



Dear Vendor,

2010 is a special year for us. The **KHCA/KCAL 60<sup>th</sup> Annual Convention and Trade Show** will take place at the Hyatt and Century II Convention Center in Wichita, KS on October 20, 21 and 22, 2010. We hope you'll be with us to celebrate our incredible industry and our nearly 200 member facilities who care for our elderly no matter the political or economic climate. Last year over 500 participants turned out for convention. In this, our anniversary year, we expect even better attendance.

Some of the opportunities available to you for contact with your customers include:

- ◆ Invitation to the "Welcome to Wichita" Hospitality on Oct. 20
- ◆ Invitation to participate in the Oct. 21 opening session
- ◆ Exclusive trade show hours both days
- ◆ Invitation to evening social event on Oct. 21
- ◆ Opportunity to present education break-out sessions
- ◆ Sponsorship opportunities with prominent recognition

**Purchase of a booth at the trade show includes your Sales Associate Member dues for 2011 at no extra charge, a \$450 value.** This membership gives you access to the "Members Only" section of our website, with access to member facility lists and contact information. We include our Sales Associate Members' company information on our website and encourage our members to use them. We send you notice of education events for which sponsorship opportunities are available. A 60<sup>th</sup> Annual Convention and Trade Show awards book and Buyer's Guide is also included.

Please take a moment to look over the attached information on our 60<sup>th</sup> Annual Convention and Trade Show. We hope to see you in Wichita!

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Hatlestad", is written over a horizontal line.

Steve Hatlestad  
Chairman of the Board



## **KHCA/KCAL Facts:**

- Founded in 1951
- Largest State Trade Association Representing Kansas Nursing and AL/RHC Facilities
- Nearly 200 Member Facilities Caring for 16,000 Residents
- The ONLY Organization Representing Assisted Living Facilities in Kansas
- Headquartered in Topeka, Kansas
- State Affiliate of AHCA/NCAL

### **Kansas Health Care Association/Kansas Center for Assisted Living**

**117 SW 6th Ave., Suite 200**

**Topeka, KS 66603**

**Phone: (785) 267-6003 - Fax: (785) 267-0833**

**[www.khca.org](http://www.khca.org)**

### **KHCA/KCAL Sales Associate Member Benefits**

As a KHCA/KCAL Trade Show Participant, you receive a **FREE** KHCA/KCAL Sales Associate Membership for 2012 -- a \$450 Value!

As a Sales Associate Member or SAM you will receive the following:

Access to KHCA/KCAL Member Rosters and Database, and the added ability to use your membership with KHCA/KCAL as a marketing tool with the nearly 200 KHCA/KCAL Member Facilities. Remember, KHCA/KCAL is the only organization in Kansas that represents both for profit and not for profit homes.

Special notices of opportunities to participate and/or sponsor educational activities throughout the year. These events range from district meetings with 30 attendees to the annual convention that draws over 350 participants. These educational events draw both member and non-member facilities so your SAMS Membership Benefits go beyond the KHCA/KCAL Member Facilities.

Access to the "Members Only" Section of the KHCA/KCAL Website that provides LTC News and Information.

Listing on the KHCA/KCAL Website in the preferred vendor section that is used by many professionals at each of the KHCA/KCAL Member Facilities.

A dual listing in the annual KHCA Buyer's Guide under exhibitors and associate members sections that are used as a directory by facilities, national and state agencies, and KHCA/KCAL Members on a daily basis throughout the year.

Opportunity to serve on any KHCA/KCAL Committee in an advisory, non-voting capacity to build relationships with the decision makers in our member facilities.

# 2011 KHCA/KCAL ANNUAL TRADE SHOW VENDOR INFORMATION

**Trade Show Floor IS NOT Carpeted.**

Booth fee includes 8x10 Draped Booth, 6 ft Draped Table with 2 chairs and Identification Sign.

