



## Sponsorship / Exhibitor Opportunities

You are invited to participate in the 4<sup>th</sup> Annual Healthcare Workplace Safety Conference: *Creating a Culture of Workplace Safety* to be held in Gander, April 12<sup>th</sup> to 14<sup>th</sup>, 2010.

The conference will provide health workers from across the province with the opportunity to learn about the latest trends in OH&S in Healthcare, from within the province and across the country. The opportunity for workers to interact with their peers will be invaluable for the team building and learning which will take place during the conference. The conference will attract delegates both from private and government health providers, as well as suppliers of the equipment, services and research necessary to continue to develop and grow.

The conference program is designed to provide opportunities to network, develop and expand professional relationships, and to share experiences and solutions for current issues.

As in previous years, Sponsorship and Exhibitor Packages have been designed to provide visibility at the conference and in conference publications. The Conference Planning Committee takes feedback from sponsors and exhibitors seriously, and endeavours to implement suggested changes wherever possible. Whether your goal is to develop new leads in a target market, to showcase your products, or to demonstrate support and commitment to the healthcare sector in Newfoundland and Labrador this conference is a strong forum for achieving your goals.

Accompanying this letter are the Sponsorship and Exhibitor packages for your review. Please review these packages and direct any inquiries you have to the any member of the Conference Planning Committee.

Sincerely,

John Peddle  
Executive Director  
Newfoundland and Labrador Health Boards Association



---

## Sponsorship Opportunities

The 4<sup>th</sup> Annual Healthcare Workplace Safety Conference: *Creating a Culture of Workplace Safety*, taking place from April 12<sup>th</sup> to 14<sup>th</sup>, 2010 in Hotel Gander will bring together a diverse and influential group of 125 - 150 delegates throughout the province with presenters from across Canada whose common goal is to enhance the safety and effectiveness of the healthcare workplace. A strong program has been planned, and will include renowned keynote speakers, engaging presentations and roundtable discussions as well as professional development workshops.

Your organization will enjoy high profile exposure, and your participation in the conference itself will provide numerous opportunities for networking with people in the healthcare field across Newfoundland and Labrador and other participating provinces.

Sponsorship visibility at the conference will be high both during the conference and throughout conference materials. Whether your goal is to develop new leads in a target market, to showcase your products, or to demonstrate support and commitment to the healthcare industry in Newfoundland and Labrador, this conference is a strong forum for achieving your goals.

Sponsorship packages are outlined below along with a detailed description of the benefits associated with each level of sponsorship. The conference committee welcomes your sponsorship and will work to ensure that your investment in the Healthcare Workplace Safety Conference is worthwhile.

<u>Sponsorship Packages</u>	<u>Cost</u>
Platinum Sponsors	\$5,000
Gold Sponsor	\$3,000
Silver Sponsor	\$2,000
Bronze Sponsor	\$1,000
Hospitality Breaks	\$500

Other opportunities to sponsor events such as:

- Evening event (Awards Dinner and/or other event)
- Speaker gifts
- Proceedings
- Name tags
- General proceeds and more

For more information or to arrange sponsorship please contact: Arlene Scott at [ascott@nlhba.nl.ca](mailto:ascott@nlhba.nl.ca) or (709) 364-7701 ext. 315. To find out more about the conference visit our website [www.nlhba.nl.ca/safetyculture.htm](http://www.nlhba.nl.ca/safetyculture.htm).

# Sponsorship – The Details

---

## Platinum Sponsor - \$5,000

**Conference partner.**

**Exclusive sponsor of ONE of the following:**

- Awards Dinner (April 12<sup>th</sup>, 2010)
- Lunch on Tuesday, April 13th
- Breakfast on Wednesday, April 14th

**Sponsorship includes:**

- Platinum Sponsor acknowledgement in the conference program
- Platinum Sponsor acknowledgement on the conference website
- Platinum Sponsor acknowledgement at the sponsored event
- Company logo on delegate bag and notebook (if registered by March 1, 2010)
- Two (2) complimentary registrations for the conference
- Two (2) tickets to the Awards Dinner
- Inclusion of one promotional insert in the conference bag
- Complimentary booth on the exhibit floor

