

IDAHO CONFERENCE ON ALCOHOL AND DRUG DEPENDENCY

Exhibitor Prospectus

Treatment - Prevention - Community Coalition



Professional Practices & Promising Futures

34th Annual ICADD Conference
Pre-Conference Workshops May 21, 2018
General Conference May 22-24, 2018
Boise State University

For more information: www.attendicadd.com

2018 ICADD EXHIBITOR PROSPECTUS

WHAT IS ICADD?

The purpose of the 34th annual Idaho Conference on Alcohol and Drug Dependency is to provide education and training for community coalition, prevention, substance abuse and dependence professionals and educators in behavioral health care, criminal justice and recovery support. Over 600 prevention/treatment professionals and agency administrators, both from the public and private sectors, regularly attend the conference. Additionally, judges with drug court and mental health court value the information provided by nationally known speakers, as well as local practitioners.

WHO ATTENDS?

The conference is attended by persons in adult corrections, juvenile corrections, health and welfare's substance abuse programs, elementary and secondary education, law enforcement, higher education, community organizations, the faith community, mental health services, health care, foster care, and recovery support.

CONFERENCE LOCATION

Boise State University
Student Union Building, 2nd Floor
1910 University Dr.
Boise, ID 83725

IMPORTANT DATES

February 1, 2018

Exhibitor registration begins

April 16, 2018

Exhibitor registration closes and exhibitor description and contact information is due in ICADD office for publication.

May 1, 2018

All changes in name badges and additional purchases of badges turned into the ICADD office.

May 21 & 22, 2018

Exhibit set up from 12:00 pm to 4:00 pm on May 21st and from 6:30 am to 7:30 am on May 22nd.

May 22-23, 2018

Exhibition show

EXHIBIT HALL SCHEDULE

Monday, May 21st

12:00pm - 4:00pm Exhibits set up

Tuesday, May 22nd

6:30am - 7:30am Exhibits set up

7:30am - 3:30pm Exhibits open

10:00am - 10:15am Attendee break with exhibitors

12:00pm - 1:15pm Lunch for attendees
(exhibits open)

3:00pm - 3:15pm Attendee break with exhibitors

Wednesday, May 23rd

7:30am - 3:30pm Exhibits open

10:00am - 10:15am Attendee break with exhibitors

12:00pm - 1:15pm Lunch for attendees
(exhibits open)

3:00pm - 3:15pm Attendee break with exhibitors

3:30pm - 5:00pm Exhibits tear down

Exhibits must be off the floor by 5pm on Wednesday, May 23rd.

COST

- Registration for-profit entities: \$250.00
- Registration for non-profit entities: \$100.00

EXHIBITORS RECEIVE:

- One 6' x 2.5' display table (space does not allow for additional tables), two chairs and one trash can. **Drapery and tablecloths are not provided.**
- Two exhibitor badges. Exhibitors may attend keynote sessions, however this may be limited to one person at a time if venue space is near capacity. Continuing education hours will not be granted to exhibitor attendees unless they also register as attendees. (Additional badges available for \$25 each.)
- Sixteen hours to exhibit, allowing for plenty of quality contact time with attendees.
- Continental breakfasts and breaks are hosted in the exhibit area each day to draw in attendees. Vendors are welcome to enjoy the food and beverages provided.
- Company listing on signage at the meeting; posted each day near the registration desk and in the exhibit area.
- Inclusion on vendor list provided in attendee packets with company description and contact information.
- Company name listed in 2018 meeting registration materials
- Recognition in 2019 ICADD meeting materials

CONTRACT, PAYMENT, AND SPACE ASSIGNMENT

To secure booth space at ICADD the completed original registration forms and full payment must be received by **April 16, 2018**. When ICADD accepts the registration for booth space, it becomes a contract and is considered a binding agreement between ICADD and the company submitting the registration.

Note: Booth location is chosen on a first-come, first-served basis, except for sponsors who may reserve space pre-conference. Please remember that booth space is limited and spaces fill quickly, so send your registration today!

REGISTRATION DETAILS

Once the signed contract and payment are received, a confirmation letter and receipt will be sent with additional instructions and information regarding shipping and set-up of exhibits. This mailing will also include information regarding suggested accommodations and event parking.

CANCELLATION POLICY

Cancellations must be received in writing via mail, fax or email. Requests received prior to or on **April 9, 2018**, will receive a 50% refund. No refunds will be given after **April 9, 2018**.

BOOTH TYPES, CONSTRUCTION AND SIZES

- This is a table-top show only. One 6' x 2.5' display table per booth (table sizes may vary slightly) will be supplied. Booth space is approximately 7' wide x 6' deep.
- Exhibits and displays must be confined to the rented space. The maximum height of a table top display is 10' at the back of the booth and 4' in the front half of the booth space. Exhibits may not exceed these parameters or encroach on other exhibit spaces. The aisles are common property of all exhibitors and must not be obstructed at any time. Fire code regulations prohibit exhibits from extending into aisles.