You may order carpet, dryage and other extras from **Henry Helgerson Company (316) 943-1851.**

You will need to contact **Century II Convention Center (316) 264-9121 for any utilities.**

**An order form is enclosed for Henry Helgerson Company & Century II Convention Center.**

Wednesday, 10/12	Vendor Move In (tentative time)	3—5 p.m.
Thursday 10/13	Vendor Move In (tentative time)	7—10 a.m.
Thursday 10/13	Exclusive Trade Show	TBA
Friday 10/14	Exclusive Trade Show	TBA
Friday 10/14	Vendor Move out	TBA

**785-267-6003 or [joleenk@khca.org](mailto:joleenk@khca.org) or by fax 785-267-0833.**

Cost per booth is \$895.00 on or before 7/31/11, and \$995.00 after 7/31/11. Booths will be assigned on a first come first serve basis and **can only be assigned with a 50% down payment.** Registrations must be in writing.

You will be provided with a name tag upon arrival at the trade show and must be wearing it in order to be allowed on the trade show floor. Two company representatives are paid for with your booth purchase. **Additional representatives may be registered at \$25 each prior to the trade show.**

Booth fee includes 8 x10 ft draped booth, 6 ft. draped table, 2 chairs and identification sign. All other services must be ordered through the Henry Helgerson Company, 316-943-1851 or Century II Convention Center, 316-264-9121. An order form is enclosed in the registration packet. Cancellations prior to 7/31/2011 will receive a 50% refund; cancellations after 7/31/2011 and no shows will receive no refund.

Booth rental does not include attendance of convention classes. Vendors may attend the education for an additional fee of \$50. To attend education, vendors must submit a convention registration.

Drawings—Exhibitors may conduct drawings in their booth areas. Winners will be announced over the public address system October 14nd, starting at 12:15.

The exhibitor assumes the entire responsibility and liability of losses, damages, and claims arising out of the exhibitor’s activities on the Convention Center and/or Hotel premises and will indemnify, defend, and hold harmless the Hotel, Convention Center, their owners and management companies, as well as their representative agents, servants and employees from any and all such losses, damages and claims. Hotel/ Convention Center will not be responsible or liable for any loss, damage, or claims arising out of an exhibitor’s activities on the Hotel/Convention Centers premises, except for any claims, loss, or damages arising directly from its negligence.

# 2011—KHCA/KCAL ANNUAL TRADE SHOW & CONVENTION REGISTRATION

Century II- Convention Hall

October 13 & 14, 2011

Company Name \_\_\_\_\_ Tradeshow Contact \_\_\_\_\_

Company Address \_\_\_\_\_ Tradeshow Contact E-Mail \_\_\_\_\_

\_\_\_\_\_ Company Product \_\_\_\_\_

Phone \_\_\_\_\_ Company Web \_\_\_\_\_

List Representative who will be attending the Trade Show. (2 allowed with fee, additional \$25/each)

\_\_\_\_\_  
Name Name **Name (Additional \$25.00 Charge)**

\_\_\_\_\_  
E-mail E-Mail **E-Mail (Additional \$25.00 Charge)**

Requested Booth #1\_\_\_\_\_, #2\_\_\_\_\_, #3,\_\_\_\_\_

Companies you wish not to display by \_\_\_\_\_

**No booths will be reserved without 50% down payment. Balance due by September 15, 2011.**

<b>Booths</b>		<b>Total</b>
Early Bird Booth <b>Prior to July 31, 2011</b>	\$895	
After July 31, 2011 Registration	\$995	
Total Due		

←====  
\* Still at 2008  
Prices!!  
←====

**All Booths Include: 8 x 10 Draped Booth - 6 ft. Draped Table - 2 Chairs - Identification Sign**  
**All other services must be ordered through the Henry Helgerson Company, 316-943-1851 or Century II Convention Center, 316-264-9121. An order form is enclosed.**

**Payment Information:**

Check \_\_\_\_\_ Mail check or money order to KHCA, 117 SW 6th Ave, Suite 200, Topeka, KS 66603

