

***The 2nd Annual NCONN Conference  
“Changing the Face of Cancer Care”***

***Friday, October 8<sup>th</sup> and Saturday, October 9<sup>th</sup>, 2010***

***Hilton Branson Resort & Convention Center***

***Branson Landing***

***200 E. Main Street***

***Branson, MO 65616***

***Invitation to Exhibit***

Your organization is invited to join the National Coalition of Oncology Nurse Navigators (NCONN) as an Exhibitor during the Second Annual NCONN Conference to be held on Friday, October 8<sup>th</sup> and Saturday, October 9<sup>th</sup>, 2010.

**ABOUT NCONN**

Mission: to promote excellence in oncology patient care by fostering collaborative relationships and professional development among Oncology Nurse Navigators and all health care disciplines locally, regionally, and nationally.

Vision: to be the national leader in establishing standards that define the oncology nurse navigator role by advocating for the Oncology Nurse Navigator within the community and professional arenas.

**BENEFITS OF EXHIBITING**

Exhibiting at the conference will provide you with the opportunity to share information and highlight your program, products, and/or services, while meeting and educating more than 300 anticipated conference attendees. Attendees represent oncology navigators, social workers, oncology case managers, and hospital administrators practicing in a broad spectrum of settings—large teaching hospitals, nonprofit and for-profit hospitals, or cancer centers and insurance providers.

**EXHIBIT SPACE**

**10x10 Exhibit Booth                      \$1500 Early Bird rate  
after 6/30/2010 \$1750**

**10x10 Exhibit Booth                      \$500 Early Bird Non-Profit rate  
after 6/30/2010 \$750**

**REGISTRATION DEADLINE**

Space is limited, so please return your exhibit registration form and fee by **August 1, 2010**. Exhibit fees will also include (2) complimentary registrations for exhibit personnel and (1) complimentary registration to attend all conference events. Additional badges may be purchased for \$50 per badge. In addition, NCONN will sell its mailing list for \$300 each (one-time usage). Contact: Fran Wingerter, Marketing Director; **[fwingerter@nconn.org](mailto:fwingerter@nconn.org)**

## **EXHIBIT BOOTH SPACE PACKAGES WITH MATERIAL HANDLING**

Package includes:

- 8' black back drape with 36" high side dividers
- One (1) 6-foot black draped table
- Two (2) side chairs and waste basket
- 2 chairs
- 1 wastebasket with liner
- 1 7"x 44" identification sign
- Up to 1000 lbs of exhibitor freight received in advance to Liberty's warehouse. Exhibitors with freight that exceeds 1000 lbs. will be billed any additional material handling charges direct.

Exhibit service kits, shipping details and address labels, along with optional show services will be sent to each registered exhibitor 90 days prior to the meeting. These optional services include, but are not limited to, electrical, internet, audio visual and shipping. If you have any questions prior to this time, please contact Sharon Francz 301-613-6957 [sfrancz@nconn.org](mailto:sfrancz@nconn.org) or Fran Wingerter 301-938-0631

[fwingerter@nconn.org](mailto:fwingerter@nconn.org)

### **Booth Set-Up Hours**

***Friday, October 8<sup>th</sup>***

8:00 am – 2:00 pm

\*Special permission from the NCONN and Liberty Warehouse is required to set up before 8 am Friday, October 8, 2010.

***Friday, October 8<sup>th</sup> (All hours are subject to change)***

3:00 pm – 8:30 pm

\*Reception will be held in Exhibit Hall (6:00 pm-8:00 pm; All exhibits must be set-up by

***Friday, October 8<sup>th</sup> at 3:30 pm***

\*\*Exhibit Hall will be open until 8:30 pm and vendors may staff their booths during this time, if they desire.

