



National Home and Community Based Services Conference

Hyatt Regency on Capitol Hill ■ September 11-14, 2011 ■ Washington, DC

CONTENTS

Letter from Executive Director	2
Highlights of Sponsorship	3
2011 Sponsorship Categories.....	4
Dates and Rates	5
Exhibit Space Order Form	6
Exhibit Rules & Regulations	7



Dear Prospective Sponsor/Exhibitor:

Exciting plans are currently underway for the National Home and Community Based Services Conference in Washington, DC, September 11–14, 2011. The National Association of States United for Aging and Disabilities together with the District of Columbia Office on Aging, Maryland Department of Aging, Virginia Department for the Aging and an outstanding national committee are pleased to extend this invitation to you to join us and a host of leaders in the home and community based services field for a unique opportunity to support a great conference and showcase your company's products and services.

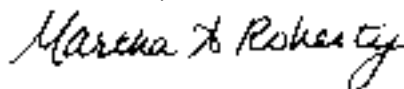
During this difficult economic time we understand it is important to reach the right audience. The HCBS conference is the place to connect with state decision makers on Home and Community Based services and supports.

Join professionals who administer and operate HCBS programs around the country. Administrators, researchers, educators, MIS managers, and providers will join direct service staff of government, non-profit, healthcare, long term care and other service organizations. You'll engage with federal, state and local policymakers and those who administer, manage and deliver waiver and other HCBS programs and supports. As you know, HCBS programs cover all ages and abilities including older adults, children, individuals with physical and developmental disability, traumatic brain injury, HIV/AIDS and medically fragile waivers.

The HCBS Conference offers a variety of opportunities for your organization to get exposure with your organization's valuable market. If you choose to exhibit, you will reach more than 700 leaders throughout the nation working to promote home and community based programs, services and products. If you choose to sponsor the conference, you will gain visibility at a variety of events and activities. Should you choose to advertise, you will increase your company's profile as our conference program will be used by hundreds of attendees during the event and afterward as a reference guide.

We hope you will consider supporting the HCBS Conference this year through sponsorship, exhibit or advertisement. We look forward to seeing you and learning the latest about your products, services and supports.

Thank you,



Martha Roherty, Executive Director
*National Association of States United for
Aging and Disabilities*



National Home and Community Based Services Conference

Don't miss your chance to reach home and community based services professionals at the National Home and Community Based Services Conference September 11-14, 2011 in Washington, DC. Build professional alliances, relationships and your customer base. Your company will have several options to choose from to increase your visibility, connection and support to our audience.

Benefits of HCBS Sponsorship

Patrons will be recognized in the following manner:

- Free vendor registrations with different sponsorship levels
- Complimentary exhibit space(s)
- Your company's name listed on the sponsorship page in the program
- Sponsors are entitled to advertisement in final program
- Company name listed on the official conference registration bag
- Differentiated signage in the exhibition hall, acknowledging sponsorship

2011 Sponsorship Levels*

Emerald	\$10,000.00
Sapphire	\$5,000.00
Ruby	\$3,500.00
Gold	\$2,750.00

** Donated funds to be used at the discretion of HCBS for the overall enhancement of the conference.*

Individual Sponsorship Opportunities

- **Evening Reception**.....**\$15,000.00**
(One conference registration, one full page ad, differential signage at event and in exhibit hall)
- **Luncheon (2)**.....**\$20,000.00**
(Two conference registrations, one full page ad, differential signage at event and in exhibit hall)
(2 available)
- **Continental Breakfast (2)****\$10,000.00**
(One conference registrations, one full page ad, differential signage at event and in exhibit hall)
(2 available)

NASUAD is a 501(C)(3) organization. Your donations may be tax deductible.

Exhibit and Sponsorship Highlights

- Each exhibiting company receives a complete participant listing two weeks before the official start date of the conference
- Exhibitors are entitled to attend all open educational workshop sessions
- Certain sponsor levels receive opportunities to advertise in final program booklet
- Multiple networking functions—Reception, Continental Breakfasts and all break functions held near Exhibit Space functions held in Exhibit Area

QUESTIONS: Call Kimberly Fletcher at (202) 898-2578 x131 or send an e-mail to kfletcher@nasuad.org.

2011 Sponsorship Categories

Please choose your sponsorship level for this year's conference from the list below. Sponsor's are given first choice of exhibit space.

