

Kansas Association of Nursing Students (KANS)
Annual Convention
October 21, 2023

Greetings,

On behalf of the Kansas Association of Nursing Students (KANS), we would like to cordially invite you to attend our 2023 KANS Annual Convention. This will be a great opportunity for you and your company to come and network with many educators, nursing students and school advisors from across the state. We anticipate an attendance of up to 100.

The convention will take place at the Cora Miller Hall in Emporia, Kansas. The exhibits will be open **Saturday, October 21, 2023**. There will be a KANS member present to direct you or assist with questions. There will be many breaks throughout the day for attendees to visit your booth. I have attached a tentative schedule for your review. Schedule may be subject to change at the discretion of KANS.

By exhibiting and/or sponsoring your company, product, and/or services at this year's convention, you will be exposed to many practicing nurses, educators, students and advisors who are eager for job opportunities, further education options, and to learn of a diverse array of resources. A contract is enclosed to participate in this event. Fee options are located on pages 6 & 8. Please make checks payable to Kansas Association of Nursing Students (KANS) and return with an enclosed contract to secure your spot. We are also able to accept a credit card or check for the registration fee. At this time, we do not offer online registration for vendors or sponsors. We apologize for the inconvenience. Feel free to visit our website regarding our organization and convention updates. Our website is: <http://kansanursingstudents.weebly.com>.

In the instance that your company is unable to attend and would still like to participate, we have the perfect opportunity for you. We will be accepting donations/sponsorship from anyone that would like to contribute. All donations whether it be money or products, will go straight to the cost of this year's convention. If you donate, your company's name, logo and information will be broadcast at this year's convention for all in attendance. Please refer to the enclosed donation list in regard to the benefits we are offering our vendors, sponsors, and donators.

Here is where you can find the following information:

2023 KANS Convention Schedule pg. 2

Exhibitor contract regulations pg. 3-4

Exhibitor contract agreement and payment pg. 5-6

Sponsorship or donation contract agreement and payment pg. 7-8

Thank you and I hope to hear from you soon.

Sincerely,

Board of Directors

Kansas Association of Nursing Students

2023 KANS CONVENTION SCHEDULE

(Subject to change)

07:30 – 8:00: Vendor Set Up

8:00 – 9:00: Registration

9:00 – 9:15: Opening Statements

9:15 – 10:00: Keynote Speaker (Earl Young)

10:00 – 10:15: Break

10:15 – 11:00: Stephanie Beggs, BSN, RN

11:00 – 11:15: Break

11:15 – 12:00: Gaige Matthews

12:00 – 1:00: Lunch

1:00 – 1:15: Break

1:15 – 2:15: NCLEX Review

2:15 – 2:30: Break

2:30 – 3:15: Specialty Panel

3:15 – 3:30: Break

3:30 – 4:00: End Note/Thank Yous/Announce New Board

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EXHIBITOR CONTRACT REGULATIONS pgs. 3-4

Exhibitor Fee

The rental fee for each tabletop display is as follows: \$550/For-Profit and \$275/Non-Profit. A signed contract must be returned to the Kansas Association of Nursing Students (KANS) to confirm your participation by Saturday, September 23, 2023. Full payment must be received by Saturday, October 7, 2023. Failure to make payment by that date may result in forfeiture of space. Your exhibitor fee will include: (1) six-foot table, (2) chairs, and (2) lunch tickets (For-Profit organization) or 1 lunch ticket (Non-Profit organization). KANS will not supply or pay for any special services, equipment, or facilities. Due to space availability, we must limit each booth exhibit to 4 exhibitors. If additional people are required, additional booth space must be purchased.

Cancellation Policy

ALL cancellations must be submitted in writing to KANS prior to the dates identified within this contract. A 100% refund for contract cancellation will be given if KANS receives a written notification prior to Saturday, September 23, 2023. If KANS receives a cancellation notification, in writing, between Sunday, September 24, 2023, and Friday October 6, 2023, a 50% refund will be provided. Any cancellations made after Friday, October 6, 2023, will forfeit any and all money paid to KANS.

Exhibitor Set-Up and Dismantle – PLEASE READ CAREFULLY

Setup Begins at 7:30 a.m. and must be set no later than 8:00 a.m.

Companies may begin removing their displays 30 minutes before the close of meetings and be completed no later than 30 minutes after the last session.

KANS assumes no responsibility for items left in the exhibit area. Exhibitors agree to remove all materials that obstruct fire exits or create a hazard to the event.

Exhibitor Hours

Saturday, October 21, 2023, 7:30 a.m. - 4:00 p.m. (tentatively)

Internet Connection

There is wireless internet available in the exhibitor hall, classrooms, and public areas of Cora Miller Hall. This is complimentary.

Care of Exhibit Space

The exhibit space must be kept neatly maintained and in good order. Please contact one of the KANS Board of Directors if you see an issue arise or have questions about exhibit care.