### **Exhibit Hall Hours (All hours are subject to change)**

***Saturday, October 9<sup>th</sup>***

Exhibit Hall Hours

7:00 am – 4:00 pm

Break in Exhibit Hall

10:30 am – 11:00 am

Lunch in Exhibit Hall

11:45 am – 12:45 pm

Break in Exhibit Hall

1:45 pm – 2:15 pm

Exhibit Hall closes at 4:30 pm. ***All exhibits must remain in place until the Hall officially closes at 4:00 pm.***

### **Booth Tear Down**

***Saturday, October 9<sup>th</sup>***

4:00 pm – 10:00 pm

### **Exhibit Information**

Dismantling of exhibits will begin no earlier than 4:00 pm on Saturday, October 9. All exhibits must be completely removed from the hall by 10:00 pm. NCONN is not responsible for any material left by the exhibiting company.

### **Failure to occupy space**

The exhibitor will forfeit any space not occupied by Friday, October 8, at 3:30 pm, and this space may be reassigned or used by NCONN without refund, unless arrangements for delayed occupancy have prior approval by the NCONN. As a courtesy to attendees and fellow exhibitors, please open your exhibits on time and staff them throughout the meeting until the scheduled closing on Saturday, October 9th.

### **Give-a-ways**

Pharmaceutical and biotech companies are expected to comply with PhRMA exhibit guidelines. Manufacturers of medical devices and makers of medical equipment, software, supplies, technology, etc. are expected to comply with AdvaMed exhibit guidelines. All premiums and give-a-ways must be approved by NCONN in advance. Any exhibitors found distributing materials that have not been approved will be required to cease distribution immediately. NCONN will not accept on-site requests for give-away approvals.

### **Grant and Support Opportunities**

Many support opportunities are available to companies that would like to make a greater impact on attendees. Please refer to the separate grant and support opportunity sheet included in this packet or contact NCONN.

### **NCONN Contacts**

Fran Wingerter – Director of Marketing  
Lou Ann Mercier – Administrative Assistant  
Sharon Francz -- President and Co-Founder  
The National Coalition of Oncology Nurse Navigators  
P.O. Box 1688  
Rockville, MD 20849-1688  
800-581-0175 – Office  
301-432-6414 – Fax  
E-Mail:  
**sfrancz@nconn.org**  
**lmercier@nconn.org**  
**fwingerter@nconn.org**  
**conference@nconn.org**  
[www.nconn.org](http://www.nconn.org)

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200 E. Main Street, Branson, MO 65616*

**HOTEL AND TRAVEL RESERVATIONS**

All exhibitors will be responsible for making their own hotel and travel reservations. To make hotel reservations, contact the Branson Hilton Resort & Convention Center at Toll free telephone number: 1-866-442-0959 and identify themselves as part of National Coalition of Oncology Nurse Navigators or Group Code NCO. Guest rooms are available for \$149.00 per night and are subject to applicable state and local taxes (currently 12.6% per room per night) in effect at the time of checkout. Each additional person to a room is \$20.00 for triple and quad occupancy. Children 12 years and under are free when occupying the same room as their parents. Reservations by attendees must be received on or before Friday, September 9, 2010.

**AIR RESERVATIONS**

To make air reservations to attend the conference you may choose to fly into either Springfield, MO or Branson, MO. NCONN has selected Great Southern Travel to assist in making **discounted** air reservations for attendees and exhibitors. Round trip transportation from both airports will be free of charge to attendees and exhibitors. To make air reservations contact Great Southern Travel and mention you are attending the National Coalition of Oncology Nurse Navigators Conference (NCONN) October 8<sup>th</sup> or 9<sup>th</sup> 2010.

