



IHCA Workshop
Information and FAQ's

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| EVENT | 2019 Spring Workshop |
| DATE | Friday, April 26, 2019 |
| LOCATION | Burley Inn Convention Center 800 N Overland Avenue Burley, Idaho 83318 |
| HOTEL ACCOMMODATIONS | See "Hotel" tab on our website: http://www.idhca.org/events/2019-ihca-spring-workshop/ |
| PARKING INFORMATION | Free parking |
| EXHIBITOR FEES LUNCH INCLUDED We MUST receive payment prior to the Workshop. | Non-Associate Member - \$600.00 Associate Member - \$350.00 Gold Member - \$300.00 Platinum Partner - NO CHARGE ***2 Representatives allowed with each exhibit*** |
| SESSION AGENDA | Visit our website for the latest information http://www.idhca.org/events/2019-ihca-spring-workshop/ |
| ROOM HOST | Interested in being a TRACK host? Please contact monica@idhca.org You would introduce yourself to the group & the speakers for the day. No additional charge to you! |
| <u>FAQ's</u> | |
| • Number of attendees expected | 125 (based on previous attendance) |
| • Target audience for workshop | SNF, AL, ICF/ID |
| • Exhibitor fee includes: | (1) 6' draped table, (1) chair, electrical access if needed and <u>requested</u> , Organization listing in on-site agenda given to attendees. *Tables are assigned by IHCA upon arrival at location. |
| • Exhibitor displays | You will need to provide your own sign and exhibit materials. *Only tabletop displays will be allowed due to space restraints of location. |
| • Shipping of exhibit materials | If you need to ship exhibit material, ship to: Best Western PLUS - Burley Inn Convention Center 800 N Overland Avenue Burley, Idaho 83318 Items should be addressed ATTN: IHCA/yourself no more than 72 hours prior. *IHCA will not be responsible for tracking or finding your deliveries. |
| • Exhibitor set-up time | Arrive as early as you need in order to have your display set up by 7:00am. The majority of exhibit visits take place during the check-in/registration hour & the lunch break (11:30am – 12:30pm). |
| • Check-in & exhibits open to attendees | Starting at 7:00 am |
| • Attendee sessions | 8:00 am – 4:00 pm, (15 min. break between sessions) |
| • Exhibitor & Foundation Basket Raffle | 4:00 pm |
| • Exhibitor tear-down | After drawings ~ 4:15 pm |
| Still have Questions? | Contact Monica Perry, monica@idhca.org phone 208-343-9735 |