Visa\_\_\_ MC\_\_\_ Card # \_\_\_\_\_ EXP Date \_\_\_\_\_

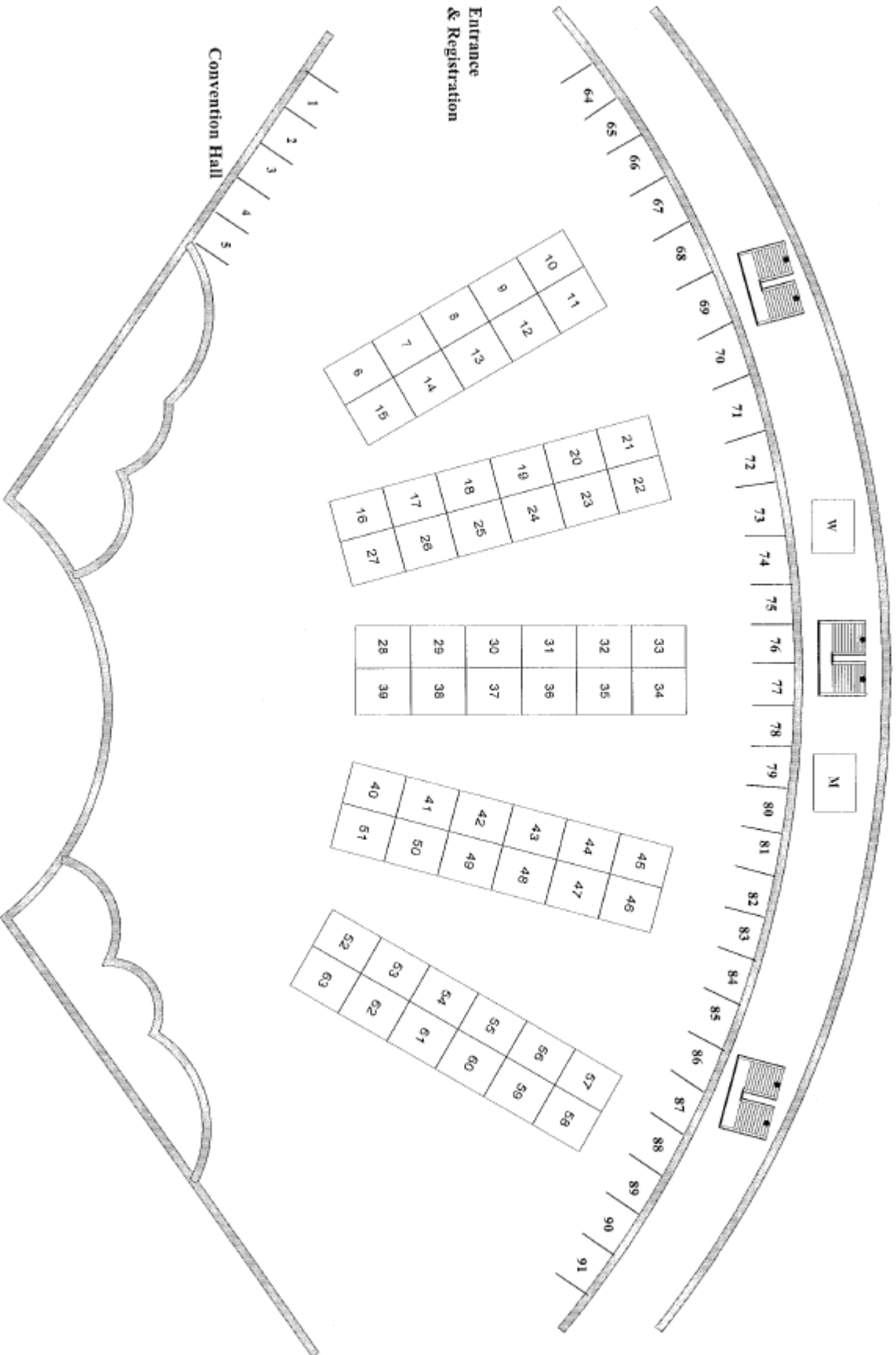
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name on credit card \_\_\_\_\_

By submitting a signed copy of this contract, we are requesting to exhibit and/or indicated additional services at the KHCA/KCAL 2011 Trade Show & Annual Convention, October 13 & 14, 2011.

