

SAVE THIS CHECKLIST!

MISSOURI HOSPITAL ASSOCIATION

2019 SPONSOR CHECKLIST

**IMPORTANT
DEADLINES
& INFORMATION**

97TH ANNUAL CONVENTION & TRADE SHOW

NOVEMBER 6-8, 2019 | OSAGE BEACH, MISSOURI

MARGARITAVILLE LAKE RESORT/TAN-TAR-A CONFERENCE CENTER



DEADLINE JULY 19 — ADVERTISEMENT IN MHA'S CONVENTION PROGRAM BOOK

Diamond, Platinum and Gold sponsors receive a complimentary color ad. Submit your 5" x 4.5" artwork as a high-resolution PDF or EPS file. **Silver sponsors** may choose a complimentary exhibit booth or an advertisement.



DEADLINE OCTOBER 7 — HOTEL RESERVATIONS

For hotel reservations, call Tan-Tar-A at 573/348-3131 or register online at Tan-tar-a.com; use the code "MHAR" to access group reservations.



DEADLINE OCTOBER 25 — REGISTER FOR CONVENTION

Convention registration information will be sent to you in early September. Each person attending the convention from your company must register in advance. This will provide you with an official badge that must be worn whenever you are in the exhibit hall.



DEADLINE OCTOBER 25 — COMPLIMENTARY MEAL TICKETS

As a sponsor, you will receive complimentary tickets for the Celebration of Achievement awards dinner. The Complimentary Meal Tickets form will be forwarded for you to complete and return.



DEADLINE OCTOBER 31 — SERVICE NEEDS

Page & Brown Convention Services — Complete this form online for assistance with exhibit material handling/shipping and display assembly. **Tan-Tar-A Resort Services** — Complete this form online for booth equipment, audiovisual, electricity and phone services.

QUESTIONS OR NEED ASSISTANCE, CONTACT:

Gwen Pelzer
573/893-3700, ext. 1335,
gpelzer@mhanet.com
mhanet.com



NOVEMBER 6-8 — MAKE THE MOST OF THE SHOW!

Network with attendees, both during the trade show hours and at other convention events. **A list of registered attendees will be sent just prior to the convention and again after the show.**