Recover
Renew
Reprioritizing All-Hazards Preparedness
TABLE OF CONTENTS

ABOUT US + DEMOGRAPHICS 1

SPONSORSHIP 2
  SPONSORSHIP LEVELS 2
  EDUCATIONAL / LEARNING OPPORTUNITIES 3
  ON-SITE MARKETING OPPORTUNITIES 4
  WELLNESS / NETWORKING OPPORTUNITIES 5
  EVENT / RECEPTION OPPORTUNITIES 6
  ADVERTISING OPPORTUNITIES 8
  BRANDING OPPORTUNITIES 9

AFFILIATE BUSINESS PARTNER PROGRAM 10
  PARTNER OPPORTUNITIES 10
  PARTNER PROGRAM 11
  PARTNER BENEFITS 12

EXHIBITS 13
  WHY EXHIBIT? 13
  WHO SHOULD EXHIBIT? 14
  PREVIOUS EXHIBITORS 15
  EXHIBITS INFO 16
  EXHIBITOR REGISTRATION 17

RULES + REGULATIONS 18-20
NACCHO is proud to host the 2023 Preparedness Summit as a hybrid (in-person and virtual) event from April 24-27, 2023 in Atlanta, Georgia. Each year, the Summit offers a unique learning and networking opportunity for current and aspiring emergency management, public health, and healthcare professionals, and their partners, to share perspectives and engage in dialogue on key public health preparedness and response issues. As the first and longest running national preparedness conference, the Preparedness Summit is the best place for you to gain the knowledge, resources, and relationships necessary to prepare for and respond to public health emergencies.

The 2023 Preparedness Summit’s hybrid environment will provide a successful event that seamlessly expands your company’s reach and engagement. As a sponsor for the Summit, you will be able to promote your products and services to all meeting participants beyond the walls of a physical meeting with current and potential customers who are not confined by time or location!

ATTENDEE DEMOGRAPHICS

Your exhibit and sponsorship will put you in front of more than 2,000 attendees from across the country, including:

- Local and state public health department preparedness staff, including teams from agencies and organizations
- Federal agency staff working on public health preparedness issues, including HHS, DHS, CDC, and FDA
- Representatives from the academic and research communities
- Community health centers, hospital, and emergency medical services staff
- Industry partners with resources, new technologies, and tools to share
- Emergency management agency and homeland security professionals, other personnel working with public health agencies to build preparedness capacity and competency at the local, state, and federal levels.

We invite you to be part of this exciting conference as an exhibitor and/or sponsor.

Questions on pricing, sales, sponsorships, please contact:

Sebastian Arguez
Preparedness Summit Exhibits & Sponsorship Sales Manager
NACCHO-ABP@NACCHO.ORG | 202-756-0163
PREPAREDNESS SUMMIT SPONSORSHIP LEVELS

NACCHO Sponsorship benefits ensure that your organization is recognized before, during, and after the Summit. The total amount of monies spent on Preparedness Summit sponsorship opportunities determines your company’s level of sponsorship.

A company must spend a minimum of $3,000 to be considered for a level sponsor. 
*Summit registration is not included in the determining the amount of a sponsorship level.*

- **There are limited Diamond Partnership opportunities available for Preparedness Summit.** The Diamond Sponsorship qualifying minimum spend is $25,000. Includes five Summit conference registrations.

- **There are limited Platinum Partnership opportunities available for Preparedness Summit.** The Platinum Sponsorship qualifying minimum spend is $15,000. Includes three Summit conference registrations.

- **There are limited Gold Partnership opportunities available for Preparedness Summit.** The Gold Sponsorship qualifying minimum spend is $10,000. Includes two Summit conference registrations.

- **There are unlimited Silver Partnership opportunities available for Preparedness Summit.** The Silver Sponsorship qualifying minimum spend is $6,000. Includes one Summit conference registration.

- **There are unlimited Bronze Partnership opportunities available for Preparedness Summit.** The Bronze Sponsorship qualifying minimum spend is $3,000.