Admittance to Exhibitor Area

Admittance to the exhibitor area is limited to individuals and/or organizations which have contracted and paid for assigned space. No other persons will be permitted access to the exhibitor area for the purpose of demonstrating products, distributing advertising materials, canvassing, soliciting, personnel recruiting, soliciting participation in unauthorized surveys, or any other non-authorized purpose. Violation will result in expulsion from the exhibitor area. KANS will provide two name badges per booth (for-profit) or one badge per booth (non-profit). Each name badge includes vendor admittance and a boxed or plated lunch. Additional name badges may be purchased for \$50.00. These funds will be used to defray the cost of food.

Exhibitor Responsibilities

Each exhibitor must provide an attendant within the exhibit space during the opening hours of the exhibition as defined previously. Exhibitor name badges are personal and non-transferable. Each representative must wear the official name badge always while in the exhibit area. It is the responsibility of all exhibitors to restrict customer contact and business activities within the confines of the exhibit space. No demonstrations or distribution of literature, or solicitations are permitted outside the exhibitor area.

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Eligible Exhibits

KANS reserves the right to refuse rental of display space, exhibit, or any part of an exhibit, to any organization whose display is not, in the organization's judgment, compatible with the quality and/or objectives of KANS and the joint Membership Assembly/Annual Convention.

Fire and Safety

All materials utilized for exhibits must meet fire and safety codes as set forth by the state and/or county fire officials. Volatile or flammable fluids, substances or materials prohibited by the fire regulations or insurance carriers are prohibited in all exhibitor areas.

Electrical Needs

For electrical needs, you may contact the Vice President of the Convention at 1covpconvention@gmail.com. The board of directors cannot guarantee availability of electrical resources without notice. There will be limited availability at the convention site. Prices might vary depending on the amount of power needed.

Table Assignment

KANS will not be responsible for booth assignments. A first come first serve assignment will be utilized. Each exhibitor will obtain (1) six-foot table draped/skirted and (2) chairs.

Exhibit Space Floor Plan

Due to space constraints, KANS will make every effort to accommodate ideal space availability, avoid company conflicts, and ensure the maximum exposure for all exhibitors.

Liability

It is expressly understood that the exhibitor assumes total responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the Kansas Association of Nursing Students, the Kansas State Nurses Association, Cora Miller Hall – Emporia, and all agents and employees of these, against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by installation, removal, maintenance, occupancy or use of the premises or a part thereof. The exhibitor acknowledges that neither KANS nor the Cora Miller Hall - Emporia maintains insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain general liability insurance coverage. KANS and Cora Miller Hall – Emporia do not guarantee exhibitor against loss by theft or otherwise.

Shipping & Storage

Special arrangements must be made for receiving any equipment, goods, displays, or other materials that will be sent, or delivered to the lecture hall. Any materials being sent to the Cora Miller Hall must get prior approval from Vice President of Convention at 1covpconvention@gmail.com.

1. Address Package to Cora Miller Hall is as follows:

Cora Miller Hall

1127 Chestnut St
Emporia, KS, 66801

Handling charges may apply. Cora Miller Hall and KANS do not accept any liability for equipment, goods, displays, or other materials that arrive unmarked. The Group is responsible for insuring its property for loss or damage.

W-9

KANS will mail out the W-9 after the conclusion of the 2023 Membership Assembly.

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EXHIBITOR CONTRACT AGREEMENT pgs. 5-6

_____ hereby applies for exhibit space for use at the 2023 Kansas Association of Nursing Students (KANS) Membership Assembly. It is understood that this application, when received by the KANS, becomes a binding contract.

All exhibits are subject to approval by KANS. We agree to all policies set forth in the Exhibitor packet that accompanies this application and any other directives that may be issued by KANS. We agree to the payment requirements as listed above on this application. This application will not become a binding contract until fully executed by the KANS.

Select Package Below:

_____ **For Profit Exhibitor \$ 550** _____ **Non-Profit Exhibitor \$ 275** *(must provide non-profit status)*

- For Profit exhibitor fee includes: (2) lunch tickets, (1) 6-ft table, (2) chairs, and advertisement on the KANS website.
- Non-Profit exhibitor fee includes: (1) lunch ticket, (1) 6-ft table, (2) chairs, and advertisement on the KANS website

Each additional person beyond 2 will be charged \$50 per person. Companies wishing to send more than 4 representatives must purchase additional exhibit space.

Cancellation Policy

ALL cancellations must be submitted in writing to KANS prior to the dates identified within this contract. A 100% refund for contract cancellation will be given if KANS receives a written notification prior to Saturday, September 23, 2023. If KANS receives a cancellation notification, in writing, between Sunday, September 24, 2023, and Friday October 6, 2023, a 50% refund will be provided. Any cancellations made after Friday, October 6, 2023, will forfeit all money paid to KANS.

