



IHCA Workshop

Information and FAQ's

EVENT	2017 Spring Workshop
DATE	Wednesday, April 26, 2017
LOCATION	Shoshone – Bannock Hotel 777 Bannock Trail, Fort Hall, Idaho 83203 208-238-4800
HOTEL ACCOMMODATIONS	See “Hotel” tab http://www.idhca.org/events/2017-spring-workshop/ on our website
PARKING INFORMATION	On our web-site
EXHIBITOR FEES We MUST receive payment prior to the Workshop.	Non-Associate Member - \$600.00 Associate Member - \$400.00 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/2017-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!
FAQ's	
• Number of attendees expected	150 (based on previous attendance)
• Target audience for workshop	SNF, AL, ICF/DD
• Exhibitor fee includes:	(1) 6-8' draped table, (1) chair, electrical access if needed and requested, Organization listing in on-site agenda 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 Shoshone-Bannock Hotel & Event Center, 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).
• Check-in & 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>
Still have Questions?	Contact Monica Perry, monica@idhca.org phone 208-343-9735