Drury Lane Conference Center & Theatre
Oakbrook Terrace, IL

September 12-14, 2019

ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS 2019 ANNUAL MEETING

Approved by the Illinois Council of Health-System Pharmacists

ICHP

EXHIBITOR GUIDE

ADDRESS SERVICE REQUESTED

Illinois Council of Health-System Pharmacists
4055 N. Perryville Road
Loves Park, IL 61111-8653

EXHIBIT PROGRAM

GENERAL MEETING INFORMATION

Do you provide products or services essential for health-system pharmacists, pharmacy technicians, students and other related personnel? If so, you'll want to take the lead at our Annual Meeting!

500 people attended the 2018 Annual Meeting

You will have access to directors of pharmacy, operations and clinical managers, clinical specialists, and other influencers in pharmacy practice

Exhibiting at a state-wide meeting allows you to network with multiple customers at one time rather than expending travel dollars to meet them locally

MEETING PROGRAM DETAILS

Meeting program details are regularly updated online. Visit **ichpnet.org/events/annual_meeting** for up-to-date meeting details including schedule, faculty, program descriptions, CPE credit, and registration information.

EXHIBIT DATES AND LOCATION

The Exhibit Program will take place on Thursday, September 12 and Friday, September 13, 2019. All commercial and educational exhibits will be located at the Drury Lane Theatre and Conference Center, 100 Drury Lane in Oakbrook Terrace, IL 60181. Drury Lane is conveniently located in Chicago's prestigious western suburbs, just minutes from downtown and major airports. Visit **www.drurylaneoakbrook.com** for more information.

ATTENDING SESSIONS

Any exhibitor representatives wishing to receive CPE credits or participate in social functions must register as a participant of the meeting. See our Diamond Sponsorship opportunity for free meeting registration, or visit **ichpnet.org/events/annual_meeting** for attendee registration information.

EXHIBIT HOURS

Exhibits will be located in the Oak and Brook Rooms of the conference center. It is expected that your booth will be staffed both days and until the final closing on Friday.

Room assignments are tentative and subject to change.

Set-Up Hours
Thursday, September 12
12:00pm - 3:00pm

Thursday Exhibit Program
Thursday, September 12
3:00pm - 4:30pm

Friday Reverse Exhibit*
Friday, September 13
8:00am - 10:30am
*Separate registration required.
See next page for more information.

Friday Exhibit Program
Friday, September 13
10:30am - 12:00pm

Tear-Down Hours
Friday, September 13
12:00pm - 2:00pm

ASSIGNMENT OF SPACE

Exhibit space assignments will be finalized by September 2, 2019. Space assignments will be based on first-come, first-serve basis according to the level of meeting support. In the event of a tie, the registration with the earliest payment will have priority.

EXHIBIT HALL ATTENDANCE

We know that not everyone is an ICHP member or can take time off to attend the Annual Meeting. To give your other potential pharmacy and healthcare clients a chance to visit you at your exhibit booth, we are offering free Exhibit Hall passes for your guests.

Please contact Jan Mark at 815-227-9292 or **JanM@ichpnet.org** prior to the meeting so that we may reserve your guest passes. Upon arrival, your guests can check in at the ICHP Registration Desk to receive their passes. Passes are for the Exhibit Hall ONLY.

OFFICIAL DRAYAGE CONTRACTOR

Midwest Conference Service (MCS) is serving as the Official ICHP 2019 Annual Meeting Decorator and Drayage Contractor. Exhibitors who plan to use a non-official service contractor or exhibit service must contact MCS (630) 351-3976 to inform them. **To ensure timely reservations of your exhibit service needs from MCS, your booth registration must be received by the ICHP office by Monday, August 5, 2019.**

Exhibitor Service Kit
The ICHP Exhibitor Service Kit will be available online and information on accessing the kit will be emailed to the exhibitor contact person. The exhibitor kit includes details on charges and restrictions for freight and shipping to and from the show. MCS will provide a service desk in the exhibit hall area. This service will be available during the set-up period and two hours prior to the dismantle period.

AV
All AV and electrical requests must be made directly to MCS. ICHP will send out AV request information with the exhibit booth reservation confirmations.

Shipments
All shipping arrangements must be made directly with MCS.

HOTEL ACCOMMODATIONS

All exhibitor representatives are responsible for making their own hotel reservations. Special convention room rates are available to exhibitors at **The Hilton Garden Inn in Oakbrook Terrace** (1000 Drury Lane, Oakbrook Terrace, IL 60181).

Single/Double: $143
Triple: $153
Quad: $163

These rates are available by calling The Hilton Garden Inn (1-877-STAYHGI) by August 20. **Please mention the ICHP Annual Meeting while making your reseravation.**

EXHIBIT SPACE

The exhibit booth package includes (1) 8'x10' carpeted booth area, (1) 8' high backwall drape, (2) 3' high siderails drape, (1) 2' x 6' x 30" skirted table, 2 chairs, (1) waste basket, and (1) exhibitor identification sign (7" x 44").

