

# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

**MARCH 25-28, 2024**  
CLEVELAND, OH



**PROSPECTUS**

# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

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# About Us

**NACCHO is proud to host the 2024 Preparedness Summit as a hybrid (in-person and livestreamed) event from March 25-28, 2024 in Cleveland, Ohio.**

Each year, the Summit offers a unique learning and networking opportunity for current and aspiring emergency management, public health, and healthcare professionals. It is an invaluable forum for stakeholders in the preparedness ecosystem to share perspectives and engage in dialogue on key public health preparedness and response issues. As the first and longest running national preparedness conference, the Preparedness Summit is the best place for you to gain the knowledge, resources, and relationships necessary to prepare for and respond to public health emergencies.

The 2024 Preparedness Summit's hybrid environment will provide a successful event that seamlessly expands your company's reach and engagement. As a sponsor for the Summit, you will be able to promote your products and services to all meeting participants beyond the walls of a physical meeting with current and potential customers who are not confined by time or location!

## Attendee Demographics

Your exhibit and sponsorship will put you in front of more than 2,500 attendees from across the country, including:

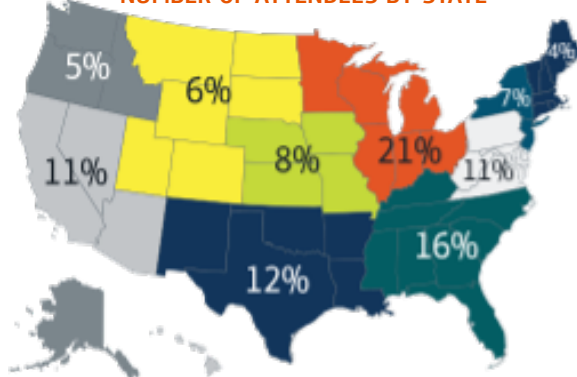
- Local and state public health department preparedness staff, including teams from agencies and organizations
- Federal agency staff working on public health preparedness issues, including HHS, DHS, CDC, and FDA Representatives
- Community health centers, hospital, and emergency medical services staff
- Industry partners with resources, new technologies, and tools to share
- Emergency management agency and homeland security professionals

We invite you to be part of this exciting conference as an exhibitor and/or sponsor.

Questions on pricing, sales, sponsorships, please contact: [NACCHO-ABP@NACCHO.ORG](mailto:NACCHO-ABP@NACCHO.ORG) | 833-317-5564 ext.5564

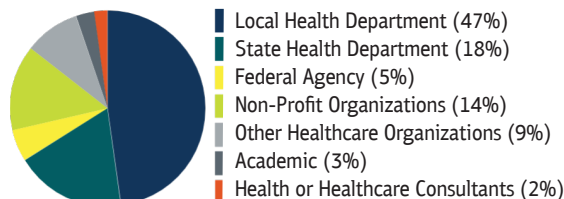
### National Reach

NUMBER OF ATTENDEES BY STATE

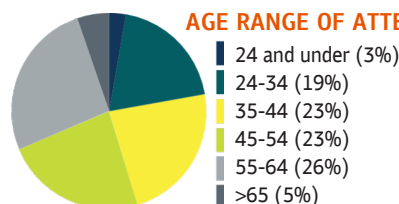


### Attendees Profile

TYPES OF ORGANIZATIONS



AGE RANGE OF ATTENDEES



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## Sponsorship

### PREPAREDNESS SUMMIT SPONSORSHIP LEVELS

NACCHO Sponsorship benefits ensure that your organization is recognized before, during, and after the Summit. The total amount of monies spent on Preparedness Summit sponsorship opportunities determines your company's level of sponsorship. A company must spend a minimum of \$6,000 to be considered for a level sponsor. *Summit registration is not included in the determining the amount of a sponsorship level.*



There are limited **DIAMOND SPONSORSHIP** opportunities available for Preparedness Summit.

The Diamond Sponsorship qualifying minimum spend is \$30,000.

*Includes five Summit conference registrations.*



There are limited **PLATINUM SPONSORSHIP** opportunities available for Preparedness Summit.

The Platinum Sponsorship qualifying minimum spend is \$20,000.

*Includes three Summit conference registrations.*



There are limited **GOLD SPONSORSHIP** opportunities available for Preparedness Summit.

The Gold Sponsorship qualifying minimum spend is \$12,500.

*Includes two Summit conference registrations.*



There are unlimited **SILVER SPONSORSHIP** opportunities available for Preparedness Summit.

The Silver Sponsorship qualifying minimum spend is \$8,000.

*Includes one Summit conference registration.*



There are unlimited **BRONZE SPONSORSHIP** opportunities available for Preparedness Summit.

The Bronze Sponsorship qualifying minimum spend is \$6,000.

Build your own level sponsorship package with any of the opportunities listed on pages 5 to 10. Here's an example of what a gold level sponsorship can look like:



30-minute In-Person Learning Session:	\$5,500
Exhibit Hall Booth:	\$3,500
Preparedness Summit tote bag insert:	\$2,000
Exhibit Hall Scavenger Hunt:	\$750
Total Sponsorship:	\$11,750



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## EDUCATIONAL/LEARNING OPPORTUNITIES

### Hybrid Sponsored Learning Session |

60 minutes: \$12,000 each (limited number available)

Extend your organization's visibility and message by reaching all in-person and virtual attendees in an educational manner via your own 60-minute Livestreamed learning session. Your session will be recorded and LiveStreamed to all registered attendees and available on the conference platform for up to six months. This opportunity includes preconference promotion to participants. As a session sponsor, you agree to provide your title, description, and list of presenters to the planning committee chair for review and approval. All sponsored sessions must feature a presenter working in the field of public health and representing a local, state, federal, or academic perspective. Sessions will be scheduled on a first come basis. Sponsors preference will be considered but NACCHO reserves the right to schedule all sessions.

#### BENEFITS OF THIS SPONSORSHIP INCLUDE:

- Content exposure – Sponsor provides speaker and presents the desired topic during the session
- Brand awareness – Your event will be highlighted online and in the Summit app. NACCHO will also send one pre-summit email listing all sponsored sessions with your logo to attendees.
- Expanded visibility – all sessions will be available for viewing on-demand post-conference

### In-Person Sponsored Learning Session |

60 minutes: \$8,000 each | 30 minutes: \$5,500 each

By hosting your own 45- or 90-minute session, you can reach Summit attendees in an educational manner. This opportunity includes pre-conference promotion to participants. As a session sponsor, you agree to provide your title, description, and list of presenters to the planning committee for review and approval. Sessions will be scheduled on a first come basis. Sponsors preference will be considered but NACCHO reserves the right to schedule all sessions.

### Exhibitor Quick Hits | 9 Available | \$3,500 each

Present a unique and refreshing Exhibitor Quick Hit at the Preparedness Summit by hosting your own 20-minute session in the exhibit hall. There will only be three per day scheduled over lunch during the conference. Attendees can enjoy a quick and fascinating educational session in this popular format.

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## ON-SITE MARKETING OPPORTUNITIES

### Head Shot Lounge | 1 available | \$25,000

Have your professional head shots done in high traffic conference area or strategically next to sponsor exhibit booth. Enable conference attendees to receive their photo via email with compliments from sponsor organization.