Check the appropriate box:

Emerald Sponsor\$10,000.00
Emerald Sponsors receives 2 free exhibit spaces, 3 complimentary meeting registrations, a full-page ad in the program, and the company name on the HCBS gift bag

Sapphire Sponsor\$5,000.00
Sapphire Sponsors receives 1 free exhibit spaces, 2 complimentary meeting registrations, a one-half page ad in the program, and the company name on the HCBS gift bag

Ruby Sponsor\$3,500.00
Ruby Sponsors receives 1 free exhibit space, 1 complimentary meeting registration, a one-quarter page ad in the program, and the company name on the HCBS gift bag

Gold Sponsor\$2,750.00
Gold Sponsors receives 1 free exhibit space and 1 complimentary meeting registration

Individual Sponsorship Opportunities

- Reception \$15,000.00**
- Luncheon (2 available) \$20,000.00 (each)**
- Continental Breakfast (2 available) \$10,000.00 (each)**

COMPANY _____

OFFICE CONTACT PERSON/TITLE _____

ON-SITE CONTACT PERSON/TITLE (IF DIFFERENT FROM ABOVE) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

Method of Payment (please check one): Credit Card Check (personal or agency): Payable to NASUAD
For Credit Card Use Only: VISA MasterCard American Express

CREDIT CARD # _____ EXP. DATE _____

SIGNATURE _____ TODAY'S DATE _____

Please return completed form to: Kimberly Fletcher, Conference/Outreach Coordinator
Phone: (202) 898-2587 ■ Fax: (202) 898-2583 ■ kfletcher@nasuad.org

DATES AND RATES

Exhibit Application Deadline: August 1, 2011, or until all booths are sold!

Exhibit reservations at this conference are on a first-come, first-served basis with preferential opportunities for sponsors.

Exhibit Set-Up

Sunday September 11 1:00 pm – 5:00 pm
Monday, September 12 7:00 am – 10:00 am

Dismantling

Exhibits may be dismantled at 3:30 pm on Tuesday, September 13, 2011.

Booth Selection/Assignment

All booth assignments will be on a first come, first-served basis. All reasonable requests for placement within the Exhibit Hall will be considered. Final assignment is at the discretion of the Conference Coordinator.

Exhibit Hours

Monday, September 12 11:15 am – 7:00 pm
(should be staffed during breaks and reception)

Tuesday, September 13 8:00 am – 3:30 pm
(should be staffed during breakfast and breaks)

Exhibitor Registration

All exhibitors will receive one complimentary full conference registration; all other exhibit staff must register to attend. The HCBS registration will be available soon online at www.nasuaad.org/conference.

Dates and Rates

Conference Dates

September 11–14, 2011

Exhibition Dates

Monday, September 12 11:15 am – 7:00 pm
Tuesday, September 13 8:00 am – 3:30 pm

Hotel Reservation Cut-Off Date

August 4, 2011

Hotel Reservations

The Hyatt Regency on Capitol Hill
400 New Jersey Avenue, NW
Washington, DC 20001

Room Rates

\$211.00 single
\$236.00 double

Vendor/Exhibits Conference Registration Fees

\$695—Pre-Registration Vendor Attendee
\$775—On-Site Registration Vendor Attendee

Non-Sponsor Booth Fees

One 10 ft. x 8 ft. Booth space:
\$1,100.00 (includes one full conference registration)
\$1,500.00 after August 1, 2011



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EXHIBIT SPACE ORDER FORM

National Home and Community Based Services Conference ■ September 11–14, 2011

Exhibit Space Order Form – Only

Please return form with payment by August 1, 2011.

Please print legibly or type—one name per form and complete all information.

LAST NAME / FIRST (PERSON TO RECEIVE COMPLEMENTARY EXHIBITOR REGISTRATION)

NAME ON BADGE

TITLE

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

- \$1100 for 10 ft. x 8 ft. exhibit space** *Note: Registration form and full payment must be received with exhibit space form before order can be processed. The exhibit fee includes **one** full conference registration. **Each exhibitor must complete a separate vendor registration form for all other attendees coming to conference.**

- \$1500 for 10 ft. x 8 ft. exhibit space** (After August 1, 2011) *same as above

- \$200.00 Booth Staff Only (This fee does not include any session attendance)**

Spaces are assigned on a first-come, first-served basis, with preferential booth space for sponsors. Spaces are not guaranteed until you receive an official meeting confirmation!

