MINISTRY OF CHURCH HEALTH

April 9-11, 2018
First Baptist Church - Broad
Memphis, TN

Sponsored by *Juice* PLUS+

About the Symposium

More than 300 dedicated professional faith community nurses (FCNs) from the US and other countries will gather for the Westberg Symposium in Memphis, TN. These FCNs can be valuable customers for your company's new products and services or new members for your organization. **You can cost-effectively reach them by purchasing a booth space today!**

As an exhibitor you will have an opportunity to:

- **Gain direct access to faith community nurses and leaders in the practice:** Face-to-face interactions are powerful means of informing and impacting purchasing or membership decisions of FCNs from around the country.
- **Showcase your services, products or member benefits:** The Symposium is the frontrunner in bringing together FCNs on a national level to be an ideal platform for spotlighting your offerings.
- **Promote attention and awareness clearly on your organization's assets:** The Symposium provides a unique opportunity for your organization or company to gain prominence during this distinctive national and international gathering of FCNs.
- **Share your expertise:** The exhibit rooms interactive and communal environment is an ideal space to engage FCNs and put your products or organizational information directly into their hands.
- **Expand your membership or customer base:** FCNs visiting the exhibitor room tend to be motivated and interested in products, services or membership benefits that are offered by exhibitors and are often ready to deal.
- **Demonstrate your company or organization's reliability and dedication to FCNs by its presence at this influential gathering faith community nurses!**

Expo Dates and Hours

Monday, April 9: Set up 7 - 11:30 am.

Monday, April 9: Exhibit open 12:30 - 5 p.m.

Tuesday, April 10: Exhibit open 7 a.m. - 5 p.m.

Tuesday, April 10: Vendor load-out after 5 p.m.

The exhibit room has to be completely vacated by 8 p.m. on Tuesday.

Venue

FIRST BAPTIST CHURCH - BROAD
2835 Broad Ave.
Memphis, TN 38112
901-261-8833

Shipping Information

If you need to ship anything for your booth, please ship to:

Fed Ex Office

1350 Concourse Ave., Suite 139

Memphis, TN 38104

Att: Church Health - Lizy Heard

SHIPMENTS MUST ARRIVE BETWEEN MONDAY, APRIL 2 AND FRIDAY, APRIL 6, 2018.

Exhibit Location

The Westberg Symposium expo will be located on the 1st floor foyer of the church. (see map)

Booth Details

All booth spaces and tables are 6 ft. in length. Space includes table and two chairs. Please bring your own table cover. Breakfast and lunch for two people is included in the booth fee. Please contact Lizy Heard (westberg@churchhealth.org) for more information regarding additional exhibit space needs. Access to electricity for exhibitor tables is limited. If you need electricity, please check the box on the exhibit space application.

Booth Rates

Exhibit space is \$200 (\$100 for non-profits).

An additional discount for 2018 Westberg Symposium sponsors is available.

Conference Hotel

A list of local hotels is available on westberginstitute.org/symposium2018.

Application

See westberginstitute.org/symposium2018 for online application and payment details.

Exhibit Booth Personnel

Exhibit staff may register at regular conference registration rates.

Cancellation of Exhibit Contract

Exhibitors must inform Church Health in writing of intent to cancel; without written notification they will not be allowed to exhibit in the future. Exhibitors cancelling their participation in writing by March 12, 2018 receive a refund of the rental fee paid. No refunds issued after March 12, 2018.

Full payment of rental fees for exhibit space must be received by March 12, 2018. Failure to remit payment by March 12 constitutes cancellation of the contract and space will be subject to resale without refund.

Important

Church Health reserves the right to determine which exhibiting companies are consistent with the character of Church Health. This is not a binding contract until proper deposit is received and this contract is accepted. Church Health has the right to void this contract if full payment is not received prior to March 12, 2018.

Terms & Conditions

By signing this application/contract, the above named exhibiting organization agrees to abide by all rules, regulations, terms, and conditions as outlined on both the front and the back of this application/contract in its entirety. This application becomes a contract and is binding on both parties on the date last written below when accepted and signed by Church Health. The document contains the entire Agreement between the parties and supersedes any prior agreement. The terms of this document may not be changed except in writing and signed by the parties.

We will be providing all exhibitors and participants with your contact information and a description of your organization's purpose, products or services. Please email your logo (jpeg file) and a brief description of your organization (150 word maximum) to westberg@churchhealth.org by March 12.

