



ASSOCIATION FOR **HEALTHCARE
ADMINISTRATIVE
PROFESSIONALS**

2018 CORPORATE / VENDOR SPONSORSHIP PROGRAM

2018 AHCAP Educational Conference
July 24 - 26, 2018
M Resort • Spa • Casino
Las Vegas



Support the Influencers

Who Support Healthcare Leaders

About AHCAP

AHCAP is the premier organization for administrative professionals who support our nation's healthcare leaders. We are proud to be the only national organization dedicated exclusively to administrative excellence in healthcare.

About Our Members

AHCAP represents more than 330 administrative professionals across the United States. The majority of our members support 'C-level' executives in healthcare facilities and health systems, particularly acute care hospitals.

Our members are trusted supporters, planners and advisors to individual healthcare executives and the boards to which they report.

Tasks Our Members Oversee:

- Facilitating meetings with vendors and suppliers
- Managing the executive office and supplying departments
- Supporting day-to-day operations from calendars to board materials
- Researching programs and initiatives on behalf of the executive team
- Developing budgets and influencing purchasing decisions
- Coordinating gifts for executives, boards and staff
- Serving as travel planners-hotel, airline and dining-for the organization (board meetings, golf outings and chapters that average 30-100 room nights)
- Coordinating retreats for strategic planning and more
- Overseeing internal trainings and professional development programs

The Purchasing Our Members Influence:

- Travel
- Office and administrative supplies
- Board materials and board management software
- Event venues and supplies
- Gifts and awards



SPONSORSHIPS AVAILABLE

PREMIER SPONSOR – \$3,500

- Food for Thought presentation (see below for details)
- Rotating banner ad with link to company home page on the AHCAP home page (one year)
- Full-page ad in new member kit sent to Association members (one year)
- Choice of exclusive sponsorship (signage with company logo) of one of the following events:
 - Kickoff Luncheon
 - Opening General Session
 - Member Appreciation Dinner
 - Closing General Session
- Double-sized tabletop display in premium location
- Half-page ad in AHCAP *Notations* e-newsletter (quarterly publication - four issues)
- Logo with link to company home page on the conference website
- Logo with link to company home page in the conference email promotions (2000 email addresses)
- Premium placement of logo in the conference onsite printed program
- Insertion of one promotional piece in attendee registration packets
- Two complimentary conference registrations
- One complimentary one-year Associate membership in AHCAP
- A pre-conference attendee list (Excel file) emailed two weeks before conference
- A post-conference attendee list (Excel file) emailed three weeks after conference

Food For Thought

Included with your Premier Sponsorship is the opportunity to present a 20-minute information session during a conference breakfast or lunch. These sessions are presented by you, the sponsor, and are educational in nature (related to your product/service; topic to be pre-approved by AHCAP staff). Schedule is first-come, first-served based on availability at the time of contract. Handouts or takeaways are encouraged for your session.

SPONSORSHIPS AVAILABLE

PARTNER SPONSOR – \$2,000

- Rotating banner ad with link to company website on the AHCAP home page (6 months)
- Choice of shared sponsorship (signage with company logo) of one of the following events:
 - General Session
 - Networking Break
- Single tabletop display in premium location
- Half-page ad in AHCAP *Notations* e-newsletter (quarterly publication - two issues)
- Logo with link to company home page on the conference website
- Logo in the conference email promotions (2000 email addresses)
- Logo in the conference onsite printed program
- Insertion of one promotional piece in attendee registration packets
- One complimentary conference registration
- One complimentary one-year Associate membership in AHCAP
- A pre-conference attendee list (Excel file) emailed two weeks before conference
- A post-conference attendee list (Excel file) emailed three weeks after conference

FRIEND SPONSOR – \$1,500

- Rotating banner ad with link to company website on the AHCAP home page (3 months)
- Choice of shared sponsorship (signage with company logo) of one of the following events:
 - Concurrent Session
- Single tabletop display
- Half-page ad in AHCAP *Notations* e-newsletter (quarterly publication - one issue)
- Logo on the conference website
- Listing in the conference email promotions (2000 email addresses)
- Logo in the conference onsite printed program
- One complimentary conference registration
- One complimentary one-year Associate membership in AHCAP
- A pre-conference attendee list (Excel file) emailed two weeks before conference
- A post-conference attendee list (Excel file) emailed three weeks after conference

