



IHCA Workshop
Information and FAQ's

EVENT	2014 IHCA Fall Workshop
DATE	October 29th, 2014
LOCATION	Best Western PLUS-University Inn 1516 Pullman Rd. Moscow, ID 83843
HOTEL ACCOMMODATIONS	Best Western PLUS-University Inn 1516 Pullman Rd. Moscow, ID 83843 Phone: 208.882.0550 or www.uinnmoscow.com (IHCA guestroom rate guaranteed until October 1st)
PARKING INFORMATION	Available in hotel lot
EXHIBITOR FEES	Non-Associate Member - \$600.00 Associate Member - \$400.00 Gold Member - \$300.00 Platinum Partner - NO CHARGE ***2 Representatives allowed with each exhibit*** Exhibitor registration form click here
SESSION AGENDA	Visit our website for the latest information http://www.ihca-ical.org/event-schedule
SESSION HOSTING	Interested in hosting one or more breakout sessions? Please contact monica@idhca.org This is a great chance to become directly involved in the educational experience of our attendees.
<u>FAQ's</u>	
• Number of attendees expected	150-200 (based on previous attendance)
• Target audience for workshop	SNF, AL, ICF/DD, Home Health, Hospice
• Exhibitor fee includes:	(1) 6-8' draped table, (1) chair, electrical access if needed and requested, Organization listing in all promotional materials given to attendees. <i>*Tables are assigned by IHCA upon arrival at location.</i>
• Exhibitor displays	You will need to provide your own sign and exhibit materials. <i>*Only tabletop displays will be allowed due to space restraints of location.</i>
• Shipping of exhibit materials	Exhibit materials may be shipped to hotel addressed to yourself. <i>*IHCA will not be responsible for tracking or finding your deliveries.</i>
• 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 registration hour.
• Registration & exhibits open to attendees	7:30 am
• Attendee sessions	8:00 am - 4:00 pm, (15 min. break between sessions)
• Exhibitor drawings	During last 15 min. break between sessions
• Exhibitor tear-down	3:00 pm
Still have Questions?	Contact Danette Hunt, danette@idhca.org or phone 208-343-9735