Build your own level sponsorship package with any of the opportunities listed on pages 3 to 10.
Here’s an example of what a gold level sponsorship can look like:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>30-minute In-Person Learning Session:</td>
<td>$4,000</td>
</tr>
<tr>
<td>Exhibit Hall Booth:</td>
<td>$3,500</td>
</tr>
<tr>
<td>Preparedness Summit tote bag insert:</td>
<td>$2,000</td>
</tr>
<tr>
<td>Exhibit Hall Scavenger Hunt:</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total Sponsorship:</strong></td>
<td><strong>$10,000</strong></td>
</tr>
</tbody>
</table>
EDUCATIONAL/LEARNING OPPORTUNITIES

In-Person Sponsored Learning Session | 60 minutes: $6,000 each | 30 minutes: $4,000 each

By hosting your own 30- or 60-minute session, you can reach Summit attendees in an educational manner. This opportunity includes pre-conference promotion to participants. As a session sponsor, you agree to provide your title, description, and list of presenters to the planning committee for review and approval. This session must feature a presenter working in the field of public health and representing a local, state, federal, or academic perspective. These sessions are not eligible for CEUs.

Benefits of this sponsorship include:
- **Content exposure** – Sponsor provides speaker and presents the desired topic during the session
- **Brand awareness** – Your session information, room location, and sponsor logo will be featured in a pre-conference eblast in April 2023 and online before the live session begins.
- Sponsors will receive contact information (mailing address only) for attendees who join the session and have given permission for their contact information to be shared with sponsors.

Hybrid Sponsored Learning Session | 60 minutes: $10,000 each (limited number available)

Extend your organization’s visibility and message by reaching all in-person and virtual attendees in an educational manner via your own 60-minute Livestreamed learning session. Your session will be recorded and LiveStreamed to all registered attendees and available on the conference platform for up to six months. This opportunity includes preconference promotion to participants. As a session sponsor, you agree to provide your title, description, and list of presenters to the planning committee chair for review and approval. All sponsored sessions must feature a presenter working in the field of public health and representing a local, state, federal, or academic perspective. These sessions are not eligible for CEUs.

Benefits of this sponsorship include:
- **Content exposure** – Sponsor provides speaker and presents the desired topic during the session
- **Brand awareness** – Your session information, room location, and sponsor logo will be featured in a pre-conference eblast in April 2023 and online before the live session begins.
- **Expanded visibility** – all sessions will be available for viewing on-demand post-conference

Exhibitor Theatre | $2,000 each

Present a unique and refreshing educational session at the Preparedness Summit by hosting your own 15-minute TED-style talk. There will be eight (8) exhibitor presentations talks scheduled during the conference. Attendees can enjoy a quick and fascinating educational session in this popular format.

Benefits of this sponsorship include:
- **Content exposure** – Sponsor provides speaker and presents the desired topic during the session
- **Brand awareness** – Your session information, room location, and sponsor logo will be featured in a pre-conference eblast in April 2023 and online before the live session begins.
Summit Tote Bags | 1 available | $10,000
Your company name and logo will appear on every tote bag that attendees receive during check-in at registration. This exposure is a continual reminder of your company once they return home from the conference. **Deadline to Sponsor this Item: 1/31/2023**

Lanyards | 1 available | $7,500
Place your logo on all lanyards given to each attendee, exhibitor, and staff member. Mobilize your company’s logo throughout the Summit. **Deadline to Sponsor this Item: 1/31/2023**

Charging Station/Towers | 4 available | $5,000
Logo displayed on mobile-device charging stations for use by all attendees and will be located in prominent areas throughout the Summit.

You are Here Locator | 1 available | $3,000
This locator acts as a navigation tool noting the location of the Summit sessions. Your custom advertisement will appear on the bottom of this locator. Ad size approx. 6’ wide x 3’ tall. This will be seen throughout each day of the Summit as attendees review where they are and where they are going!

General Session Seat Drop | 1 available | $2,500
Includes one piece of sponsor-provided collateral placed on each chair (approximate qty. 1,200) during a General Session.

Hotel Key Cards | 1 available | $7,500
Co-branded with the Preparedness Summit logo and will include sponsor logo and booth number, key cards will be provided to overnight guests at hotel check-in – Hyatt Regency Atlanta (approximately 2,000 key cards).

Summit Bag Insert | 12 available | $2,000
Sponsor-provided collateral material to include with the Summit bag (approximately 1,700). One insert per sponsor.

Scavenger Hunt | 10 available | $500
This exhibit hall activity is both a fun networking activity and exhibit booth traffic driver where everyone is a winner! Attendees must visit your booth to scan a QR code on a sign branded with your logo using the mobile app to win prizes. Drive traffic to your booth as well as increase your brand exposure with this unique game. Each sponsor’s logo will appear on the signs at the exhibit hall entrances and on all marketing of the game.