**Please return to KHCA, Joleen Klausman, 117 SW 6th, Suite 200, Topeka, KS 66603**

# KS Health Care Association & KS Center for Assisted Living 2010 Convention & Trade Show Century II - Convention Hall





Conventions Trade Shows Flags & Flag Poles  
 601 N. Athenian Wichita, Kansas 67203  
 316-943-1851 Fax 316-941-4613 Email: hrd@hhco.kscoxmail.com

**RENTAL  
ORDER  
FORM**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ P.O. # \_\_\_\_\_

Following rental prices are for the duration of the show, and include delivery and removal.

Description	Standard Price	Discount Price*	Qty.	Total Price	
<b>DISPLAY TABLES—Draped 3 Sides</b>					
24"W x 30"H x 4'L	\$27.50	\$22.50			Color
24"W x 30"H x 6'L	\$30.50	\$25.50			
24"W x 30"H x 8'L	\$40.50	\$35.50			
30"W x 30"H x 8'L	\$41.50	\$36.50			
<b>DISPLAY TABLES (42" Counter Height)—draped</b>					
24"W x 42"H x 4'L	\$35.00	\$30.00			Color
24"W x 42"H x 6'L	\$43.50	\$38.50			
24"W x 42"H x 8'L	\$48.50	\$43.50			
30"W x 42"H x 8'L	\$49.50	\$44.50			
<b>DISPLAY TABLES—Undraped</b>					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
<b>SPECIAL DRAPING (additional draping above contracted amount)</b>					
3' high per foot	\$3.00	\$2.00			Color
8' high per foot	\$4.00	\$3.00			
<b>BOOTH CARPETING</b>					
9' x 10'	\$85.00	\$60.00			Color
9' x 20'	\$170.00	\$120.00			
9' x 30'	\$230.00	\$185.00			
9' x 40'	\$310.00	\$260.00			
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning: \$.24 x _____ sq. ft.</b>					
<b>Daily Cleaning: \$.24 x _____ sq. ft. x _____ # days</b>					
<b>DRAYAGE (up to 20 days storage)</b>					
per 100 lbs.	\$48.00	--			# crates/boxes
<b>EXPO FURNISHINGS</b>					
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$14.00	\$12.00			
Wastebasket	\$7.00	\$6.00			
Floor Easel	\$12.00	\$10.00			
High Stool	\$18.00	\$14.00			
<b>TREES &amp; PLANTS</b>					
5' Corn Tree	\$27.50	\$22.50			
6' Ficus Tree	\$35.00	\$30.00			
8' Ficus Tree	\$60.00	\$55.00			
Table Top Plants	\$15.00	\$12.00			

**SHOW:**

**KHCA / KCAL**  
**Convention & Trade Show**

**Century II**  
**Convention Hall**  
**Wichita, Kansas**

**October 21-22, 2010**

**Draping Colors:** Black Plum Blue Burgundy Green Gold  
**Carpet Colors:** Black Blue Gray Green Red

**CLEANING:** Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

**DRAYAGE:** Please send your shipments directly to 601 N. Athenian, Wichita, KS 67203, unless delivery is scheduled during exhibitor move-in time. All shipments should be prepaid. Do not ship collect, they will be refused. Advance shipments should arrive no later than 48 hours prior to scheduled exhibitor move-in. The rate includes storage of up to 20 days, delivery to show site and return delivery if desired. Please mark each piece with the show name and booth number.

**PAYMENT:** Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices.

Check Enclosed  
 Credit Card Charge:  Visa  Mastercard  
 Card Number \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Signature \_\_\_\_\_

**\*NOTE: TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.**

SUB TOTAL \$ \_\_\_\_\_  
 6.3 % Sales Tax \$ \_\_\_\_\_  
 TOTAL DUE \$ \_\_\_\_\_



Dear Exhibitor,

We are extremely pleased you will be visiting Century II in the near future. As an exhibitor, we want to make sure you are aware of our services and policies. Included you will find a Utilities Order Form, Equipment Rental Schedule, Rules & General Information page, and Parking Map. If you should need additional information, please go to our web site at [www.century2.org](http://www.century2.org) or call us at (316) 264-9121.

Please note that pre-ordered utilities and equipment are at a significantly reduced rate than late orders (5 working days prior to show). Orders for electric, phones, Internet, use of forklift, sign/banner hanging should be included on the Utilities Order Form.