### Summit Tote Bags | 1 available | \$15,000

Your company name and logo will appear on every tote bag that attendees receive during check-in at registration. This exposure is a continual reminder of your company once they return home from the conference.

*Deadline to Sponsor this Item: 12/22/2023*

### Conference Wi-Fi | 1 available | \$12,500

Show on-site attendees your support of their participation in the conference by supporting the Wi-Fi access at Preparedness Summit

### Lanyards | 1 available | \$10,000

Place your logo on all lanyards given to each attendee, exhibitor, and staff member throughout the entirety of the event. Mobilize your company's logo throughout the Summit with one of the most popular and impactful sponsorships.

*Deadline to Sponsor this Item: 12/22/2023*

### Hotel Key Cards | 1 available | \$10,000

Co-branded with the Preparedness Summit logo and will include sponsor logo and booth number. Key cards will be provided to overnight guests at check-in the two main Summit hotels in Cleveland (approximately 2,000 key cards). *Deadline to Sponsor this Item: 1/15/2024*

### Guest Room Drop | 1 available | Slide under door: \$6,000 | Put inside room: \$10,000

Ensure your fun giveaway item stands out and is received by all attendees. Instead of putting it in the attendee tote bags, put it in the attendees' hotel rooms!

### Charging Station/Towers | 4 available | \$5,000

Logo displayed on mobile-device charging stations for use by all attendees and will be located in prominent areas throughout the Summit.

### You Are Here Locator | 1 available | \$3,500

This locator acts as a navigation tool noting the location of the Summit sessions. Your custom advertisement will appear on the bottom of this locator. Ad size approx. 6' wide x 3' tall. This will be placed in the most high trafficked conference areas and seen by most attendees as they navigate the Summit grounds.

### General Session Seat Drop | 3 available | \$3,500

Includes one piece of sponsor-provided collateral placed on each chair (approximate qty. 1,200) during a General Session.

### Summit Bag Insert | 12 available | \$2,500

Sponsor-provided collateral material to include with the Summit bag (approximately 2,000). One insert per sponsor.

### Directional Signs | 4 available | \$1,500

Include your company graphics on (1) Preparedness Summit 2024 directional sign used to help attendees navigate the hotel. Each sign measures 1-meter-wide x 3 meters tall. Sponsors have one ENTIRE side/panel for your graphics.

### Scavenger Hunt | 10 available | \$750

This exhibit hall activity is both a fun networking activity and exhibit booth traffic driver where everyone is a winner! Attendees must visit your booth to get a code to enter into the app. Signs branded with your logo will be provided with your specific code for attendees to find. Drive traffic to your booth as well as increase your brand exposure with this unique game. Each sponsor's logo will appear on the signs at the exhibit hall entrances and on all marketing of the game.

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## WELLNESS OPPORTUNITIES

### Chair Massage Station | 1 available | \$10,000

Chair massages will provide Preparedness Summit attendees with mini-relaxation sessions during the conference.

Research shows that even a 10-minute seated massage can make an enormous difference in energy level and focus. An opportunity for attendees to relax, reduce stress and tension, and leave feeling refreshed and rejuvenated!

### First Annual 5K Run/1 Mile Walk |

1 available | \$10,000

Help NACCHO's Preparedness Summit support the Cleveland charity **City Mission** and will receive a tee shirt with the sponsor's logo. Your logo will be placed on the conference signage and used in marketing for the 5K/1 Mile events and placed on the check supporting the charity.

### Step Challenge | 1 available | \$10,000

Join the Preparedness Summit team in promoting our first-ever step challenge. Your logo will appear on the on-site signage and direct marketing to attendees about the challenge. You can also host the step challenge leader board on a screen in your booth.

### Community Mural | 1 Available | \$7,500

Be a part of the conversation and host the Preparedness Summit's first Mindful Mural in the exhibit hall. NACCHO will be setting up a mural that attendees can color as part of the ongoing conference programming for the meeting. Attendees will be directed to the Wellness Pavilion in the exhibit hall, where the mural with your logo will be displayed.

### Quiet Room | 1 available | \$7,500

The quiet room is a serene, comfortable place for attendees to rest, read, think, or recover after a demanding session.

Talking and other interactions with other attendees are not permitted in this area. The room features comfortable seating, aromatherapy, and soothing music and is open throughout the conference.

### Pet Therapy | 1 available | \$6,000

Provide brand exposure and help put a smile on attendees' faces with this memorable experience. It's a great way to relax with attendees and create an engaging environment with lovable puppies and kittens!

### Morning Stretch and Yoga | 1 available | \$6,000

Help the Preparedness Summit attendees begin their day with daily morning stretch and yoga. Morning stretch sessions are held prior to each morning keynote session on Monday, Wednesday, and Thursday to all attendees. Morning yoga sessions are available to interested attendees Tuesday, Wednesday, and Thursday from 7-7:30 AM. Your logo will appear on event signage and be recognized before each keynote session. This intimate sponsorship opportunity will provide a wellness-centered and relaxing activity for participants!

### Preparedness Party Pavilion |

3 Available | \$5,000 | \$10,000 for all three

Play host to one of our Preparedness-based games on the show floor over one lunch to network with attendees.

Start with a 3-minute product or service demonstration and follow it by hosting one of the following games:

Preparedness Pictionary, Preparedness Trivia, or Preparedness Bingo. Pick one game for \$5,000 each, or

Let's Make a Deal and choose all three for \$10,000. Your

logo will appear on event signage, marketing, playing cards and materials where possible. Provide your own choice of gifts to send home with attendees.

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## ADVERTISING OPPORTUNITIES

### Digital Advertising

#### 2024 Conference App Splash Screen Page – Exclusive! | \$10,000

Your custom graphic will appear on the opening page of the mobile app every time each attendee opens the mobile app. Increase your visibility both pre-event and during the conference with the launch of the app, as well as post-event with year-long access.

#### Exhibit Hall Banner Ad | 5 available | \$5,000

Place a custom banner on the exhibit hall floor plan. This ad will appear on both the online platform and the mobile app. It will be seen by all attendees as they navigate to the exhibit hall. This branded ad can link to your exhibit booth.

#### Mobile App Tile Ads | 5 available | \$4,500

Place a custom tile on the conference App Home Screen. This tile ad can be seen by all attendees as they navigate sessions and the exhibit hall map. This branded ad can link to your exhibit booth or a webpage of your choosing.

#### Online Platform Tile Ads | 5 available | \$3,500

Place a custom tile ad in the center of the virtual platform home page. This ad can be seen by all in-person and virtual attendees as they review the meeting information. This branded ad can link to your exhibit booth or a webpage of your choosing.

#### Mobile App Rotating Banner Ads |

5 available | \$3,500

Place a custom banner on the bottom center of the App. This banner will rotate on the app and be seen by all attendees as they navigate to sessions and the exhibit hall. This branded ad can link to your exhibit booth or a webpage of your choosing.

