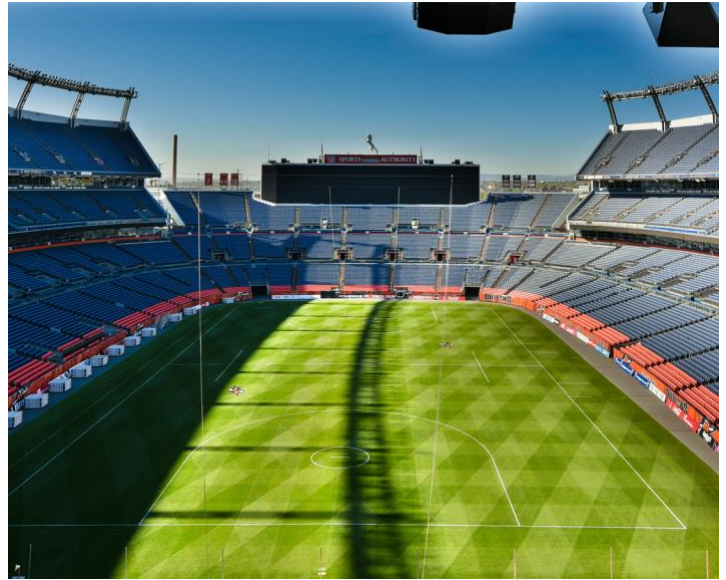


C A **H** E D

Colorado Association of Healthcare Engineers & Directors

# 2019 Trade Show



# CAHED Annual Trade Show

CAHED brings together facility managers, construction directors, and tradespeople from hospitals and healthcare facilities around the state of Colorado. The conference itself presents many opportunities for one-on-one contact by exhibitors with facility and healthcare constructors from across the state. The CAHED Annual Trade Show offers over 4 credit hours of continuing education on current topics and codes directly related to healthcare construction, along with nationally renowned keynote speakers.

Firms who sell a product or service to end users of Healthcare Facilities benefit from exhibiting at the CAHED Annual Trade Show. Vendors from past trade shows include many companies and firms from the A/E/C community in Colorado as well as out of state.

## Policies and Regulations

THE FOLLOWING RULES AND REGULATIONS pertain to all exhibitors whose registration has been accepted for the CAHED 2019 Trade Show and Seminar.

CAHED reserves the right to render all interpretations and decisions. Should questions arise, and to establish further regulations as many be deemed necessary to the general success and well-being of the show, CAHED's decisions and interpretations shall be accepted as final in all cases.

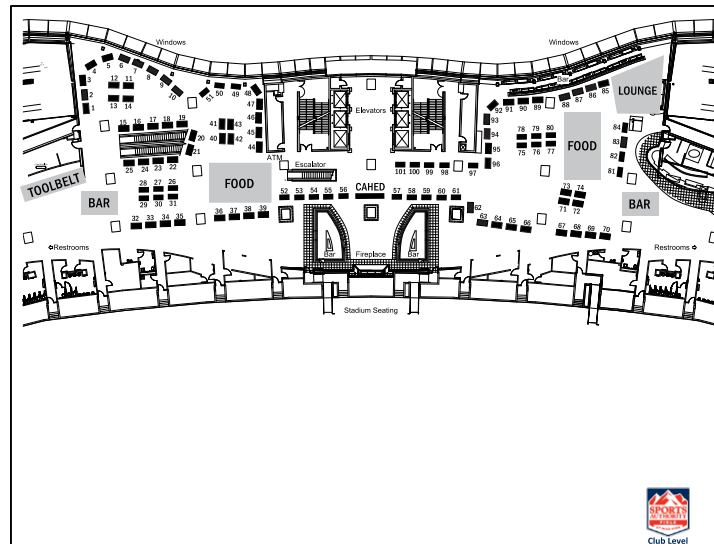


Acceptances and allocation of exhibit spaces will be at the sole discretion of the Executive Director of CAHED. Every attempt will be made to honor exhibitor requests for preferred location. Actual exhibit space may vary slightly from the dimensions described.

Exhibitors must provide their own boxes, dollies, carts, and labor for setting up and taking down exhibits. No flammable liquids, substances, or materials that are not flameproof, may be used in the exhibit. DO NOT PACK UP AND LEAVE EARLY OR YOU WILL BE SUBJECT TO A FINE OF \$150!!

