

**SPONSOR AND EXHIBITOR INVITATION**

**CALIFORNIA STATE RURAL HEALTH ASSOCIATION PRESENTS**

**RURAL SELF-RELIANCE:  
EMPOWERING  
PEOPLE**

**DECEMBER 1-3, 2008 | HILTON ARDEN WEST | SACRAMENTO CA**

**CSRHA**



**8TH ANNUAL  
CONFERENCE**

Dear Friends and Colleagues,

The California State Rural Health Association invites you to participate in our eighth annual rural health conference, December 1-3, 2008, at the Hilton Arden West, Sacramento, California. As a supporter, your participation provides attendees with important information about your products and services to support the rural health care industry.

We hope you will join us as a sponsor and exhibitor to share your products and services with rural health leaders. **Sponsors will receive complimentary premier exhibit space at the conference and many promotional opportunities.** And, for each booth space, exhibiting organizations will receive two complimentary conference registration badges. See attached information for details.

If you participated in last year's event, you already know the program is designed to provide a venue for participants to interact with sponsors and exhibitors on many levels. Below are just a few reasons to support the eighth annual rural health conference:

- More than 3,000 professionals and leaders will be invited to attend
- Your competitors will be exhibiting at the conference
- Your prospects will be there, and because of our extensive pre-conference advertisement, they'll be excited to talk to you
- A majority of attendees are in the position to make buying-decisions for their organization
- Exhibitor interaction with participants throughout the event is highlighted – all of the meals, breaks, and special events will be provided in the exhibit hall for optimal viewing time among participants

Enclosed is a sponsor and exhibitor application for your review. Please complete and mail or fax the attached application(s) by Wednesday, October 22, 2008, to secure preliminary advertisement. Please contact the CSRHA staff at (916) 453-0780 for more information. We look forward to your participation.

Sincerely,



Desirée Rose  
Executive Director



3720 Folsom Boulevard, Suite B | Sacramento, CA 95816 | (916) 453-0780  
[www.csrha.org](http://www.csrha.org)

COMMITTED TO PRESERVING AND ENHANCING HEALTH IN RURAL CALIFORNIA

**CALIFORNIA STATE RURAL HEALTH ASSOCIATION  
Eighth Annual Conference**

2008 CONFERENCE



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**RURAL SELF-RELIANCE: EMPOWERING PEOPLE**

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**December 1-3, 2008 Hilton Arden West, Sacramento CA**

**MONDAY, DECEMBER 1**

11am-12pm	CSRHA Advocacy Meeting
12pm-3:30pm	California Hospital Association Board Meeting
1pm-5pm	CSRHA Board of Directors Meeting
1:30pm-3pm	California Association of Rural Health Clinics Board Meeting
5pm-7:30pm	President's Reception, Exhibitor Showcase and Silent Auction Opening

**TUESDAY, DECEMBER 2**

7:30am-9am	Exhibitor's Breakfast
9am-10am	Plenary Session in Ballroom, Keynote Presentation
10:00am-10:30am	Break in Exhibitor Hall
10:30am-12:00pm	Breakout #1
12:15pm-1:15pm	Member Award Luncheon
1:30pm-2:45pm	Breakout #2
2:45pm-3:15pm	Break in Exhibitor Hall
3:15pm-4:45pm	Plenary Session in Ballroom

**WEDNESDAY, DECEMBER 3**

7:30am-9am	Continental Breakfast in Ballroom
8:00am-9am	Breakfast Chats in Ballroom
9:00am-10:00am	Keynote Speaker
10:00am-11:30am	Governmental Affairs Update
11:30am-11:45am	Break
11:45am-1:30pm	Town Hall Meeting Luncheon

# SPONSORSHIP LEVELS 2008 CONFERENCE

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## **RECEPTION SPONSOR \$5,000**

*This level of sponsorship includes:*

- Sponsorship announcement and signage at the reception
- 3 Sponsor registration badges with full access to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- ½ Page advertisement in the final conference program materials
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