SPONSORSHIPS AVAILABLE

TABLETOP DISPLAY – \$850

- Single tabletop display
- Listing on the conference website
- Listing in the conference email promotions (2000 email addresses)
- Listing in the conference onsite printed program
- One vendor pass to manage tabletop display only (conference registration at an additional cost)

A LA CARTE SPONSORSHIP OPPORTUNITIES

Room Drop	\$500 (additional costs apply)
Registration Packet Insert (Literature)	\$500 (size restriction applies)
Logo On Name Badge Pouch	\$750 (exclusive sponsorship)
Logo On Hotel Key Card	\$1,500 (exclusive sponsorship)



2018 SPONSORSHIP LEVEL	PREMIER \$3,500	PARTNER \$2,000	FRIEND \$1,500	TABLETOP DISPLAY \$850
Tabletop Displays	2	1	1	1
Complimentary Conference Registrations	2	1	1	
Recognition on Conference Website	Logo/Link	Logo/Link	Logo	Listing
Recognition in Conference Email Promotions	Logo/Link	Logo	Listing	Listing
Recognition in Conference Onsite Printed Program	Logo	Logo	Logo	Listing
Complimentary One-Year Associate Membership	1	1	1	
Half-Page Ad in <i>Notations</i> E-Newsletter	4 Issues	2 Issues	1 Issue	
Logo on Sponsored Event Signage	Yes	Yes	Yes	
Attendee Contact List (Excel)	Yes	Yes	Yes	
Inclusion of Promotional Piece In Attendee Packets	Yes	Yes		
Banner Ad Link on AHCAP Home Page	Yes (1 Year)	Yes (6 mo.)	Yes (3 mo.)	
Food for Thought Presentation	Yes			
Full Page Ad in New Member Kit	Yes			

A LA CARTE SPONSORSHIP OPPORTUNITIES	COST
Room Drop	\$500 (Additional costs apply)
Registration Packet Insert (Literature)	\$500 (Size restrictions apply)
Logo on Name Badge Pouch	\$750 (Exclusive Sponsorship)
Logo on Hotel Key Card	\$1,500 (Exclusive Sponsorship)

Call Today to Learn More

Contact AHCAP Headquarters:
 Michelle Romero, Director of Marketing & Sponsorship Sales
 Toll Free: (888) 320-0808
 Direct: (502) 574-9036
 Fax: (502) 589-3602
 Email: mromero@hqtrs.com



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Company Name (as it should appear in print)
Key Contact Name Title
Address
City State Zip
Phone Cell
Fax E-mail
Name to receive exhibitor logistics
Email Phone

This sponsorship program is for companies that provide products/services to the healthcare industry and/or administrative professionals.

CONFERENCE SPONSORSHIP LEVELS

- PREMIER \$3,500
Choose ONE of the following exclusive events:
Kickoff Luncheon
Opening General Session
Member Appreciation Dinner
Closing General Session
FRIEND \$1,500
Concurrent Session
PARTNER \$2,000
Choose ONE of the following shared events:
General Session
Networking Break
TABLETOP DISPLAY \$850

A LA CARTE SPONSORSHIP OPPORTUNITIES

- Room Drop \$500 (additional costs apply)
Logo On Name Badge Pouch \$750 (exclusive)
Registration Packet Insert \$500
Logo On Hotel Key Card \$1,500 (exclusive)

PAYMENT INFORMATION

- My check, PAYABLE TO AHCAP, is enclosed.
Please bill me on

DATE

Company's Authorized Signature
Please charge my Visa MasterCard AMEX Discover
Account #
Expiration Date Security Code
Signature

PLEASE FAX OR RETURN COMPLETED FORM TO:

Michelle Romero
Director of Marketing & Sponsorship Sales
326 East Main Street
Louisville, KY 40202
Fax: (502) 589-3602
mromero@hqtrs.com