### **WHAT IS INCLUDED IN THE EXHIBIT SPACE FEES, A TOTAL OF \$1,250?**

- A draped six foot table, with one foot on each side, allowing for eight feet total and a depth of five feet
- One 5 amp drop for each booth. Booths 52-61 and 97-101 can have NO MORE THAN ONE 5 AMP DROP AND MAY HAVE TO SHARE A POWER STRIP!!
- FREE ADMITTANCE TO ALL HOSPITAL STAFF WHO ARE CAHED MEMBERS AND REGISTER FOR THE CONFERENCE
- A TOTAL OF 3 nametags with your company's name on them. Specific names will be added if they are given in a timely manner to the Executive Director. If there are over 3 people from your company you would like to attend, they will need to register as regular attendees.
- Exhibit space is allotted on a first-come, first-serve basis.
- SHIPPING TO THE STADIUM IS NOT ENCOURAGED; shipping directly to a hotel is preferred. If you must ship to the Stadium, there is currently a fee of \$250 and it must be arranged with the Sports Authority contact prior to two weeks before the conference.
- We LOVE our sponsors! Our sponsors have a choice of different sponsorship levels for each calendar year. Floor banners with Platinum and Gold sponsorship levels will be available to display in front of your booth should you choose to become a CAHED sponsor.
- BOOTH DEPOSITS ARE NON-REFUNDABLE AFTER DECEMBER 31, 2018. ALL BOOTHS PAID IN FULL ARE NON-REFUNDABLE.
- Total is due March, 1<sup>st</sup>, 2019 or else booth may be forfeited.



# Vendor Involvement

- Attend presentations/sessions to have a topic to relate with attendees
- Make eye contact with attendees on the Trade Show Floor
- Use the entire Trade Show schedule as a chance to connect with attendees



## RAFFLE PRIZE DRAWINGS

CAHED allows drawings for prizes donated by exhibiting vendors. The drawings WILL BE COMPLETED BY EACH DONATING VENDOR WHO WILL DISPLAY THE WINNER'S BUSINESS CARD DURING THE LAST OPEN TRADE SHOW FLOOR TIME. Donations of prizes is completely voluntary. CAHED will advertise raffle prizes if your company shares what you will be donating in a timely manner. **DO NOT: GIVE AWAY ALCOHOL OR YOU WILL BE SUBJECT TO A FINE AND ESCORTED OUT OF THE TRADE SHOW.** Drawings are **ONLY** for hospital staff, not for our vendor exhibitor members/other exhibitors. Make sure to bring a container to collect business cards!

# Speaker Expectations



As vendors, you have a unique view of the hospital industry. For those of you willing and able to share your knowledge with other CAHED members, please read the speaker expectations below before applying to speak at a session for the CAHED Trade Show.

Speaker Quality Commitment: I recognize that as the speaker of this CAHED registered program, I will deliver the presentation, as approved by CAHED, without endorsement, bias, marketing or sales orientation. Also, I understand that as a CAHED registered program it does not include content that may be deemed or construed to be an approval or endorsement by CAHED of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.



To ensure these benefits are accomplished, I agree to:

1. Ensure that company logos, product name, and branding are limited to the *first and last slides only* of any presentation. Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives.
2. Defer product and proprietary specific questions for discussion *after* the course has concluded.
3. Deliver the course as it relates to the learning objectives.
4. Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the course was registered.

## Timeline:

October 15th:

If accepted:

Submit your presentation to the Board for review

Submit your name, title, company, and biography which details why you are qualified to present on the topic, along with your AV needs as soon as possible. Presenters bring their own laptop.

Two months ahead of time:

Submit complete draft of presentation slides

# Proposed 2019 CAHED Trade Show Agenda



## Wednesday, May 1st:

Vendor set up 2-5 pm

## Thursday, May 2nd:

Check in 9:30--10:00 am  
Presentation 10:00-11:30 am  
Lunch/Trade Show 11:30 am-1:00 pm  
Breakout Session 1 1:00-2:15 pm  
Dessert Break/Trade Show 2:15-3:15 pm  
Breakout Session 2 3:15-4:30 pm  
Reception/Trade Show 4:30-6:00 pm

## Friday, May 3rd

Breakfast 7:30-8:30 am  
Breakout Session 3 8:30-9:45 am  
Keynote Speaker 10:15-11:30 am  
Trade Show/Raffle Prize 11:30 am-12:15 pm