#### Custom Sponsored e-Blast | 4 available | \$3,500

Send your custom message out to all 2024 Preparedness Summit attendees with a custom e-blast. Your message will be sent within the six weeks before the conference. This sponsored e-blast includes up to 300 words of copy promoting your sponsored items/description of your organization, an image, and a URL link

#### Online Platform Rotating Banner Ads |

5 available | \$2,500

Place a custom banner across the top of the virtual platform home page. This ad will rotate on the platform and be seen by all in-person and virtual attendees as they review the meeting information. This branded ad can link to your exhibit booth or a webpage of your choosing or a webpage of your choosing.

#### Preparedness Summit e-Newsletter Email Banner

| 3 available | \$1,750 each

Place a banner ad and promotional tagline in one of the Preparedness Summit e-newsletters distributed to past and current conference attendees. Three (3) e-newsletters for the meeting will be released in March 2024. Only one advertiser per e-newsletter will be allowed.

#### Conference App Push Notifications |

3 available per day | \$750

Send out a text alert through the 2024 Preparedness Summit app. With up to 1000 characters, you can remind attendees to stop by your booth, attend your sponsored learning session, or stop by your event.



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## BRANDING OPPORTUNITIES

### AV Sponsor | 1 available | \$15,000

As the official sponsor of all audio and visual work for the meeting, you'll have signage posted in each meeting room and your brand prominently featured in the Plenary Session space and PPT slides.

### Escalator Cling\* | 2 available | \$6,000

Have your company logo highly visible to Preparedness Summit 2024 attendees as they navigate between the floors on the conference center. High visibility item.

### Glow Towers\* | 4 available | \$5,000

As attendees navigate their way through the conference center, glow towers are one of the first things that catch their eye. Towers are placed in strategic locations throughout the conference center for maximum visibility with the Preparedness Summit 2024 header. Each package includes a 3 x 6 foot front façade and two (2) 18 inch x 6 foot sides that are lit from within.

### Column Wraps\* – 2 panels per package |

4 available | \$5,000

As attendees navigate their way through the conference center, column wraps are easily seen signage. Wraps are placed in strategic locations throughout the Conference Center for maximum visibility with Preparedness Summit. Each package includes 2 panels.

### Floor Stickers\* – 4 stickers per package |

4 available | \$4,000

Direct attendees to your booth with colorful and exciting custom floor stickers that start at the exhibit hall entrance and lead to your booth. These stickers will feature your custom graphics along with the Preparedness Summit 2024 logo. This package includes a total of four (4) floor stickers, with an approx. size of 2' x 2'.

*\*price does not include production or installation*

Are you interested in other branding opportunities? Please reach out to us about available options.

## NETWORKING OPPORTUNITIES

### Conference Patron | 1 available | \$25,000

Becoming a Preparedness Summit Patron allows NACCHO to use funds to support educational sessions and enhance program offerings during the conference. Patronage recognized in conference signage and marketing materials.

### Meeting Room Space | 3 available |

Commercial/Government: \$5,000 per day (plus applicable AV costs) | Non-Profit: \$2,500 per day (plus applicable AV costs)

You can rent meeting room space for your private meetings with clients and/ or internal sales representatives. These rooms work well for in-depth conversations with current clients or strategy sessions with sales representatives. Includes Wi-Fi access; hardline internet not included.

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## Affiliate Business Partner Program

NACCHO's Affiliate Business Partner Program increases your organization's visibility and provides annual member engagement and networking opportunities for partners interested in local public health. Through the program, companies are given exclusive benefits and recognition commensurate with their annual level of participation. The Affiliate Business Partner levels can be tailored to fit budgets and specific marketing goals.

Opportunities to engage and educate NACCHO members include complimentary and discounted webinars, focus groups, social media posts, dedicated newsletters, and advertising in NACCHO membership e-publications. [Learn more about our current affiliate business partners here.](#) To see if your organization is eligible, email [NACCHO-ABP@naccho.org](mailto:NACCHO-ABP@naccho.org)

## AFFILIATE BUSINESS PARTNER OPPORTUNITIES

### Keynote Session\* | 3 available | \$20,000

Sponsor will introduce the keynote speaker or share a pre-recorded video (up to 5 minutes) based on an approved Summit topic. This event will be shared via LiveStream for all in-person and virtual attendees. The session will also be recorded and available on the conference platform for up to six months.

### Roundtable/Panel Discussion\* (90 minutes) | 3 available | \$15,000

Host a roundtable discussion involving several participants before a live and virtual audience. Be part of a moderated roundtable conversation with up to three (3) relevant stakeholders to provide a variety of perspectives to a critical public health and/or preparedness topic. Audience may simply observe or participate by asking questions. NACCHO will provide the moderator and will assist your organization in selecting up to three (3) speakers. This event will be shared via LiveStream for all in-person and virtual attendees. The session will also be recorded and available on the conference platform for up to six months.

*\*Exclusively available to current or new affiliate business partners.*

### Private VIP Event\* | 1 available | \$15,000

A private, invitation-only event in the Summit's hospitality suite will present an opportunity to meet and greet Summit VIPs and present a brief (15 minute) educational presentation. Food/beverage additional.

### Welcome and Networking Reception in Exhibit Hall\* | 1 available | \$15,000

The perfect opportunity to get your company name in front of motivated attendees at the Welcome and Networking Reception in the Exhibit Hall on Tuesday, April 25th! Your organization will provide opening remarks and your logo will be displayed on signs at the Exhibit Hall entrance, along with signs at the bar and food stations during the reception

### Sponsor Focus Group\* (90 minutes) | 3 available | \$10,000

Host your focus group in your own meeting room for a 60-minute session. Focus groups cannot conflict with the General Sessions. NACCHO will send an invitation to registered attendees on the Sponsor's behalf to invite attendees to your focus group. Use this time to speak with your target audience and hear what they have to say about current public health and preparedness issues.

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## AFFILIATE BUSINESS PARTNER BENEFITS



Annual membership	DIAMOND \$25,000	PLATINUM \$15,000	GOLD \$10,000	SILVER \$7,500	BRONZE \$5,000
Individual memberships for staff	12	8	6	4	2
Multi-year membership discount (3 years)	5%	5%	5%	5%	5%
<b>Member engagement</b>					
60-Minute webinar	3	2	1	50% off	25% off
60-Minute Focus Group	1	1	50% off	50% off	25% off
Annual dedicated e-newsletter on topics of interest	1	1	50% off	50% off	25% off
Full access to Directory Of Local Health Departments	yes	yes	yes	yes	yes
<b>Recognition</b>					
Identified by NACCHO partner level logo	yes	yes	yes	yes	yes
Listed in NACCHO partner directory	yes	yes	yes	yes	yes
Affiliate Business Partner Circle participation	yes	yes	yes	n/a	n/a
Complimentary posts in NACCHO e-Publication (TBD)	6	5	3	2	1
Discount on additional posts in NACCHO e-Publication	25% off	25% off	25% off	25% off	25% off
Complimentary NACCHO social media post	5	4	3	2	1
<b>Conferences recognition/discounts</b>					
Partner level & company logos in guide/signage	yes	yes	yes	yes	yes
Partner level recognition at exhibitor's booth	yes	yes	yes	yes	yes
Complimentary conference registration	3	2	1	n/a	n/a
Discount on additional conference regular registration	25%	25%	25%	15%	10%
Discount on conference exhibit booth space (If paid 90 days before conference)	3%	3%	3%	3%	3%
Advanced notice of housing opening	yes	yes	yes	yes	yes

All membership benefits must be utilized within the membership year.

