



Community Behavioral Healthcare  
Association of Illinois

**CBHA's 47th Annual Conference  
December 9 & 10, 2019**

**Hyatt Regency Woodfield  
Schaumburg, Illinois**

# Your Invitation to Exhibit at CBHA's Annual Conference



A night-time photograph of the Chicago skyline, with numerous skyscrapers illuminated and their lights reflecting on the water in the foreground. The text is overlaid on the lower half of the image.

# **Community Behavioral Healthcare Association (CBHA) invites you to Exhibit at its Annual Conference**

CBHA is recognized as the premier association serving the needs of behavioral healthcare providers. This event is one of the largest, most widely attended and well respected of any mental health, developmental disabilities, and substance use trade association conferences in Illinois. Each year more and more organizations have added to the success of our conference by participating as an exhibitor, sponsor, and/or advertiser. Your participation this year assures you an opportunity to meet behavioral health care providers from across the state.

This conference brings together the leaders of behavioral health care- from community-based providers, to provider owners, to behavioral health care systems, to provider networks, to county and regional authorities, and to state association providers. Representation at this conference provides your organization with access to the professionals who influence the purchasing decisions of their organizations and who are eager to see your current products and services. Chief executive officers, board members, chief operating officers, risk managers, medical and nursing directors, clinical directors, financial officers, information systems managers, marketing and public relations professionals, research and evaluation managers, community education coordinators, program directors, and state and county mental health and substance use directors are but a few of the many participants at this conference. Access these key individuals to reach the organizations they represent.

All exhibitors and sponsors will be recognized in the Conference Program (if application and payment are received by November 15, 2019) in the on-site registration packet. CBHA looks forward to including you among the select group of exhibitors and sponsors for our 2019 Annual Conference. It's an opportunity you will not want to miss!



## Exhibitor Information

### CBHA's Annual Conference

**December 9 & 10, 2019**  
**Hyatt Regency Woodfield**  
**1800 E. Golf Road**  
**Schaumburg, Illinois**

#### **You will Benefit from...**

##### **...CBHA's Commitment to You**

The CBHA 2019 Annual Conference is a vital component of the conference program and we make every effort to guarantee success for our exhibitors. The hall is the central meeting point of the conference and is designed to give you, the exhibitor, maximum opportunity to meet with the conference registrants.

#### **The Traffic**

The hall is located in the registration area and will be the center for pre-meeting breaks, morning and afternoon refreshment breaks, and pre-luncheon networking time; drawings and special events are designed to ensure a high flow of traffic and visibility for your exhibit. In addition, a Networking Reception has been scheduled in the Exhibits Area for Monday, December 9th, 5:00 - 6:00 pm.

#### **Who will attend the CBHA Conference?**

- CEOs, CFOs, COOs
- Managers & Administrators
- Clinical Supervisors & Counselors
- Risk Managers
- Employee Assistance Professionals
- Private Practitioners & Family Therapists
- Nurses, Educators, Social Workers
- Business Managers & Human Resource Managers
- Child & Adolescent Specialists

#### **An ideal Marketing Medium, where you can:**

- Introduce new products or services
- Provide an introduction to your consulting services
- Generate new sales leads
- Demonstrate products
- Increase sales
- Conduct market research

- Network with customers
- Build visibility of services
- Expand your referral network

#### **What do Conference Attendees Purchase?**

- Hardware and software for business management, client appointments, clinical management, and other healthcare business
- Management services
- Pharmaceutical products
- Outcome systems
- Professional publications
- Liability and business insurance
- Financial services
- Furniture for office, waiting room, and residential treatment areas
- Therapeutic and recreational equipment
- Videotapes and resource materials - for staff, client, family, and community education
- Psychoeducational programs
- Board orientation and in-service education resources
- Resources for functioning effectively under managed care systems
- Human resource management systems
- Clinical services
- Consulting services

#### **Additional Marketing Opportunities**

##### **Sponsorship & Advertising**

Support CBHA and gain visibility by sponsoring a reception, coffee break, speaker or event. Call us about our many sponsorship benefits.

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*For information on any of these opportunities, contact Sheryl Turpin of CBHA at 217.585.1600*

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# Exhibitor's Information

## Assignment of Exhibit Space

Booth assignment will be made according to the date of application.

