



## 2024 Missouri Children's Trauma Network Training Summit

April 24, 2024 | Holiday Inn & Expo Center | Columbia, MO

### SPONSORSHIP INFORMATION

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The Missouri Children's Trauma Network invites you to join us as a sponsor at the 2024 training summit on April 24 at the Holiday Inn & Expo Center in Columbia, MO.

This is an important opportunity to showcase your organization to Missouri personnel from community mental health centers, child advocacy centers, child welfare agencies, schools, etc. The conference hosts over 400 attendees, and we are confident that you will find this conference a good investment of your time and resources. To learn more about the Missouri Children's Trauma Network, visit us online at [www.moctn.com](http://www.moctn.com).

As a Sponsor, you will have space in our exhibitor hall to display your products and services, access to our virtual attendees through the attendee hub online, and passes to all the plenary sessions and social events.

#### Platinum Level | \$500

- Logo and information on the conference app
- 3 complimentary registrations
- Name/logo on the welcome sign
- Pre & Post conference attendee list
- Prime Booth location

#### Gold Level | \$350

- Logo and information on the conference app
- 2 complimentary registrations
- Pre & Post conference attendee list
- Prime Booth location
- Name/logo on the welcome sign

#### Silver Level | \$250

- Logo and information on the conference app
- 1 complimentary registration
- Post-conference attendee list
- Exhibit booth



## INSIDER INFORMATION

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**EXHIBIT BOOTH** | Booths include a tabletop, two chairs, and a waste basket. A sign with the agency name will be on each table to help you find your location for set up. Please get in touch with [events@mobhc.org](mailto:events@mobhc.org) for special arrangements or requests. Exhibitors are responsible for all signage, giveaways, staffing, and design.

- Booth set up: Tuesday, April 23, starting at 4 p.m.
- Start time: Wednesday, April 24 at 7:30 a.m.
- End time: Wednesday, April 24 at 4:00 p.m.

**EXHIBIT/SPONSORSHIP INCLUDES** | With your regular exhibitor registration at the conference, you will receive at least one complimentary conference registration. Participants are required to arrange their own hotel accommodations. The official hotel is the Holiday Inn Executive Center in Columbia, Missouri. You can make reservations online at the link below. The group rate is \$124 plus tax, and the group name is MO Children's Trauma Network Training Summit.

**Hotel reservations:** [MO Children's Trauma Summit 2024](#)

**LOGO** | Please supply us with an electronic high-resolution copy of your organization's logo. We can accept logos in JPG, PDF, or EPS format. Logos will be used online, in promotional materials, and some collateral print pieces, including signage. Logos should be in color.

**HOTEL SHIPPING INFORMATION | STORAGE FEES:** The Holiday Inn Executive Center / Columbia Expo Center will receive and store shipments up to 48 hours (2 Business Days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, storage fees will be assessed. Fees assessed will be: \$30 PER 100 lbs. (\$30 minimum charge will apply and combined weight calculated if multiple boxes/per shipment) PER DAY. All weights rounded up to the next 100 lbs.

\*Packages with storage fees will not be delivered to the booth or meeting until payment of the storage fee is received

\*The Executive Center WILL NOT be held responsible for materials in storage or damage to materials

**HANDLING FEES:** A Fee will be assessed to deliver and remove pre-packaged materials to and from the loading dock area to the necessary booth or meeting room. Handling fees will be charged on materials received less than 48 hours prior to set-up date. Fees assessed will be: \$15 PER 50 lbs. (\$15 minimum charge will apply)

\*You will only be charged for either storage OR handling. You will not be charged for both. All weights rounded up to the next 50 lbs.



**SHIPPING ARRANGEMENTS:** It is the responsibility of the Exhibitor/Exhibiting Company to make the arrangements for exhibit materials to be shipped out of the Holiday Inn Executive Center/Columbia Expo Center upon completion of the show.

**This includes:**

1. Packing the materials
  2. Provide and Complete Paperwork/Bill of Lading
  3. Affix labels to containers
  4. Call shipping company to arrange the pick up
- \*All shipping is the responsibility of the shipper and MUST be prepaid. Expo personnel WILL NOT assume any responsibility for shipping items left in a booth after a show.
- \*Materials that have not been collected within 48 hours (2 business days) of the show will be shipped COD to the originating sender and storage fees will be assessed.
- \*Shipments should be scheduled for delivery 8:00am-4:00pm Monday through Friday.

**SHIPPING LABEL:** Please fill out accordingly:

"Name of the Conference" Hold for arrival on \_\_\_\_\_  
Name of Exhibitor, Company, "& Booth#  
Holiday Inn Executive Center/Columbia Expo Center  
2200 I-70 Drive SW  
Columbia, MO 65201

**HOURS & LOAD-IN** | Exhibitor hours will be from 7:30 a.m. - 4:00 p.m. ALL Exhibitors will load booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

**PAYMENT** | Please make checks payable to Missouri Behavioral Health Council and send to:  
Missouri Behavioral Health Council  
Attn: Katie Horstman  
221 Metro Drive  
Jefferson City, MO 65109