## **AWARDS LUNCHEON SPONSOR \$4,000**

*This level of sponsorship includes:*

- Sponsorship announcement and signage at the exhibitor luncheon
- 2 Sponsor registration badges with full access to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- ½ page advertisement in the final conference program materials
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

## **GOVERNMENTAL AFFAIRS LUNCHEON SPONSOR \$4,000**

*This level of sponsorship includes:*

- Sponsorship announcement and signage at the exhibitor luncheon
- 2 Sponsor registration badges with full access to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- ½ page advertisement in the final conference program materials
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

# 2008 CONFERENCE **SPONSORSHIP LEVELS**

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## **COCKTAIL SPONSOR \$3,000**

*This level of sponsorship includes:*

- Sponsorship announcement and signage at the breakfast
- 2 Sponsor registration badges with full access to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- ¼ page advertisement in the final conference program
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

## **BREAKFAST SPONSOR \$3,000**

*This level of sponsorship includes:*

- Sponsorship announcement and signage at the breakfast
- 2 Sponsor registration badges with full access to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- ¼ page advertisement in the final conference program
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

## **WORKSHOP SPONSOR \$2,500**

*This level of sponsorship includes:*

- Sponsorship announcement during workshop session
- 2 Sponsor registration badges to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- ¼ page advertisement in the final conference program materials
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Company name listed as Workshop Sponsor in program agenda
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

## **GENERAL SPONSOR \$2,000**

*This level of sponsorship includes:*

- 2 Sponsor registration badges with full access to the Rural Health Conference
- 1 Premier exhibit space with electricity (10'X10' Floor Display)
- Recognition in the preliminary conference registration materials
- Company listing and logo in the final conference program
- Company website link on CSRHA Conference web page
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*

# SUPPORT ITEMS 2008 CONFERENCE

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Conference support items will be distributed during the conference to participants, speakers and exhibitors. By sponsoring an item, your company's name will be advertised on the selected item. Please check the items you would like to sponsor and enclose the payment with your sponsor and/or exhibitor application and contract. **Exhibit space is purchased separately.**

## OFFICE STATIONARY

2 sponsors @ \$1,000 or 1 sponsor @ \$2,000

## SPORTS WATER BOTTLES

2 sponsors @ \$1,000 or 1 sponsor @ \$2,000

## PARTICIPANT NAMETAGS

1 sponsor @ \$1,000

## TOTE BAGS

2 sponsors @ \$1,500 or 1 sponsor @ \$3,000

With the exception of tote bags, due to limited graphic space, the sponsored items will show company and organizational names only.

Please fill out (below) the full name of your organization or company as you would like it to appear on the sponsored item. PLEASE NOTE: Logos can only be printed on tote bags, all other items will not include logos.

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# CONTRACT FOR SPONSORSHIP

\*PLEASE FEEL FREE TO COPY THIS FORM AND DISTRIBUTE.

PLEASE PRINT COMPANY NAME AS YOU WISH IT TO APPEAR IN THE CONFERENCE PROGRAM.

\_\_\_\_\_  
Company/Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Date

ALTERNATE CONTACT (if different from above)  
All sponsor correspondence should be sent to:

\_\_\_\_\_

Please give a brief description of your company/organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## IMPORTANT

To ensure that your company or organization is placed in the preliminary and final program materials, this application and full payment must be received by **Wednesday, October 22, 2008**.

Enclosed with this application is full payment for our sponsorship.

We agree to abide by the sponsor cancellation terms and all requirements, restrictions, and obligations mentioned on the Contract for Sponsorship and the Exhibition Rules and Regulations.

Note: There are substantial penalties for non-compliance.

## FOR OFFICE USE ONLY

Space Assignment \_\_\_\_\_

Cost of Space \$ \_\_\_\_\_

Deposit Received \$ \_\_\_\_\_

Final Payment Received \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Refund Date \_\_\_\_\_

## SPONSORSHIP LEVELS

Please check sponsorship level.