## Contract for Exhibit Space

The enclosed application for space, the formal acceptance of CBHA, and the full payment of rental charges together constitute a contract for the right to use space. CBHA reserves the right to reassign exhibit space allotted under such contracts.

## Payment for Exhibit Hours and Dismantling

The full payment of the exhibit space is due when the application is submitted. Make checks payable to CBHA and forward check and application to CBHA, 3085 Stevenson Drive, Suite 203, Springfield, IL 62703.

## Installation, Exhibit Hours, and Dismantling

### Installation:\*

Monday, December 9th  
7:00 am - 9:00 am

### Exhibit Hours:\*

#### Monday, December 9th

9:00 am – 10:00 am (registration time)  
2:00 - 3:00 pm (pre and post refreshment break)  
5:00 - 6:00 pm (Reception in Exhibit Hall)

#### Tuesday, December 10th

8:00 am - 9:00 am (registration time)  
10:00 – 11:00 am (pre and post refreshment break)  
Exhibit hours have been extended to include workshop hours and are optional at the discretion of the exhibitor, however, limited traffic in the hall can be expected. **Dismantling may NOT occur during sessions.**

### Dismantling

#### Tuesday, December 10th

\*Social functions located within the Exhibit area. Exhibitors are invited to participate and exhibit, however, attendance is optional. **Dismantling may NOT occur during sessions.**

## Cancellation of Exhibit Space

Exhibit space may be canceled up to November 12, 2019 with a cancellation charge of one half the price of the space. Cancellation after that date will be assessed a cancellation charge equal to the full price of the space.

## Use of Exhibit Space

(A) All demonstrations and distributions of circulars and promotional material must be confined to the limits of the exhibitor's booth. No exhibitor shall assign, sublet, or share the space assigned without the prior consent of CBHA. Exhibits must feature products and services of their regular course of business, unless otherwise approved by CBHA.

(B) Exhibits which include the operation of musical equipment, radios, sound motion picture equipment, public address systems or any sound-making device must be operated so that the volume will not annoy or disturb adjacent exhibitors and their patrons and must be approved by CBHA, said approval to be at the sole discretion of CBHA.

(C) Exhibitors are required to have their exhibit space

neat and orderly at all times. Judgments concerning these matters are the sole discretion of CBHA.

(D) Removal of the exhibit must proceed during the hours stated. No early dismantling of the exhibit will be permitted. Should the exhibitor fail to remove his exhibit, this removal will be arranged by the hotel at the exhibitor's expense.

(E) Installation, operation and removal of exhibits shall be done without causing undue interference with other exhibitors, visitors or other individuals entitled to be on the premises of the exhibit area. Judgments concerning these matters are the sole discretion of CBHA.

## Liability

The exhibitor hereby agrees to and does indemnify and hold harmless and defend CBHA, the Hyatt Regency Woodfield, their officers, agents and employees from and against damage, cost or expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which CBHA, or the Hyatt Regency Woodfield may incur, suffer, but put to, pay or be required to pay incident to or arising directly or indirectly from any intentional negligent act or omission by exhibitor or any of their employees, servants, or agents, subject to the provisions herein. The exhibitor further agrees that CBHA, its officers, agents and employees shall not be responsible in any way of (i) damage, loss or destruction of property of exhibitors or (ii) injury to exhibitor or its representatives, agents, employees, licensees or invitees; and agrees to and does indemnify, hold harmless and defend CBHA, its officers, agents and employees from any claims arising out of damage, loss or destruction under (i) or (ii) herein.

## Inability to Hold Show

If because of war, fire, strike, exhibit facility construction or renovation project, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of CBHA, the conference or any part thereof is prevented from being held or is canceled by CBHA or the exhibit space becomes unavailable, CBHA shall determine and refund the exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by CBHA and reasonable compensation to CBHA but in no case shall amount of refund to the exhibitor exceed the amount of exhibit fee paid. CBHA shall not have other further liability to exhibitor. (The exhibitor may consider obtaining appropriate insurance coverage at its cost and expense for this contingency. CBHA does not furnish same directly or indirectly.)

## Insurance

The exhibitor shall at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims for bodily damage or death and property damage occurring in or upon resulting from the premises leased. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, worker's compensation and occupational disease insurance

in full compliance with all federal and state laws covering all exhibitor's employees engaged in the performance or any work for the exhibitor. All property of the exhibitor is understood to remain under his/her custody and control in transit to, within, and in transit from the confines of the exhibit hall.

