



Hosted by:



2024 Exhibitor and Sponsorship Information

Exhibitor move-in: Aug. 8 | Exhibit days: Aug. 9-10, 2024
LOCATION: Manhattan Conference Center
410 S. 3rd Street | Manhattan, KS 66502



Find details and register online at: www.kemsa.org/exhibitors

Questions?

Exhibitor Coordinator: Jeanné Schantz: exhibits@kemsa.org or 785-258-0231
Or feel free to contact: KEMSA COO Kari Presley: kari@kemsa.org or 785-580-3459

Exhibitor Information

KEMSA will host its 2024 KEMSA Conference & Expo at the Manhattan Conference Center in Manhattan. The space has allowed us to expand our educational opportunities for attendees and our exhibit/ sponsorship opportunities for you the last few years.

FEATURES FOR 2024

Some features of the 2024 KEMSA Conference & Expo that will enhance your experience include:

Again this year - 0.5 hour CE Hours during the Friday Lunch portion - First come first serve - \$250 to sponsor half hour CE sessions - All sessions must have a required Education component. (2 available)

Breakfast in Exhibit Hall on Saturday - This year, KEMSA will be providing a breakfast option in the exhibit hall on Saturday, Aug. 10 for exhibitors and attendees. Vendors receive two meal tickets per booth/sponsorship, additional meal tickets can be purchased in advance, this will allow for more traffic in the exhibit on Saturday morning will provide exhibitors easy access to a meal during show hours. See the registration form for details.

One Exhibit Hall for booths and vehicles & New booth diagram - All our exhibitors are located in one large room along with ambulances allowing for maximized traffic flow for all booths and vehicles. In 2024, we have again strategically placed vehicle spaces to maximize vendor space and to allow for better traffic flow for all exhibitors. Reserve early for the best spots!

Booths with electricity and wifi included - Standard and large booths receive an 8'x10' or 10'x15' booth respectively with pipe and drape for a large space and a professional setup. Endcap booths are 10'x20' with primary placement facing high traffic walkways. All booths include an 8' table, two chairs, wifi and electricity.

Event Mobile App - In addition to our conference guide, our attendees will be able to download our mobile app, which includes an exhibit hall map and list of exhibitors.

Updated Setup Times - Our exhibitor move-in will be available from 4:00-6:30 on Aug. 8. Vehicles must be on-site and ready to move in at 3:45 pm. All other exhibitors can start to move-in Friday morning.

Enhanced Sponsorship Options - Our sponsorship levels give you the opportunity to include a booth with your sponsorship price or by itself. This allows you to select a level that fits your needs and marketing goals! See all of our great options for 2024!

We look forward to you being one of our exhibitors and a sponsor to help us continue to provide a high quality educational conference for emergency medical services personnel in the state and surrounding areas - from first responders to paramedics, as well as physicians, educators, firefighters, service directors, managers and more!

Make sure to register by July 1st in order to receive price discounts for the 2024 KEMSA Conference & Expo.

Exhibitor Details:

Online registration

To register online visit:

www.kemsa.org/exhibitors.

Registrations will only be taken online. You will have the option to pay with credit card or you will automatically get an invoice emailed to you that you can turn in for payment. Booth space will not be reserved until payment is received.

Booth diagram/preferences

On the registration form, you will be allowed to give us your top three booth preferences. Once the diagram is available we will reach out to those who've registered and paid in the order of which the registration and payment was received. We will do our best to accommodate you, but space will be given to sponsors first, then first come first serve. So, make sure you get your information in as soon as you can. **BOOTH SPACE WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED.**

Booth Options

All booths come with two chairs, electricity, and internet access. All space is available on a first come, first served basis.

Standard booth includes: 8'x10' booth with an 8' table, chairs, electricity, internet, pipe & drape.

Large booth includes: 10'x20' booth with two 8' tables, chairs, electricity, internet, pipe & drape.

Endcap booth includes: 10'x20' booth with two 8' tables, chairs, electricity, internet, pipe & drape with primary placement facing high traffic walkways. *Availability limited.*

Vehicle Booth includes: 15'x20' indoor space for one (1) vehicle. This also comes with one 8' table, chairs, electricity, and internet.

The exhibit hall will be shut and locked at night.

Registration Deadline

To meet the early registration deadline, your online registration must be received on or before **July 1**. The final exhibit registration and payment deadline is July 22, 2024. Your payment must be received by July 22, 2024 or there will not be a space for you. The conference committee cannot guarantee accommodations after the final deadline, and after that date you won't be in the conference program.

2024 Exhibitor Options and Prices

Early Registration - before July 1

Standard Booth - 8'x10'	\$650.00
Large Booth - 10'x20'	\$850.00
Endcap Booth - 10'x20' (prime spot)	\$950.00
Vehicle Booth - 15'x20'	\$1,050.00

After July 1, all booth prices increase by \$100.