Century II will accept shipped items and freight five (5) day prior to the event. Any items arriving prior to this will be assessed a storage fee of \$10 per day per item. Items needing to be unloaded via forklift will incur the forklift and driver rental fee as shown on Utilities Order Form. Exhibitors are responsible for preparing shipping labels and arranging for shipping pick up. Items left after the contracted event time are not the responsibility of Century II and will accrue a storage fee of \$10 per day. Century II takes no responsibility for lost, damaged or misplaced freight.

In order to make events more successful, we strongly discourage exhibitors from parking in the main lot of Century II. The following are additional parking locations in the immediate vicinity of Century II:

- Waco & 1<sup>st</sup> Street – One block north of Century II (Lot north of the Broadview). Free of charge.
- Broadview Parking Garage (Douglas & Waco) – Free of charge.
- Water & 1<sup>st</sup> Street – One block north of Century II (Behind Garvey Building). Free of charge on weekends and after 5:00 p.m.
- Hyatt Regency Parking Garage – Fee assessed.
- WaterWalk Parking Garage – One block south of Century II. Free of charge.
- Gander Mountain – Two blocks south of the Hyatt. Free of charge.

Thank you for your time, and we look forward to providing the highest quality of customer service to you. If you need additional assistance, please contact Stephanie at [sbeach@wichita.gov](mailto:sbeach@wichita.gov) or call (316) 264-9121.

Sincerely,

Kay Blair





# Century II

Performing Arts & Convention Center

REMIT TO:

**Century II Performing Arts & Convention Center  
Exhibitor Services Department  
225 West Douglas  
Wichita, KS 67202  
316-264-9121  
Fax 316-858-7740  
Or 316-303-8688**

PLEASE SEE REVERSE SIDE FOR PAYMENT INSTRUCTIONS.

## Utilities Order Form

Event KHCA Event Dates \_\_\_\_\_  
Exhibitor Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)  
Exhibitor Name \_\_\_\_\_  
Phone \_\_\_\_\_ Booth # \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
By signing, exhibitor understands Century II may adjust price if calculations are not correct.

A check or credit card information for the total services requested must accompany this order form. **To receive the regular rate, the payment and order form must be received in our office by Friday, October 13<sup>th</sup>, 2010.** Late Rate prices will be collected on orders placed after this date. All rates charged are for the run of the show, unless otherwise noted. Regulations and credit card information can be found on the reverse side of this form.

### ELECTRICAL SERVICE

ITEM	Regular Rate	Late Rate	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$36.00	\$72.00		
20 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$50.50	\$101.00		
30 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$53.50	\$107.00		
50 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$72.50	\$145.00		
100 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$120.00	\$240.00		
100 AMP 480 V. 3 PHASE	\$120.00	\$240.00		
15' EXTENSION CORD	\$4.75	\$9.50		
25' EXTENSION CORD	\$5.75	\$11.50		
GROUNDING 3 WAY PLUG-IN	\$3.75	\$7.50		
GROUNDING 6 PLUG-IN STRIP	\$9.50	\$19.00		
2-300 W. LIGHTS ON POLE w/ power	\$43.00	\$86.00		

### SIGN HANGING

(see reverse) \$59.00 sign, \$106.00 banner, \$296.00 oversize (\$28.00 fee if not rec'd 5 prior to move-in)

### TELEPHONE SERVICES

TOUCH TONE PHONE LINE	\$96.00	\$127.00		
TOUCH TONE PHONE	\$10.50	\$21.00		

### INTERNET SERVICES

CABLE MODEM: one day only	\$159.50	\$198.00		
CABLE MODEM: each additional day	\$27.50	\$27.50		
WIRELESS HUB: in addition to Cable Modem charge	\$53.50	\$53.50		

**Free wireless internet is available in most locations within the Century II complex.**

### SPECIAL SERVICES

FORKLIFT (5000 lb) with OPERATOR	\$80.00/hr	\$80.00/hr		
WATER FILL/DRAIN: 1-100 GALLONS	\$59.00	\$118.00		
101-500 GALLONS	\$80.00	\$160.00		
500 & UP	\$106.00	\$212.00		
NATURAL GAS CONNECTION (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$106.00	\$212.00		
COMPRESSED AIR (Expo Hall only, quote for mtg rms)	\$59.00	\$118.00		

