

EXHIBITOR INFORMATION SHEET

Family Partnership

Parent and Caregiver Retreat

September 15-16, 2017

The Lodge of Four Seasons, Lake Ozark, MO

Welcome to Hollywood... Starring You!

- Retreat Planner:** Kim Reinhardt
Phone: (573) 751-6246
Fax: (573) 751-6237
Email: Kim.Reinhardt@health.mo.gov
- Event Location:** The Lodge of Four Seasons
315 Four Seasons Drive
Lake Ozark, MO 65049
Telephone: 1-800-THE-LAKE; Local: (573) 365-3000
Website: <http://www.4seasonsresort.com/>
- Registration:** Complete the Exhibitor Registration Form and **return to Kim Reinhardt by 4:00 p.m. July 15, 2017**. There is limited exhibit space available which will be awarded on a first come, first served basis. Completion of the Exhibitor Registration Form guarantees your exhibit space.
- Exhibit Booth:** Includes one 6' draped table, two chairs, identification sign, and exhibitor badges. Optional equipment (including electricity) can be ordered by contacting Kim Reinhardt **before August 15, 2017**.
- Organizations wishing to provide printed materials in lieu of exhibiting in person can send materials to Kim Reinhardt prior to **August 1, 2017**.
- Benefits:** Free admission to all Retreat activities, including reception, meals, and sessions. Your organization will be listed in the Retreat agenda. Attendees will learn about services offered by your organization.
- Set-Up:** Friday, September 15, 2017 between 3:00 p.m. and 5:00 p.m.
- Break-Down:** Saturday, September 16, 2017 after 2:45 p.m.
- Exhibit Times:** Exhibits will be open to Retreat participants on Friday, September 15, 2017 from 5:00 p.m. to 8:30 p.m. and on Saturday, September 16, 2017 from 7:30 a.m. to 2:45 p.m. A representative from your organization must be present in the booth during breaks.
- Door Prizes:** All exhibitors are asked to bring one item to be offered as a door prize during the Retreat.
- Lodging:** **Exhibitors are responsible for their own lodging arrangements.** Overnight room reservations must be made directly with The Lodge of Four Seasons between 8:00 a.m. – 5:00 p.m., Monday through Friday by calling 888-265-5500. **Reservations must be made by August 15, 2017; however, room availability cannot be guaranteed so make your reservations as soon as possible.** Please mention the Family Partnership Parent and Caregiver Retreat to receive the discounted rate of \$91 per night (plus fees and taxes).
- Cancellation:** If you need to cancel your exhibitor registration, please notify Kim Reinhardt by email or phone by **4:00 p.m. September 14, 2017**.



TENTATIVE AGENDA
Family Partnership
Parent and Caregiver Retreat
September 15-16, 2017
The Lodge of Four Seasons, Lake Ozark, MO
Welcome to Hollywood... Starring You!

Friday, September 15, 2017

4:00 p.m.	Hotel Check In
3:00 p.m. – 5:00 p.m.	Exhibitor Set-Up
4:00 p.m. – 7:00 p.m.	Retreat Registration
5:00 p.m. – 7:00 p.m.	Networking Dinner
5:00 p.m. – 8:30 p.m.	Exhibits
6:45 p.m. – 7:00 p.m.	Retreat Kickoff & Medical Home Introduction
7:00 p.m. – 8:30 p.m.	Family Partnership Activity
8:30 p.m.	Announcements for Saturday & Adjourn for the Evening

Saturday, September 16, 2017

7:30 a.m. – 9:00 a.m.	Networking Breakfast & Exhibits
9:00 a.m. – 9:15 a.m.	Welcome
9:15 a.m. – 10:30 a.m.	Breakout Sessions
10:30 a.m. – 11:00 a.m.	Break, Hotel Checkout (by 11:00 a.m.) & Exhibits
11:00 a.m. – 12:15 p.m.	Breakout Sessions
12:15 p.m. – 1:15 p.m.	Networking Lunch & Exhibits
1:15 p.m. – 2:30 p.m.	Breakout Sessions
2:30 p.m. – 2:45 p.m.	Break & Exhibits
2:45 p.m. – 3:30 p.m.	Evaluations & Wrap-up
2:45 p.m. – 3:30 p.m.	Exhibitor Break-Down

