



**IHCA Workshop**  
**Information and FAQ's**

<b>EVENT</b>	<b>2016 Spring Workshop</b>
<b>DATE</b>	<b>Wednesday, April 6, 2016</b>
<b>LOCATION</b>	Shilo Inn 780 Lindsay Blvd. Idaho Falls ID 83402
<b>HOTEL ACCOMMODATIONS</b>	See "Hotel" tab <a href="http://www.idhca.org/events/2016-spring-workshop/">http://www.idhca.org/events/2016-spring-workshop/</a> on our website
<b>PARKING INFORMATION</b>	On our web-site
<b>EXHIBITOR FEES</b>	Non-Associate Member - \$600.00 Associate Member - \$400.00 Gold Member - \$300.00 Platinum Partner - NO CHARGE ***2 Representatives allowed with each exhibit*** <b>We MUST receive payment prior to the Workshop.</b>
<b>SESSION AGENDA</b>	Visit our website for the latest information <a href="http://www.idhca.org/events/2016-spring-workshop/">http://www.idhca.org/events/2016-spring-workshop/</a>
<b>ROOM HOST</b>	Interested in being a TRACK host? Please contact <a href="mailto:monica@idhca.org">monica@idhca.org</a> You would introduce yourself to the group & the speakers for the day. No additional charge to you!
<b>FAQ's</b>	
• Number of attendees expected	125 - 150 (based on previous attendance)
• Target audience for workshop	SNF, AL, ICF/DD, Nutrition Services
• 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 the Shilo Inn, addressed to yourself no more than 72 hours prior. <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 check-in/registration hour & the lunch break (11:30am – 12:30pm).
• Registration & exhibits open to attendees	<i>Starting at 7:00 am</i>
• Attendee sessions	<i>8:00 am – 4:00 pm, (15 min. break between sessions)</i>
• Exhibitor & Foundation Basket Raffle	<i>4:00 pm</i>
• Exhibitor tear-down	<i>After drawings ~ 4:15 pm</i>
<b>Still have Questions?</b>	Contact Monica Perry, <a href="mailto:monica@idhca.org">monica@idhca.org</a> phone 208-343-9735