Booths do not include decorations or utilities such as electrical outlets, special lighting or water. Furnishings and accessories

2018 ICADD EXHIBITOR PROSPECTUS

beyond what is listed are not included. **Pipe and drape is not used.** Contact information to order audio/visual and power will be provided in confirmation materials. A freestanding backdrop may be used (not to extend more than 7' in total width), or a banner may be attached to the front of the table. Booth signage is not provided. The university typically will not allow signage to hang on the walls.

2018 INSTALLATION AND DISMANTLING

Exhibitor setup is from 12:00pm-4:00pm Monday, May 21st and 6:30am-7:30am Tuesday, May 22nd. Monday and Tuesday are the only days scheduled for setup; exhibits may not be set up before or after this time.

All exhibits must be fully operational by 7:30am Tuesday. Any booth space not claimed by 7:30am Tuesday, May 22nd, may be reassigned without refund. Exhibits must remain intact and manned during exhibit hours until closing at 3:30pm Wednesday, May 23rd.

Early tear down or removal of merchandise after the first day of installation and before dismantling time is strictly prohibited; violation of this rule will result in a forfeiture of exhibit space and the revocation of your invitation to exhibit at ICADD for one year. Exhibits must be dismantled by 5:00pm on Wednesday, May 23, 2018. Exhibitors are solely responsible for coordination of all shipments of their own equipment/supplies to and from the event.

EXHIBITOR BADGES

- An exhibitor is defined as any employee, volunteer or representative of an exhibiting company who are qualified to answer questions about displayed products and services. An exhibitor must be present at the exhibiting company's booth during all open exhibit hours.
- Two exhibitor badges are included per booth space purchased. If additional representatives wish to attend, badges can be purchased for \$25 each. In order to accelerate the badge pick up process, please keep ICADD updated with all changes to pre-registered/pre-paid representatives and any extra badges. All additional badge requests or changes must be made by May 1, 2018.
- Exhibitors may not share badges under any circumstances and all exhibitors must wear a badge to enter the exhibit hall. The badges are valid for access into the exhibition hall and keynote sessions.

EXHIBITOR SHIPPING INFORMATION

Please ship items to Boise State University for delivery Monday, May 14, 2018, prior to the conference. Ship to the following address:

ICADD Conference
Exhibit Dates: May 21-24, 2018
Attn: Dunya Wojcik
University Conference Services
Boise State University
Mail Stop 1335
1910 University Drive
Boise, ID 83725-1335

THANK YOU 2017 ICADD SPONSORS...

BPA Health
Center for Behavioral Health
Idaho Department of Juvenile
Corrections
Northwest ATTC
OPTUM
Raise the Bottom
Recovery 4 Life
Rising Sun Sober Living

THANK YOU 2017 ICADD SUPPORTERS...

Boise VA Medical Center
Behavioral Health
Community Services Counseling
Idaho Department of Correction
Idaho Office of Drug Policy
Idaho RADAR Center
Idaho Supreme Court/DUI
Courts

THANK YOU 2017 ICADD EXHIBITORS...

AI-Anon
Alcoholics Anonymous
Alkermes, PLC
AV Evaluations
Best Notes
BPA Health
Center for Behavioral
Health
Hotel California by the Sea
- Bellevue
Idaho Department of Health and
Welfare Behavioral Health
Idaho RADAR Center
Idaho Youth Treatment
Program - IDHW
Intermountain Hospital
Lifeways, Inc.
MTC - Idaho CAPP Facility
Narcotics Anonymous
OPTUM
Orion Healthcare
Technology
PEER Wellness
Raise the Bottom
Recovery Idaho
Renaissance Ranch
Addiction Treatment Ctrs.
Rising Sun Sober Living
River Sober Living
Road to Recovery
Sunspride Health
Supportive Housing and
Innovative Partnerships
Walker Center

2018 ICADD SPONSORSHIP OPPORTUNITIES

WHAT YOU GAIN BY SPONSORING:

Gain maximum exposure for your company at the ICADD annual conference. Your company will be heavily acknowledged for your sponsorship, see the sponsorship opportunities listed on the following page. Please contact the conference office if you would like to reserve a sponsorship option.

ACKNOWLEDGEMENT

Your company will receive:

- A listing as a sponsor posted on a sign at the registration desk. Companies will be listed according to sponsor level.
- A sponsor ribbon to be placed on your company representatives' name badges.
- Your company's information included in a vendor contact list and distributed in registration packets.
- A thank you as a valued sponsor to be printed in the following year's meeting registration materials for all vendors and attendees to see.
- A complete listing of your organization's sponsorship and link to your web site on the ICADD web site pre and post conference.
- Additional signage posted at your sponsored event (when appropriate).
- Verbal recognition at that event and/or during an appropriate time.
- Complimentary digital list of attendees to be used for meeting-appropriate mailing.
- Large/medium logo and name in all digital and printed media, according to sponsorship level.