Representative #1 (complimentary with exhibit space) **Representative #2** (Complimentary with exhibit space)

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Additional Representative (add \$50.00)

Additional Representative (add \$50.00)

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

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Email: _____

Email: _____

Company/Organization Name (as you want it to appear in signage and promotional materials (email jpeg company logo to boardofdirectors.kans@gmail.com)):

By the signature below, the individual signing this agreement represents and warrants authorization to execute this binding agreement on behalf of the named company/organization.

Name (please print): _____

Date: _____

Signature: _____

Select A Payment Option Below:

\$150 deposit fee via check to KANS (full payment must be received no later than Saturday, October 7, 2023.)

Full payment via check to KANS

Total Amount Due: _____

Total Amount Enclosed: _____

Method of Payment: Check

Credit Card (MC/Visa Only)

Credit Card Number: _____

Expiration Date: _____

Verification Code: _____

Cardholder Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Print and mail your completed Exhibitor Contract (Pages 6-7) along with \$150 deposit fee or full payment to:
Kansas Association of Nursing Students
Attn: Daniel Mendoza
506 N Elliot St.
Webb City, MO 64870

If you have questions please contact Alice Henisey, Vice President of Convention, at 918-338-9938 or 1covconvention.kans@gmail.com.

Received and Reviewed by Authorized KANS Representative

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Print Name: _____ Title: _____

Signature: _____ Date: _____

Receipt Sent: _____

SPONSORSHIP OR DONATION CONTRACT AGREEMENT pgs. 7-8

_____ hereby applies for sponsorship of or donation to the 2023 Kansas Association of Nursing Students Annual Convention. It is understood that this application, when received by KANS becomes a binding contract.

Sponsorship/Donor Deposit

A signed contract must be returned to the KANS to confirm your participation by Saturday, September 23, 2023. Full payment must be received by Friday, October 7th, 2023. Failure to make payment by that date may result in forfeiture sponsorship opportunity.

Cancellation Policy

ALL cancellations must be submitted in writing to KANS prior to the dates identified within this contract. A 100% refund for contract cancellation will be given if KANS receives a written notification prior to Saturday, September 23, 2023. If KANS receives a cancellation notification, in writing, between Sunday, September 24, 2023, and Friday October 6, 2023, a 50% refund will be provided. Any cancellations made after Friday, October 6, 2023, will forfeit all money paid to KANS.

Eligible Exhibits

KANS reserves the right to refuse sponsorship or donation from any organization which is not, in the organization's judgment, compatible with the quality and/or objectives of KANS Annual Convention.

All sponsorships are subject to approval by KANS. We agree to the payment requirements as listed on this application. This application will not become a binding contract until fully executed by KANS. Sponsorship or donation **DOES NOT** include exhibitor table or amenities as defined by the exhibitor agreement. Those wishing to be an exhibitor and a sponsor/donor are required to fill out and submit in addition the **Exhibitor Contract Agreement (pages 6-7)**

Sponsorship/Donation Opportunities:

Add-on Sponsorship/Donation Opportunities:

___ **Sponsor a KANS Break (Food and beverage in between breakout sessions) \$500**

This level will include: Company logo on KANS website with hyperlink, and identified during convention speeches, Notification of Sponsorship during sponsored break, option of presentation or slideshow during break.

___ **Sponsor KANS Lunch \$1,000**

This level will include: Company logo on KANS website with hyperlink, and identified during convention speeches, Notification of Sponsorship during sponsored break, option of presentation or slideshow during lunch.

___ Donation (**Only**) Amount: _____ (Company Logo/Donator Name on KANS Website)

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By the signature below, the individual signing this agreement represents and warrants authorization to execute this binding agreement on behalf of the named company/organization.

Name (please print): _____ Date: _____

Signature: _____

Select A Payment Option Below:

___ **\$150 deposit fee via check to KANS** (full payment must be received no later than Saturday, October 7, 2023.)

___ **Full payment via check to KANS**

Total Amount Due: _____

Total Amount Enclosed: _____

Method of Payment: ___ Check

___ Credit Card (MC/Visa Only)

Credit Card Number: _____

Expiration Date: _____

Verification Code: _____

Cardholder Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

**Print and mail your completed Exhibitor Contract (Pages 8-9) along with \$150 deposit fee or full payment to:
Kansas Association of Nursing Students
Attn: Daniel Mendoza
506 N Elliot St.
Webb City, MO 64870**

If you have questions please contact Alice Henisey, Vice President of Convention, Kansas Association of Nursing Students at 918-338-9938 or by email at 1covpconvention.kans@gmail.com.

Received and Reviewed by Authorized KANS Representative

Print Name: _____

Title: _____

Signature: _____

Date: _____

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Receipt Sent: _____