Hand Sanitizer Station (2 per sponsorship) | 8 available | $1,500
Increase your exposure by sponsoring hand sanitizer around the educational rooms, exhibit hall, and registration area. Signage will be placed with each station recognizing your sponsorship.

Directional Signs | 4 available | $1,500
Include your company graphics on (1) Preparedness Summit 2023 directional sign used to help attendees navigate the hotel. Each sign measures 1-meter-wide x 3 meters tall. Sponsors have one ENTIRE side/panel for your graphics.

Facial Masks | 2 available | $5,000
Increase your exposure by sponsoring facial masks around the educational rooms, exhibit hall, and registration area. Signage will be placed with each station recognizing your sponsorship.
WELLNESS OPPORTUNITIES

Quiet Room | 3 available | $7,500
The quiet room is a serene, comfortable place for attendees to rest, read, think, or recover after a demanding session. Talking and other interactions with other attendees are not permitted in this area. The room features comfortable seating, aromatherapy, and soothing music and is open throughout the conference.

Pet Therapy | 3 available | $6,000
This fun opportunity provides brand exposure throughout the Preparedness Summit. Put a smile on attendees’ faces with this memorable experience. It’s a great way to relax with attendees and create an engaging environment with lovable puppies and kittens!

Chair Massage Station | 3 available | $10,000
Chair massages will provide Preparedness Summit attendees with mini-relaxation sessions during the conference. Research shows that even a 10-minute seated massage can make an enormous difference in energy level and focus. An opportunity for attendees to sit quietly, relax, and feel refreshed and rejuvenated!

Innovative Bootcamp | 3 available | $10,000
Do you want to help Preparedness Summit attendees burn off some stress? Get attendees moving and feeling good with a special bootcamp classes to increase overall body strength, power, and endurance in this body weight fitness class. These sessions incorporate plyometric and core focused movements to get strong, without even having to pick up a dumbbell. This class is accessible and fun for every body type from habitual boot campers to first time students.

NETWORKING OPPORTUNITIES

Navigate & Network Orientation | 1 available | $5,000
Sponsor will have the opportunity to provide opening remarks as Summit staff provide an overview and walkthrough of the conference highlights and its facilities. This orientation will start in the Registration Area, date/time TBA.

Meeting Room Space | 3 available |
Commercial/Government: $5,000 (plus applicable AV costs) |
Non-Profit: $2,500 (plus applicable AV costs)
You can rent meeting room space for your private meetings with clients and/or internal sales representatives. These rooms work well for in-depth conversations with current clients or strategy sessions with sales representatives. Includes Wi-Fi access; hardline internet not included.
Recent surveys by the CDC and the deBeaumont Foundation found that around half of public health workers reported adverse mental health symptoms related to depression, anxiety, and post-traumatic stress disorder (PTSD) because of the COVID-19 pandemic. Help us uplift our public health and preparedness heroes and show your support by supporting our first-ever Public Health Preparedness Appreciation Reception to be held on Wednesday, April 26 from 6:30 to 8:30pm.

During the reception, VIP speakers will recognize and celebrate the arduous work of all preparedness professionals and thank these public health heroes who have worked tirelessly to keep our communities safe, not only during the unprecedented COVID-19 pandemic, but every day. This is a fantastic opportunity for your organization to acknowledge and appreciate their work. Your generous support will allow us to host a fun and exciting evening for these professionals.

**SPONSORSHIP OPPORTUNITIES**

- **Sponsor Your Own Table for a Local Health Department** | $5,000
  Table identified with your logo

- **Sponsor Your Own Signature Non-Alcoholic Beverage** | $6,000
  Name your own beverage with signage at bar with your logo

- **Sponsor Your Own Signature Alcoholic Beverage** | $7,500
  Name your own beverage with signage at bar featuring your logo

- **Napkins** | $6,000
  Your logo pre-printed on the beverage napkins

- **Thank You Public Health Gift** | $10,000
  Co-branded with your logo, Public Health logo, and the Preparedness Summit logo

- **Sponsor a Food Station for the Reception** | $15,000
  Name your own food station with signage at bar featuring your logo

- **Sponsor a DJ/Dance Floor for the Reception** | $15,000
  Give Summit attendees the opportunity to dance! DJ will highlight your sponsorship during the reception.