Ginger Fink/Travel Consultant  
Great Southern Travel/Corporate Res Center  
3424 So National/Springfield,MO 65807  
417-888-4488/fax 417-888-4499/1-800-749-7116  
gfink@greatsoutherntravel.com /www.greatsoutherntravel.com

**\*\* Travel Period:** The discount is good 3 days prior to meeting date and 3 days after the meeting date. We have established meetings discounts with the following airlines for attendees travel into the Springfield/Branson area:

Air Tran Airlines  
American Airlines  
Delta Airlines  
United Airlines

**EXHIBIT SHIPMENTS**

All exhibitors are responsible for the shipment of their exhibit materials to and from the conference hotel. Exhibitors are also responsible for set-up, tear-down, staffing their exhibit, packing, and return shipping costs. Upon receipt of your registration, detailed shipping information will be sent to your attention.

**SCHEDULED EXHIBIT HALL EVENTS**

|                  |                           |                    |
|------------------|---------------------------|--------------------|
| Set-up:          | Friday, October 8, 2010   | 1:30 PM - 3:30 PM  |
| Exhibits open:   | Friday, October 8, 2010   | 3:30 PM - 6:00 PM  |
| Exhibits open:   | Saturday, October 9, 2010 | 7:15 AM - 4:30 PM  |
| Tear-down hours: | Saturday, October 9, 2010 | 4:30 PM - 10:00 PM |

**HOW TO REGISTER**

Complete the enclosed Exhibit Registration Form and mail:

**National Coalition of Oncology Nurse Navigators**  
**800-581-0175**  
**conference@nconn.org**  
**PO Box 1688**  
**Rockville, MD 20849-1688**

## Exhibitor Registration Form

\_\_\_\_ Yes, my organization will exhibit at the Second Annual NCONN Conference, to be held at the Branson Hilton Resort and Convention Center in Branson, MO, Friday, October 8<sup>th</sup> and Saturday, October 9<sup>th</sup>, 2010. I understand that the exhibit hall will be open during the entire conference. Set-up will occur **Friday, October 8th, 2010, from 7:00 am to 3:00 pm**. Teardown will be on **Saturday, October 9, 2010, from 3:00 pm to 5:00 pm**

I understand that unless I make other arrangements, I will be provided with one 6-foot black draped table, 2 chairs, and a wastebasket. I will be responsible for my own display and the ordering and cost of any additional items such as audio/visual equipment, telephones, and Internet access. I will be responsible for making hotel room reservations and travel arrangements, staffing the exhibit, shipping exhibit materials to and from the hotel, packing, unpacking, drayage, and removal of exhibit materials from the hotel.

I understand that the Exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the Exhibitor's displays, equipment, or property brought upon the premises of the hotel.

Align the section below

**Authorized representative (please print):** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(The signature above signifies that the Exhibitor has read, understands, and agrees to be bound by all the terms and conditions on this form)

### EXHIBIT FEE PAYMENT

By signing and submitting this form, Exhibitor agrees that this payment is nonrefundable except as described below. Please make check payable to NCONN and send to NCONN, PO Box 1688, Rockville, MD 20849-1688. The tax identification number is **26-1962366**.

☐ Check enclosed

**Cancellation policy:** all cancellations and/or requests must be made in writing to NCONN. No telephone cancellations will be accepted. No refunds will be made after August 1, 2010. Note: an Exhibitor who plans to attend conference sessions and events must also register as a conference attendee.

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**Align section below**

**NAME OF EXHIBIT BOOTH PERSONNEL (list primary contact first):**

1. \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail \_\_\_\_\_  
address: \_\_\_\_\_

**NAME(S) OF ADDITIONAL EXHIBIT PERSONNEL:**

2. \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_

You will be responsible for your own display and the ordering and cost of any additional items such as audio/visual equipment, telephones, and Internet access.

**Optional items:** if your exhibit requires additional items such as-- audio/visual equipment, telephones, or Internet access, please indicate your requirements below. An Exhibits Coordinator will contact you to discuss your needs and provide you with ordering and pricing information.

My organization,

\_\_\_\_\_, will need  
the following additional items for its exhibit space:

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**Description:** please provide a written description of your exhibit and services in 150 words or fewer.

**Space is limited. Please complete and submit your Exhibitor Registration Form no later than Aug 1, 2010.**