NOTICE:

# FORM 10A

Supersedes all previous forms

SUBTOTAL		
+ KS TAX	x 6.3%	
= TOTAL		

## ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT  
WILL BE DONE BY STAFF ELECTRICIANS ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets **MUST** be ordered for each booth to be connected. ALL material and equipment furnished remains property of the CENTURY II CONVENTION CENTER.
- Rates include any necessary city permits, inspections, tax, or normal wear.
- Rates include bringing circuits to the rear of the exhibit booth, or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips, are the responsibility of the exhibitor. Additional cords and power strips maybe rented from our service counter. The exhibitor's own cords should be inspected for wear and be U.L. Approved. Lightweight or ungrounded extension cords are not allowed.
- CENTURY II is not responsible for voltage fluctuations or power failures on service lines.
- CENTURY II reserves the right to refuse to make any connections, which violate city or national electric codes.

## SIGNS

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: signs are under 4'x8' in size weighing less than 70 lbs.; banners are under 20' in length weighing less than 140 lbs.; anything over 20' in length or weighing more than 140 lbs. will be considered oversized.
- All Oversized materials **MUST** be delivered to CENTURY II no later than 24 hours in advance of event.

## COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within CENTURY II.
- Telephone instruments are available for an additional charge.
- The in-house telephone system gives you direct dial-in service, credit card long distance.
- Cable modems are the standard High Speed connection within CENTURY II.
- CENTURY II is responsible for High Speed equipment up to the client's equipment. CENTURY II's Staff are not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed Cable connection must have Ethernet card and have AutoDetect capabilities enabled.
- Client may provide router for use of multiple computers from single modem. No more than 4 computers recommended per router. Client is responsible for all connections from router to computers.

## ORDERING INFORMATION

\*\*\*\*\* ORDER IN ADVANCE! \*\*\*\*\*

**Ordering in advance will ensure that you have the power you need as well as save you a significant amount of money.**

- The most common power request is for 20 AMP 110 volt. This is sometimes called household power or standard current. A normal room in your home can use this amount of power. You could run up to 18-100watt light bulbs off a single 20 AMP circuit.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

## PAYMENT INFORMATION

THREE CONVENIENT WAYS TO PAY:

- **Check**
- **MasterCard**
- **Visa**

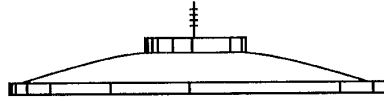
(Sorry, we do not accept American Express or Discover)

ADDITIONAL INFORMATION:

- When paying by check, please note the Event Name.
- When paying by credit card, address on order form **MUST** be billing address for the Credit Card used.
- Please fill in all blanks to ensure proper crediting of your account.
- Orders without complete information or payment enclosed cannot be processed.

_____	
Name on Card	
_____	
Account Number	
_____	
Expiration Date (Month/Year)	
_____	
Cardholder Signature	
_____	_____
Date	3 Digit Code





# Century II

Performing Arts & Convention Center

## EQUIPMENT RENTAL SCHEDULE

Item	Description	Rate	Notes
Tables*	4ft, 6ft, 8ft, 60", 66", Cocktail	\$7.00	
	w/ Linen	\$10.00	
	w/ Linen and Skirting	\$15.00	
Chairs	Client Use*	\$0.25	
	Exhibitor Use	\$3.00	
Audio Visual Screen	7'	\$25.00	
	10'	\$35.00	
	12'	\$45.00	
Lectern	Table Top	\$7.00	
	Standing	\$12.00	
MR Sound System (no mic)		\$10.00	
Microphone		\$5.00	
Lavaliere		\$65.00	
25' Mic Cord		\$2.00	
Easels		\$7.00	
Dry Erase Boards		\$7.00	
Flip Charts		\$7.00	
Chalk Boards		\$7.00	
Rolling Partitions		\$5.00	
Folding Screens		\$5.00	
Mitchell Risers		\$5.00	
Wenger Stage		\$25.00	Per Section
Bleachers		\$100.00	
Choral Risers		\$5.00	Per Section
Theater Rope and Stands		\$5.00	Per Section
Grand Piano	9' Steinway	\$200.00	\$100 each add'l day Repairs Charged to Client
Grand Piano	6' Baldwin	\$100.00	\$50 each add'l day Repairs Charged to Client
Upright Piano		\$50.00	\$25 each add'l day Repairs Charged to Client
Piano Tuning		\$75.00	Per Piano
Orchestra Shell	Portable Small	\$20.00	Per Section
Spotlights 1290XLT	2000W	\$75.00	Per Performance
	1200W	\$75.00	Per Performance
Re-keying of Door		\$100.00	Per Door
Re-set Fees**	Tables 5 – 10; Chairs 20 – 80	\$50.00	
	Tables 11 – 25; Chairs 81 – 200	\$100.00	
	Tables 26+; Chairs 201+	\$150.00	
Other Re-set Fees	\$25/hr. minimum		
Utilities	See Utilities Order Form		

