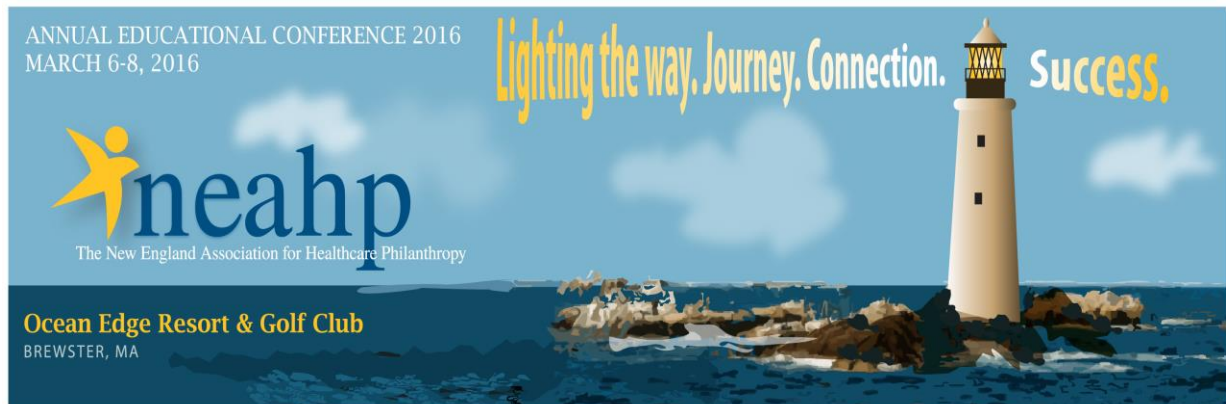




Sponsor & Exhibitor Prospectus

NEAHP 2016 Annual Educational Conference
March 6-8, 2016

OCEAN EDGE RESORT & GOLF CLUB
Brewster, Massachusetts



The New England Association for Healthcare Philanthropy (NEAHP) produces the largest and most respected healthcare philanthropy conference in New England.

The NEAHP Annual Educational Conference, presented each March, features 20+ luncheon roundtables, 30+ resource providers, and more than 30 sessions and workshops geared to newcomers, mid-career professionals, and senior fundraising executives. Presenters include seasoned executives and consultants in the field who share advances in technology and business practices, generate new ideas, and point the way to new directions in healthcare philanthropy.

We are pleased to offer our 2016 Sponsor & Exhibitor Prospectus.

Each year, for the convenience of our regional membership, the NEAHP Annual Educational Conference travels to a different New England state. The 2016 conference will be held at ***Ocean Edge Resort & Golf Club*** in the lovely Cape Cod community of Brewster, Massachusetts.

We hope you will join us next year at Ocean Edge.

Enclosed is detailed information about the benefits and features of sponsoring or exhibiting with NEAHP. Please direct inquiries to:

- **NEAHP Office**
info@neahp.org
(781) 205-9400

- **Eileen O’Gara-Kurtis, Sponsorship Chair**
eileen@silverbranch.net
(401) 521-4564

If you are a returning sponsor or exhibitor, thank you so much for your continuing support of NEAHP. We look forward to seeing you next March in Brewster!

If you are joining us for the first time this year, thank you for your support. We look forward to meeting you!



