



Dear Friend of Respite,

We invite you to a unique opportunity to support respite for the world's family caregivers by sponsoring the **2020 International Short Break (Respite) Conference** hosted by the International Short Break Association (ISBA), the University of Wisconsin-Madison School of Nursing, the ARCH National Respite Network and Resource Center, and the Respite Care Association of Wisconsin. The conference will be held June 16-19, 2020, at the Monona Terrace Convention Center, Madison, Wisconsin. Interesting fact - Monona Terrace was designed by Frank Lloyd Wright, one of the most influential architects of the late 19th and early 20th century.

The conference theme, ***Moving Respite Forward***, is inspired by the State motto of Wisconsin, which reflects the State's continuous drive to be a national leader. This conference will provide an opportunity to advance knowledge and understanding of respite by learning from and with international leaders in the field of respite.

According to the World Health Organization (WHO), 15% of the world's population has a disability, and most of the time a family member becomes the primary caregiver. Family caregivers provide support, assist with daily living tasks, and even perform medical procedures for loved ones with disabilities or chronic conditions to help them remain at home. While most family members provide this care out of love and commitment, many do so without support. Respite care has been shown to help alleviate family caregiver stress and improve health. Yet, most family caregivers are not receiving respite. To address this need, innovative research, policies, and best practices on respite from both the public and private sectors will be showcased at the conference. We expect as many as 400 participants from across the world to attend the event. There will be over twenty breakout workshops to showcase best practices, ground-breaking research, new respite approaches, and family caregiver wellness topics will be featured for people of all ages and abilities.

A variety of sponsorship and exhibitor options are described in the attached materials. We look forward to your support and working with you in the long-term services and supports arena. Please consider sponsoring or exhibiting at the 2020 International Short Break (Respite) Conference to help move respite forward. If you need more information, please visit the Sponsorship and Exhibitor Information link on the conference website at <http://www.isba.me> or contact Laura Richards by email isba2020@union.wisc.edu or phone 608-265-6534.

Thank you for your consideration and support.

Sincerely,

Kim E. Whitmore, PhD, RN, CPN
ISBA President and Conference Chair
Assistant Professor
UW – Madison School of Nursing

Lisa Schneider
ISBA 2020 Conference Co-Chair
Executive Director
RCAW

Jill Kagan
ISBA 2020 Co-Sponsor
Director
ARCH



School of Nursing
UNIVERSITY OF WISCONSIN-MADISON



RCAW
Respite Care Association
of Wisconsin



Exhibitor Information Form

Please complete this Exhibitor Information Form and the Exhibitor Agreement to reserve exhibit space for the 2020 International Short Break Association conference at the Monona Terrace Convention Center, 1 John Nolan Dr Madison, Wisconsin, 53703. Exhibitor hours are June 17 from 7:30 am to 5:30 pm and June 18 from 7:30 am to 4:00 pm.

Exhibit space will be open for set-up on June 17, 2020, from 6:30 am to 7:30 am. One-day exhibitor fees are not available.

Section 1: Company/Organization Information

First Name: _____ Last Name: _____

Company/Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Tel: (W) _____ (M) _____ (Fax) _____

Section 2: Exhibitor Table Fees

For Sponsoring Organizations: If you would like to be a conference sponsor, please complete a separate sponsorship form and attach to the exhibitor form. Organizations providing sponsorship of \$2,500 or more qualify for free exhibitor space, and organizations providing a \$1,000 to \$2,499 sponsorship qualify for a \$100-discounted exhibitor space. Qualifying sponsors will be given first choice of location based on sponsorship level and date of receipt of payment.

Sponsorship form attached Sponsorship form requested

All Other Exhibitors: Exhibit Table Fees (please select one):

For profit \$600
 Non-profit \$250 (*Non-profits must attach a copy of their Federal Non-Profit Status letter with Federal Identification Number*)

Fee includes:

- One 6' Table, clothed and skirted, with two chairs and wastebasket
- Electrical power upon request by checking appropriate box below

Additional fees: Wi-Fi is available throughout the conference area. Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you of these additional fees prior to the conference. Your company or agency is also responsible for any shipping costs. Materials should not be delivered to the venue prior to June 12, 2020 and should be labeled for the International Short Break Association Conference. Boxes/packages may be subject to storage fees if they arrive prior to June 12th. *(Refer to the Exhibitor Agreement – Shipping & Storage for more info.)*

If you indicate yes to the AV request, we will provide more detailed information regarding fee amounts, separate order forms and instructions for payment. Do you require:

- 1) Electrical outlet? Yes No
2) Audio visual equipment? Yes No If yes, please specify _____

Section 3: Payment

Please note that there is no charge for exhibit space for Champion, Platinum, Gold and Silver Sponsors (write Sponsor in total), and there is a discount of \$100 for Bronze Sponsors.

