



**Family Partnership Parent & Caregiver Retreat**  
**September 6-7, 2019**  
**The Lodge of Four Seasons, Lake Ozark, MO**

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**EXHIBITOR INFORMATION**

**Closing date for submission: June 28, 2019 by 4:00 p.m.**

- Retreat Planner:** Kim Reinhardt  
Phone: (573) 751-6246  
Fax: (573) 751-6237  
Email: [Kim.Reinhardt@health.mo.gov](mailto: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 28, 2019**. 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 7, 2019**.  
  
Organizations wishing to provide printed materials in lieu of exhibiting in person can send materials to Kim Reinhardt prior to **August 7, 2019**.
- 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 6, 2019 between 3:00 p.m. and 5:00 p.m.
- Break-Down:** Saturday, September 7, 2019 after 2:45 p.m.
- Exhibit Times:** Exhibits will be open to Retreat participants on Friday, September 6, 2019 from 5:00 p.m. to 8:30 p.m. and on Saturday, September 7, 2019 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, 2019; however, room availability cannot be guaranteed so make reservations as soon as possible.** Please mention the Family Partnership Parent and Caregiver Retreat to receive the discounted rate of \$93 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 5, 2019**.
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**TENTATIVE AGENDA**

**Friday, September 6, 2019**

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 7, 2019**

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

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