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## Exhibits

### WHY EXHIBIT?

The 2024 Preparedness Exhibit Hall is an integral part of the meeting. You will find nearly 2,500 interested preparedness professionals searching for products and services from organizations like yours. Attendees are interested in resources and tools to improve their work in disaster preparedness. **Don't miss the opportunity to put your products and services in front of industry leaders and decision-makers.**

#### Emergency Simulation

Showcase your consulting services through an interactive simulation involving attendee volunteers around a public health emergency.

#### Lead Generation

Increase your exposure to senior preparedness professionals with significant purchasing power and decision-making authority.

#### Product Demonstrations

Give your potential clients hands-on access to your current products.

#### Industry Awareness

Discover what trends and challenges your customers are discussing in the preparedness community.

#### Policy Comprehension

Understand the policy issues that are being discussed within government circles.

### WHO SHOULD EXHIBIT?

Attendees from government and the private sector are interested in meeting with companies who supply these products:

Communications Equipment	EMS Medical Equipment	Notification Systems	Shelter Supplies
Consulting Services	Food Storage	Pharmaceuticals	Universities
Credential Organizations	Generators	Portable Morgues	Vehicles
Data Analytical and Collection Systems	Geographic Information Systems	Preparedness Equipment	Water Quality Supplies
Decontamination Supplies	Hazmat Response Equipment	Protective Clothing	Water Storage
Detection Devices	Incident Management Software	Public Health Consulting	Warning Systems
Emergency Lighting	Lighting	Rescue Equipment	Weather Meteorological Services
Emergency Management Software	Mobile Medical Solutions	Respirators	
Emergency Vehicles	Medical Supplies and Equipment	Risk Management	
		Safety Equipment	
		Satellite Technologies	



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## PREVIOUS PREPAREDNESS SUMMIT EXHIBITORS

AM Trace	Deloitte	Moderna	ReadyOp Communications
AirBoss Defense	Department of Homeland Security DigiConnect	Mortuary Response Solutions	SLS Health
American Public Health Association	Deployed Logix	National Board of Public Health Examiners	SOS Survival Products
Apprise Health Insights	Disc-O-Bed	National Center for Biomedical Research and Training	Samaritan Technologies
Appriss Health	EM Solutions by HSS inc.	National Center for Disaster Medicine and Public Health	Secure Telehealth
Argo Navis Technologies	Esri	National Center for Disaster Preparedness	St. Louis University
Association of Public Health Laboratories	Evolve Technologies	National Emerging Special Pathogens Training and Education Center	Sydion LLC
Associates, Inc.	Facente Consulting	National Library of Medicine	TECS-PERLC
Association of Public Health Laboratories	First Line Technology	North American Rescue	TEEX-NERRTC
Association of State & Territorial Health Officials	First Water Systems, Inc.	North Carolina Institute for Public Health	TSI Inc.
BadVR	Fridge Freeze	Northrop Grumman	The Olson Group, Ltd.
Bio-Defense Network	GlaxoSmithKline	Nova Southeastern University-College of Osteopathic Medicine	U.S. Census Bureau
BioFire Defense	Global Emergency Resources	OPTUM	UNMC College of Public Health
BioSeals Systems	Grainger	ORAU	US EPA Center for Environmental Solution & Emergency Response
Blu-Med Response Systems	Griffin Logistics	Office of the Assistant Secretary for Preparedness and Response	USA Center for Rural Public Health Preparedness
Boston University School of Public Health	Hach Company	Oregon Freeze Dry	University
CDC Radiation Studies Branch	Hagerty Consulting	People Designs Inc	University of California, Berkeley
CDC-Division of Global Migration & Quarantine	Harvard School of Public Health	People.Health	University of Chicago
Cadueus Healthcare	Hologic	Pfizer	University of Nebraska Medical Center
Campbell & Company	ISS Inc.	PointClickCare	Vacmobile Corporation
Center for Domestic Preparedness	Integrated Solutions Consulting	Practical Hospital Services	Veoci
Center for Homeland Defense and Security	Intermedix	ProPac	VeriCor, LLC
CheXout	International Responder Systems LLC	Quadrant Laboratories	Veterans Emergency Management Evaluation Center
Color Health	Johnson & Johnson	QuickSeries Publishing	Walden University
Columbia University	Juvare	RTI International Society Disaster Medicine and Public Health	WastewaterSCAN
Conference of Radiation Control Program Directors	Katmai Solutions	Rave Mobile Safety	Wehealth
Covidien Dale Parsons &	Krucial Staffing		Western Shelter
CureMD	LHD Academy of Sciences		Weston Medical Publishing
DataTech911	LTS		ZUMRO
	Lockheed Martin		sComm, Inc.
	Meridian Medical Technologies LLC		
	Midwest Card and ID Solutions		

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## EXHIBIT SCHEDULE

### Sunday

Exhibitor Move In | 12 PM-5 PM

### Monday

Exhibitor Move In | 8 AM-11 AM

Inspections | 11 AM-12 PM  
(exhibitors must be present at booth)

Lunch | 12 PM-1:30 PM

Beverage Break | 3:00 PM-3:30 PM

### Tuesday

Hall Open | 9:30 AM-3:30 PM

Beverage Break | 9:30 AM-10:00 AM

Lunch | 11:30 AM-1:30 PM

Beverage Break | 3:00 PM-3:30 PM

### Wednesday

Hall Open | 9:30 AM-3:30 PM

Beverage Break | 9:30 AM-10:00 AM

Lunch | 11:30 AM-1:30 PM

Beverage Break | 3:00 PM-3:30 PM

Hall Open | 9:30 AM-3:30 PM

Beverage Break | 9:30 AM-10:00 AM

Lunch | 11:30 AM-1:30 PM

Beverage Break | 3:00 PM-3:30 PM

Move Out | 3:30 PM-7:00 PM

## EXHIBIT FEES

**Affiliate Business Partners** |  
ask about special pricing!

**Commercial & Government** |  
\$3,500 per 10' x 10'

**Non-Profit Booths** |  
\$2,300 per 10' x 10'

**Premium Booths\*** |  
\$4,000 per 10' x 10' booth  
\$7,500 per 10' x 20' booth  
\$15,000 per 20' x 20' booth

*\*Premium Booths are located near  
Exhibit Hall entrances or adjacent  
to high-traffic areas.*

**Tent Pavillion** | \$15,000  
Get maximum exposure for your  
business at Prep Summit 2024 by  
showcasing your products, structures,  
and site-ready solutions in our first-  
ever Tent Pavilion. We have three 20'x  
20' spots mapped out on the show floor  
ready for you to install your structure  
for attendees to see how your business  
can help them in the field. Exhibiting  
in the Tent Pavilion comes with added  
marketing and exposure to help you  
grow your business.

Each 20'x20' spot must contain a tent  
structure. All items for your booth  
must be kept inside the 20'x20' area.  
Structures can be no taller than 12  
ft and no larger than 20x20 square ft  
once constructed. Each structure will  
need to be made of flame-retardant  
fabric and come with an accessible fire  
extinguisher. Included in the space are  
one ID sign, 2 draped 6 ft tables, 4  
chairs, 1 basic electrical drop, carpet,  
and a trashcan. 20'x20' spaces also  
come with 4 full conference badges  
which get you and your team access to  
the whole Summit.