- **Contribute Any Amount of Your Choice**
## Sponsorship Opportunities

<table>
<thead>
<tr>
<th>Sponsorship Benefits</th>
<th>$10,000+</th>
<th>$5,000+</th>
<th>$2,500+</th>
<th>$1,000+</th>
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<tr>
<td>Reception ticket</td>
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<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Logo in the reception program and slides</td>
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<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>½-page ad in the reception program</td>
<td></td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full page ad in the reception program</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record a thank you video for at the reception</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NACCHO-ABP@NACCHO.ORG | 202-756-0163
DIGITAL ADVERTISING

2023 Conference App Splash Screen Page – Exclusive! | $10,000
Your custom graphic will appear on the opening page of the mobile app every time each attendee opens the mobile app.

Footer Logos Across the Preparedness Summit Website | 4 available | $7,500 each
Include your company logo on the Preparedness Summit website, which is linkable to an external URL.

Custom Sponsored E-Blast | 4 available | $3,000 each
Send your custom message out to all 2023 Preparedness Summit attendees with a custom eblast. Your message will be sent within the six weeks before the conference. This sponsored eblast includes up to 300 words of copy promoting your sponsored items/description of your organization, an image, and a URL link.

Preparedness Summit e-Newsletter email banner | 3 available | $1,600 each
Place a banner ad and promotional tagline in one of the Preparedness Summit e-newsletters distributed to past and current conference attendees. Two (2) e-newsletters for the meeting will be released in March and April 2023. Only one advertiser per e-newsletter will be allowed.

2023 Conference App Push Notifications | 3 available per day | $750 each
Send out a text alert through the 2023 Preparedness Summit app. With up to 200 characters, you can remind attendees to stop by your booth, attend your sponsored learning session, or stop by your event.

ONLINE PLATFORM ADVERTISING

Navigation Ad – Exclusive! | $5,500
Place a custom ad on the navigation bar of the virtual platform. This ad will follow attendees as they navigate their way around the meeting platform. This branded ad can link to your exhibit booth or a webpage of your choosing. Everyone will continually see your branded ad.

Tile Ads | 2 available | $3,700 each
Place a custom ad on the homepage of the platform. This tile ad is placed among the tiles that direct attendees to sessions. It will be seen by every attendee that navigates their way through the conference. This branded ad can link to your exhibit booth or a webpage of your choosing.

Rotating Banner Ads | 3 available | $2,700 each
Place a custom ad on the right-hand column of the virtual platform. This ad will rotate on the platform and be seen by all attendees as they navigate to sessions and the exhibit hall. This branded ad can link to your exhibit booth or a webpage of your choosing.

Sub-Page Header Banner | 3 available | $2,000 each
Place a custom ad on one of several subpages of the platform. All attendees will see this ad as they visit that specific page. This branded ad can link to your exhibit booth or a webpage of your choosing.
BRANDING OPPORTUNITIES

Column Wraps – 2 panels per package | 4 available | $5,000 each*
As attendees navigate their way through the conference center, column wraps are easily seen signage. Wraps are placed in strategic locations throughout the Conference Center for maximum visibility with Preparedness Summit 2023 header and footer. Each package includes 2 panels.

Floor Stickers – 4 stickers per package | 4 available | $4,000 each*
Direct attendees to your booth with colorful and exciting custom floor stickers that start at the exhibit hall entrance and lead to your booth. These stickers will feature your custom graphics along with the Preparedness Summit 2023 logo. This package includes a total of four (4) floor stickers, with an approx. size of 2’ x 2’.

Escalator Cling | 2 available | $6,000 each*
Have your company logo highly visible to Preparedness Summit 2023 attendees as they navigate between the floors on the conference center. High visibility item.

* price does not include production or installation

Are you interested in other branding opportunities? Please reach out to us about available options.
**AFFILIATE BUSINESS PARTNER OPPORTUNITIES**

**Keynote Session** | 3 available | $20,000*

Sponsor will introduce the keynote speaker or share a pre-recorded video (up to 5 minutes) based on an approved Summit topic. This event will be shared via LiveStream for all in-person and virtual attendees. The session will also be recorded and available on the conference platform for up to six months.

**Roundtable/Panel Discussion (90 minutes)** | 3 available | $15,000*

Host a roundtable discussion involving several participants before a live and virtual audience. Be part of a moderated roundtable conversation with up to three (3) relevant stakeholders to provide a variety of perspectives to a critical public health and/or preparedness topic. Audience may simply observe or participate by asking questions. NACCHO will provide the moderator and will assist your organization in selecting up to three (3) speakers. This event will be shared via LiveStream for all in-person and virtual attendees. The session will also be recorded and available on the conference platform for up to six months.