- Reception Sponsor  
\$5,000
- Awards Luncheon Sponsor  
\$4,000
- Govt. Affairs Luncheon Sponsor  
\$4,000
- Cocktail Sponsor  
\$3,000
- Breakfast Sponsor  
\$3,000
- Workshop Sponsor  
\$2,500
- General Sponsor  
\$2,000

\* As a sponsor of the rural health conference you are entitled to complimentary **premier exhibit space**. Please complete the exhibitor application and contract to reserve your space. Please enclose all forms with your payment.

Amount Enclosed: \$ \_\_\_\_\_

CSRHA accepts the following:

- Check
- Mastercard
- Visa

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name on Card

Please make all checks payable to CSRHA and send with completed application to:

CSRHA: Rural Health Conference  
3720 Folsom Blvd., Suite B  
Sacramento, CA 95816

# SPONSOR ADVERTISEMENTS 2008 CONFERENCE

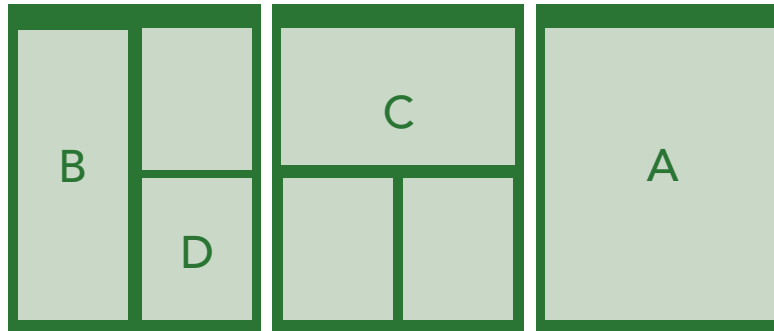
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## Layout & File Preparation

Conference sponsors are entitled to advertise in the final conference program. Ad size corresponds to the level of sponsorship indicated on the Sponsorship Levels page. Below are the format and size specifications for sponsor advertisements.

**Artwork should be submitted no later than October 8, 2008.**

**Acceptable formats include .EPS, Adobe Illustrator, PDF, Photoshop or TIFF format.**



- SIZE**
- A:** FULL PAGE: 9.8" H x 7.9" W
  - B:** VERTICAL HALF PAGE: 9.8" H x 3.8" W
  - C:** HORIZONTAL HALF PAGE: 4.75" H x 7.9" W
  - D:** QUARTER PAGE: 4.75" H x 3.8" W

### TWO DELIVERY METHODS MAY BE USED

**EMAIL** Artwork less than 1 MB in size may be emailed directly to [smeans@csrha.org](mailto:smeans@csrha.org).

**MAIL on CD** For artwork larger than 1 MB in size, please save on a CD and mail to: CSRHA, 3720 Folsom Blvd., Suite B, Sacramento, CA 95816, Attn: Shannon Means.

### NOTES ON ARTWORK PREPARATION

**PDF** The "Press" optimization setting should be used when Distilling your ad. This ensures that all the fonts and graphics used are embedded in the PDF file, and that the ad will print with the highest quality possible.

**EPS/Illustrator** To avoid font issues entirely, convert your fonts to outlined graphics when using Adobe Illustrator to create the ad.

**Photoshop/TIFF** Save embedded Photoshop files at 300 dpi, in EPS or TIFF formats.



3720 Folsom Boulevard, Suite B | Sacramento, CA 95816 | (916) 453-0780  
[www.csrha.org](http://www.csrha.org)

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COMMITTED TO PRESERVING AND ENHANCING HEALTH IN RURAL CALIFORNIA

## 2008 CONFERENCE **EXHIBITOR SHOWCASE**

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### **PREMIER EXHIBITOR PACKAGE: Complimentary with sponsorship of \$2,000 or more**

Premier exhibits at the conference include:

- First priority for exhibiting
- 6' table and two chairs
- Floor display (10'x10')
- Sponsor badges (2-4 according to sponsor level) with full access to the Rural Health Conference and all meals
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the rural health conference preliminary program
- Advertisement in the rural health conference final program
- Your company highlighted in CSRHA's electronic news publication, *The Rural Health Advocate*
- Company website link on CSRHA Conference web page
- An opportunity to present your company/organization to 250 rural health professionals, community leaders, legislators and individuals

### **GENERAL CONFERENCE EXHIBITOR PACKAGE: \$850**

Exhibit booth includes:

- 6' ft table for tabletop exhibit and two chairs
- 2 exhibitor registration badges to the Rural Health Conference and all meals
- A listing of registered attendees, sponsors and exhibitors
- Company listing in the final rural health conference program
- An opportunity to present your company/organization to 250 rural health professionals, community leaders, legislators and individuals

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### **EXHIBITOR REGISTRATION & SETUP**

Monday, December 1, 2008, 1:00-4:30pm

### **EXHIBIT HALL SHOWCASE HOURS & EVENTS**

Monday, December 1, 2008, 5:00-7:30pm

PRESIDENT'S RECEPTION

Tuesday, December 2, 2008, 7:30am-3:15pm

BUFFET BREAKFAST

MORNING BREAK (½ HOUR)

AFTERNOON BREAK (½ HOUR)

### **EXHIBITOR TEAR DOWN**

Tuesday, December 2, 2008, 3:15-4:45pm

**PREMIER  
SPONSORS  
WILL RECEIVE  
PRIORITY IN  
EXHIBITING.**



**CSRHA 8TH ANNUAL RURAL HEALTH CONFERENCE  
Sacramento, California December 1-3, 2008**

# CONTRACT FOR EXHIBIT SPACE

PLEASE PRINT COMPANY NAME AS YOU WISH IT TO APPEAR IN THE CONFERENCE PROGRAM.

Company/Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Contact Person \_\_\_\_\_ Date \_\_\_\_\_

ALTERNATE CONTACT (if different from above)  
All sponsor correspondence should be sent to:  
\_\_\_\_\_

**TYPE OF EXHIBITOR**     Premier     General

**DUE TO LIMITED SPACE, PREMIER EXHIBITORS WILL BE GIVEN PRIORITY EXHIBIT SPACE.**

You are hereby authorized to reserve space for our use in the exhibit area of the rural health conference, to be held at the Hilton Arden West, Sacramento, California, Monday, December 1, 2008 from 5:00-7:30pm and Tuesday, December 2, 2008 from 7:30am-3:15pm.

**IMPORTANT:** We are enclosing with this application full payment for each booth space requested. We agree to pay the full balance for the space assignment on or before Wednesday, October 22, 2008.

In keeping with the education purpose of the Rural Health Conference, we agree that sales and order taking (entering into a contract of a sale) are limited to the exhibit floor and are not allowed in other related convention areas.

We agree to abide by the booth cancellation terms and all requirements, restrictions, and obligations mentioned on the Contract for Exhibit Space and the Exhibition Rules and Regulations.

We agree to dismantle our booth at 3:15pm, Tuesday, December 2, 2008.

Note: there are substantial penalties for non-compliance.

You may attach a brief 50 word description of your company/organization.

## BOOTH SIZE AND RENTAL RATE

### PREMIER EXHIBITS:

#### Complimentary with Sponsorship

Sponsors at the Premier level will receive two 10x10' booth spaces. All other sponsors will receive one 10x10' booth space. Sponsors may choose a tabletop or floor display. To become a conference sponsor please complete the sponsor and exhibitor contracts and indicate the type of booth you will display:

- Tabletop     Floor Display  
 Electricity Needed

### GENERAL EXHIBITS: \$850

Standard exhibits will be 6' tabletop displays. A table will be provided with table cloth and two chairs. Please indicate if electricity is needed below.

- Electricity Needed

### Additional Exhibitor Badges: \$100

Additional exhibitor badges company or organizational representatives may be purchased. Lunch and breakfast included.