## Gold Sponsor - \$3,000

**Exclusive sponsor of ONE of the following:**

- A keynote speaker session
- One panel session

**Sponsorship includes:**

- Gold Sponsor acknowledgement in the conference program
- Gold Sponsor acknowledgement on the conference website
- Gold Sponsor acknowledgement at the sponsored event
- Company logo on delegate bag (if registered by March 1, 2010)
- Two (2) complimentary registration for the conference
- Two (2) tickets to the Awards Dinner
- Inclusion of one promotional insert in the conference bag
- Complimentary booth on the exhibit floor

## Silver Sponsor – \$2,000

**Partner sponsor of ONE of the following:**

- One presentation session
- One half day of audiovisual equipment services

**Sponsorship includes:**

- Silver Sponsor acknowledgement in the conference program
- Silver Sponsor acknowledgement on the conference website
- Silver Sponsor acknowledgement at the sponsored event
- Company logo on delegate notebook (if registered by March 1, 2010)
- One (1) complimentary conference registration
- Two (2) tickets to the Awards Dinner
- Inclusion of one promotional insert in the conference bag

## Sponsorship – The Details

---

### Bronze Sponsor – \$1,000

#### **Sponsorship includes:**

- Bronze Sponsor acknowledgement in the conference program
- Bronze Sponsor acknowledgement on the conference website
- One (1) complimentary conference registration
- Two (2) tickets to the Awards Dinner
- Inclusion of one promotional insert in the conference bag

### Hospitality Breaks -\$500

#### **Sponsorship includes:**

- Acknowledgement on the conference website
- Acknowledgement at the sponsored event
- Inclusion of one promotional insert in the conference bag
- Sponsorship of a morning or afternoon refreshment break

### Looking for more chances to sponsor the conference?

There are many opportunities to sponsor important parts of the event. In each case your sponsorship will be recognized on the conference website, as well as during audience addresses. The items available for sponsorship include (but are not limited to):

- Speaker gifts (\$360 suggested)
- Door prize (\$300 suggested, or items for giveaway)
- Contribution to Awards Dinner (\$500 suggested)
- Proceedings printing (\$1,000 suggested)
- Pens or other items for the conference bag (\$500 suggested)

**Note: Prices are guidelines ONLY. Call to discuss your ideas!**

### Sponsorship In - Kind

In addition to the above sponsorship opportunities, donation of specific materials for use at the Healthcare Workplace Safety Conference IV will be recognized in the final program. Donations may include use of:

- Computers (for presentation rooms)
- Projectors
- Projection screens
- Notepads and pens (for conference bag)
- Name tags
- Proceedings printing

# Sponsorship Benefits

	Platinum Sponsor (\$5,000)		Gold Sponsor (\$3,000)	Silver sponsor (\$2,000)		Bronze Sponsor (\$1,000)	Hospitality breaks (\$500)
<b>Sponsorship Includes*:</b>							
Partnering host mention in all media	X						
Sponsorship level acknowledgement in the conference program	X	X	X	X	X		
Sponsorship level acknowledgement on the conference website	X	X	X	X	X		X
Sponsorship level acknowledgement at the sponsored event	X	X	X				X
Company logo on each bag	X	X					
Company logo on cover of each notebook	X		X				
Complimentary registration(s) for the conference	X	X	X		X		
Two tickets for the Awards Dinner	X	X	X		X		
Inclusion of one promotional insert in the conference bag	X	X	X		X		X
Complimentary booth on the exhibit floor	X	X					
Sponsor of a refreshment break							X
<b>Exclusive sponsor of ONE of the following:</b>							
Awards Dinner	X						
Breakfast – Tuesday, April 13	X						
Lunch - Tuesday, April 13	X						
A keynote speaker session		X					
One panel session		X					
<b>Partner Sponsor of ONE of the following:</b>							
One presentation session				X			
½ day audio visual equipment services				X			

**\*This list does not include all sponsorship opportunities. There are opportunities to sponsor a number of events and awards/gifts etc. Please contact the conference organizers directly to discuss the options further.**

## Exhibitor Opportunities

---

The 4<sup>th</sup> Annual Healthcare Workplace Safety Conference: *Creating a Culture of Workplace Safety*, taking place from April 12<sup>th</sup> to 14<sup>th</sup>, 2010 in Hotel Gander will bring together a diverse and influential group of 125 - 150 delegates throughout the province with presenters from across Canada whose common goal is to enhance the safety and effectiveness of the healthcare workplace. A strong program has been planned, and will include renowned keynote speakers, engaging presentations and roundtable discussions, and professional development workshops.