## Repairs and Damages

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or the standard booth equipment, or for damage caused in any manner. Exhibitors may not apply paint, lacquer, adhesive or any coating to the building walls and floor or to standard booth equipment.

## Fire and Safety

All display materials must be flameproof and subject to inspection by the Chicago IL fire department. No flammable liquids or substances may be used or shown in booths. If inspection indicated that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel all or such part of an exhibit as may be irregular. Exhibitors shall comply with all local fire regulations.

## Security

Security provided will be that of the hotel security staff. The duty of the guards will be to protect the general exhibit area against fire or other catastrophes. Neither CBHA, nor the Hyatt Regency Woodfield assumes any responsibility for exhibitors' personal property or theft of such.

## Electrical Service

Any booth requiring electrical service (standard or special) will need to pay an additional charge direct to the hotel. Wall, column and permanent utility outlets are not to be used by the exhibitor, and are not a part of the rental space. All lighting displays, motors and other types of electrical equipment must be wired to meet Chicago Electrical and Fire Codes. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited. All outlets will be installed in the rear of the booth or exhibit, unless otherwise specified by the exhibitor. In the event that other locations are desired, an additional charge will be levied. Any exhibitor who requests electrical service and does not use such is not released of the liability of payment. Cancellations must be made ten (10) days prior to the event. Please request additional information if electrical service is needed. Hotel prices subject to change.

## Drayage

It is the exhibitor's responsibility to prearrange drayage services with the hotel. Contact Convention Services at the Hyatt Regency Woodfield at 847.517.6915.





Exhibit Contract and Application  
CBHA 2019 Annual Conference  
December 9-10, 2019  
Hyatt Regency Woodfield, Schaumburg, Illinois

Name of Organization \_\_\_\_\_  
exactly as will appear in printed materials

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone & Fax \_\_\_\_\_

Email \_\_\_\_\_

**Do You Need**

**Electrical Service** \_\_\_\_\_

- YES, Please send me an electrical request form and I agree to contract with the hotel for such.  
 NO

**Representative(s) Attending Annual Conference Exhibit Show (for name badges - max of 2)**

Name \_\_\_\_\_

Name \_\_\_\_\_

**Sponsorship Activities**

- Workshop Support-\$1,000  
 Coffee Break-\$500  
 Lunch Sponsor-\$2,000  
 Reception Co-Sponsor-\$1,500  
 Other \_\_\_\_\_ (please list)

**Advertising Opportunities in Conference Program Booklet**

- Full page ad \$600 (full color) or \$500 (b&w)  
 Half page ad \$400 (full color) or \$300 (b&w)  
 Quarter page ad \$350 (full color) or \$250 (b&w)

**Exhibit Fee**

All booths will be 8' tabletops (not booths). Booth assignments will be WITHIN the workshop rooms and immediately adjacent to conference registration. Rental includes an 8' table and two chairs as standard booth equipment. The exhibit hall is carpeted and no pipe and drape will be utilized. Any exhibitor wishing to have more than 2 representatives per booth must pay an additional fee of \$99 per day, per representative. Exhibitors are welcome to rotate staff at no additional costs so long as no more than 2 representatives are on the floor during exhibit hours or during social functions. **EXHIBIT FEES INCLUDE ADMITTANCE TO WORKSHOP SESSIONS AND ALL FOOD FUNCTIONS INCLUDING LUNCH BOTH DAYS (for 2 representatives) BUT ONLY IF RSVP'ed.**

**Rates**

- One Tabletop Exhibit Booth (must fit on a 6' table) - \$800  
 Dual Booth\* (2 table tops - \$925)  
 Representative #1 - include lunch  
 Representative #2 - include lunch

\*Any booth equipment that curves or disrupts the flow of traffic or view of other exhibitors must pay the oversize fee and will be assigned a booth accordingly.

**Description**

Please include a description of 40 words or less for your products and/or services to be included in the conference listing of exhibitors. Failure to include the text for printed material may result in omission in the conference program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printing deadlines for inclusion in printed material is November 15, 2019. Space is limited and will be assigned on a first come, first served basis. The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth on both sides of this contract.



