

## 2009 Annual Convention/Trade Show Agreement

1. IdELC & IAHC will pay IHCA-ICAL \$100/Hospice, Home Health or Hospice/Home Health Organization registration  
**This fee covers:**
  - a. IHCA staff time
  - b. Registration/Program printing fees
  - c. Postage
  - d. Name Badges
  - e. CEU Certificates
  - f. Expenses associated with Boise Centre on the Grove
  - g. Printed Program/Binder given out at Convention Registration
  - h. Handouts
  - i. Opening Ceremonies/Keynote Speaker
  - j. Fees for CME approval
  - k. IHCA-ICAL staff to coordinate speakers for IAHC
  - l. IHCA-ICAL staff to coordinate all speaker needs (IAHC/IdELC will use IHCA-ICAL Speaker Information Form to gather information)
2. IdELC will be responsible for all fees associated with the Grove Hotel (Please see the meeting room contract attached in another email for specific price breakdowns.)
3. IdELC will hold a “Wednesday Workshop” on July 22 in the Grove Hotel. IdELC will be responsible for on-site registration and ensuring that all attendees of the workshop understand they must pay the additional fee associated with the training. IHCA-ICAL will handle pre-registrations and will provide unique name badges and a printed attendee list.
4. IHCA Member Hospital based SNF’s with a home health and hospice agency will pay \$975 to attend convention
  - a. IHCA will keep \$750
  - b. The remaining \$225 will go to IdELC – based on 2008 convention attendance no attendees from a hospital-based SNF were from the HH side.
5. The registration fee for the combined home health and hospice package, after the \$100 IHCA fee, will be split between IdELC and IAHC.
  - a. 65/35 split if members of both organizations; IdELC keeps all of the registration fees for its members; IAHC keeps all of the registration fees for its members.
6. Banquets/Hospitality Suites: Other than the cost of the space (already covered by IHCA-ICAL), the organization using it will be responsible for all fees associated with the event (food, drink, entertainment, A/V, gratuity, etc.)
7. Each respective organization will be responsible for all fees associated with speakers (honorariums, travel, hotel, etc) they secure, and Breakfasts/Lunches/Dinners.
8. Late Fees – general \$150 increase after early bird deadline. This will be a 66/33 (IHCA/IdELC & IAHC) split.
9. Bookstore – the NHPCO bookstore will consist of 8 tables set up in the middle of the lobby area. Discuss layout with Missy at convention center to avoid too much congestion in the area.
10. Coffee Breaks - At the Boise Centre on the Grove – The convention center will set up concessions during our convention hours Monday-Wednesday. Attendees will be responsible for the purchase of their coffee. Water service will be provided at no cost.
  - a. The Grove Hotel – IdELC will be responsible for making any arrangements for coffee at the Hotel.

**Trade Show:**

- a. VIP Trade Show – Total cost of food/drink at this reception in 2008 was \$4,027.20. In 2009, IAHC will pay 5% of total cost, IDELC will pay 25% of the total cost, and IHCA-ICAL will pay the remaining balance.
- b. Tuesday Trade Show Luncheon – Total cost of food/drink in 2008 was approximately \$13,000. In 2009, IDELC will pay for 25% of the cost of the Trade Show Luncheon, IAHC will pay for 5% of the total cost of the Trade Show Luncheon, and IHCA-ICAL will pay the remaining balance.
- c. New vendors brought in by IDELC—split fee 50/50 with IHCA
- d. Associate Members of IDELC and NOT Associate Member of IHCA—split fee 50/50 with IHCA
- e. IHCA will keep the registration fees for all of it’s Associate Members
- f. New vendors brought in by IAHC—split fee 50/50 with IHCA
- g. Associate Members of IAHC and NOT Associate Member of IHCA—split fee 50/50 with IHCA
- h. IHCA will keep the registration fees for all of it’s Associate Members

**2008 Trade Show Vendors secured by IDELC (FYI – the highlighted organizations are 2009 associate members of IHCA-ICAL, see letter e)**

**Trade Show Booths**

<b><u>Name</u></b>	<b><u>Fee Paid</u></b>
Bellevue Healthcare	\$200
Broda Seating	\$400
CellTrak Tech	\$400
Deyta LLC	\$400
Four Seasons Oasis	\$400
<b>Health Wyse</b>	\$800
Hospice & Comm Care	\$800
Hospice Pharmacia	\$400
Hospiscript	\$800
Med Care	\$400
mumms Software	\$400
NDSI Healthcare	\$800
<b>Outcome Resources</b>	\$400
Personal Care AL Inc	\$400
	Credit card
Suncoast Solutions	declined
Wyeth Pharmaceuticals	\$400