Your organizations' involvement with this event will provide high profile exposure for your people, your products, and your organization. The conference program is designed to provide numerous opportunities for networking, which will allow you to develop and expand professional relationships, share experiences and solutions, and highlight your products and services.

The exhibitor's area will be strategically positioned to provide maximum visibility during scheduled refreshment and meal breaks. Whether your goal is to develop new leads in a target market, to showcase your products, or to demonstrate support and commitment to healthcare in Newfoundland and Labrador, this conference is a strong forum for achieving your goals.

Exhibiting hours will take place during the day of Tuesday, April 13<sup>th</sup> and the morning of April 14<sup>th</sup>.

For a fee of **\$500 + \$65 (13% HST R107772634) = \$565**, exhibitors will be provided with the following:

- ❑ 8' x 10' exhibit space
- ❑ A table measuring 6' x 30" or 8' x 30" (exhibitors choice)
- ❑ Breakfast and Lunch on Tuesday, April 13<sup>th</sup>

Exhibitors are strongly encouraged to provide a door prize or draw prize at their exhibits for conference delegates. Audio-visual requirements can be accommodated at exhibitors' cost. Please indicate all requirements at the time of application.

The conference committee welcomes your exhibit and will work to ensure that your investment in the Healthcare Workplace Safety Conference IV is worthwhile. Exhibit locations will be assigned on a first paid, first serve basis. Further information regarding the Healthcare Workplace Safety Conference IV exhibitor opportunities is available at [www.nlhba.nl.ca/safetyculture.htm](http://www.nlhba.nl.ca/safetyculture.htm) or contact Arlene Scott via email [ascott@nlhba.nl.ca](mailto:ascott@nlhba.nl.ca) or telephone (709) 364-7701, ext. 315.

# Sponsorship/Exhibitor Contract

---

## General Information

Company / Organization: \_\_\_\_\_ Company Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please select appropriate contract: \_\_\_\_\_  Sponsor  Exhibitor  Sponsor & Exhibitor

**\*\*If exhibiting, please print names of the exhibitors, as they should appear on the nametags:**

---

## Sponsorship Level

Please indicate the level of sponsorship that you wish to provide:

\_\_\_ Platinum \$5,000 Request exclusive sponsorship of: \_\_\_\_\_

\_\_\_ Gold \$3,000 Request exclusive sponsorship of: \_\_\_\_\_

\_\_\_ Silver \$2,000 Request exclusive sponsorship of: \_\_\_\_\_

\_\_\_ Bronze \$1,000

\_\_\_ Hospitality Break \$500

\_\_\_ Other Request sponsorship of \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

\_\_\_ In Kind Sponsor Proposed Donation: \_\_\_\_\_

\_\_\_ **Exhibitor Only \$500 + \$65 (13%HST) and door prize.** Please indicate in order of preference,

Exhibit location (see attached floor map): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please indicate table size preference for exhibitor booth:  6' x 30" table  8' x 30" table

Please indicate any requirements for audio-visual equipment: \_\_\_\_\_

---

## Payment

Payment is due within 30 days of registering as a sponsor or exhibitor. Please note that refunds cannot be provided to sponsors who withdraw. Refunds can be provided to exhibitors, less a \$100 processing fee if the request is received on or before March 1, 2010. No refunds after March 1, 2010

## Method of Payment

Cash, Cheque or VISA ONLY, All cheques must be made payable to:

**Newfoundland and Labrador Health Boards Association.  
Healthcare Workplace Safety Conference IV  
2<sup>nd</sup> Floor Beothuck Bldg., 20 Crosbie Pl.  
St. John's, NL A1B 3Y8  
Fax: (709) 364-6460 (ATTN: Arlene Scott)**

**Payment Method:** \_\_\_\_\_ Cash \_\_\_\_\_ Cheque \_\_\_\_\_ Visa

**Payment Amount:** \$ \_\_\_\_\_

**Credit Card Information:**

**Card Number:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_ / \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