Method of Payment (*please check one*): Credit Card Check (personal or agency): Payable to NASUAD
For Credit Card Use Only: VISA MasterCard American Express

CREDIT CARD #

EXP. DATE

SIGNATURE

TODAY'S DATE

PRINTED NAME

Mail or Fax Exhibit Space Order Form to: NASUAD 2011 HCBS Conference
Kimberly Fletcher, Conference/Outreach Coordinator ■ 1201 15th Street, NW #350, Washington, DC 20005
Phone: (202) 898-2578 x131 ■ Fax: (202) 898-2583 ■ <http://www.nasuad.org>

HCBS Exhibit Rules and Regulations

1. Registration.

All exhibitors and sponsors, including staff manning the booth, are required to register as participating attendees at the HCBS 2011 Conference. Conference registration entitles Exhibitors and sponsors to participate fully in all open conference workshops, keynotes, and social events on the program agenda.

2. Exhibit Data.

Each booth area is 10 ft. x 8 ft. and includes one 6 ft. table skirted table and 2 chairs. All exhibitors are expected to fill out the appropriate forms with the decorating company for any additional, drayage, AV, electrical, etc. All necessary order forms and shipping information will be provided in the Exhibitors Manual.

3. Booth Blocks.

In the event an organization would like to purchase multiple booth space or if two Exhibitors would like adjoining space, this request MUST be indicated on the Booth Application forms and must be received at the same time as spaces are assigned on a first-come, first-served basis. Every effort will be made to accommodate adjoining booth requests, but final assignment is at the discretion of the Conference Coordinator.

4. Exhibit Installation.

Exhibit installation hours are Sunday, September 11, 1:00 pm – 5:00 pm and Monday, September 12, 7:00 am – 10:00 am. Exhibitors agree that all booths will be operational and staffed during all continental breakfasts, reception and breaks.

5. Dismantling Exhibits.

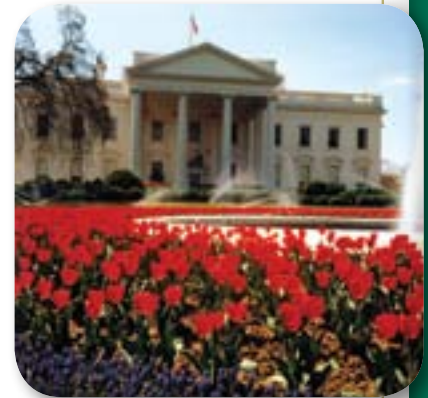
Exhibits may be dismantled on Tuesday, September 13, 2011 after 3:30 pm.

7. Canceled Booths.

Cancellations made before August 1st will receive a refund, less the \$100.00 conference cancellation fee. There will be no refunds after August 2, 2011. All cancellations and requests for refunds must be in writing and sent to the attention of Kimberly Fletcher, NASUAD 1201 15th Street, NW #350, Washington, DC 20005.

8. No Shows.

If an Exhibitor fails to install or display in assigned space or fails to comply with any other provision of this agreement, HCBS shall have the right, without notice to Exhibitor, to take possession of said space and lease said space, or any part thereof, to such parties, and upon such terms and conditions, as it may deem proper. Any exhibitors who do not show up will not get a refund. If you e-mail, fax, or mail your cancellation notice, please call to confirm receipt.



9. Fees.

Full payment must accompany the application for booth space. Exhibitor Information Packets and Booth assignments will be mailed after confirmation and payment of full conference registration. Shared booth space is prohibited. All materials, services, and products represented must be the wholly owned or managed by the exhibitor on record.

10. Indemnification & Hold Harmless.

- The exhibitor shall indemnify, defend, and hold harmless HCBS and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to person or property, losses and liability, including reasonable attorney fees (collectively “claims”) arising out of or caused by the exhibitor’s negligence in connection with the provision of services of the Hyatt Regency Hotel. The exhibitor shall not have waived or be deemed to have waived, by reason of this paragraph, any defense, which it may have with respect to such claims.
- HCBS shall indemnify, defend, and hold harmless the exhibitor and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to person or property, losses and liabilities, including reasonable attorney fees (collectively “claims”) arising out of or caused by the HCBS’s negligence. HCBS shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.
- Exhibitors assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to their displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless HCBS and Hyatt Regency Hotel their officers, directors, partners, agents, members, and employees from any and all such losses, damages, and claims.
- In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect against loss.

11. Rules.

HCBS reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by HCBS. HCBS reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision the exhibitors will be advised of any such changes.

12. Rights of Termination.

This agreement is subject to termination for cause, upon written notice, without liability to the terminating party due to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the party’s control making it illegal or impossible to provide the facilities or to hold the meeting. The phrase “without liability” wherever used in this agreement shall be deemed to include a refund by the HCBS of all deposits and repayment made within thirty (30) days of the notice of termination.



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