# Community Behavioral Healthcare Association

## **CBHA's Annual Winter Conference**

**December 9-10, 2019 Hyatt  
Regency Woodfield  
Schaumburg, IL**

Community Behavioral Healthcare Association  
3085 Stevenson Drive, Suite 203  
Springfield, IL 62703  
Phone (217) 585-1600 ♦ Fax: (217) 585-1601





## **Credit Card Authorization Form**

All credit card information confirmed on this form will be stored and processed through secure procedures, and strictly used for the payment of charges as defined by the cardholder. If there are any questions, the cardholder should call our property at (847) 605-1234. Please return the completed form to your sales manager.

I, \_\_\_\_\_, the undersigned, authorize the **Hyatt Regency Schaumburg Chicago** to use my credit card as final payment for services as stipulated below:

- |  |  |
|--|--|
| <input type="checkbox"/> Room and Tax Only                         | <input type="checkbox"/> Banquet & Catering Events |
| <input type="checkbox"/> Room/Tax/Incidentals                      | <input type="checkbox"/> All Charges               |
| <input type="checkbox"/> Advance Deposit in the amount of \$ _____ |  |

If services or stay dates are not specified, the **Hyatt Regency Schaumburg Chicago** will assume the cardholder authorizes full payment of all services.

Please be aware that three business days prior to arrival, a pre-authorization for the estimated charges will be made.

Name as it appears on the Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Email address for Final Invoice: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

For In-House Use Only	
Sales / Catering Manager: _____	
Date(s) of Event: _____	Envision Booking Number: _____
Amount to be Pre-Authorized: \$ _____	

## Exhibit Order Form

### Event Technology Price Guide

Name of Conference \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # Event Days \_\_\_\_\_  
 Company Name \_\_\_\_\_ On-Site Contact Name \_\_\_\_\_ Room/Exhibit Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_ AM PM  
 Email Address \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Pick Up Time \_\_\_\_\_ AM PM  
 Ordered By \_\_\_\_\_

VIDEO / DATA DISPLAY	QTY	ADV. RATE	ONSITE RATE
24" LCD Data Monitor on desk stand		\$150.00	\$175.00
55" LCD Data/Video Monitor w/ Speakers on floor stand		\$525.00	\$600.00
Blu-Ray Player		\$85.00	\$95.00
Tripod Screen w/Skirt 6'-8'		\$90.00	\$95.00
COMPUTER EQUIPMENT	QTY	ADV. RATE	ONSITE RATE
PC Laptop Computer <i>(Intel Core i5 or similar w/Microsoft Office)</i>		\$245.00	\$275.00
Desktop Computer Package <i>(Includes: CPU, monitor, keyboard &amp; mouse)</i>		\$400.00	\$450.00
Desktop Computer Speakers		\$50.00	\$60.00
AUDIO EQUIPMENT	QTY	ADV. RATE	ONSITE RATE
Wired Microphone		\$80.00	\$90.00
Wireless Hand Held Microphone		\$190.00	\$210.00
Wireless Lavalier Microphone		\$190.00	\$210.00
4-Channel Mixer		\$75.00	\$90.00
Sound System <i>(2 Powered Speakers w/ Stands, 4-Ch Mixer, Wired Microphone w/ Stand)</i>		\$400.00	\$450.00

HIGH-SPEED INTERNET	QTY	ADV. RATE	ONSITE RATE
Wired Internet @ 6Mbps		\$300.00	\$335.00
Wireless Internet @ 6Mbps <i>(Charge per device connecting to network. No outside switches, routers or hubs are allowed on the hotel network.)</i>		\$25.00	\$25.00
MISCELLANEOUS	QTY	ADV. RATE	ONSITE RATE
Flip Chart w/ Markers		\$80.00	\$90.00
Booth Lighting Kit <i>(2 LED light set)</i>		\$175.00	\$200.00
POWER	QTY	ADV. RATE	ONSITE RATE
Powerstrip Package: <i>(Power Strip and Extension Cord)</i>		\$30.00	\$35.00
SUBTOTAL			
Service Charge (24%)			
Labor/Delivery/Pick-Up			
Sales Tax (10%)			
<b>GRAND TOTAL</b>			

*It is required that Encore set-up, operate and strike all equipment unless union guidelines and requirements dictate otherwise. All equipment prices listed are per day prices. Equipment and labor pricing listed does not include a service charge or sales tax. All equipment and labor cancellations occurring less than 48 hours prior to scheduled function shall be billed to customer at full, published rates. This document, dated 4/24/2017, supersedes all previous and non-dated Price Guides. Pricing is subject to change without notice.*