**Sponsor Focus Group (60 minutes)** | 3 available | $7,500

Host your focus group in your own meeting room for a 60-minute session. Focus groups cannot conflict with the General Sessions. NACCHO will send an invitation to registered attendees on the Sponsor’s behalf to invite attendees to your focus group. Use this time to speak with your target audience and hear what they have to say about current public health and preparedness issues.

**Private VIP Event** | 1 available | $15,000*

A private, invitation-only event in the Summit’s hospitality suite will present an opportunity to meet and greet Summit VIPs and present a brief (15 minute) educational presentation. Food/beverage additional.

**Welcome and Networking Reception in Exhibit Hall** | 1 available | $15,000*

The perfect opportunity to get your company name in front of motivated attendees at the Welcome and Networking Reception in the Exhibit Hall on Tuesday, April 25th! Your organization will provide opening remarks and your logo will be displayed on signs at the Exhibit Hall entrance, along with signs at the bar and food stations during the reception.

*Exclusively available to current or new affiliate business partner.*
NACCHO’s Affiliate Business Partner Program increases your organization’s visibility and provides annual member engagement and networking opportunities for partners interested in local public health. Through the program, companies are given exclusive benefits and recognition commensurate with their annual level of participation. The Affiliate Business Partner levels can be tailored to fit budgets and specific marketing goals.

Opportunities to engage and educate NACCHO members include complimentary and discounted webinars, focus groups, social media posts, dedicated newsletters, and advertising in NACCHO membership e-publications.

Learn more about our current affiliate business partners [here](#). To see if your organization is eligible, email membership@naccho.org.
### AFFILIATE BUSINESS PARTNER BENEFITS

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<th>Annual Membership</th>
<th>Diamond $25,000</th>
<th>Platinum $15,000</th>
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<td>Individual memberships for staff</td>
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<tr>
<td>Annual dedicated enewsletter on topics of interest</td>
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<tr>
<td>Annual research brief/industry perspective (4-6 pages)</td>
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<tr>
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<table>
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<tr>
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<td>Affiliate Business Partner Circle participation</td>
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<td>2</td>
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<tr>
<td>Partner level &amp; company logos in guide/signage</td>
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<tr>
<td>Partner level recognition at exhibitor’s booth</td>
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<td>Advanced notice of housing opening</td>
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All membership benefits must be utilized within the membership year.
WHY EXHIBIT?

The 2023 Preparedness Exhibit Hall is an integral part of the meeting. You will find nearly 2,000 interested preparedness professionals searching for resources and products from companies like yours. Attendees are interested in resources and tools to improve their work in disaster preparedness.

**Don’t miss the opportunity to put your product and services in front of the industry leaders and decision-makers.**

**Emergency Simulation**
Showcase your consulting services through an interactive simulation involving attendee volunteers around a public health emergency.

**Lead Generation**
Increase your exposure to preparedness professionals with significant purchasing power or interested in attaining higher education and credentials.

**Product Demonstrations**
Give your potential clients hands-on access to your current and new products.

**Industry Awareness**
Discover what trends and issues your customers are discussing in the preparedness community.

**Policy Comprehension**
Understand the policy issues that are being discussed within government circles.
WHO SHOULD EXHIBIT?

Attendees from government and the private sector are interested in meeting with companies who supply these products:

- Communications Equipment
- Consulting Services
- Credential Organizations
- Data Analytical and Collection Systems
- Decontamination Supplies
- Detection Devices
- Emergency Lighting
- Emergency Management Software
- Emergency Vehicles
- EMS Medical Equipment
- Food Storage
- Generators
- Geographic Information Systems
- Hazmat Response Equipment
- Incident Management Software
- Lighting
- Mobile Medical Solutions
- Medical Supplies and Equipment
- Notification Systems
- Pharmaceuticals
- Portable Morgues
- Preparedness Equipment
- Protective Clothing
- Public Health Consulting
- Rescue Equipment
- Respirators
- Risk Management
- Safety Equipment
- Satellite Technologies
- Shelter Supplies
- Universities
- Vehicles
- Water Quality Supplies
- Water Storage
- Warning Systems
- Weather Meteorological Services
PREVIOUS PREPAREDNESS SUMMIT EXHIBITORS INCLUDE:

AirBoss Defense
AM Trace
Appriss Health
Association of Public Health Laboratories
Association of State & Territorial Health Officials
Bio-Defense Network
BioFire Defense
BioSeals Systems
Body Sealer
Bold Planning Solutions
bParati
Blu-Med Response Systems
Bright White Paper Co
Cadueus Healthcare
Campbell & Company
Capella University
CDC Radiation Studies Branch
CDC-Division of Global Migration & Quarantine
Center for Domestic Preparedness
Center for Homeland Defense and Security
CheXout
Columbia University
Conference of Radiation Control Program Directors
Covidien Dale Parsons & Associates, Inc.
DataTech911
Deployed Logix
Department of Homeland Security
DigiConnect
EM Solutions by HSS inc.
Emergency Communications Network
Esri
Facente Consulting
Facility Dude
First Line Technology
First Water Systems, Inc.
Fishbowl
Fridge Freeze
Flu Near You
GlaxoSmithKline
Global Emergency Resources
Grainger
Griffin Logistics
Hagerty Consulting
Harvard School of Public Health
ImageTrend
Immediate Response Technologies, LLC
Information Station Specialists
Instantatlas-Geowise Ltd.
Integrated Solutions Consulting
Integrity Custom Concepts, LLC
Intermedix
ISS Inc.
Johnson & Johnson
Knowledge Center, Inc
Krucial Staffing
LHD Academy of Sciences
LiveProcess
Lockheed Martin
MedicCast Productions
Midwest Card and ID Solutions
Moderna
Mortuary Response Solutions
National Center for Biomedical Research and Training
National Center for Disaster Medicine and Public Health
National Library of Medicine
North Carolina Institute for Public Health
Northrop Grumman
Nova Southeastern University-College of Osteopathic Medicine
ORAU
Office of the Assistant Secretary for Preparedness and Response
Oregon Freeze Dry
People Designs Inc
Pfizer
Philadelphia University
Practical Hospital Services
ProPac
QuickSeries Publishing
RTI International Society Disaster Medicine and PublicHealth
Secure Telehealth
SOS Survival Products
St. Louis University
Stephenson Custom Case Co
Sydion LLC
TECS-PERLC
TEEX-NERRTC
Texas A&M University
TSI Inc.
University of California, Berkeley
University of Chicago
University of Nebraska Medical Center
University of New England
UNMC College of Public Health
Upp Technology, Inc.
USA Center for Rural Public Health Preparedness
VeriCor, LLC
Veterans Emergency Management Evaluation Center
Walden University
Yale New Haven Health System
Emergency Preparedness and Disaster Response
EXHIBITS

Exhibit Schedule

Exhibitor Move-In
Monday, April 24th 12:30–5PM
Tuesday, April 25th 7–9AM

Show Hours
Tuesday, April 25th 10am–6pm
Wednesday, April 26th 10am–1:30pm

Exhibitor Move-Out
Wednesday, April 26th 1:30pm

Exhibit Fees

Affiliate Business Partners | ask about special pricing!
Commercial & Government | $3,200 per 10’ x 10’
Non-Profit Booths | $2,100 per 10’ x 10’
Premium Booths | $3,500 per 10 x 10 booth

* Premium Booths are located near Exhibit Hall entrances or adjacent to high-traffic areas.

NEW: Lead Retrieval Included!
Capture the contact information of attendees* who stopped by your exhibit booth. NACCHO makes it easy! Network with influential professionals who are eager to learn about your products and service. One device included with booth purchase. Additional devices are available for a small charge. Lead retrieval ensures the ability to continue the conversations post-show and gain new customers! *Attendees have the option to opt in to share their information.

All Exhibitors Receive:

- In-person 10x10 booth
- Pipe & Drape
- Booth Sign
- 6’ Skirted Table
- 2 Chairs
- Wastebasket
- Standard Electric
- Hall is carpeted
- Virtual Resource Center
- Company Logo
- Company information
- Website Link
- 500-character description
- PDF Uploads
- Social Media buttons
- One full conference registration is provided for exhibit booths not included as part of silver, gold, platinum, or diamond level sponsorship.
- Listing on the Summit website and mobile app
- Post-show attendee list (mailing addresses only)
EXHIBIT BOOTH SIGN-UP INSTRUCTIONS

The Exhibit Hall Floor Plan registration portal is now open.

Please click here to view the floor plan and select your exhibit booth.
By participating in the 2023 Preparedness Summit, each sponsor and exhibitor agrees to adhere to NACCHO's health and safety guideline and to communicate this requirement to their representatives attending the Summit. Please monitor the 2023 Preparedness Summit website for the latest information.