2016 EDUCATIONAL CONFERENCE SPONSORSHIP OPPORTUNITIES
MARCH 6-8, 2016
OCEAN'S EDGE RESORT, BREWSTER, MA

<i>*All Benefits are subject to date of commitment and print deadlines</i>	<u>SIGNATURE *</u> <u>1 Only</u> <u>\$5,000</u>	<u>GOLD</u> <u>4 Available</u> <u>\$2,500</u>	<u>SILVER</u> <u>\$1,500</u>	<u>EXHIBITOR</u> <u>\$650</u>
Company Name/Logo on Conference Brochure	YES	YES	YES	YES
Company Name listed on confirmation sent to registered attendees	YES	YES	YES	YES
Company recognized as "SPONSOR LEVEL" for pre-conference emails and newsletters	YES	YES	YES	
Opportunity to sponsor an entire conference track and be recognized at each session within that track, i.e. "Great Expectations Track sponsored by Your Company Name" on first come, first-serve basis – one track per sponsor for a maximum of 5 sponsors	YES	YES		
Alphabetical Listing by "SPONSOR LEVEL" with a company description and link on NEAHP website conference page	YES 250 word description	YES 200 word description	YES 100 word description	
Attendance listing for one pre-conference mailing	YES	YES	YES	
Complimentary 6ft x 2.5 ft. Exhibit Space	YES – Premium Location	YES – Premium Location	YES	YES
Complimentary all-inclusive conference registration	2	2	1	
Complimentary Conference Meals	[included above]	[included above]	1	1 [\$100 for each additional representative]
Welcome Letter on Company Letterhead included in attendee folders	YES			
Company Name/Logo on Premium Item given to attendees	YES	YES		



2016 EDUCATIONAL CONFERENCE SPONSORSHIP OPPORTUNITIES
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<i>Continued</i> <i>*All Benefits are subject to date of commitment and print deadlines</i>	<u>SIGNATURE *</u> <u>1 Only</u> <u>\$5,000</u>	<u>GOLD</u> <u>4 Available</u> <u>\$2,500</u>	<u>SILVER</u> <u>\$1,500</u>	<u>EXHIBITOR</u> <u>\$650</u>
Opportunity to provide premium item or information in attendee registration package	YES	YES	YES	YES
Company Name/Logo included on all event signage	YES	YES	REGISTRATION SIGNAGE ONLY	REGISTRATION SIGNAGE ONLY
Company Name/Logo projected in main conference room and breakout session (when available)	YES	YES	YES	
Opportunity to conduct Roundtable Session	YES	YES	YES	
Right of first refusal to introduce Keynote, Plenary or Philanthropist of the Year Award	YES			
Introduce Keynote, Plenary or Philanthropist of the Year Award		YES if ANCHOR sponsor declines		
Recognition on badges by "SPONSOR LEVEL" of your company representatives	YES	YES	YES	YES
Company Name/Logo on NEAHP Website Home Page for 1 year [Jan-Dec]	YES			
Company Name/Logo/Link on NEAHP Conference Webpage for 1 year [Jan-Dec]	YES	YES	YES	YES
Acknowledgement by "SPONSOR LEVEL" for 1 year [Jan-Dec] in NEAHP e-newsletter	YES	YES	YES	YES
Electronic Copy of conference attendee list	4X Maximum Use	1X Maximum Use	1X Maximum Use	1x Maximum Use

Signature Sponsorship

(Limited to 1 sponsor)

SOLD

2016 SIGNATURE SPONSORSHIP IS COMMITTED TO GHIORSI & SORRENTI, INC.

On behalf of our members and the patients served by their organizations, we extend our profound gratitude to GSI for nine years of continuous support as our signature sponsor.

For an investment of **\$5,000**, you will receive the following benefits:

Pre-Conference Benefits

- Company name/logo on conference brochure (Deadline 12/18/2015)
- Company name listed on confirmation information sent to registered attendees
- Company name/logo listed as SIGNATURE SPONSOR for pre-conference e-mails and newsletters
- Premium listing with company name/logo, 250-word company description and link on NEAHP website conference page.
- Attendance listing for one pre-conference mailing

Day-of-Conference Benefits

- Complementary premium location exhibit space (6 ft. x 2.5 ft.)
- Two complementary all-inclusive conference registrations
- Welcome letter on company letterhead included in attendee welcome folders
- Company name/logo on conference tote bags
- Tote bag inserts - company promotional materials
- Name/logo included on all signage; registration, resource hall, special event and breakout sessions
- Name/logo projected on screen between all sessions in main hall and breakout session (when available)
- Opportunity to sponsor an entire conference track and be recognized at each session within that track (i.e. "Great Expectations Track Sponsored by Your Company Name") on first-come, first-served basis. One track per sponsor.
- Opportunity to conduct Roundtable Session
- Right of first refusal to introduce Keynote, Plenary Speakers or Philanthropist of the Year Award
- Sponsorship recognition on badges of all company attendees