## Conference Exhibitors Guidelines and Policies

1. If an exhibitor fails to use the space provided, no part of the payment will be refunded. Payment is due within 30 days of registering as an exhibitor. Exhibitors can be provided a refund minus a \$100 processing fee if the request is received on or before March 1, 2010. No refunds after March 1, 2010.
2. Exhibit locations will be confirmed on a first-pay-first-serve basis.
3. Table size, AV requirements and preferred exhibit location must be indicated on the registration form.
4. Formal notice of the assigned space and full payment of the reservation fees constitutes a contract for the right to use space. In the event of a fire, strike, or other uncontrollable event rendering the exhibit area unfit or unavailable for use or causing the exhibit to be cancelled prior to the opening date of the exhibit, payment on account for the reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of the recession are the sole responsibility of the exhibitor.
5. Exhibitors will hold harmless the Newfoundland and Labrador Health Boards Association, the organizing committee for the Healthcare Workplace Safety Conference IV: *Creating a Culture of Workplace Safety* and the Hotel Gander in the event of any liability, responsibility, loss, damage costs, or expense of omission by exhibitor or any of its agents or employees.
6. No exhibitor shall assign, sublet, or share reserved space without the authorization of the Exhibits Coordinator prior to the conference.
7. Rules and regulations must be adhered to regarding set-up, operation and teardown of exhibits. Set up is to occur between 7:00 pm and 10:00 pm on April 12<sup>th</sup>. Teardown must be completed by 6:00 pm on April 13<sup>th</sup>, 2010.
8. To exhibit at the Healthcare Workplace Safety Conference IV, signed acceptance of these guidelines must accompany the Registration Form. (See below)

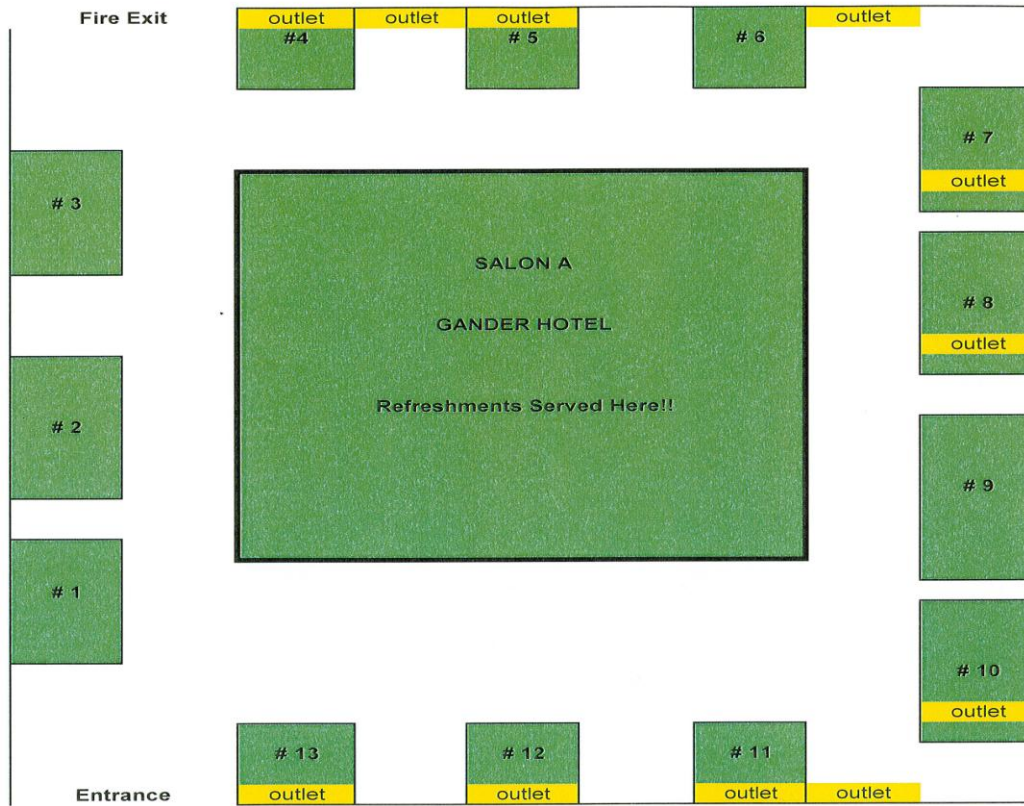
**On behalf of my company I accept the Healthcare Workplace Safety Conference IV Exhibitors Guidelines and Policies.**

**Company** \_\_\_\_\_

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

**Name and title** (please print) \_\_\_\_\_

All exhibits are provided with a 10' X 10' space.  
Outlets are wall based (not ceiling).  
Refreshments will be served on tables in the center of the room.



Please indicate preference on the attached sheet. Your preference is not guaranteed.