We appreciate your support of ICADD. Please note that general sponsorships and partial sponsorships are available. General sponsors, specific sponsors, and in-kind sponsors will all receive recognition as listed on the following page.

SPONSORSHIP LEVELS (cash and in-kind)

You may choose to be a general sponsor for minimum of \$100 or sponsor a specific event. A general sponsor donates monies that are not linked to specific events.

Platinum	\$4,000 — \$10,000
Gold	\$2,500 — \$3,999
Silver	\$1,500 — \$2,499
Bronze	\$500 — \$1,499

SPECIFIC SPONSORSHIPS*

Speakers & Presentations (signage included)

- Daily keynote, cost per day \$1,500
(Tues/Weds/Thurs, approximately 600 attendees)
- Breakout speakers/sessions \$500
(attendance varies)

Food & Beverage (signage included)

- Continental Breakfasts, per day \$850
(Tues/Wed/Thurs, approximately 500 attendees)
- Coffee Breaks (AM/PM), per day \$500
(Tues/Wed/Thurs, approximately 500 attendees)

**partial sponsorships are available*

Registration & Related Materials

- Logo bags, folders, or notebooks \$2,500+
(depending on your selection)
- Name badges \$1,200
(your name and logo on front of ALL name tags)

Sponsor to provide materials below:

- Badge Lanyards \$1,000
(your name on ALL lanyards)
- Registration Packet Inserts \$250
(600 copies of a one page insert must be received in the ICADD office by May 1, 2018. Limited to 5 companies per event.)

Sponsorships are assigned based on a first-come, first-served basis. If there are specific items not listed that you would like to sponsor or if you would like to reserve a sponsorship, please contact the ICADD registration office at 208.466.2519 or email info@attenticadd.com.

Contact ICADD

PO Box 1311
Meridian, ID 83680
Phone: 208.466.2519 Fax: 208.895.7872
Email: info@attenticadd.com
Website: www.attenticadd.com

Please see following page for detailed description of sponsorship benefits. →

2018 Idaho Conference on Alcohol and Drug Dependency Sponsorship Opportunities

Timeline of Exposure	# of Exposures	Sponsorship Levels (Total cash and In-Kind)		
		Platinum \$10,000 - \$4,000 Large logo	Gold \$3,999 - \$2,500 Medium logo	Silver \$2,499 - \$1,500 Medium logo
** Exposure format for digital (with hyperlink) and printed media:				
Pre-Event				
Three conference update email campaigns to past attendees and interested parties.	1800	✓	✓	✓
Acknowledgement on ICADD conference website and online brochure.	500	✓	✓	✓
Online vendor resource guide.	500	✓	✓	✓
Event				
Reserved booth placement - must be specified on Exhibitor/Sponsorship Reservation form.		✓	✓	✓
Organization listing in vendor resource guide in registration packets.	500	✓	✓	✓
Acknowledgement in conference proceedings provided to each attendee.	500	✓	✓	✓
Sponsorship ribbons provided for name badges.		✓	✓	✓
Signage during the conference acknowledging sponsorship levels (registration desk).	500	✓	✓	✓
Event specific sponsorship signage acknowledgement (Note: Large logo format item).		✓	✓	✓
One complimentary exhibit booth.	500	✓	✓	✓
PowerPoint acknowledgments prior to three general keynote addresses.	1500	✓	✓	✓
One complimentary registration packet ad insert (8x10 ad piece, provided by vendor).	500	✓	✓	✓
Post Event				
Digital attendee mailing list.		✓	✓	✓
Attendee conference survey with sponsorship acknowledgement and hyperlinks.	500	✓	✓	✓
Acknowledgement of 2018 sponsorship in 2019 conference online brochure.	500	✓	✓	✓

✓ = Included items.

** Comparative example of organization exposure (not actual size)



Large logo format:



Medium logo format (1/2 size of large format):

Name only format: ICADD

Exhibitor Registration Form (Part 1)

Exhibit/Sponsorship Reservation Form

34th Annual ICADD | May 21-23, 2018
Boise State University | Boise, Idaho

Registration Info: Please print clearly

Agency/

Company Name: _____

Company

Address: _____

City: _____

State: _____ **Zip:** _____

Contact

Name: _____

Phone: _____ **Fax:** _____

Email: _____

Brief description of services: _____

Name of Representatives Attending:

(Two badges and parking passes included with booth purchase)

1. _____

2. _____

(each an additional \$25 fee / free if purchasing two booths):

3. _____

4. _____

Booth Fees: Space for exhibits will be given on a first-come, first-served basis. Please remember this is a TABLE TOP show. You will have a 6'x2.5' table that your display will need to encompass. Approximately 7' (W) x 6' (L) is the maximum space available for use. **This is not a pipe and drape show.** No other fees are required for chairs, garbage cans, etc. This price includes breaks and continental breakfasts. Booths are for purchase as long as they remain available.

