



2010 Fall Institute October 20-22nd, 2010

Atlantis Casino Resort Spa, Reno, NV

Exhibitor/Sponsor Application Form

Company's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail _____

Names & Titles of Representatives Attending:

1. _____

2. _____

Exhibitor/Vendor Fees

Exhibitor

Vendor table \$750/table _____

Sponsorship

1 Break \$ 2,000 _____

2 Breaks \$ 4,000 _____

Continental Breakfast \$ 3,500 _____

Full Lunch \$ 6,000 _____

Total Cost \$ _____

***The sponsor fee includes the vendor table.**

Please email a ¼ to ½ page summary for the conference notebook regarding your company to @hsagroup.net.
The deadline for this summary is **September 24th, 2010**.

See Payment Options on page 2 of this document.

Method of Payment: (Check one)

Check

Visa

Master Card

Make checks payable to: National Association of Rural Health Clinics

Credit Card Number: _____

Expiration Date: _____ Three digit security code: _____

Name on Card: _____

Credit Card Billing Address: _____

Amount: _____ Signature: _____

Return completed form to:

National Association of Rural Health Clinics
Conference – Vendor/Sponsor
2 East Main Street
Fremont, MI 49412

OR By faxing to **231-924-4882**
if paying with a credit card

Conference Information:

Fee Coverage: The exhibit fee covers the cost of one table for two vendor representatives, one copy of conference materials and registration for **one person** working the table to attend any sessions of their choice at the conference. **There will be a \$100 fee per additional representative that attends.**

Deadline: The exhibitor/sponsorship deadline is **September 24th, 2010**, to guarantee your company’s information will be in the conference materials.

Setup for Exhibitors is Wednesday, October 20, 2010 beginning at 6:00 am. Exhibit days are Wednesday and Thursday from 7:00 am to 5:00 pm. **You will want to make sure your boxes (if any) are ready and labeled for shipping by the end of the day on Thursday, October 22nd.** *Atlantis has additional charges for package handling fees.*

Shipping Instructions:

All packages being shipped to the Atlantis Casino Resort Spa for use in a function room must be addressed as follows:

HOLD FOR: Presenter or Guest Name; _____; Your Arrival Date _____
National Association of Rural Health Clinics
Atlantis Business Center
3800 South Virginia Street
Reno, NV 89502

Room Reservations: Room rates begin at \$59.00/night. To make reservations call 800.723.6500 and be sure to mention you are attending the National Association of Rural Health Clinic’s Fall Institute.

Please contact the Administrative Services Office at 866-306-1961 if you have any questions.

We look forward to seeing you in Reno!

VENDOR EXHIBIT INFORMATION

DATES: 10/ 20-22/ 2010

GROUP: NATIONAL ASSOCIATION OF RURAL HEALTH CLINICS

CATERING MANAGER: ALBERTO CASTIBLANCO

CATERING PHONE: 775-954-4125 FAX: 775-825-0203

LOAD IN DATE & TIME : _____

TEAR DOWN DATE & TIME: _____

VENDOR TABLES

Booths assignments will be coordinated through your group contact.

SIGNAGE/BANNERS

Banners may be draped over the front of your skirted display table (6'x30"x31"), or hung from pipe & drape behind your display tables by Catering for \$25 per banner with advance notice. **No** tape, tacks, glue, etc. may be used to hang items in, or around a banquet room. Easels may be rented with advance notice.

SHIPMENT OF PACKAGES

All packages being shipped to the Atlantis Casino Resort Spa for use in a function room must be addressed as follows:

HOLD FOR: Presenter or Guest Name: _____; Your Arrival Date _____

Group Name: _____

Atlantis Business Center
3800 South Virginia Street
Reno, NV 89502

A handling fee will be charged for all incoming and outgoing packages. Packages will **not** be accepted more than 7 business days prior to arrival. **To avoid delivery refusal**, packages weighing more than 100 pounds, freight on pallets, truck deliveries other than UPS or Fed Ex, or large shipments of more than 10 packages, must be arranged through your Catering Manager a minimum of two weeks prior to arrival. **Storage and delivery access is limited. The Atlantis does not have the ability to store pallet deliveries.** All pallets must be broken down upon delivery by the vendor to avoid additional labor fees. Applicable storage and handling fees will be charged based on the weight of the packages. The hotel will not be responsible for packages that are not addressed as stated above, or packages that are lost or damaged in shipping, storage, or handling.