Other Options

Additional Breakfast Ticket	\$25.00 each
Additional Table in your booth	\$100.00 each

***All booths come with electricity and internet included in the price.** Special booth space may require an additional fee. Call with questions - 785-580-3459.

Exhibitor Schedule at-a-glance*

Thursday - August 8

3:45pm **Vehicle Checkin/Move in**
Vehicles must be on-site and ready to move in

4 pm – 6:30 pm **Vehicle Move-In**

Friday - August 9

11:00 am **Exhibitor check in/setup**
4:30 **Exhibit area open**
4:30-6:30 pm **Exhibitor Showcase/Reception**

Saturday - August 10

7:30 - 9:00am **Breakfast in Vendor Hall**

Note: We expect you to stay until Saturday at 10:00 am unless you make prior arrangements with us. All booths must be torn down by noon on Saturday, August 10, 2024

Again this year - 0.5 hour CE Hours during the Friday Lunch portion - First come first serve - \$250 to sponsor half hour CE sessions - All sessions must have a required Education component.

**This schedule is tentative and is subject to change without notice.*

Check-in/Set-up

Vehicles must be on-site and ready to move-in at 3:45 pm on Aug. 8. Vehicle move-in will be from 4:00-6:30. Checkin/setup is also available from at 11:00 a.m on Friday, Aug. 9 if needed. The grand opening is at 4:30 pm. Conference staff will be there to help you find your booth and answer questions. The Exhibitor Showcase/Reception will be Friday evening, August 9, from 4:30-6:30 pm in the Exhibit Hall.

Name Badges

Name badges will only be provided for booth personnel up to a maximum of four people. Others may work your booth, but we will not provide name badges for them.

Continuing Education Hours

Continuing education will be available for **two** representatives from your organization. This requires them to fill out a CE form when they check in with the exhibit coordinators at the event, so a special barcode name badge can be printed. Any additional representatives who wish to receive hours will be required to register for the conference at the regular registration price.

Exhibit Hall Hours

The Exhibitor Showcase/Reception will be held in the Exhibit Hall. In addition, attendees will have options to eat breakfast on Saturday to maximize their time in the exhibit hall. All exhibitors are expected to be setup by 4:00 pm on Friday and remain setup through Saturday morning. **Note: We expect you to have your booth removed by noon on Saturday.**

Exhibit Booth Cancellation/Refund Policy

Refunds (less a \$100 processing fee) will be made for exhibit registration cancellations made in writing to Kari Presley, KEMSA COO (kari@kemsas.org) before July 1, 2024. **No refunds will be made for cancellations made after July 22, 2024.**

Evening Social Events

Your booth personnel are invited to attend the evening socials events sponsored by KEMSA as this is another opportunity for you to network with your current and potential customers. Watch for more information once plans are finalized.

Hotel Accommodations

Hotel accommodations are online at www.kemsas.org/Hotel. *(All Vendors and Sponsors are responsible for your own hotel reservations.)*

Donations for Give-a-ways

Each year exhibitors donate lots of items that are given away during our many daily raffles throughout the conference. Suggestions for give-a-way items include: electronics, jackets, beach towels, coffee mugs, text and reference books, gift coupons, T-shirts, ball caps, coolers, etc. If you want to make a donation, give it to an exhibit coordinator once you get to the event. If you take names at your booth, we can help you find your winner to give them their prize during the reception. See KEMSA staff for details.

Security

Lost, stolen or damaged materials/products are the responsibility of the exhibitors both during exhibit hours and at night. KEMSA or the Kansas Star Event Center will not be held liable for any lost or damaged products, nor any injuries that may occur at any time during setup through tear down. While the exhibit hall is secured at night, you still leave items at your own risk.

Sponsorships Available for All Budgets!

If you wish to show your support for KEMSA and Kansas EMS in more ways than just exhibiting, see details on sponsorships opportunities on the following pages to get you maximum exposure at this event.

Sponsor Information

Premium Sponsorship Opportunities Including Exhibit Booths

Conference Premier Sponsor - \$2,500

Limit of 4 sponsors at this level. Premier promotional opportunities at the conference, including:

- **Large Booth - 10'x20' with electricity**
- Sponsor provided banner displayed at conference
- Logo printed in premier location on conference materials
- Logo in premier location on signage at the event
- Listing in Mobile App with logo, company description, and website link
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on Thank You ad printed in KEMSA magazine
- Logo on event page at kemsa.org
- Announced as a sponsor at the KEMSA Opening Session & Awards Banquet
- Provided materials inserted in registration packets