Post-Conference Benefits

- Company name/logo on NEAHP website home page (Jan-Dec)
- Company name/logo/link on NEAHP website Conference page for 1 year (Jan-Dec)
- Acknowledgement as SIGNATURE SPONSOR for 1 year (Jan-Dec) in NEAHP electronic Focus Newsletter
- Electronic copy of conference attendee list with FOUR-TIME maximum use

GOLD Level Sponsorship

(Limited to 4 sponsors)

For an investment of **\$2,500**, you will receive the following benefits:

Pre-Conference Benefits

- Company name/logo on conference brochure (Deadline 12/18/2015)
- Company name listing on confirmation information sent to registered attendees
- Company name/logo listed as GOLD SPONSOR for pre-conference e-mails and newsletters
- GOLD SPONSOR listing (alphabetically) with company name/logo, 200-word company description and link on NEAHP website conference page.
- Attendance listing for one pre-conference mailing

Day-of-Conference Benefits

- Complementary (premium location) exhibit space (6 ft. x 2.5 ft.)
- TWO complementary all-inclusive conference registrations
- Company name/logo on conference tote bags
- Tote bag inserts - company promotional materials
- Name/logo included on all signage; registration, resource hall, special event and breakout sessions
- Name/logo projected on screen between all sessions in main hall and breakout session (when available)
- Opportunity to sponsor an entire conference track and be recognized at each session within that track (i.e. "Great Expectations Track Sponsored by Your Company Name") on first-come, first-served basis. One track per sponsor.
- Opportunity to conduct Roundtable Session
- Opportunity (after Conference Sponsor has made its selection) to introduce Keynote, Plenary Speakers or Philanthropist of the Year Award
- Sponsorship recognition on badges of all company attendees

Post-Conference Benefits

- Company name/logo/link on NEAHP website Conference page for 1 year (Jan-Dec)
- Acknowledgement as GOLD SPONSOR for 1 year (Jan-Dec) in NEAHP electronic Focus Newsletter
- Electronic copy of conference attendee list with ONE-TIME maximum use

SILVER Level Sponsorship

For an investment of **\$1,500**, you will receive the following benefits:

Pre-Conference Benefits

- Company name/logo on conference brochure (Deadline 12/18/2015)
- Company name listing on confirmation information sent to registered attendees
- Company name/logo listed as SILVER SPONSOR for pre-conference e-mails and newsletters
- SILVER SPONSOR listing (alphabetically) with company name/logo, 100-word company description and link on NEAHP website conference page
- Attendance listing for one pre-conference mailing

Day-of-Conference Benefits

- Complementary exhibit space (6 ft. x 2.5 ft.)
- ONE complementary all-inclusive conference registration and ONE additional guest for regular conference meals
- Tote bag inserts - company promotional materials
- Name/logo included on registration signage
- Name/logo projected on screen between all sessions in main hall and breakout session (when available)
- Opportunity to conduct Roundtable Session
- Sponsorship recognition on badges of all company attendees

Post-Conference Benefits

- Company name/logo/link on NEAHP website conference page for 1 year (Jan-Dec)
- Acknowledgement as SILVER SPONSOR for 1 year (Jan-Dec) in NEAHP electronic Focus Newsletter
- Electronic copy of conference attendee list with ONE-TIME maximum use

CONFERENCE EXHIBITOR

For an investment of **\$650**, you will receive the following benefits:

Pre-Conference Benefits

- Company name/logo on conference brochure (Deadline 12/18/2015)
- Company name listing on confirmation information sent to registered attendees

Day-of-Conference Benefits

- Exhibit space (6 ft. x 2.5 ft.)
- All regular meals included for **ONE** company representative; \$100 charge for each additional company representative
- Tote bag inserts - company promotional materials
- Name/logo included on registration signage
- Exhibitor recognition on badges of all company attendees

Post-Conference Benefits

- Company name/logo/link on NEAHP website Conference page for 1 year (Jan-Dec)
- Acknowledgement as EXHIBITOR for 1 year (Jan-Dec) in NEAHP electronic Focus Newsletter
- Electronic copy of conference attendee list with ONE-TIME maximum use

Companies that wish to exhibit must complete an exhibitor agreement and return it to NEAHP.