Rates are for the duration of the event, unless specified differently.

*\*There is no charge for tables or chairs when set for meetings and banquets (linens and skirting extra).*

*\*\*Leased space includes one set-up of tables and/or chairs.*



## RULES & GENERAL INFORMATION

**FOOD AND BEVERAGE:** No outside food or drink is permitted within the facility, except for items given as samples at exhibitor booths. Sample items and their sizes must be pre-approved.

**SMOKING:** Century II is a smoke-free facility.

**UTILITIES:** Century II's Exhibitor Services Department provides services for electric, telephone, internet, forklift, and sign/banner hanging through the Utilities Order Form. Services must be ordered five days prior to the contracted move-in date for the advanced rate.

**SIGNS:** Signs and posters must be approved and may only be posted at approved locations. All signs must be removed at the end of the event. Signs and banners hung from ceiling beams and on the exterior of the building will be hung by Century II personnel.

**TAPE:** Masking tape is the only approved tape for use on the walls or windows. Double-backed carpet tape is not allowed.

**ANIMALS:** Animals are not permitted in the building unless said animal is deemed an ADA service animal.

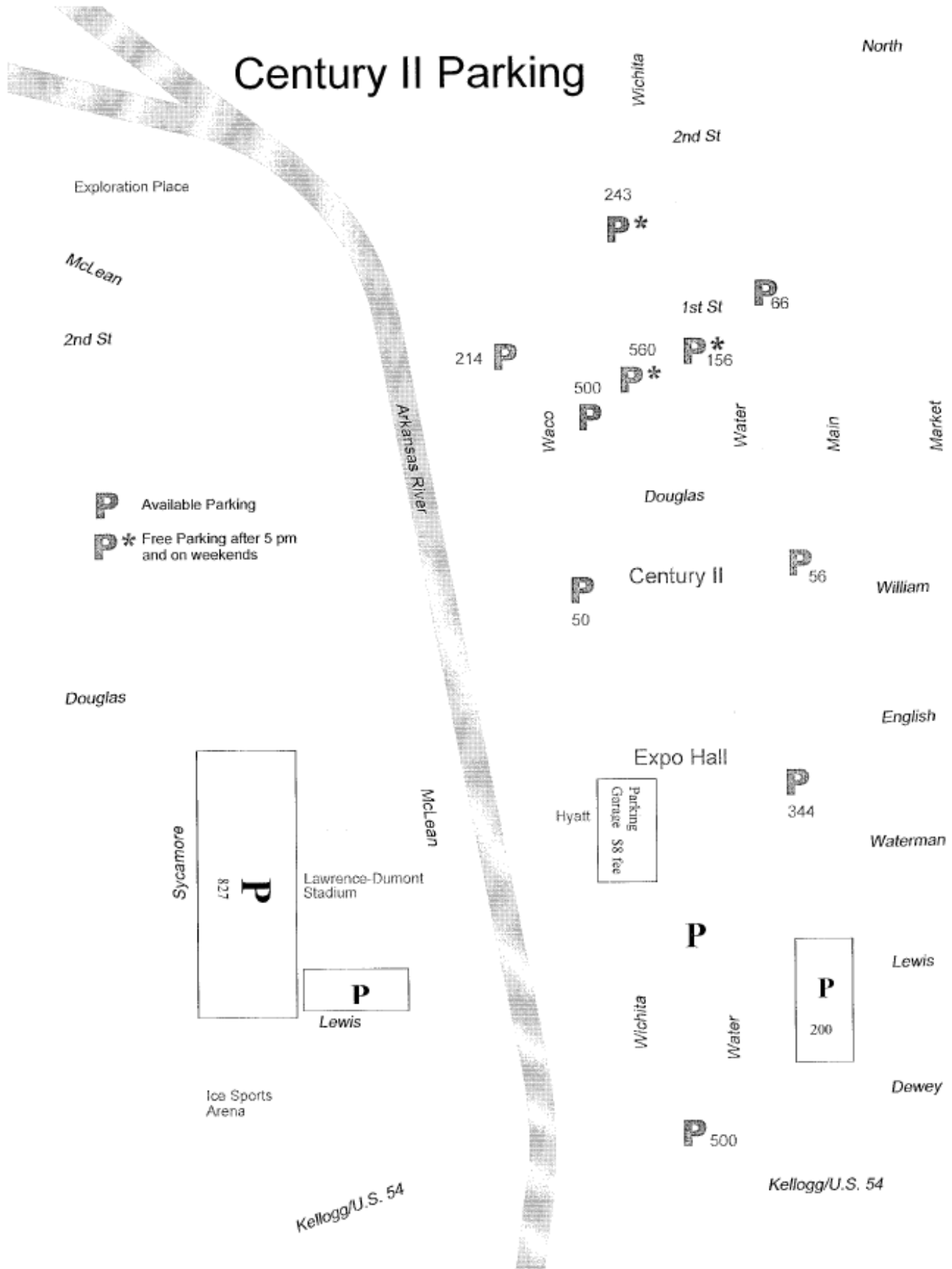
**HELIUM:** Helium is allowed throughout the facility. The bottles must be properly secured. Helium may be used in Expo Hall if the client agrees to pay for stagehands to remove balloons from the ceiling beams. Minimum charge of \$118.