OFFICIAL EXHIBIT SCHEDULE
See the Exhibitor Services Manual for complete show schedule.

HEALTH AND SAFETY PROCEDURES
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SHOW MANAGEMENT
The exhibition is organized and managed by NACCHO. Any matters not covered in these Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or their designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Hyatt Regency policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions there to in conformance with the preceding sentence.

ASSIGNMENT OF BOOTH SPACE
Booths will be assigned on a first-come, first-served basis. Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Booth registration for the 2023 Preparedness Summit must be made in our software: Cadmium.

The exhibitor fully understands that it becomes a binding contract, and the exhibitor is subject to the term and regulations set forth by NACCHO as listed therein. In addition, NACCHO reserves the right to reject an application that in its judgment is not appropriate for the 2023 Preparedness Summit.

INCLUDED IN BOOTH SPACE
Please see Prospectus for specific inclusions for exhibitor levels.

INSTALLATION AND DISMANTLE OF EXHIBITS
Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation and dismantle must occur only when, and are brought to the notice of exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions there to in accordance with the preceding sentence.

FAILURE TO OCCUPY SPACE
Space not occupied by the time designated in the Exhibitor Services Manual will be forfeited by exhibitors and their space may be resold, reassigned, or used by the exhibit management without refund.

RATES, DEPOSITS AND REFUNDS
Space will be rented at the rates listed on the official Exhibit Space. Application and Contract. No application will be processed, or space assigned without full payment in U.S. funds. A standard size booth will be 10’ x 10’ having an 8’ high back draping and 3’ high side wall draping. A 7” x 44” booth sign bearing your company’s name and booth number will be provided. A 50 percent refund of the booth fee will be made if written notice of cancellation is received before February 4, 2023. No refund will be made if notice of cancellation is received after February 4, 2023. No transfer of fees will be made to other registration fees or NACCHO meetings. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made, which is the limit and extent of NACCHO’s liability for such cancellation. NACCHO assumes no responsibility for refunds of nonrefundable airline tickets or hotel charges if a meeting is cancelled or abbreviated because of terrorist activity. All cancellation requests must be submitted in writing to the 2023 Preparedness Summit Exhibits Manager.

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NACCHO, or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of NACCHO. NACCHO shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NACCHO. Causes for such action beyond the control of NACCHO shall include, but are not limited to: fire, casualty, flood, epidemic or pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Hyatt Regency Atlanta, municipal, state or federal laws, or act of God. Should NACCHO terminate this agreement as a result of the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of “Paid Exhibit Space Fees” in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of NACCHO and in any case, will not exceed the amount of each exhibitor’s paid exhibit space fee less any pro rata adjustments based on non-refundable direct and/or indirect event costs or financial obligations incurred by NACCHO through the date of exhibitors’ notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later. In the event that Preparedness Summit 2023 transitions to a virtual conference, exhibitors could choose to either receive a full refund or transfer to a virtual booth.

CONTRACTOR SERVICES
An official contractor will provide all services in the exhibit area. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor for installation and dismantling, additional services, etc., will be included in the Exhibitor Services Manual. If the exhibitor chooses to use a contractor not listed in the Exhibitor Services Manual, NACCHO reserves the right to recommend a contractor or require the exhibitor to use a contractor approved or authorized by NACCHO.

ARRANGEMENT OF EXHIBITS
Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified, or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of exhibits.
By participating in the 2023 Preparedness Summit, each sponsor and exhibitor agrees to adhere to NACCHO’s health and safety guideline and to communicate this requirement to their representatives attending the Summit. Please monitor the 2023 Preparedness Summit website for the latest information.

of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished back walls, etc. at the exhibitor’s expense.

**BOOTH DESIGN**

Each exhibitor will be provided with an official Exhibitor Service Manual. The Exhibitor Service Manual describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Service Manual guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Linear booths may not exceed 8’ in height; island booths are restricted to 16’ in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

**SUBLEASING OF SPACE**

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

**CONDUCT**

All exhibits will be to serve the interest of the 2023 Preparedness Summit conference attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit that NACCHO believes to be injurious to the purpose of 2023 Preparedness Summit. Management reserves the right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by NACCHO to be objectionable are expressly prohibited in the exhibition area and in any meeting room. Appropriate business attire is required for all exhibit participants.