- **Single pipe & drape booth: $1,000**
- **Double pipe & drape booth: $1,750**

MEETING SPONSORSHIP

Meeting sponsorship is unrelated to educational programming. The level of sponsorship will provide booth fees, premium exhibit hall space and special advertising during the meeting. Contact the ICHP office by August 5, 2019 so that your company can be recognized in the meeting materials.

DIAMOND — $7,500

- 1 company-specific email blast to all members of ICHP
- Admission for four representatives to the Reverse Exhibit
- Double booth
- Two complimentary meeting registrations
- Full page color ad in the program syllabus
- Recognition signage at the meeting
- Recognition in the program syllabus
- Recognition in our news journal
- Single booth in the exhibit hall at the ICHP 2020 Spring Meeting in East Peoria, IL

PLATINUM — $5,000

- Double booth
- Admission for three representatives to the Reverse Exhibit
- Full page color ad
- Recognition signage at the meeting
- Recognition in the program syllabus
- Recognition in our news journal

GOLD — $3,000

- Single booth
- Admission for two representatives to the Reverse Exhibit
- Half page color ad
- Recognition signage at the meeting
- Recognition in the program syllabus
- Recognition in our news journal

SILVER — $2,000

- Single booth
- Admission for one representative to the Reverse Exhibit
- Half page color ad
- Recognition signage at the meeting
- Recognition in the program syllabus
- Recognition in our news journal

EDUCATIONAL SUPPORT

For support opportunities for educational programming, contact Dr. Trish Wegner at **TrishW@ichpnet.org**. ICHP reserves the right of final approval of CPE program topics, speakers and program content for all sessions. Contact Trish no later than August 5, 2019 so that your company can be recognized in the program syllabus.

REVERSE EXHIBIT

Friday, September 13 - 8:00am - 10:30am

The Reverse Exhibit is exactly what the name suggests: a reversal of the traditional tradeshow format. Health-system pharmacy decision makers (pharmacy directors, clinical managers, drug information specialists, and buyers) will each host a table while vendors walk the floor. Any Exhibitor can add the Reverse Exhibit to their Exhibit Space or Sponsorship fees for the additional cost of $495 per representative. Please visit **ichpnet.org/events/annual_meeting** or contact **JanM@ichpnet.org** for more information.

STAND ALONE REVERSE EXHIBIT

Friday, September 13 - 8:00am - 10:30am

We now offer representatives the option to attend the Reverse Exhibit without purchasing an Exhibit Space. The price for the first representative for a Stand Alone Reverse Exhibit is $1,495. Add $495 for each additional representative. Please visit **ichpnet.org/events/annual_meeting** or contact **JanM@ichpnet.org** for more information.

MOBILE APP SPONSORSHIP

We are offering the opportunity to sponsor our mobile event app available at the meeting to all attendees and exhibitors. This sponsorship is $2,000 and will include recognition in the meeting signs, syllabus and special recognition in our mobile event app. **Contact the ICHP office no later than August 5, 2019 so that your company can be recognized in the program materials.**

SYLLABUS ADVERTISING

All meeting attendees will receive a folder that includes a listing of exhibitors and a program syllabus containing the schedule of events, list of event sponsors, and full color advertising pages. Heighten your visibility to all participants by advertising in the syllabus!

Ad Options

Back Cover (8 ½"x 11")	**$1000**
Inside Front Cover (8 ½"x 11")	**$750**
Full Page (8 ½"x 11")	**$500**
Half Page (8 ½"x 5 ½")	**$300**
2 Pages (11"x 17")	**$800**
3 Pages (11"x 17"; 8 ½"x 11")	**$1000**

Email final 4-color camera-ready display ads to Melissa Dyrdahl at **melissad@ichpnet.org** by August 5, 2019. PDF is the preferred file format. All ads have the option to include a ¼" bleed.

Ads are non-commissionable.

2019 ICHP ANNUAL MEETING
EXHIBITOR REGISTRATION FORM

ICHP 2019 Annual Meeting
Thursday, September 12th - Saturday, September 14th

Exhibit Program
Thursday, September 12th and Friday, September 13th

Reverse Exhibit
Friday, September 13th

Mail or fax this completed form & payment by Monday, August 5, 2019

CORRESPONDENCE REGARDING THIS EXHIBIT SHOULD BE SENT TO:

Company Name: _____
As you would like it to appear in the meeting materials

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Phone/Fax: _____

Email: _____

Website: _____

PLEASE LIST THE NAMES OF EXHIBITORS WHO WILL NEED NAME BADGES:

_____

_____

PAYMENT METHOD *(ICHP's Federal Tax ID #: 36-2887899)*

❑ **Charge $_____ to my credit card**

Credit Card Account: # _____

Exp. Date: _____ CVV2 Security Code: _____

Billing Address: _____

City/State/Zip: _____

Name on Card: _____

Authorized Signature: _____

FAX FORM WITH CREDIT CARD PAYMENT TO 815-227-9294.