BUSINESS CENTER: PHONE: 775-945-4144; FAX: 775-332-2211

The Business Center is open 7AM – 6PM, Monday through Friday. After hours, packages may be collected via the Bell Desk. Arrangements for any shipment of boxes after vendor's departure must be made prior to departure. Boxes left at hotel without arrangements for shipment will be disposed of seven days after scheduled tear down. **For pick up of any Fed Ex Ground packages, an \$11 fee must be paid by the vendor when dropping off packages with the Business Center or Bell Desk.**

AUDIO VISUAL

Vendors may provide their own Audio Visual Equipment without charge, **if** no assistance is needed by our Audio Visual team to set up, activate, or operate. Charges will apply for power requirements, rental of extension cords, power strips, electrical tape to secure cords, etc. Audio-visual rentals should be ordered via the Catering Manager a minimum of 14 days prior to your event. All charges are due and payable when ordering. To obtain a refund for canceled rentals, you **must** contact the Catering manager **a minimum of three business days** prior to an event. Service orders for power drops are non-refundable seven business-days prior to the event.

FOOD & BEVERAGE

Due to Health Department regulations and liability, **NO outside food or beverage may be brought into the banquet room.** Atlantis Casino Resort Spa will be the sole provider of all food and beverages for vendor or attendee consumption. Vendor's wanting to offer treats to enhance visitation to their display, such as cookies, candies, chocolates, etc. must contact the Catering Manager directly for ordering and payment arrangements.

VENDOR SET UP & TEAR DOWN

Each vendor is responsible for their own timely set up and tear down as noted above. Vendors may utilize the hotel's valet/bell desk for load in and load out access for smaller items. Customary gratuity is not included. Due to limited operational hours, vendors must arrange access to the receiving dock for larger items with the Atlantis Catering Manager **if** they require **advanced or extended times beyond the noted load in or tear down noted above.**

DAMAGE/LOSS OF PERSONAL PROPERTY

The hotel will not accept any responsibility for damage to or loss of any merchandise or articles left in the hotel, prior to, during, or following a function. All items are to be removed promptly at the conclusion of your event.

VENDOR PARKING

For your convenience, we offer free valet parking. After your load in, vendors, who prefer to self-park, are requested to use the parking lot on the west side of South Virginia Street and utilize the Sky Terrace.

VENDOR EXHIBIT INFORMATION

DATE(S) EQUIPMENT NEEDED: _____ VENDOR COMPANY NAME: _____
 CATERING MANAGER: ALBERTO CASTIBLANCO EXHIBITION GROUP: _____
 CATERING PHONE: 775-954-4125; CATERING FAX NUMBER: 775-825-0203
 AV INSTALL DATE & TIME : _____ AV TEAR DOWN DATE & TIME: _____

VENDOR AUDIO-VISUAL ORDER FORM

Audio-visual rentals should be ordered via the Catering Manager a minimum of 14 days prior to your event. All charges* are due and payable when ordering. To obtain a refund for canceled rentals, you **must** contact the Catering manager a **minimum of three business days** prior to an event. Service orders for power drops** are non-refundable seven business-days prior to the event. Please contact your Catering Manager for full list of available products and services.

DESCRIPTION	RENTAL COST: EACH PER DAY	QUANTITY ORDERED	NUMBER OF DAYS	ITEM TOTAL
Power Strip & Extension Cord secured with Electrical Tape for 110 outlet.	\$30 per Set, per day			
Additional Power Drop*	Call for quote.			
LCD Projector, Screen, & Power	\$300 each, per day			
Exhibitor Internet Access Charge (Wired or Wireless access)	\$150 per line, per day			
Dial Up Analog Internet or Local & 800 Phone	\$50 per line, per day			
Phone Line with Long Distance Access	\$100 per line, per day			
Inward Direct Long Distance Phone Line (No International calls.)	\$150 per line, per day			
TV/VCR or DVD Combo set	\$125 per day			
Screen	\$50 each, per day			
Flip Chart with Markers on an Easel	\$30 each, per day			
Tripod Easel	\$15 each, per day			
Banner(s) Hung on Pipe & Drape	\$25 each, per day			
Additional 6' x 30" Skirted Table(s)	\$25 each, per day			
TOTAL ORDER *				

VENDOR COMPANY NAME: _____

VENDOR CONTACT NAME: _____ BOOTH# _____

VENDOR PHONE: _____ FAX FOR RECEIPT: _____

CARD HOLDER: _____
(PLEASE PRINT NAME.)

BILLING ADDRESS: _____

Amount to be Charged*: _____ CREDIT CARD TYPE: _____

CARD NUMBER: _____ EXP: _____

By signing below, I authorize the Atlantis Casino Resort to charge my Credit Card for the total order.

SIGNATURE: _____ DATE: _____

VENDOR EXHIBIT INFORMATION

PLEASE NOTE: This form with a photocopy of the front and back of the credit card and a copy of the credit card holder's driver's license must be returned in order to confirm your order.