Exhibit Map

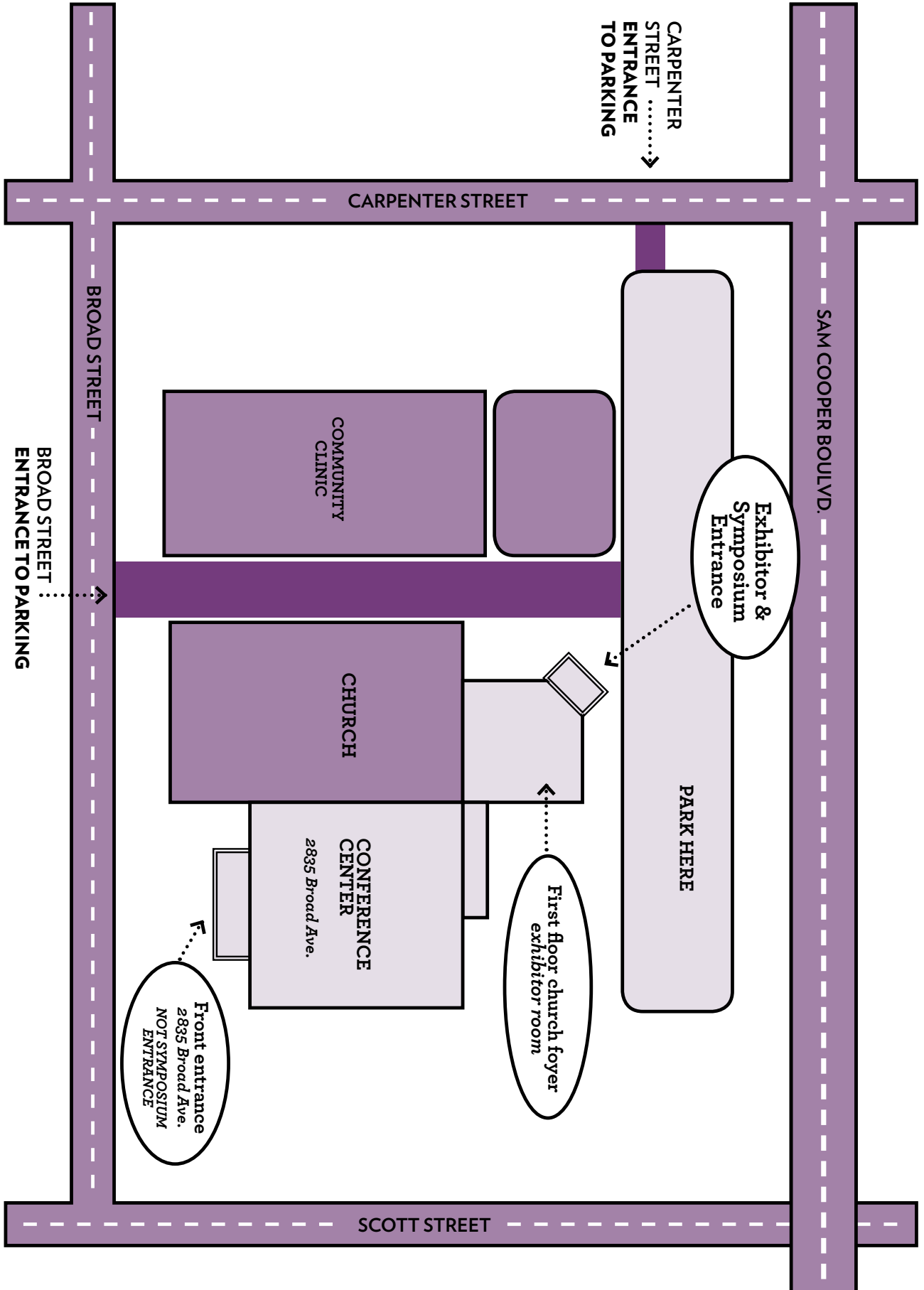


Exhibit Space Application & Contract
This form is for check payment only.
Please visit westberginstitute.com/symposium2018 for online credit card payments.

Exhibiting Organization: _____

(The organization name as listed will be used for symposium publications, website listing and badges.)

Contact: _____ Title: _____

Mailing Address: _____

City: _____ State/Prov: _____ Zip/Postal Code: _____ Country: _____

Email (required): _____ Telephone: (_____) _____

Fax: (_____) _____ Electricity needed* ____ Yes ____ No.

** The Westberg Institute for Faith Community Nursing will try their best efforts to accomodate electricity requests, however they are unable to guarantee electricity.*

Important Note: Sponsors will be given priority in booth selection. All space assignments are in the exercise of the Church Health's discretion. We cannot guarantee any particular booth location. Westberg Institute reserves the right to make or change booth assignments at any time as deemed necessary.

Booth Type	Price		Number of Booths		Total
Regular -- 6'	\$200	x		=	
Non-Profit -- 6'	\$100	x		=	

Total Cost \$ _____

The following are the ONLY dietary restrictions that we will be able to offer.

Please make your selection below.

- Regular
- Nut Allergy
- Vergetarian
- Gluten Free

Make check payable to Church Health. Please indicate payment is for Westerg Symposium exhibit space.

By signing below, you are giving permission for photos or film to be taken at the exhibit space:

Signature: _____

Send contract and check to:

Westberg Symposium, Church Health, 1350 Concourse Ave., Suite 142, Memphis, TN, 38104
Fax 901-543-0617.