



## 2019 Missouri Children's Trauma Network Training Summit

May 1, 2019  
Holiday Inn & Expo Center | Columbia, MO

### SPONSORSHIP INFORMATION

The Missouri Children's Trauma Network invites you to join us as a sponsor at the 4th annual 2019 training summit on May 1, 2019 at the Holiday Inn & Expo Center in Columbia, MO. This is an important opportunity to showcase your organization to Missouri personnel from community mental health centers, child advocacy centers, child welfare agencies, schools, and so many more. The conference is a host to over 400 attendees and we are confident that you will find this conference a good investment of you time and resources. To learn more about the Missouri Children's Trauma Network, visit us on-line at [www.moctn.com](http://www.moctn.com).

As a Sponsor, you will have space in our exhibitor hall to display your products and services; and passes to all the plenary sessions and social events.

#### Platinum Level | \$500

- Logo on program and website
- 1/2 page advertisement (full color)
- 3 complimentary registrations
- Name/logo on welcome sign
- Pre & Post conference attendee list
- Prime Booth location

#### Gold Level | \$350

- Logo on program and website
- 1/4 page advertisement (full color)
- 2 complimentary registrations
- Name/logo on welcome sign
- Pre & Post conference attendee list
- Prime Booth location

#### Silver Level | \$250

- Logo on program
- 1 complimentary registrations
- Post conference attendee list
- Exhibit booth

To register to become a exhibitor, [CLICK HERE](#)

# INSIDER INFORMATION

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**EXHIBIT BOOTH** | Booths include a tabletop, two chairs and a waste basket. A sign with the agency name will be on each table to help you find your location for set up. Please contact Katie Horstman, [khorstman@mocoalition.org](mailto:khorstman@mocoalition.org) for special arrangements or requests. Exhibitors are responsible for all signage, giveaways, staffing and design.

**EXHIBIT/SPONSORSHIP INCLUDES** | With your regular exhibitor registration at the conference you will receive one complimentary conference registration. Participants are required to arrange their own hotel accommodations. The official hotel is the Holiday Inn Executive Center in Columbia, Missouri. Please call 800. HOLIDAY (800.465.4329) and mention the MOCTN Training Summit (or CTN) when making your reservation to receive the best rate. Special hotel rate of \$94.00 for a single room is available until April 1, 2019.

**PRINT ADVERTISEMENT** | Your level of support entitles you to an advertisement (level of support determines the size advertisement) in our printed program. Please submit your camera ready advertisement, full color, in an electronic format (preferably press proof, PDF, or hi-res jpg.) with no bleed by April 5, 2019 to Katie Horstman, [khorstman@mocoalition.org](mailto:khorstman@mocoalition.org).

**LOGO** | Please supply us with an electronic hi-resolution copy of your organizations logo. We can accept logos in jpg, PDF, or eps format. Logos will be used online, in promotional materials and in some collateral print pieces, including signage. Logos should be in color.

**HOTEL SHIPPING INFORMATION | STORAGE FEES:** The Holiday Inn Executive Center / Columbia Expo Center will receive and store shipments up to 48 hours (2 Business Days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, storage fees will be assessed. Fees assessed will be: \$30 PER 100 lbs. (\$30 minimum charge will apply and combined weight calculated if multiple boxes/per shipment) PER DAY. All weights rounded up to the next 100 lbs.

\*Packages with storage fees will not be delivered to the booth or meeting until payment of the storage fee is received

\*The Executive Center WILL NOT be held responsible for materials in storage or damage to materials

**HANDLING FEES:** A Fee will be assessed to deliver and remove pre-packaged materials to and from the loading dock area to the necessary booth or meeting room. Handling fees will be charged on materials received less than 48 hours prior to set-up date. Fees assessed will be: \$15 PER 50 lbs. (\$15 minimum charge will apply)

\*You will only be charged for either storage OR handling. You will not be charged for both. All weights rounded up to the next 50 lbs.

**SHIPPING ARRANGEMENTS:** It is the responsibility of the Exhibitor/Exhibiting Company to make the arrangements for exhibit materials to be shipped out of the Holiday Inn Executive Center/Columbia Expo Center upon completion of the show.

**This includes:**

1. Packing the materials
2. Provide and Complete Paperwork/Bill of Lading
3. Affix labels to containers
4. Call shipping company to arrange the pick up

\*All shipping is the responsibility of the shipper and MUST be prepaid. Expo personnel WILL NOT assume any responsibility for shipping items left in a booth after a show.

\*Materials that have not been collected within 48 hours (2 business days) of the show will be shipped COD to the originating sender and storage fees will be assessed.

\*Shipments should be scheduled for delivery 8:00am-4:00pm Monday through Friday.

**SHIPPING LABEL:** Please fill out accordingly:

“Name of the Conference” Hold for arrival on \_\_\_\_\_

Name of Exhibitor, Company, “& Booth#

Holiday Inn Executive Center/Columbia Expo Center

2200 I-70 Drive SW

Columbia, MO 65

**HOURS & LOAD-IN** | Exhibitor hours will be from 7:30 a.m. - 4:00 p.m. ALL Exhibitors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

**PAYMENT** | Please make checks payable to Missouri Coalition for Community Behavioral Healthcare and send to:

Missouri Coalition for Community Behavioral Healthcare

Attn: Katie Horstman

221 Metro Drive

Jefferson City, MO 65109