**EXHIBITOR PERSONNEL**

All exhibitors must wear official 2023 Preparedness Summit name badges and ribbons for exhibit hall admission. Exhibitors will be admitted to the exhibit hall 30 minutes before show opening each day. All exhibitors and attendees will be required to leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from Show Management for entrance into exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Service Manual. Booths should be staffed by company specialists who are qualified to discuss details of their company’s products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor’s booth. Canvasing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

**SELLING OF MERCHANDISE**

Selling of merchandise on the show floor is prohibited. However, orders may be taken for fulfillment at the exhibiting company’s main distribution center.

**SOUND DEVICES, LIGHTING AND OTHER PRESENTATION DEVICES**

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor’s display. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

**HANDOUT MATERIALS**

Promotional giveaways and exhibitor prize raffles will be permitted. All materials and prizes must have prior approval by NACCHO. All hand-out materials are expected to be of a professional nature. NACCHO reserves the right to disallow any material that they believe to be inappropriate. Send samples to 2023 Preparedness Summit Exhibits Manager. No helium balloons or adhesive backed decals are to be used or given away.

**SOLICITATION OF EXHIBITORS**

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of NACCHO.

**FIRE, SAFETY AND HEALTH**

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

**LABOR**

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Service Manual.

**STORAGE**

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. NACCHO assumes no responsibility for damage or loss of packing boxes or crates.

**FOOD AND BEVERAGE**

Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing. If an exhibiting company wishes to host food and beverage in their booth, all food and beverage must be purchased through the Hyatt Regency Catering Department.

**LIABILITY AND SECURITY**

NACCHO makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of their goods, materials, equipment and display at all times. NACCHO will not be liable for loss or damage to the property of
2023 PREPAREDNESS SUMMIT EXHIBITOR RULES & REGULATIONS

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exhibitors or their representatives or employees from theft, fire, accident, or other causes. NACCHO will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor’s use of the property. Exhibitor’s liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of of Exhibitor’s occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the Hotel does not maintain insurance covering the Exhibitor’s property and that it is the sole responsibility of the Exhibitor to obtain such insurance. The exhibitor assumes all liability for any damage to the facility’s floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility. The exhibitor will pay and save NACCHO, its Board, members, staff, and representatives, the city of Atlanta, GA, and the Hyatt Regency harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Hyatt Regency or property adjacent thereto occasioned by any act, neglect or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect NACCHO, the city of Atlanta, GA and Hyatt Regency against any and all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor’s expense: (a) Workman’s compensation insurance coverage for exhibitor’s employees which shall be in compliance with the laws of Atlanta GA; (b) Commercial general liability insurance with policy limits of $1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective during all move in, show, and move out dates. Such insurance shall include NACCHO, its officers, directors and agents and Hyatt Regency as additional insureds. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person’s attendance at the exhibitor’s exhibit during the term of the 2023 Preparedness Summit; (c) Other Insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

TRADEMARKS
NACCHO will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor.

Use of the Hyatt Regency logo, design, trademark, trade name, patent, copyrighted work, or symbol must be approved in writing by the Hyatt Regency marketing department.

PHOTOGRAPHIC OF EXHIBITS
Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours, and cameras will not be allowed on the exhibit floor during these times. Only the exhibitor may grant permission to have its exhibit photographed, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request for permission to photograph the exhibit from outside the perimeter of the booth.

LIST PUBLICATION
The list of 2023 Preparedness Summit exhibitors, in whole or in part, shall not be published other than in 2023 Preparedness Summit and NACCHO official publications.

HOTEL USE
All public function space in the Hyatt Regency is controlled by NACCHO.

No function space will be released to exhibiting firms or to other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered attendees or guests 2023 Preparedness Summit or NACCHO by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited. Exhibitors may not use the hotel(s) to distribute literature, gifts, etc. to attendees.

VIOLATIONS
Violation of any of these Rules and Regulations by the exhibitor or their employees or agents shall at the option of NACCHO forfeit the exhibitor’s right to occupy space and such exhibitor shall forfeit to NACCHO all monies paid or due. Upon evidence of violation, NACCHO may take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor’s risk. The exhibitor shall pay all expenses and damages that NACCHO may incur thereby.

SEVERABILITY
All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

CONTACT
For questions or more information, please contact: 2023 Preparedness Summit/NACCHO 1201 I Street NW, Suite 400 Washington, DC 20005 202-785-5550 NACCHO-ABP@naccho.org

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20