



24th National Home and Community Based Services Conference September 28 - October 1, 2008

Dear Sponsor/Exhibitor:

Exciting plans are currently underway for the 24th National Home and Community Based Services Conference in Boston, Massachusetts, September 28 through October 1, 2008. The National Association of State Units on Aging is pleased to extend this invitation to you to join us and a host of leaders in the home and community based services field for a unique opportunity to support a great conference and showcase your company's products and services.

Join professionals who administer and operate HCBS programs around the country. Administrators, researchers, educators and providers will join direct service staff of government, non-profit, healthcare, long term care and other service organizations. You'll engage with federal, state and local policymakers and those in administration, management and service delivery of waivers and other HCBS programs. As you know, HCBS programs cover aged, disability, developmental disability, mental health, traumatic brain injury, HIV/AIDS and medically fragile waivers.

The HCBS Conference offers a variety of opportunities for your organization to get exposure with your organization's valuable market. If you choose to exhibit, you will reach more than 700 leaders throughout the nation working to promote home and community based programs, services and products. If you choose to sponsor the conference, you will gain visibility at a variety of events and activities. Should you choose to advertise, you will increase your company's profile as our conference program will be used by hundreds of attendees during the event and afterward as a reference guide.

We hope you will consider supporting the HCBS Conference this year through sponsorship, exhibit or advertisement. We look forward to seeing you and learning the latest about your products, services and supports.

Thank you,

A handwritten signature in blue ink that reads "Martha X Roherty". The signature is written in a cursive style with a large, stylized "X" between the first and last names.

Martha Roherty, Executive Director
National Association of State Units on Aging

24th National Home and Community Based Services Conference

Don't miss your chance to reach home and community based services professionals at the 24th National Home and Community Based Services Conference, September 28 through October 1, 2008 in Boston, Massachusetts. Build professional alliances, relationships and your customer base. Your company will have several options to choose from to increase your visibility, connection and support to our audience.

Benefits of HCBS Sponsorship

Patrons will be recognized in the following manner:

- Free vendor registrations with different sponsorship levels
- Complimentary exhibit space(s)
- Your company's name listed on the sponsorship page in the program
- Sponsors are entitled to advertisement in final program
- Company name listed on the official conference registration bag
- Differentiated signage in the exhibition hall, acknowledging sponsorship

2008 Sponsorship Levels*

Emerald	\$10,000.00
Sapphire	\$5,000.00
Ruby	\$3,500.00
Gold	\$2,750.00

**Donated funds to be used at the discretion of HCBS for the overall enhancement of the conference.*

Individual Sponsorship Opportunities

- Evening Reception \$15,000.00 (one conference registration, one full page ad, differential signage at event and in exhibit hall)
- Luncheon (2) \$20,000.00 (two conference registrations, one full page ad, differential signage at event and in exhibit hall) (2 available)
- Continental Breakfast (2) \$10,000.00 (one conference registrations, one full page ad, differential signage at event and in exhibit hall) (2 available)

NASUA is a 501(C)(3) organization. Your donations may be tax deductible.

Questions: Call Kimberly Fletcher at (202) 898-2578 x131 or send an e-mail to kfletcher@nasua.org

Exhibit and Sponsorship Highlights

- Each exhibiting company receives a complete participant listing two weeks before the official start date of the conference
- Exhibitors are entitled to attend all open educational workshop sessions
- Advertising opportunities are available in final program booklet
- Multiple networking functions—Reception, Continental Breakfasts and all break functions held in Exhibit Space

2008 Sponsorship Categories

Please choose your sponsorship level for this year's conference from the list below and return this form *no later than JUNE 1, 2008*.

