

NATCAP Expo

Dates:

A Tuesday, Wednesday or Thursday in early to mid March 2018

Agenda:

7:00 Set Up
7:30 Registration & Continental Breakfast
9:00 Program Begins
11:30 Lunch & Expo
1:45 Program Resumes
5:30 Reception & Expo

Attendance

70-100 Attendees

Proposals Due

Proposals are due by December 15, 2017

Submit proposals* to

president@sgmpnatcap.org

If you aren't able to provide all of the complimentary requirements, please provide your best offer.

SPECIFICATIONS

Registration & Continental Breakfast (located in pre-function space)

- (3) 6'x30" skirted tables with 6 chairs
- Complimentary continental breakfast for 100 ppl
- Two complimentary breaks (AM/PM) for 100 ppl

General Session Requirements

- Theater seating for 100 ppl
- Riser w/ lectern
- Complimentary A/V
- Complimentary internet access for registration and meeting
- Lectern microphone
- LCD projector & screen
- 2 Lavalier microphones
- 2 Handheld wireless microphones with stands
- Complimentary overnight accommodation for speaker

Breakout Session Requirements (for 3 simultaneous breakouts)

- Theater seating for 40
- Complimentary A/V
- Lectern
- LCD projector & screen
- 1 Lavalier microphone

Lunch & Expo/Reception & Expo Requirements

- Complimentary buffet lunch for 100 ppl
- Complimentary reception (heavy appetizers) for 70 ppl w/ cash or hosted bar
- Space for Rounds for 80 ppl, plus 20 "table-top" exhibitors (30inch x 5ft tables)

Other Information to Include

- Complimentary or discounted parking
- Metro accessible – specify location and distance from venue (i.e. 2 walking blocks)
- Indicate if shuttle service to/from metro is provided (List costs if applicable)

Host Receives

- Four complimentary supplier admissions to Chapter Monthly Meetings
- Property listed with posting of our event when advertised in the newsletter, the e-blasts and the website
- Property Logo on NATCAP website under Sponsors
- Table to showcase your facility during the expo
- 3-5 minute "commercial" or welcome provided by you at the meeting
- Complimentary vendor table at the expo
- Opportunity to conduct site tours to all attendees