**LIQUID PROPANE GAS:** LP gas containers for demonstration purposes must be 4.25 pounds or less. Spare bottles must be left outside the building. Self-contained torch assemblies must have 1 pound LP gas bottles. LP gas tanks on commercial and recreational vehicles must be empty.

### EXHIBIT SHOWS:

- Exhibitors must move-in and move-out through freight doors. Use of single-entry glass doors is prohibited.
- Display vehicles must have minimum gas, batteries disconnected, gas caps taped or locked, and ignition keys removed.
- The Convention/Exhibition Hall freight elevator must be operated by Century II personnel.
- Freight and shipped items will be received five days prior to the event. Any items arriving prior to this will be assessed a storage fee of \$10 per day per item. Exhibitors with large freight should use a local transfer company to receive, store and deliver freight.
- Items left after the schedule move-out period will be assessed with a handling charge.

# Century II Parking



## AHCA/NCAL announces the newest savings solution for KHCA members—**discounts on shipping services!**

### **Save on *all* your FedEx® shipping—express, ground, inbound, and outbound!**

PartnerShip®, the preferred shipping management provider of the American Health Care Association (AHCA)/National Center for Assisted Living (NCAL), now offers shipping discounts to all Kansas Health Care Association (KHCA) members. PartnerShip has been negotiating substantial carrier discounts on behalf of our customers since 1989. KHCA members who enroll in the **free** AHCA/NCAL Shipping Management Program will receive significant discounts through **FedEx**, delivering expertise, great service and value for all your shipping needs—virtually anytime, anywhere.

- **Save up to 29%\*** on select **FedEx Express®** services
- **Save up to 20%** on select **FedEx Ground®** services
- **Save up to 10%** on select **FedEx Home Delivery®** services

Go to [www.PartnerShip.com/85AHCA](http://www.PartnerShip.com/85AHCA) to enroll and start saving with this valuable member benefit!

After you enroll you'll **save on every shipment you send and receive** through the program. And you'll enjoy the unparalleled customer service that PartnerShip is committed to providing. This AHCA/NCAL member benefit comes at **no cost to you** and has no minimum shipping requirements or obligations.

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