

45th Annual National Conference on Professional Nursing Education and Development



Address:

Grand Wayne is located at 120 W Jefferson Blvd, Fort Wayne, IN 46802

Purpose of conference:

The conference provides professional nurse educators and academic nursing faculty with the knowledge, tools and resources to advance their professional development and clinical performance. The conference agenda will be provided after by June, 2018.

Target audience:

We expect approximately 300-400 nurses from clinical, academic and continuing education practice areas. Prior conferences have hosted nurses from most states in the USA and numerous other countries.

Supporters and Vendors/Exhibitors:

Opportunities for Supporters and Vendors/Exhibitors will be reserved on a first-come basis. Payment must be received before space is confirmed. The conference title, logo and theme may be used in addition to supporter logos on signage and items matching the level of support. All decisions regarding the use of support funds will be at the discretion of the planning co.

Supporters and Vendors/Exhibitors Forms will be accepted and considered until all spaces are filled. Payment by check must be received before space can be confirmed. Forms without payment cannot be accepted. Incomplete forms will be returned. Each additional table is \$18.

Parkview Health Tax ID # 35-1972384

Supporter/exhibitor coordinator:

Cheryl Rockwell, contact at Cheryl.Rockwell@parkview.com or 260-266-3274

For issues related to Grand Wayne Convention Center, such as set up, delivery and the like contact the Grand Wayne event coordinator: **Kim Kelso, at 260-426-4100**

By registering as a Supporter or Vendor/Exhibitor, the organization/company/institution agrees to the following:

- All Vendor/Exhibitors will follow the directions provided by the conference planning committee and the Grand Wayne requirements especially regarding safety and security.

- The conference planning committee will assign exhibitor space.
- Exhibitors will set up in the assigned area only. Any changes must be arranged with the Exhibitor coordinator from the conference planning committee.
- If electrical or internet connects are required, the exhibitor coordinator must be informed at the time of the submission of the request. Fees will be assessed by the Grand Wayne directly with the exhibitor. If any additional tables or space is needed, please contact **Kim Kelso at 260-426-4100**
- The exhibitor will work with the Grand Wayne for any preconference shipments of materials and is responsible for any and all costs associated with the shipment.
- Exhibitors are not permitted to affix any materials to walls, ceiling or fixtures unless approved by Grand Wayne. **Exhibitors are expected to be set up by 11a on Friday.**
- The exhibit area will be open:
 - Friday afternoon from 12-600p**
 - Saturday morning from 730a-1200p**
- All exhibitor materials must be removed by 3pm on Saturday. The exhibitor will be charged an additional cleaning fee if any items remain in the exhibit area.
- To respect the privacy of participants, a list of contact information will not be provided to exhibitors. Exhibitors may solicit participant information who voluntarily provide it.

Completed forms and checks should made out to and mailed to:

***Nursing Education and Clinical Excellence- attention 2018 Pneg conference
11109 Parkview Plaza Drive
Fort Wayne, IN 46845***

Refunds:

No refunds will be issued for any level supporters. Refunds for exhibitors will be granted, minus an administrative fee of \$100, when the exhibitor coordinator is notified on or before September 1, 2018. Refunds will be made within 30 days after the conclusion of the conference. No refunds will be given after September 1, 2018.

Statement of Liability:

The conference planning committee has the right to reject any application without explanation. The Professional Nurse Educators Group (PNEG) and/or Parkview Health is not responsible for typographical errors or omissions from final print material. Every effort will be made to assure accuracy in printed materials. Participation at the PNEG conference does not give endorsement of products by Parkview Health or PNEG. The exhibiting company is solely responsible for all lost, stolen or damaged materials.

All supporter and vendor/exhibitors please complete and return the following form.

Space is reserved on a first-come, first-serve basis. The following form and payment must be received before exhibitor space can be confirmed.

Supporter and Vendor/Exhibitor Form- All supporters, vendors and exhibitors please complete and return to Cheryl Rockwell at Cheryl.Rockwell@parkview.com or her representative

Supporter _____ Vendor/Exhibitor _____ Small business owner exhibitor _____

Non-profit exhibitor _____

Level of support: Gold _____ Silver _____ Bronze _____

Supporter/Vendor/Exhibitor: Support for a speaker: _____ Support for a break: _____

Support for a meal: _____ Support for items in participant bag: _____

Other: _____

Contact person: _____ Company: _____

Address: _____ Email: _____

City, State, Zip code: _____

Work/cell number: _____ Fax number: _____

Needs at conference: access to electrical power _____ access to Internet _____

Other special needs _____

Name of person/s that will be present at the exhibit:

1. _____
2. _____

Please provide a summary of the content to be displayed at the conference:

The undersigned, as a representative of _____ (list name of company) agrees to the terms of the Exhibitor/Vendor or Supporter agreement. Failure for any member of the above company to comply with these terms prior to or during the conference, may result in forfeiture of exhibitor space and withholding of return of payment.

Authorized signature _____ Date _____

Printed name _____ Title _____

The conference planning committee appreciates your general support of the 45th Annual Professional Nurse Educators Group conference.

Supporter and Vendor/Exhibitor Levels

Gold level \$5,000

The gold level supporter will have a choice of their logo featured on one of the following:

- All participants name tag lanyard
- Signage for buffet food table for one of the conference days
- Paper pad in each participant's conference bag

Additional benefits include:

- Recognition as a Gold level supporter in the print/web conference materials
- Logo included on the conference website
- Verbal recognition during opening ceremony and opening remarks
- Complimentary exhibit space
- One complimentary registration for the full conference (excluded pre-conference)

Silver level \$3,000

The silver level benefits include:

- Recognition as a silver level supporter in conference program and materials.
- Logo included on the conference website
- Verbal recognition during opening ceremony and welcoming remarks

Bronze level \$1,000

The bronze level benefits include:

- Recognition as a bronze level supporter in the conference program and materials.
- Logo included on conference website

Exhibitor only \$800

Exhibitor benefits include:

- One 8-foot front draped table, 2 chairs and waste basket. Additional table is \$18
- If electrical or internet connections are needed please contact Kim Kelso at the Grand Wayne Convention Center, at 260-426-4100. There will be a small additional charge for these services.

Small Business owner \$250

- Same as Exhibitor above

Non-profit organization no charge

- Same as Exhibitor above