



EXHIBITOR INFORMATION SHEET

Family Partnership Annual Parent and Caregiver Retreat

October 21-22, 2011

Stone Castle Hotel & Conference Center, Branson, MO

- Retreat Planner:** Lucretia Huff, Miller County Health Center
PO Box 2
Tuscumbia, MO 65082
Telephone: (866) 809-2400 ext. 308
Fax: (573) 369-2350
Email: huffl@lpha.mopublic.org
Website: <http://health.mo.gov/living/families/shcn/familypartnership/>
- Event Location:** Stone Castle Hotel and Conference Center
3050 Green Mountain Drive
Branson, MO 65616
Telephone: (417) 335-4700; Toll-free: (800) 677-6906
Website: <http://www.bransonsettleinn.com/>
- Exhibit Booth:** Includes one 6' draped table, two chairs, identification sign, and exhibitor badges. Optional equipment (including electricity or internet access) can be ordered by contacting Lucretia Huff before October 14, 2011.
- Benefits:** Free admission to all Retreat activities, including reception, meals and keynotes. Your organization will be listed in the Retreat agenda and on the Family Partnership website. Attendees will learn about services offered by your organization.
- Set-Up:** Friday, October 21, 2011 between 3:00 p.m. and 5:00 p.m.
- Break-Down:** Saturday, October 22, 2011 after 2:00 p.m.
- Exhibit Times:** Exhibits will be open to Retreat participants on Friday, October 21, 2011 from 5:00 p.m. to 8:30 p.m. and on Saturday, October 22, 2011 from 9:00 a.m. to 2:00 p.m. A representative from your organization must be present in the booth during breaks.
- Registration:** Complete the Exhibitor Form and **return to Lucretia Huff by 4:00 p.m. May 20, 2011** along with the **refundable exhibitor fee** of \$35. The exhibitor fee guarantees your exhibit space. Your check or money order will not be processed for payment **unless you fail to arrive without notice**. When you arrive at the Retreat, your check or money order will be returned to you.
- Door Prizes:** All exhibitors are asked to bring one item to be offered as a door prize at the end of the Retreat.
- Lodging:** Call the Stone Castle Hotel and Conference Center to receive the discounted rate of \$69.99. Please mention the Family Partnership Parent and Caregiver Retreat to receive the discounted rate.
- Cancellation:** If you need to cancel your registration, please notify Lucretia Huff **in writing** (e-mail, fax or U.S. Postal mail) by **12:00 p.m. September 30, 2011**. No refunds will be made for cancellations received after this date.