Please check the appropriate box:

- Emerald Sponsor \$10,000.00**
Emerald Sponsors receives 2 free exhibit spaces, 3 complimentary meeting registrations, a full-page ad in the program, and the company name on the HCBS gift bag
- Sapphire Sponsor \$5,000.00**
Sapphire Sponsors receives 1 free exhibit spaces, 2 complimentary meeting registrations, a one-half page ad in the program, and the company name on the HCBS gift bag
- Ruby Sponsor \$3,500.00**
Ruby Sponsors receives 1 free exhibit space, 1 complimentary meeting registration, a one-quarter page ad in the program, and the company name on the HCBS gift bag
- Gold Sponsor \$2,750.00**
Gold Sponsors get receives 1 free exhibit space and 1 complimentary meeting registration

Individual Sponsorship Opportunities

- Reception \$15,000.00**
- Luncheon (2 available) \$20,000.00**
- Continental Breakfast (2 available) \$10,000.00**

Company

Office Contact Person/Title

On-site Contact Person/Title *(if different from above)*

Address

City

State

Zip

Phone

Fax

E-mail

Method of Payment (please check one): Credit Card Check (personal or agency)

For Credit Card Use Only: VISA MasterCard American Express

Credit Card # _____ Exp. Date _____

Signature _____

**Please return completed form to: Kimberly Fletcher, Conference/Outreach Coordinator
Fax: (202) 898-2583 or kfletcher@nasua.org**

Exhibit Application Deadline: June 1, 2008, or until all booths are sold!

Exhibit reservations at this conference are on a first-come, first-served basis with preferential opportunities for sponsors.

Exhibit Hours

Monday, September 29, 2008 12:45 pm – 7:00 pm
Tuesday, September 30, 2008 7:15 am - 4:00 pm

Exhibitor Registration

All exhibitors will receive one complementary registration; all other exhibit staff must register. The HCBS registration form will be available soon online at www.nasua.org/conference.

Exhibit Set-Up

Sunday September 28, 2008 12:00 noon – 5:00 pm
Monday, September 29, 2008 7:00 am – 12:00 noon

Booths must be operational and staffed during all continental breakfasts and breaks.

Dismantling

Exhibits may be dismantled at 4:00 pm on Tuesday, September 30, 2008.

Booth Selection/Assignment

All booth assignments will be on a first come, first-served basis. All reasonable requests for placement within the Exhibit Hall will be considered. Final assignment is at the discretion of the Conference Coordinator.

Dates and Rates

Conference Dates	September 28 – October 1, 2008
Exhibition Dates	Monday, September 29 12:45 pm – 7:00 pm Tuesday, September 30 7:00 am – 4:00 pm
Hotel Reservation Cut-Off Date	August 21, 2008
Hotel Reservations	The Westin Boston Waterfront 425 Summer Street Boston, MA 02210 (617) 532-4600
Room Rates	\$200.00 single/double
Vendor/Exhibits Conference Registration Fees	\$675—Pre-Registration Vendor Attendee \$775—On-Site Registration Vendor Attendee
Non-Sponsor Booth Fees	One 10ft. x8 ft. Booth space: \$1,100.00 (includes one exhibit registration) (1,500.00 after June 1, 2008)

24th National Home and Community Based Services Conference
September 28 – October 1, 2008

EXHIBIT SPACE ORDER FORM - ONLY
(Sponsors do not have to complete this form)

(Please return form with payment by June 1, 2008)

(Please print legibly or type—one name per form and complete all information.)

Last Name: _____ First: _____
(Person to receive complementary exhibitor registration)

Name on Badge: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

\$1100 for 10 x 8 ft. exhibit space *(Note: Registration form and full payment must be received with exhibit space form before order can be processed. The exhibit fee includes **one** exhibitor registration. Each exhibitor must complete a separate vendor registration form for all other attendees coming to conference.)

\$1500 for 10 x 8 ft. exhibit space (After June 1, 2008) *Same as above

Spaces are assigned on a first-come, first-served basis, with preferential booth space for sponsors. Spaces are not guaranteed until you receive an official meeting confirmation!