NOTES ABOUT SPONSORING & EXHIBITING

Making it official

Your participation in the NEAHP 2016 Annual Educational Conference, as a sponsor or exhibitor, cannot be acknowledged without receipt of your signed application form. *Please send your application form to the NEAHP office:*

NEAHP
465 Waverley Oaks Road
Suite 421
Waltham, MA 02452

Getting the credit you deserve

Your logo and advertising materials must be received by **December 18, 2015**, for inclusion in the Conference registration brochure, on event signage/placards and on the NEAHP website. It is the sponsor's responsibility to submit a logo in a jpg or gif file format. *Please send your electronic logo to NEAHP at:*

info@neahp.org

Tote bags

In-kind promotional items to be donated for inclusion in the Conference tote bags must be received by **March 1, 2016**. Sample items include:

- **Attendee Lanyards**
- **Raffle Prizes**
- **Conference Gifts**
- **Signage/Welcome Banners**
- **Pads of Paper & Pens**
- **Volunteer Recognition Gifts**

Organizations donating these products should contact the NEAHP Sponsorship Committee and ship the items according to the SHIPPING AND RECEIVING instructions below.

Resource providers who donate goods and/or services will be listed as *In-Kind Donors* on conference signage and on the NEAHP web site.

Shipping & Receiving

Packages being sent to the conference must be addressed as follows:

Ocean Edge Resort & Golf Club
NEAHP – March 6-8, 2016
Bethany Sylvia
2907 Main Street (Route 6A)
Brewster, MA 02631

If you have questions, please contact the NEAHP office at **info@neahp.org** or **(781) 205-9400** or Sponsorship Chair Eileen O’Gara-Kurtis at **eileen@silverbranch.net** or **(401) 521-4564**.

NEAHP POLICIES

1. **Bartering:** The NEAHP Annual Educational Conference depends on the generous support of sponsors and volunteers. With their support, NEAHP is able to provide a world-class professional development opportunity for health care development professionals for an affordable registration fee. Our sponsors and exhibitors provide the essential support that makes it possible for us to make the conference accessible to NEAHP members representing organizations of all sizes and often with significant budgetary constraints. Our volunteers, who give their time, talent and treasure to the conference, are vital to our success.

NEAHP does not enter into “bartering” agreements with conference sponsors. While conference sponsors are encouraged to submit proposals for services that NEAHP requires, and the Association gives preference to providers that are NEAHP members, goods and services are not accepted in exchange for conference sponsorships.

2. **Speaker Expenses:** AHP-member speakers from other regions may be reimbursed for travel (air fare or ground transportation) and hotel up to \$500, but will receive no compensation for their presentations.

An AHP member speaker from another region will not be required to pay conference registration fee if attending only for speaking session. If he/she attends the conference as a participant, i.e. attending sessions, then he/she will be required to pay the conference registration fee.

NEAHP members who are asked to speak at the conference will not be compensated or reimbursed for their presentations. They must pay the conference registration fee if attending.

Non-AHP member speakers will not be compensated or reimbursed for their presentations. They will receive complimentary meals for the day on which they are speaking and reimbursement for travel expenses.

A budget for honoraria, fees, travel/hotel expenses for keynote speaker and others is established by the Conference Committee and approved by the NEAHP Board annually.

3. **Resource Provider Guidelines:** Resource providers who are sponsoring or exhibiting must have paid the fee associated with their selected levels of sponsorship. If a resource provider is asked to speak, he/she will not be compensated or reimbursed for his/her presentation.

Resource providers may host private receptions during the conference at their discretion, provided that such events do not conflict with education sessions or planned conference events. If a reception is held on the conference site, the room reservation will be made between the resource provider and hotel. The hotel is to notify and seek approval from the Conference Chair for such a reception. The resource provider pays the hotel directly for expenses associated with the event.

4. **Conference Sponsors & Exhibitors Cancellation Policy:** Sponsors and exhibitors who cancel on or before December 18, 2015 will receive a full refund for any amounts paid. Cancellations received after December 18, 2015 and up to January 30, 2016 will receive up to a 75% refund of the amount paid and will be responsible to pay 25% of the sponsorship amount originally due. No refunds will be made, and the full amount will be due and payable, for any cancellations after January 30, 2016. Cancellations must be received in writing, and should be sent to the NEAHP office at: info@neahp.org.