## ALL EXHIBITORS RECEIVE:

- In-person 10x10 booth
- Pipe & Drape
- Booth Sign
- 6' Skirted Table
- 2 Chairs
- Wastebasket
- Standard Electric
- Company Logo in Online Platform
- Company Information in Online Platform
- Website Link
- PDF Uploads
- Listing on the Summit website and mobile app
- Post-show attendee list (mailing addresses only)
- One full conference registration is provided for exhibit booths not included as part of silver, gold, platinum, or diamond level sponsorship.

# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

MARCH 25-28, 2024 CLEVELAND, OH | #Prep24 | [preparednesssummit.org](https://preparednesssummit.org)



## ALSO INCLUDED: Lead Retrieval

Capture the contact information of attendees who stopped by your exhibit booth.\* NACCHO makes it easy!

Network with influential professionals who are eager to learn about your products and service.

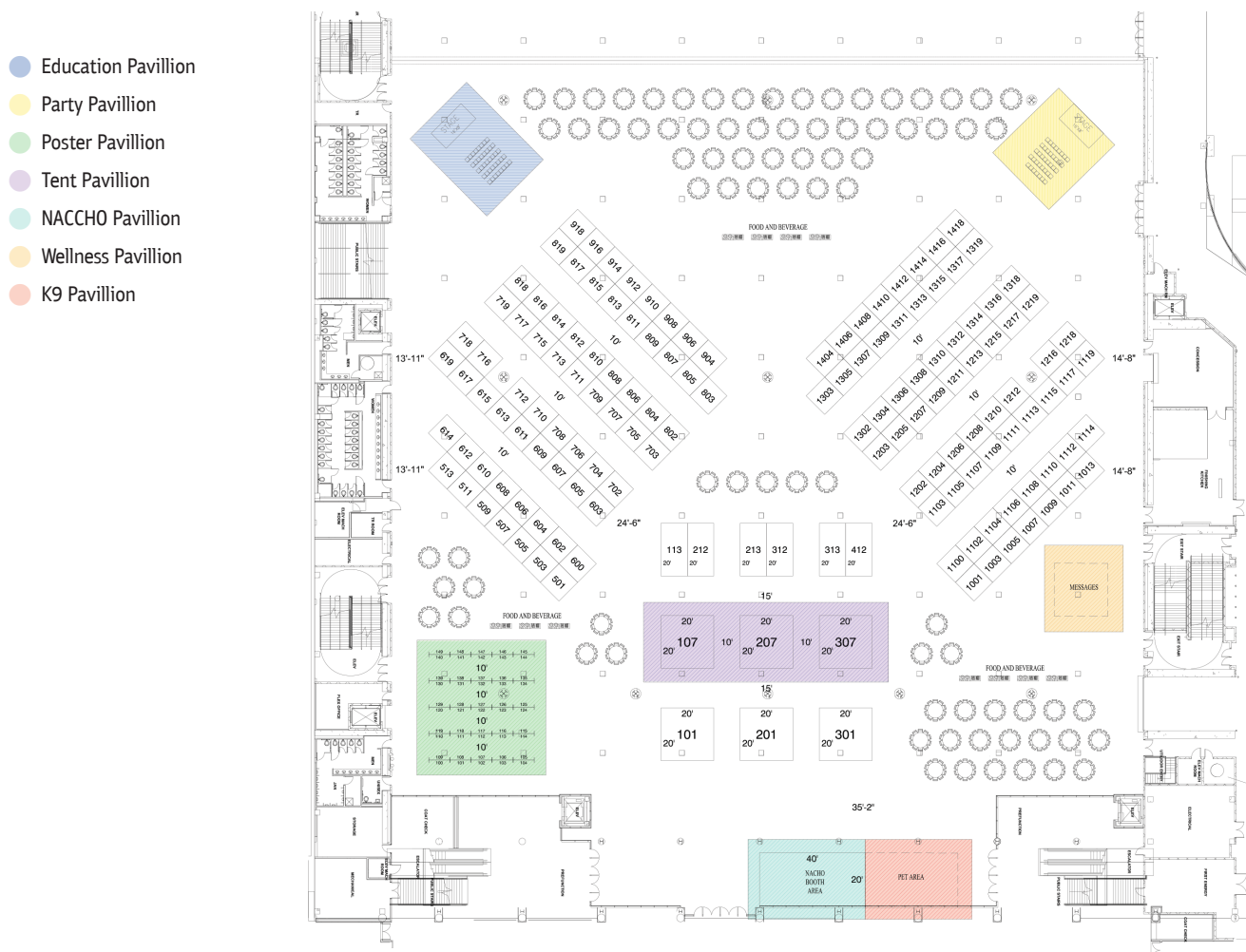
**One user license included with booth purchase. Additional licenses are available.**

Lead retrieval ensures the ability to continue the conversations post-show and gain new customers!

*\*Attendees have the option to opt in to share their information.*

## EXHIBIT BOOTH RESERVATION INSTRUCTIONS

The Exhibit Hall Floor Plan registration portal is now open. Please [click here](#) to view the floor plan and select your exhibit booth.



# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

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## 2024 EXHIBITOR CONTRACT

COMPANY NAME

BOOTH CONTACT

CONTACT TITLE

CONTACT PHONE

CONTACT EMAIL

COMPANY STREET ADDRESS

CITY

STATE

ZIP

COMPANY WEBSITE (published)

COMPANY PHONE (published)

COMPANY EMAIL (published)

### BOOTH ASSIGNMENT

Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Please indicate your 1st, 2nd, and 3rd choices below. To ensure you receive one of your top choices, please select booths in different exhibit hall areas and select some that are not immediately in front of the entrances. 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

### 2024 BOOTHS INCLUDE:

- Each 10x10 booth includes 3' draped sidewalls and 8' back drape, carpet, 7"x44" booth identification sign, 2 chairs, 1 draped table, 1 trash can, and basic electricity
- Each 20x20 booth comes with carpet, 7"x44" booth identification sign, 6 chairs, 2 draped table, 1 trash can, and basic electricity
- ☐ 1 full conference registration per 10x10 booth
- ☐ Listing in the mobile app directory and online exhibitor directory
- ☐ Pre and Post-show attendee list containing names and mailing addresses, according to attendee privacy preferences
- ☐ 1 Lead Retrieval License

TYPE OF BOOTH	COST	QUANTITY	SUBTOTAL
10X10 NON-PROFIT BOOTH	\$2,300	x _____	= _____
10X10 COMMERCIAL/GOV'T BOOTH	\$3,500	x _____	= _____
10X10 PREMIUM BOOTH	\$4,000	x _____	= _____
10X20 PREMIUM BOOTH	\$7,500	x _____	= _____
20X20 PREMIUM BOOTH	\$15,000	x _____	= _____
20X20 TENT PAVILION	\$15,000	x _____	= _____
TOTAL			= _____

QUESTIONS: 833 317 5564 ext. 5564/NACCHOconferences@NACCHO.ORG



# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

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## 2024 EXHIBITOR CONTRACT (CONTINUED)

**PAYMENT METHOD** (50% payment is due with the contract until 2/1/2024, then 100% payment is due with contract)

**PAYMENT** (check one)

- ☐ **CHECK #** (payable to NACCHO) \_\_\_\_\_
- ☐ **GOV'T PURCHASE ORDER** (attached, signed, authorized PO)
- ☐ **CREDIT CARD:** (only AMEX, Mastercard, VISA Accepted)

### ATTENTION!

Credit cards cannot be emailed, sent via USPS, or sent to the Lockbox. If you cannot fax, please send in the contract without credit card information and someone will call you for the payment information.