❑ **Check. Mail form with check (payable to ICHP).**
ICHP, 4055 N. Perryville Rd, Loves Park, IL 61111-8653

❑ **Invoice the company:** _____

ACCEPTANCE OF CONTRACT: The ICHP 2019 Annual Meeting Exhibitor Registration must be completed in its entirety and payment made by check, money order or credit card payable to: ICHP. Your exhibit fees are refundable at 50% if a written cancellation request is received prior to July 30, 2019. Space assignments are made according to the "Assignment of Space" criteria listed in the general information section of the Exhibitor Guide. Your designated contact person will be notified of your space assignment. The undersigned hereby authorizes the 2019 Illinois Council of Health-System Pharmacists Annual Meeting to reserve exhibit space in the Drury Lane Conference Center, Oakbrook Terrace, Illinois for use by the above company/organization during the 2019 ICHP Annual Meeting on September 12 and 13. The undersigned acknowledges receipt of, and agrees to abide by, the conditions under which exhibit space at the Drury Lane Conference Center is leased to the 2019 ICHP Annual Meeting as printed in the Exhibitor Guide.

SECURITY AND LIABILITY: The Illinois Council of Health-System Pharmacists will provide reasonable and professional security and precautions during non-show hours to safeguard exhibitor's property. However, it is understood that neither ICHP, nor the Drury Lane Conference Center, nor Midwest Conference Service, nor their members, officers, directors, or employees shall be responsible for loss or damage to any property belonging to the exhibitor or any person or persons while in transit to or from, or while at the Drury Lane Conference Center. The exhibitor assumes complete responsibility and liability and agrees to protect, save and hold forever harmless ICHP, Midwest Conference Service, the Drury Lane Conference Center, and all their agents, officers, and employees (hereafter collectively called indemnities) for any and all injury to persons or property in any way connected with the exhibitor's display. The exhibitor agrees to hold harmless the indemnities against and from any and all losses, costs, damage, liability, or expenses (including attorney's fees) arising from or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or any part thereof, except for losses, costs, damage, liability, or expenses arising from the negligence or willful misconduct of the indemnities.

PHOTO AND VIDEO CONSENT RELEASE: I give ICHP permission to use photos, video recordings, and audiotapes of myself and/or company representatives taken at the event. ICHP intends to use such materials only in connection with ICHP official publications, media promotions, web sites, or social media sites, and that these images may be used without further notifying me. Any person desiring not to have their photo taken or distributed must contact the ICHP office in writing and include a photograph. The photo will be used for identification purposes and held in confidence by ICHP.

Authorized Signature: _____

Title: _____ **Date:** _____

SUPPORT OPPORTUNITIES

EXHIBIT SPACE FEES

❑ Single booth (pipe and drape): $1,000
❑ Double booth (pipe and drape): $1,750

Companies from whom you desire booth separation:

_____

_____

EDUCATIONAL SUPPORT

For support opportunities for educational programming, please contact Dr. Trish Wegner at TrishW@ichpnet.org.

MEETING SPONSORSHIP

❑ Diamond: $7,500
❑ Platinum: $5,000
❑ Gold: $3,000
❑ Silver: $2,000

REVERSE EXHIBIT

Please check ichpnet.org for Annual Meeting updates or contact JanM@ichpnet.org or to complete a separate Reverse Exhibit registration form.

❑ Exhibiting company - $495 first representative
  ❑ Add on - $495 each additional representative
  Number of reps attending _____
❑ Stand Alone *(not exhibiting)* - $1495 first representative
  ❑ Add on - $495 each additional representative
  Number of reps attending _____

MOBILE APP SPONSORSHIP

❑ Mobile event app for all attendees and exhibitors - $2,000

SYLLABUS ADVERTISING

❑ Back Cover: $1,000
❑ Inside Front Cover: $750
❑ Full Page: $500
❑ Half Page: $300
❑ 2 Full Pages: $800
❑ 3 Full Pages: $1,000

CONTACT INFORMATION

Illinois Council of Health-System Pharmacists
ICHP Annual Meeting
4055 N. Perryville Road
Loves Park, IL 61111
Phone: 815-227-9292 | Fax: 815-227-9294

QUESTIONS?

Contact Jan Mark, Exhibitor Liaison
Phone: 815-227-9292 | Email: JanM@ichpnet.org

DATES TO REMEMBER!

AUGUST 5, 2019
- Deadline for advertising
- Deadline for sponsorships
- Deadline for exhibit booth registrations

AUGUST 20, 2019
- Deadline for guaranteed hotel rates