Exhibitor Set-up and Clean-up
Display set-up must be completed and ready by 7:30 a.m. on Monday, October 14. It is the responsibility of the exhibitor to remove all materials from the exhibit area on Monday evening by 7:30 p.m.

Shipping Information
Packages must arrive at The Kimpton Sawyer hotel no sooner than Friday, October 11 and no later than Saturday, October 12, 2019. Ship to:

The Kimpton Sawyer Hotel*
Event: Hospital Quality Institute/Oct. 13 – 15, 2019
ATTN: Kristin Clever, Conference Services Manager
500 J Street
Sacramento, CA 95814

* Please include your company name on the shipping label.

Exhibitor Rules
Hospital Quality Institute Annual Conference
October 14 - 15, 2019
Kimpton Sawyer Hotel, Sacramento, CA

Table Assignments
Assignment of booths will be made by the Hospital Quality Institute (HQI) based on the following criteria:
- Exhibitor level
- Order in which payments are received
- Suitability and availability of locations
- Tables will be assigned before the conference

Space and Services Included
Items provided include:
- One 6’ table during exhibition (Ruby and higher levels have additional space)
- Two chairs
- Table-tent card with company logo and name
- Electrical power strip (upon request)
- Exhibitor listing in the conference app with a description of up to 75 words

Exhibitor Refund Policy
Exhibitor fees are non-refundable

Exhibitor Show Location, Dates and Hours
The Kimpton Sawyer Hotel, Sacramento, CA

Sunday, October 13
- 3:00 – 5:30 p.m. | Early Set-up

Monday, October 14
- 6:30 – 7:30 a.m. | Set-up
- 7:30 a.m. – 6:30 p.m. | Exhibitor Show
- 6:30 – 7:30 p.m. | Take Down

Tuesday, October 15
- 7:00 – 8:00 a.m. | Networking Breakfast

Exhibitor Set-up and Clean-up
Display set-up must be completed and ready by 7:30 a.m. on Monday, October 14. It is the responsibility of the exhibitor to remove all materials from the exhibit area on Monday evening by 7:30 p.m.

Admittance to the Conference
Exhibit area admittance is limited to conference attendees and company representatives who have contracted and paid for exhibits.

Eligible Exhibits
HQI reserves the right to decline rental of display space or any part of an exhibit to any company.

Exhibitor Raffle
Exhibitors will have an opportunity to give prizes to the attendees. Each exhibitor is limited to two raffle prizes. Minimum value of $100 is recommended and is optional for exhibitors.

Throughout the day attendees will be encouraged to visit exhibitor tables and engage with sponsors via the conference app. Attendees who visit all exhibitors will earn an extra raffle entry.

Winning attendees must be present to win and HQI will provide winner contact information to the donating exhibitors. HQI staff and exhibitors are not eligible to participate in the prize drawing.

Fire and Safety
All flammable materials must be flame proofed before being placed in the exhibit area. All materials and installations are subject to the fire and safety regulations enforced by state and/or city fire authorities. Exhibitors must provide certification of flame proofing if requested by show management or the fire department. Volatile or flammable fluids, substances or materials of any nature are prohibited.

Social Functions
Social functions hosted by exhibitors must not be scheduled during exhibit hours or during the HQI education program. Any function not approved by HQI that would compete for attendees’ time, either during the hours of the exhibition or hours of educational sessions, general sessions or programs, is prohibited.

Security
Exhibitors are responsible for any valuables at their booth. Security guards will be present at all times.

Contact
Please email Bob Mion, bmion@calhospital.org, call 916-552-7508 (office) or 916-541-5155 (cell) with any questions.
BEFORE THE CONFERENCE, send to info@hqinstitute.org:

- A short description of your organization, 75 words or less, for inclusion in the conference app.
- A description of your tabletop display (dimensions and product(s) being displayed).
- Website link.
- Social media links (Facebook, LinkedIn, Twitter, Other).

OPTIONAL: A description of items you may wish to contribute for the Exhibitor Raffle. Exhibitors are encouraged to donate a prize for the raffle, suggested value of $100. Winners will be announced during the reception on October 14. Attendees will enter the raffle using the conference app and are required to visit participating exhibitor booths.

OPTIONAL: Any special request or consideration in table assignments (e.g., companies you may wish to be located next to.) List specific company names, not products or services. HQI cannot guarantee requests will be met, but will make every effort to accommodate you.

HOTEL & EXHIBIT INFORMATION

- The host hotel is sold out.
- Our backup lodging is just a few blocks away at the Citizen Hotel, at 926 J Street. Call (877) 781-8559 and mention the 2019 HQI Conference to receive the reduced rate of $179/night. The deadline for this discounted rate is September 22.
- Display space includes one 6-foot table, two chairs, electrical outlet (upon request) and a name tent listing your organization’s name.

SET UP | EXHIBIT | TAKE DOWN HOURS

Set Up: Sunday, Oct. 13, 3:00 - 5:30 p.m. or Monday, Oct. 14, 6:30 - 7:30 a.m.
Exhibit: Monday, Oct. 14, 7:30 a.m - 6:30 p.m.
   (spans breakfast, breaks, luncheon, reception times)
Take Down: Monday, Oct. 14, 6:30 - 7:30 p.m.
Networking Breakfast: Tuesday, October 15, 7:00 - 8:00 a.m.

SHIPPING INFORMATION

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