CREDIT CARD NUMBER

EXPIRATION DATE

AUTHORIZED NAME

AUTHORIZED SIGNATURE

BILLING STREET ADDRESS

CITY

STATE

ZIP

### CHECK PAYMENTS BY MAIL

Mail your original CHECK payment with a copy of your exhibit's application to:  
PREPAREDNESS SUMMIT c/o NACCHO 1201 I STREET, NW SUITE 400  
WASHINGTON, DC 20005

### REFUND/CANCELLATION POLICY

Any exhibitor who cancels all or part of the purchased booth space on or prior to January 31, 2024, will receive a 50% refund. No refunds will be given after February 1, 2024. Cancellation requests should be sent via e-mail to [NACCHOCONFERENCES@NACCHO.ORG](mailto:NACCHOCONFERENCES@NACCHO.ORG).

### AGREEMENT

I hereby apply for exhibit space at the 2024 Preparedness Summit and fully understand that this form shall become a binding contract subject to the Exhibitor Terms and Conditions outlined in these materials and those established by NACCHO. The exhibition is organized and managed by NACCHO. Any matters not covered in the Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or his or her designee, and all exhibitors must abide by their decisions. Exhibitors must comply with all Huntington Convention Center of Cleveland rules and regulations. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor agrees to abide by the rules and regulations for itself and its employees.

### CASH/CARRY

There is a strict no cash and carry (selling products directly to the attendees on the show floor) per the rules and regulations of a signed space contract. Skincare items, lotions, TENS Units, jewelry, cell phone chargers, or other items do not maintain the professional environment of the NACCHO trade show floor and will be denied exhibit space. Please check the box below that you adhere to this policy. If you are found after vetting your company to be a retailer of these types of products, your booth fees will be refunded, and you will be removed from the floor.

### HEALTH & SAFETY

By participating in the 2024 Preparedness Summit, each sponsor and exhibitor agrees to adhere to NACCHO's health and safety guidelines and to communicate this requirement to their representatives attending the Summit. Please monitor the 2024 Preparedness Summit website for the latest information. <https://www.preparednesssummit.org/health-safety>

- ☐ **By checking this box, I agree to the above Cash and Carry Policy for exhibiting.**
- ☐ **By checking this box, I agree to the health and safety guidelines for the Summit.**
- ☐ **By checking this box, I agree that I have read and reviewed the 2024 Official Exhibitor Rules & Regulations before completing this form.**

PRINT NAME

SIGNATURE

DATE

QUESTIONS: 833 317 5564 ext. 5564/NACCHOconferences@NACCHO.ORG

# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

MARCH 25-28, 2024 CLEVELAND, OH | #Prep24 | @PrepSummit | [preparednesssummit.org](https://preparednesssummit.org)

## OFFICIAL EXHIBIT SCHEDULE

See the Exhibitor Services Manual for the complete show schedule.

## SHOW MANAGEMENT

The exhibition is organized and managed by NACCHO. Any matters not covered in these Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or their designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Huntington Convention Center of Cleveland policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and any amendments or additions in conformance with the preceding sentence.

## ASSIGNMENT OF BOOTH SPACE

Booths will be assigned on a first-come, first-served basis. Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Booth registration for the 2024 Preparedness Summit must be made in our software, MapYourShow. The exhibitor fully understands that it becomes a binding contract, and the exhibitor is subject to the terms and regulations set forth by NACCHO as listed therein. In addition, NACCHO reserves the right to reject an application that, in its judgment, is inappropriate for the 2024 Preparedness Summit.

## INCLUDED IN BOOTH SPACE

Please see the Prospectus for specific inclusions for exhibitor levels.

## INSTALLATION AND DISMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the booth installation before the Show opening and for its removal after the show's conclusion. Under no circumstances will the addition or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation and dismantling must occur only during the installation and dismantle times designated in the Exhibitor Services Manual. Any material not called for by said time and date will be shipped at the exhibitor's expense by a carrier selected by the official drayage contractor. No one under 18 will be permitted on the exhibit floor during installation, open show hours, or dismantle hours.

## FAILURE TO OCCUPY SPACE

Exhibitors will forfeit space not occupied by the time designated in the Exhibitor Services Manual, and the space may be resold, reassigned, or used by the management without refund.

## RATES, DEPOSITS AND REFUNDS

Space will be rented at the rates listed on the official Exhibit Space: Application and Contract. No application will be processed or space assigned without full payment in U.S. funds. A standard-size booth will be 10' x 10', having a 10' high back draping and 3' high side wall draping. An 8" x 40" booth sign bearing your company's name and booth number will be provided. A 50 percent refund of the booth fee will be made if written notice of cancellation is received by January 31, 2023. No refund will be made if a cancellation notice is received after January 31, 2023. No transfer of fees will be made to other registration fees or NACCHO meetings. In the event of a default by the exhibitor, as outlined in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. If a fire, strike, or other circumstances beyond the control of the management cause the exhibit to be canceled, a full refund of the exhibit rental fees will be made, which is the limit and extent of NACCHO's liability for such cancellation. NACCHO assumes no responsibility for refunds of nonrefundable airline tickets or hotel charges if a meeting is canceled or abbreviated because of terrorist activity. All cancellation requests must be submitted in writing to the 2024 Preparedness Summit Exhibits Manager.

If the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NACCHO or its agents, the Exposition may be canceled or moved to another appropriate location at the sole discretion of NACCHO. NACCHO shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising under cause or causes not reasonably within the control of NACCHO. Causes for such action beyond the control of NACCHO shall include but are not limited to: fire, casualty, flood, epidemic or pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Huntington Convention Center of Cleveland, municipal, state or federal laws, or act of God. Should NACCHO terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising from there. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to

exhibitors at the sole discretion of NACCHO and, in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro-rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by NACCHO through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later. If the 2024 Preparedness Summit transitions to a virtual conference, exhibitors could receive a full refund or transfer to a virtual booth.

## CONTRACTOR SERVICES

An official contractor will provide all services in the exhibit area. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor for installation and dismantling, additional services, etc., will be included in the Exhibitor Services Manual to be forwarded from the official contractor. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for the additional needs of exhibitors. Under no circumstances will NACCHO or Huntington Convention Center of Cleveland assume responsibility for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to the official contractor as specified in the Exhibitor Services Manual. Should any shipments not be made as specified in the manual, the Huntington Convention Center of Cleveland will remove them, the official contractor, and stored until the hall is ready to accept materials for the exhibition, and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for the information provided in the Exhibitor Services Manual.

## ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable must be immediately modified or removed by the exhibitor. **The show management reserves the right to inspect the quality of the appearance of each booth and require changes be made, where necessary, at the exhibitor's expense.**

## BOOTH DESIGN

Each exhibitor will be provided with an official Exhibitor Service Manual. The Exhibitor Service Manual describes the type and arrangement of exhibit space and the standard equipment Show Management provides for booth construction. All booth space must be arranged and constructed following the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Service Manual guidelines or the provisions set forth herein will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Linear booths may not exceed 8' in height; island booths are restricted to 12' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

## SUBLEASING OF SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated to others. They may not display goods or services other than those manufactured or regularly distributed by them.

## CONDUCT

All exhibits will serve the interest of the 2024 Preparedness Summit conference attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit that NACCHO believes to be injurious to the purpose of the 2024 Preparedness Summit conference. Management reserves the right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. Using sideshow tactics or other undignified methods considered by NACCHO to be objectionable is expressly prohibited in the exhibition area and any meeting room. Appropriate business attire is required for all exhibit participants.

## EXHIBITOR PERSONNEL

All exhibitors must wear official 2024 Preparedness Summit name badges and ribbons for exhibit hall admission. Exhibitors will be admitted to the exhibit hall 30 minutes before the show opening each day. All exhibitors and attendees must leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from Show Management to enter the exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Service Manual. Booths should be staffed by company specialists who are qualified to discuss details of their company's products or services. Advertising material and souvenirs must be limited to the exhibitor's booth. Canvassing or distributing advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

**QUESTIONS: 833 317 5564 ext. 5564/NACCHOconferences@NACCHO.ORG**

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## SELLING OF MERCHANDISE

Selling of merchandise on the show floor is prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center.

## SOUND DEVICES, LIGHTING, AND OTHER PRESENTATION DEVICES

Public address, sound-producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show Management reserves the right to restrict glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

## HANDOUT MATERIALS

Promotional giveaways and exhibitor prize raffles will be permitted. All materials and prizes must have prior approval by NACCHO. All hand-out materials are expected to be professional. NACCHO reserves the right to disallow any material they believe inappropriate. Send samples to the 2024 Preparedness Summit Exhibits Manager. No helium balloons or adhesive-backed decals are to be used or given away.

## SOLICITATION OF EXHIBITORS

No persons in the exhibit hall will be permitted to solicit advertising or other exhibit space without the express written permission of NACCHO.

## FIRE, SAFETY, AND HEALTH

The exhibitor is responsible for compliance with local, city, and state ordinances and fire, safety, and health regulations. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays, and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

## LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific applicable regulations may be obtained from the official contractor. The official contractor can arrange displays, painters, carpenters, electricians, and other skilled labor at established rates. Labor order forms will be included in the Exhibitor Service Manual.

## STORAGE

The exhibitor should arrange with the contracted decorator to store packing boxes and crates during the exhibition. NACCHO assumes no responsibility for damage or loss of packing boxes or crates.

## FOOD AND BEVERAGE

Exhibitor distribution of food and beverages for consumption in the building is prohibited except with written permission from Show Management. All requests must be submitted in writing. If an exhibiting company wishes to host food and beverages in their booth, they must be purchased through the Huntington Convention Center of Cleveland Catering Department.

## LIABILITY AND SECURITY

NACCHO makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for safeguarding their goods, materials, equipment, and display at all times. NACCHO will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident, or other causes. NACCHO will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arising from, or be in any way connected with their use or occupation of display space. Exhibitors will indemnify and hold harmless against such claims. Exhibitor shall be fully responsible for paying for any damages to property owned by the Hotel, its owners, or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from or arising from or out of its use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or because of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees who arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel, or any part thereof. The Exhibitor understands that the Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance. The exhibitor assumes all liability for any damage to the

facility's floor, walls, lighting fixtures, etc., due to exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations, and ordinances of any governmental

authority and the contracted facility. The exhibitor will pay and save NACCHO, its Board, members, staff, and representatives, the city of Cleveland, OH, and the Huntington Convention Center of Cleveland harmless from any damages, loss, or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Huntington Convention Center of Cleveland or property adjacent thereto occasioned by any act, neglect or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect NACCHO, the city of Cleveland, OH and Huntington Convention Center of Cleveland against any such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees, which shall comply with the laws of Cleveland, OH; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective during all move in, show, and move out dates. Such insurance shall include NACCHO, its officers, directors, agents, and Huntington Convention Center of Cleveland as additional insureds. Such insurance shall cover any damage or injury to any persons arising out of such person's attendance at the exhibitor's exhibit during the term of the 2024 Preparedness Summit conference; (c) Other Insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its protection.

## TRADEMARKS

NACCHO will be held harmless for any trademark, trade name, copyright, or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Huntington Convention Center of Cleveland logo, design, trademark, trade name, patent, copyrighted work, or symbol must be approved in writing by the Huntington Convention Center of Cleveland marketing department.

## PHOTOGRAPHING OF EXHIBITS

Each exhibitor controls the space it has rented and may prevent those considered its competitors from gaining access to or photographing its exhibit. Taking pictures other than by the official photographer is expressly prohibited during setup, dismantling, and non-exhibit hours, and cameras will not be allowed on the exhibit floor during these times. Only the exhibitor may grant permission to have its exhibit photographed or an audio presentation taped during exhibit hours. No exhibitor shall deny any reasonable request for permission to photograph the exhibit from outside the booth's perimeter.

## LIST PUBLICATION

The list of 2024 Preparedness Summit exhibitors, in whole or in part, shall not be published other than in 2024 Preparedness Summit and NACCHO official publications.

## HOTEL USE

NACCHO controls all public function space in the Huntington Convention Center of Cleveland. No function space will be released to exhibiting firms or to other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing equipment or product presentations to registered attendees or guests at the 2024 Preparedness Summit or NACCHO by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited. Exhibitors may not use the hotel(s) to distribute literature, gifts, etc. to attendees.

## VIOLATIONS

Violation of any of these Rules and Regulations by the exhibitor or their employees or agents shall, at the option of NACCHO, forfeit the exhibitor's right to occupy space, and such exhibitor shall forfeit to NACCHO all monies paid or due. Upon evidence of a violation, NACCHO may take possession of the space occupied by the exhibitor and remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that NACCHO may incur thereby.

## SEVERABILITY

All agreements and covenants contained herein are severable. If any of them shall be held invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

## CONTACT

For questions or more information, please contact:

2024 Preparedness Summit  
c/o NACCHO  
1201 I Street NW, Suite 400  
Washington, DC 20005  
Email: [NACCHO-ABP@naccho.org](mailto:NACCHO-ABP@naccho.org)

QUESTIONS: 833 317 5564 ext. 5564/[NACCHOconferences@NACCHO.ORG](mailto:NACCHOconferences@NACCHO.ORG)

# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

MARCH 25-28, 2024 CLEVELAND, OH | #Prep24 | [preparednesssummit.org](https://preparednesssummit.org)

## 2024 Preparedness Summit Exhibitor Rules & Regulations

By participating in the 2024 Preparedness Summit, each sponsor and exhibitor agrees to adhere to NACCHO's health and safety guideline and to communicate this requirement to their representatives attending the Summit. Please monitor the [Summit website](#) for the latest information.

### OFFICIAL EXHIBIT SCHEDULE

See the Exhibitor Services Manual for complete show schedule.

