

EXHIBITOR INFORMATION SHEET

Family Partnership Parent and Caregiver Retreat

September 7-8, 2018

The Lodge of Four Seasons, Lake Ozark, MO

Nothing's Gonna Stop Us Now!

- 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. June 29, 2018**. There is limited exhibit space available which will be awarded on a first come, first served basis. Completion of the Exhibitor Registration Form is required. Please refrain from bringing anyone under the age of 18 with you to attend Retreat events, including setting up and breaking down the booth.
- 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 8, 2018**.
- Organizations wishing to provide printed materials in lieu of exhibiting in person can send materials to Kim Reinhardt prior to **August 8, 2018**.
- 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 7, 2018 between 3:00 p.m. and 5:00 p.m.
- Break-Down:** Saturday, September 8, 2018 after 2:45 p.m.
- Exhibit Times:** Exhibits will be open to Retreat participants on Friday, September 7, 2018 from 5:00 p.m. to 8:30 p.m. and on Saturday, September 8, 2018 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 1, 2018; 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 6, 2018**.



TENTATIVE AGENDA
Family Partnership Parent and Caregiver Retreat
September 7-8, 2018
The Lodge of Four Seasons, Lake Ozark, MO
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Friday, September 7, 2018

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
7:00 p.m. – 8:30 p.m.	Family Partnership Activity
8:30 p.m.	Announcements for Saturday & Adjourn for the Evening

Saturday, September 8, 2018

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

