



ASSOCIATION FOR **HEALTHCARE  
ADMINISTRATIVE  
PROFESSIONALS**

**2022 CORPORATE / VENDOR  
SPONSORSHIP PROGRAM**

**Annual AHCAP Educational Conference**  
October 4-6, 2022  
Hyatt Regency Bellevue  
Bellevue, WA

# 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 350 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)
- Banner ad in *In Focus* e-newsletter (six issues)
- 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
- Logo with link to company home page on the conference website
- Logo with link to company home page in the conference email promotions (2,000 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 one of the conference breakfasts. These sessions are presented by you, the sponsor, and are educational in nature (related to your product/service; not a sales pitch and 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)
- Banner ad in *In Focus* e-newsletter (one issue)
- Choice of shared sponsorship (signage with company logo) of one of the following events:
  - General Session
  - Networking Break
- Single tabletop display in premium location
- Logo with link to company home page on the conference website
- Logo in the conference email promotions (2,000 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:
  - Pre-Conference Workshop
  - Concurrent Session
- Single tabletop display
- Logo on the conference website
- Listing in the conference email promotions (2,000 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 (2,000 email addresses)
- Listing in the conference onsite printed program
- One complimentary registration

## 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, sign up by 8/19/22)
Logo On Hotel Key Card	\$1,500 (exclusive sponsorship, sign up by 8/19/22)



2022 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	
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			
Banner Ad in <i>In Focus</i> E-Newsletter	6 issues	1 issue		

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  
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Hyatt Regency Bellevue, Bellevue, WA

Company Name (as it should appear in print)
Key Contact Name Title
Address
City State Zip
Phone Cell
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
Pre-Conference Workshop
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
2301 River Road, Suite 102
Louisville, KY 40206
Fax: (502) 589-3602
mromero@hqtrs.com