February 17, 2015

Dear Sir/Madam,

On behalf of MU Nursing Outreach and Distance Education, you are cordially invited to participate as an exhibitor at our 8th Evidence-Based Practice on the Frontline Nurse Conference to take place on Thursday, April 16, 2015 at the Hilton Garden Inn, Columbia, MO.

The base exhibit fee is $250, which provides you with a draped eight-foot table and one chair. To guarantee adequate accommodations, please make your reservation by March 30, 2015. Acknowledgment of support takes place during opening remarks, contributions will appear in each participant’s packet and signs will be displayed in the break/exhibit area. This conference has consistently drawn over 140 participants.

We would be happy to provide complimentary exhibit space if you would like to sponsor a refreshment break ($750), continental breakfast ($1200) or the luncheon ($2500). Your company’s name will be displayed prominently on an easel in the exhibit area near the refreshment break.

Exhibits will tentatively be open during the following times:
7:00 - 7:30 a.m.  Set-up
7:30 - 8:15 a.m.  Registration and Exhibits
9:45 - 10:00 a.m.  Break and Exhibits
12:30 - 1:30 p.m. Lunch and Exhibits
3:10 – 3:25 p.m. Refreshment Break and Exhibits Close

I trust you will favorably consider this opportunity to contact a number of health care professionals concerning your products and services at one time in one location. An Exhibitor Request Form is enclosed for your convenience. Exhibit space is limited and will be assigned on a first-come, first served basis. Our tax ID # is 43-6003859.

Please know that your support of this conference will go directly toward reducing the registration fee for the conference, thereby allowing more nurses to attend this conference. The exhibitor fee will in no way affect the educational content of the program.

We look forward to seeing you on April 16th and having a successful and productive conference. Thank you for your support.

Sincerely,

Todd H. Winterbower
Continuing Education Coordinator
Sponsorship and Support Application
2015 Evidence-Based Practice on the Frontline:
Building a Culture of Quality, Safety and Nursing Professionalism

April 16, 2015
Hilton Garden Inn Columbia, MO

Name of Organization: ____________________________________________________________
Name of Individual(s) Exhibiting: ___________________________________________________
Address of Organization: __________________________________________________________
Business Telephone: __________________________ Email: _______________________________

1. Select level of support

Levels of Sponsorship
Platinum ($2,000 & up) $__________________ (indicate specific amount)
Gold ($1,500-$1,999) $__________________ (indicate specific amount)
Silver ($1,000-$1,499) $__________________ (indicate specific amount)
Bronze ($500-$999) $__________________ (indicate specific amount)
Supporter (any amount*) $__________________ (indicate specific amount)
* a minimum contribution of $250 is required for vendor space

2. Indicate food & beverage support, if desired
(You may designate your contribution be used for a Food and Beverage Event, which will be noted in the conference Syllabus and appropriate signage at the venue.)

Food and Beverage Event
Continental Breakfast - $1,200
Morning Beverage Break - $500
Hosted Luncheon - $2,500
Afternoon Refreshment Break - $750

Please make checks payable to University of Missouri. Tax ID: 43-6003859

PLEASE COMPLETE AND RETURN TO:
Todd Winterbower, CE Coordinator
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573-882-0216