Conference Presenting Sponsor - \$1,500

- **Standard Booth - 8'x10' with electricity**
- Logo on conference materials
- Logo on signage at the event
- Listing in Mobile App with logo, company description, and website link
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on Thank You ad printed in KEMSA magazine
- Logo on event page at kemsa.org
- Announced as a sponsor at the KEMSA Opening Session & Awards Banquet

Conference Supporting Sponsor - \$1,000

- **Standard Booth - 8'x10' with electricity**
- Logo on conference materials
- Logo on signage at the event
- Listing in Mobile App with logo, company description, and website link
- Logo in event publicity in KEMSA magazine, conference brochure e-mails
- Logo on Thank You ad
- Logo on event page at kemsa.org
- Announced as a sponsor at the KEMSA Opening Session

Deadlines:

To be included in the first conference registration email, you must commit to a sponsorship and submit your company logo/name by **April 30, 2024**. If you are past this date, we will add you to future e-mails, the online brochure, and the website after you register and pay.

To be included in event

materials and signs, you must commit to a sponsorship and submit your company logo/name by **July 1, 2024**.

Bonus: All 2024 sponsors will get priority booth selection for our 2025 Conference before we open registration to the public.

Sponsor Information

Sponsorship Opportunities - Does NOT Include Exhibit Booths

Honoring Our Own Awards Banquet Sponsor - \$5,000 (1 available)

- Prominent sign placement at formal Banquet
- Logo in conference materials
- Logo on banquet tickets
- Logo on banquet programs
- Provided materials placed on tables
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org
- Announced as a sponsor during the banquet
- Eight complimentary banquet tickets

Breakfast/Lunch Sponsor - \$3,000 (4 available or can be split)

- Prominent sign placement during lunch
- Logo on lunch tickets
- Logo in conference materials
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org
- Announced as a sponsor during the event

Exhibitor Showcase Sponsor - \$2,500 (3 available)

- Prominent sign placement near food tables during showcase
- Logo in conference materials
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org
- Announced as a sponsor during the event prize drawings

Mobile App Sponsor - \$3,000 (1 available)

- Prominent sign placement at the event
- Logo on mobile app publicity
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on main screen of mobile app
- Listing in Mobile App with logo, company description, and website link
- Logo in conference materials
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org

Social Sponsor - \$2,500 (1 available) Sold

- Prominent sign placement at event
- Logo in conference materials
 - Logo in event publicity in KEMSA magazine, conference brochure & e-mails
 - Logo on thank you ad printed in KEMSA magazine
 - Company logo on event page at kemsa.org
 - Announced as a sponsor during the event

Evening Education Hours (Thursday) - \$2,000 total (1 available)

- Prominent sign placement at Session Entrance
- Logo in conference materials
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org
- Announced as a sponsor during the session

(See more opportunities on the next page.)

Deadline: To be included in the conference program and on signage at the event, you must commit to a sponsorship and submit your company logo/name by **July 15, 2024.**

Sponsor Information

Sponsorship Opportunities - Does NOT Include Exhibit Booths (cont)

Lanyard Sponsor - \$1,500 (1 available) Sold

- Company name printed on all lanyards for attendees and exhibitors.

Pre-Conference Session Sponsor - \$1,000 (6 available)

- Prominent sign placement at Session Entrance
- Logo in conference materials
- Logo on Thank You ad printed in KEMSA magazine
- Company logo on event page at kemsa.org
- Announced as a sponsor during the session

Vendor Lunch Education Hours (30 min. each) - \$250 total (2 available)

- Prominent sign placement at session entrance
- Logo in conference materials
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org

Wi-Fi Sponsor - \$1,000 (1 available) Sold

- Logo in conference materials
- Logo in event publicity in KEMSA magazine, conference brochure & e-mails
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org
- Announced as a sponsor during the opening session

Bag Sponsor - \$1,000 (1 available)

- Your logo will be included on the outside of the bag used for conference attendee packets along with the conference logo

Break Sponsor - \$500 (7 available)

Prominent sign placement during break

- Logo in conference materials
- Logo on signage at the event
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org

BIG Door Prize Sponsor - \$300 (4 available)

- A prize will be given away during the exhibitor showcase Friday night, and you will be announced as the sponsor. *They will pick it up from your booth.*

General Session Sponsor - \$350 each

- Special recognition in event guide
- Logo in conference materials
- Logo on signage at the event
- Logo on thank you ad printed in KEMSA magazine
- Company logo on event page at kemsa.org

Attendee Packet Insert - \$250 each

- Promotional material received from the sponsor will be placed in all conference participant packets that will be distributed to all participants at registration check-in.

Bonus: All 2024 sponsors will get priority booth selection for our 2025 Conference before we open registration to the public.

Questions or have another idea? Contact us:

Exhibitor Coordinator: Jeanné Schantz: exhibits@kemsa.org or 785-258-0231
Or feel free to contact: KEMSA COO Kari Presley: kari@kemsa.org or 785-580-3459