### HEALTH AND SAFETY PROCEDURES

By participating in the 2024 Preparedness Summit, each sponsor and exhibitor agrees to adhere to NACCHO's health and safety guidelines. Please monitor the 2024 Preparedness Summit information.

### SHOW MANAGEMENT

The exhibition is organized and managed by NACCHO. Any matters not covered in these Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or their designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Cleveland Convention Center policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions there to in conformance with the preceding sentence.

### ASSIGNMENT OF BOOTH SPACE

Booths will be assigned on a first-come, first-served basis. Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Booth registration for the 2024 Preparedness Summit must be made in our software: Cadmium.

The exhibitor fully understands that it becomes a binding contract, and the exhibitor is subject to the term and regulations set forth by NACCHO as listed therein. In addition, NACCHO reserves the right to reject an application that in its judgment is not appropriate for the 2024 Preparedness Summit.

### INCLUDED IN BOOTH SPACE

Please see Prospectus for specific inclusions for exhibitor levels.

### INSTALLATION AND DISMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation and dismantle must occur only during the installation and dismantle times designated in the Exhibitor Services Manual. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

### FAILURE TO OCCUPY SPACE

Space not occupied by the time designated in the Exhibitor Services Manual will be forfeited by exhibitors and their space may be resold, reassigned, or used by the exhibit management without refund.

### RATES, DEPOSITS AND REFUNDS

Space will be rented at the rates listed on the official Exhibit Space. Application and Contract. No application will be processed, or space assigned without full payment in U.S. funds. A standard size booth will be 10' x 10' having an 8' high back draping and 3' high side wall draping. A 7' x 44" booth sign bearing your company's name and booth number will be provided. A 50 percent refund of the booth fee will be made if written notice of cancellation is received by February 4, 2024. No refund will be made if notice of cancellation is received after February 4, 2023. A 2024 transfer of fees will be made to other registration fees or NACCHO meetings. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made, which is the limit and extent of NACCHO's

liability for such cancellation. NACCHO assumes no responsibility for refunds of nonrefundable airline tickets or hotel charges if a meeting is cancelled or abbreviated because of terrorist activity. All cancellation requests must be submitted in writing to the 2024 Preparedness Summit Exhibits Manager.

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NACCHO or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of NACCHO. NACCHO shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NACCHO. Causes for such action beyond the control of NACCHO shall include, but are not limited to: fire, casualty, flood, epidemic or pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Cleveland Convention Center, municipal, state or federal laws, or act of God. Should NACCHO terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of NACCHO and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by NACCHO through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later. In the event that Preparedness Summit 2024 transitions to a virtual conference, exhibitors could choose to either receive a full refund or transfer to a virtual booth.



# Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

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## CONTRACTOR SERVICES

An official contractor will provide all services in the exhibit area. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor for installation and dismantling, additional services, etc., will be included in the Exhibitor Services Manual to be forwarded from the official contractor. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will NACCHO or Cleveland Convention Center assume responsibilities for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to the official contractor as specified in the Exhibitor Services Manual. Should any shipments not be made as specified in the manual, they will be removed by Cleveland Convention Center the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for the information provided in the Exhibitor Services Manual.

## ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified, or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished back walls, etc. at the exhibitor's expense.

## BOOTH DESIGN

Each exhibitor will be provided with an official Exhibitor Service Manual. The Exhibitor Service Manual describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Service Manual guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional

activities. Linear booths may not exceed 8' in height; island booths are restricted to 16' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

## SUBLEASING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

## CONDUCT

All exhibits will be to serve the interest of the 2024 Preparedness Summit conference attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit that NACCHO believes to be injurious to the purpose of 2024 Preparedness Summit right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by NACCHO to be objectionable are expressly prohibited in the exhibition area and in any meeting room. Appropriate business attire is required for all exhibit participants.

## EXHIBITOR PERSONNEL

All exhibitors must wear official 2024 Preparedness Summit name badges and ribbons for exhibit hall admission. Exhibitors will be admitted to the exhibit hall 30 minutes before show opening each day. All exhibitors and attendees will be required to leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from Show Management for entrance into exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Service Manual. Booths should be staffed by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

## SELLING OF MERCHANDISE

Selling of merchandise on the show floor is prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center.

## SOUND DEVICES, LIGHTING AND OTHER PRESENTATION DEVICES

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

## HANDOUT MATERIALS

Promotional giveaways and exhibitor prize raffles will be permitted. All materials and prizes must have prior approval by NACCHO. All hand-out materials are expected to be of a professional nature. NACCHO reserves the right to disallow any material that they believe to be inappropriate. Send samples to 2024 Preparedness Summit Exhibits Manager. No helium balloons or adhesive backed decals are to be used or given away.

## SOLICITATION OF EXHIBITORS

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of NACCHO.

## FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

## LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Service Manual.

## STORAGE

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. NACCHO assumes no responsibility for damage or loss of packing boxes or crates.

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## FOOD AND BEVERAGE

Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing. If an exhibiting company wishes to host food and beverage in their booth, all food and beverage must be purchased through the Cleveland Convention Center Catering Department.

## LIABILITY AND SECURITY

NACCHO makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of their goods, materials, equipment and display at all times. NACCHO will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident, or other causes. NACCHO will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility. The exhibitor will pay and save NACCHO, its Board, members, staff, and representatives, the city of Cleveland, OH, and the Cleveland Convention Center harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within

the Cleveland Convention Center adjacent thereto occasioned by any act, neglect or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect NACCHO, the city of Cleveland, OH against any Cleveland Convention Center claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of Cleveland, OH; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective during all move in, show, and move out dates. Such insurance shall include NACCHO, its officers, directors and agents and Hyatt Regency as additional insureds. Cleveland Convention Center shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the 2024 Preparedness Summit; (c) Other Insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

## TRADEMARKS

NACCHO will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor.

Use of the Cleveland Convention Center logo, design, trademark, trade name, patent, copyrighted work, or symbol must be approved in writing by the Cleveland Convention Center.

## PHOTOGRAPHING OF EXHIBITS

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours, and cameras will not be allowed on the exhibit floor during these times. Only the exhibitor may grant permission to have its exhibit photographed, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request for permission to photograph the exhibit from outside the perimeter of the booth.

## LIST PUBLICATION

The list of 2024 Preparedness Summit exhibitors, in whole or in part, shall not be published other than in 2024 Preparedness Summit locations.

## HOTEL USE

All public function space in the Cleveland Convention Center is controlled by NACCHO.

No function space will be released to exhibiting firms or to other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered attendees or guests 2024 Preparedness Summit or NACCHO by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited. Exhibitors may not use the hotel(s) to distribute literature, gifts, etc. to attendees.

## VIOLATIONS

Violation of any of these Rules and Regulations by the exhibitor or their employees or agents shall at the option of NACCHO forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to NACCHO all monies paid or due. Upon evidence of violation, NACCHO may take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that NACCHO may incur thereby.

## SEVERABILITY

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

**For questions or more information, please contact:**

2024 Preparedness Summit/NACCHO,  
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833-317-5564 ext.5564  
[NACCHO-ABP@naccho.org](mailto:NACCHO-ABP@naccho.org)