For profit (\$600)	\$ _____
Non-profit (\$250)	\$ _____
Less \$100 discount for \$1,000-2,499 level sponsors	\$ _____
Total	\$ _____

Please choose form of payment:

Check Make check payable to: **Wisconsin Union Conference Management**

Credit Card* VISA MasterCard Discover American Express

Card Number: _____ Security Code: _____

Expiration Date: _____ Name on card: _____

Cardholder's signature: _____

** If you prefer to provide your credit card information by phone, please contact Wisconsin Union Conference Management at 608-265- 6534 Monday – Friday from 8:30 am – 4:30 pm CST.*

Billing Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

All exhibitor fees are payable no later than April 1, 2020!



Exhibitor Agreement

Instructions

- ✓ Please read this **Agreement** carefully and complete all information required.
- ✓ Complete and sign this **Exhibitor Agreement**.
- ✓ Send this **Exhibitor Agreement**, the **Exhibitor Information Form**, and **Payment or credit card information** signed in either electronically to conference fiscal sponsor at isba2020@union.wisc.edu or mail to:

Laura Richards, CMP
Wisconsin Union –Conference Management
800 Langdon Street
Madison, WI 53706

For your Reference

- **Confirmation** – Exhibitor fees are due no later than April 1, 2020. A confirmation of your exhibit table assignment will be sent to you via email by May 1, 2020, once your forms and payment have been received. Additional instructions may be included in confirmation email.
- **Additional Fees** – Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you regarding fee amounts, and provide separate order forms and instructions for payment prior to the conference.
- **Shipping and Storage** - Your company/agency is responsible for shipping costs. Conference materials may be shipped directly to the venue for delivery no earlier **than June 13, 2020**. The shipping address is ISBA conference c/o Monona Terrace Community and Convention Center, 1 John Nolen Dr, Madison, Wisconsin, 53703. There are no handling or storage fees within this timeframe.
- **Set up and Take-down** - Exhibitors are expected to set up and be available before registration starts at 7:30 am on June 17, 2020. The Exhibit area will be open on June 17 from 6:30 am to 7:30 am for set up. Exhibits should be dismantled by 5:00 pm on June 18, 2020. Additional set-up information will be provided in your confirmation letter after booking.
- **Exhibitor Meals** – Lunch will be provided for exhibitors on all days of the conference
- **Exhibitor Booths** – Booths will include a 6-foot skirted table, 2 chairs, and a waste basket.

Cancellations

Cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of ISBA and in all cases subject to the following refund policies:

- On or before April 16, 2020: 80% refund on cancelled exhibit space
- After April 16, 2020: No Refund

Notification of cancellation will only be considered official when submitted in writing and sent to the address above and will be subject to the above policy based on postmark date.

Additional Terms and Conditions

The undersigned agrees to the following provisions:

- 1) Spaces will be allocated on the basis of sponsorship levels and/or the order in which the application, agreement, and payments are received. ISBA reserves the right to change location assignment of exhibit table at any time, as it may in its sole discretion seem necessary.
- 2) If Exhibitor fails to pay the space rental before April 1, 2020, the Exhibitor's right to exhibit may be cancelled without further notice. If Exhibitor cancels its participation in the conference, such cancellation shall be considered a default on its part, and any money paid shall be retained by ISBA as stated under Cancellations above.
- 3) Exhibitor agrees to indemnify and release ISBA, the ARCH National Respite Network, the Respite Care Association of Wisconsin, and the UW-Madison School of Nursing from responsibility for any loss, property damage, or personal injury that may occur to the Exhibitor, its employees, independent contractors or persons using the Exhibitor's equipment. Exhibitor is liable for any and all damage. Exhibitor acknowledges that ISBA, the ARCH National Respite Network, the Respite Care Association of Wisconsin, the UW-Madison School of Nursing and the Monona Terrace Convention Center do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage/loss insurance covering such losses by Exhibitor.
- 4) If the ISBA, the ARCH National Respite Network, the Respite Care Association of Wisconsin, and the UW-Madison School of Nursing are prevented from holding the conference or having commenced it, is thereafter precluded from continuing it, due to acts of nature, fires, strikes, or any other causes beyond its control, proportionate refunds for the rent paid will be made to the Exhibitor.
- 5) Exhibitor agrees to prepare any exhibit of its products or services, which shall be directly pertinent to the function or industry represented by the conference specified, and as approved by ISBA for display.

The Exhibitor and ISBA and partnering agencies shall be bound by these terms, conditions and rules for exhibiting in the 2020 International Short Break Association Conference and the parties acknowledge and agree to such terms and conditions.

Name (Print): _____ Date: _____

Signature: _____ Title: _____

Thank you for your Support!

Note: If you have questions about exhibitor opportunities, please contact Laura Richards at isba2020@union.wisc.edu or call 608-265-6534.