Method of Payment (please check one): Credit Card Check (personal or agency)

For Credit Card Use Only: VISA MasterCard American Express

Credit Card # _____ Exp. Date _____

Signature _____ Today's Date _____

Mail or Fax Exhibit Space Order Form to: 2008 National HCBS Conference
Kimberly Fletcher, Conference/Outreach Coordinator
1201 15th Street, NW #350, Washington, DC 20005
Phone: (202) 898-2578 x131; Fax: (202) 898-2583;
<http://www.nasua.org>

HCBS Exhibit Rules and Regulations

1. Registration. All exhibitors and sponsors, including staff manning the booth, are required to register as participating attendees at the HCBS 2008 Conference. Conference registration entitles Exhibitors and sponsors to participate fully in all open conference workshops, keynotes, and social events on the program agenda.

****2. Exhibit Data.** Each booth area is 10 ft. x 8 ft. and includes one 6 ft. table skirted table and 2 chairs. All exhibitors are expected to fill out the appropriate forms with the decorating company for any additional, drayage, AV, electrical, etc. All necessary order forms and shipping information will be provided in the Exhibitors Manual.

3. Booth Blocks. In the event an organization would like to purchase multiple booth space or if two Exhibitors would like adjoining space, this request MUST be indicated on the Booth Application forms and must be received at the same time as spaces are assigned on a first-come, first-served basis. Every effort will be made to accommodate adjoining booth requests, but final assignment is at the discretion of the Conference Coordinator.

****4. Exhibit Installation.** Exhibit installation hours are Sunday, September 28, 12:00 pm – 7:00 pm and Monday, September 29, 7:00 am – 12:00 noon. Exhibitors agree that all booths will be operational and staffed during all continental breakfasts and breaks.

5. Dismantling Exhibits. Exhibits may be dismantled on Tuesday, September 30, 2008 after 4:00 pm

7. Canceled Booths. Cancellations made before July 1st will receive a refund, less the \$100.00 conference cancellation fee. There will be no refunds after July 2, 2008. All cancellations and requests for refunds must be in writing and sent to the attention of Kimberly Fletcher, NASUA, 1201 15th Street, NW #350, Washington, DC 20005.

8. No Shows. If an Exhibitor fails to install or display in assigned space or fails to comply with any other provision of this agreement, HCBS shall have the right, without notice to Exhibitor, to take possession of said space and lease said space, or any part thereof, to such parties, and upon such terms and conditions, as it may deem proper. Any exhibitors who do not show up will not get a refund. If you e-mail, fax, or mail your cancellation notice, please call to confirm receipt.

9. Fees. Full payment must accompany the application for booth space. Exhibitor Information Packets and Booth assignments will be mailed after confirmation and payment of full conference registration. Shared booth space is prohibited. All materials, services, and products represented must be the wholly owned or managed by the exhibitor on record.

****10. Indemnification & Hold Harmless**

—The exhibitor shall indemnify, defend, and hold harmless HCBS and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to person or property, losses and liability, including reasonable attorney fees (collectively "claims") arising out of or caused by the exhibitor's negligence in connection with the provision of services of the Westin Waterfront Hotel. The exhibitor shall not have waived or be deemed to have waived, by reason of this paragraph, any defense, which it may have with respect to such claims.

—HCBS shall indemnify, defend, and hold harmless the exhibitor and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to person or property, losses and liabilities, including reasonable attorney fees (collectively "claims") arising out of or caused by the HCBS's negligence. HCBS shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

—Exhibitors assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to their displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless HCBS and The Westin Boston Waterfront their officers, directors, partners, agents, members, and employees from any and all such losses, damages, and claims.

—In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect against loss.

11. Rules. HCBS reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by HCBS. HCBS reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision the exhibitors will be advised of any such changes.

12. Rights of Termination. This agreement is subject to termination for cause, upon written notice, without liability to the terminating party due to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the party's control making it illegal or impossible to provide the facilities or to hold the meeting. The phrase "without liability" wherever used in this agreement shall be deemed to include a refund by the HCBS of all deposits and repayment made within thirty (30) days of the notice of termination.