Pre-registration is required, no walk-ups are allowed.

For-profit organizations have the option of reserving up to 3 booths.

_____ \$250 Profit (7' W x 6' L)

_____ # of booths (for-profit orgs only)

_____ \$100 Non-profit (7' W x 6' L)

_____ \$25 Self-help group (please contact ICADD office to qualify) deposit to be returned upon arrival (7' W x 6' L)

_____ # additional badges @ \$25 each

Sponsorship:

If you wish to sponsor an event or offer a general monetary sponsorship please list below.

1. Preferred Event _____

Alternate Event _____

Event Amount \$ _____

2. We would like to offer a General Sponsorship in the amount of \$ _____

3. **Only Sponsors Exhibits receive reserved booth placement. Please indicate here if you would like to select your booth location.** Yes _____ No _____

Attendee Lists: ICADD will provide you with a printed attendee mailing list at the conference. If you would like a digital copy of this list provided after the conference, please order below. *Note: Sponsors receive complimentary copy of digital list.*

_____ Yes, I would like to purchase a digital attendee mailing list provided within 2 weeks after the conference for \$75. This list includes all walk-up registrant information.

(Form continues on the next page. Please make sure to fax/mail both pages.)

2018 Schedule

Monday, May 21

12:00pm - 4:00pm Exhibits set up

Tuesday, May 22

6:30am - 7:30am Exhibits set up

7:30am - 3:30pm Exhibits open

10:00am - 10:15am Break with exhibitors

12:00pm - 1:15pm Lunch for attendees

3:00pm - 3:15pm Break with exhibitors

Wednesday, May 23

7:30am - 3:30pm Exhibits open

10:00am - 10:15am Break with exhibitors

12:00pm - 1:15pm Lunch for attendees

3:00pm - 3:15pm Break with exhibitors

3:30pm - 5:00pm Exhibits teardown

**Exhibits must be off the floor by
5:00pm Wednesday, May 23rd**

Exhibitor Registration Form (Part 2)

(registration form continued...)

Totals:

Booth fees \$ _____
Additional badge fee \$ _____
Sponsorship \$ _____
Digital attendee list \$ _____ Total due to ICADD: \$ _____

This Application for Exhibitors, Sponsors & Advertisers is a contract. By submitting this application to ICADD, you agree to the following:

1. All materials are due by **April 16, 2018**, for inclusion in attendee registration materials.
2. All booth space is assigned by ICADD, Sponsors can request booth placement. ICADD reserves the right to change the floor plan or booth assignments at any time. All booths must be prepaid in full.
3. Cancellations must be received in writing via mail, fax or email. Requests received prior to or on **April 9, 2018**, will receive a 50% refund.
4. Unless a written request for refund has been received by ICADD by **April 9, 2018**, all exhibitors submitting this contract will be expected to pay the full price of any booths or sponsorships. "No-shows" will still be expected to pay.
5. Additional audiovisual requests are not the responsibility of ICADD, costs will be incurred by the exhibitor and must be ordered by the exhibitor.
6. Neither Boise State University, ICADD, nor any of their representatives, employees, or contractors will be responsible for any injury, loss or damage that may occur to the exhibitor, their employees and/or volunteers, or exhibit materials, from any cause whatsoever, either prior to, during, or subsequent to the show/conference. A tax ID# is necessary to exhibit.
7. No direct sales are allowed at booths. Book and merchandise sales must be handled by the Boise State Bookstore.
8. Exhibitors are responsible for shipping arrangements - See Exhibitor Prospectus for details.

Signature required to reserve booth(s)

Date: _____

Accepted & Approved by Exhibitor Representative (signature)
Full payment is required to reserve a booth.

Tax ID # _____ (required)

Sponsorship fees may be paid at a later date,
but must be received by April 16, 2018
to be included in printed materials.

Or fax contract and credit info to:

Fax: 208.895.7872

Questions? **Call 208.466.2519**

Send contract & check payable
to ICADD Foundation to:

**ICADD
PO Box 1311
Meridian, ID 83680**

Fax Credit Payments to: 208.895.7872

VISA MC Discover

Total to charge: \$ _____

Name on Card: _____

Billing Address: _____

Signature: _____

Card number: _____

Exp Date: _____

VIN # on back of card (optional): _____

ICADD
PO BOX 1311
Meridian, ID 83680



Treatment - Prevention -
Community
Coalition

Exhibitor Reservation Prospectus
May 21-23, 2018
Boise State University - Boise, Idaho
Questions: call 208-466-2519