Amount Enclosed: \$ \_\_\_\_\_

CSRHA accepts the following:

- Check  
 Mastercard  
 Visa

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name on Card

Please make all checks payable to CSRHA and send with completed application to:

CSRHA: Rural Health Conference  
3720 Folsom Blvd., Suite B  
Sacramento, CA 95816

## FOR OFFICE USE ONLY

Space Assignment \_\_\_\_\_  
Cost of Space \$ \_\_\_\_\_  
Deposit Received \$ \_\_\_\_\_  
Final Payment Received \$ \_\_\_\_\_  
Date Received \_\_\_\_\_  
Refund Date \_\_\_\_\_

**CSRHA 8TH ANNUAL RURAL HEALTH CONFERENCE**  
**Sacramento, California December 1-3, 2008**  
**Hilton Arden West, Sacramento CA**

## **EXHIBITOR REPRESENTATIVES FORM**

Please type information exactly as you want it to appear on your nametag.

<b>Exhibit Representative # 1</b> Name:	
Title:	
Company/ Organization:	
Address:	
Phone:	
Fax:	
E-Mail:	

<b>Exhibit Representative # 2</b> Name:	
Title:	
Company/ Organization:	
Address:	
Phone:	
Fax:	
E-Mail:	

(Sponsors of \$5000 or more receive 3-4 badges or Exhibitors may purchase additional badges for \$100 each)  
Please photocopy this page if more than 3 representatives from your organization will be attending the conference.

<b>Exhibit Representative # 3</b> Name:	
Title:	
Company/ Organization:	
Address:	
Phone:	
Fax:	
E-Mail:	

**Please fax or mail this information to:**  
**Shannon Means, Conference Coordinator at 916-453-0783 (fax) or**  
**3720 Folsom Blvd., Suite B**  
**Sacramento, CA 95816**

## TERMS FOR EXHIBIT SPACE

**SPACE ASSIGNMENT:** The full payment for booth space requested during California State Rural Health Association (CSRHA) 8th Annual Conference must be received at the CSRHA office by Wednesday, October 22, 2008. CSRHA reserves the right to alter an Exhibitor's assigned space if it is deemed necessary in the best interest of the exhibitor. Application for exhibit space is subject to the approval of the CSRHA.

**TERMS OF PAYMENT:** Each exhibit space application/contract submitted must be accompanied by \$850 U.S. dollars to be considered. If the full payment does not accompany application the booth space will not be held. The full payment is due and payable on or before Wednesday, October 22, 2008, to fulfill the contract obligation. All payments must be made in U.S. currency; company check, money order or credit card.

**BOOTH SPACE CANCELLATION TERMS:** It is agreed that (a) if a company cancels its space between October 22, 2008, and November 7, 2008, the company will be responsible for paying (\$200); (b) if cancellation occurs on or after November 7, 2008, the company will be responsible for paying the full cost of the booth space. No refunds will be made for space canceled after November 7, 2008. In the event of booth space cancellation, the Exhibitor must notify CSRHA in writing or refunds will not be considered. CSRHA reserves the right to cancel this contract in any event, on written notice to applicant, if the organization considers it inadvisable to hold the Exhibition.

**GENERAL CONDUCT OF EXHIBITS:** The following practices are prohibited by the CSRHA: (1) noisy electrical or mechanical apparatus interfering with other exhibitors; (2) operation of X-ray equipment; (3) canvassing or distribution any material outside the Exhibitor's own space without CSRHA approval; (4) subleasing of exhibit space (one company name per booth); (5) the use of billboard advertisements and/or display of signs outside the exhibit area; (6) soliciting participation in surveys or otherwise harassing registrants; (7) publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting and exhibit hours; (8) contests or games of chance conducted on-site that violate local gambling laws; (9) entry into another Exhibitor's booth without permission; (10) photographing or examining another Exhibitor's equipment without permission; (11) the distribution of any giveaway items (excluding items regularly manufactured by the exhibiting company) not approved by CSRHA and that are priced at more than \$5.00 each; (12) exhibiting or selling products/services to prospects before the opening of the show; (13) the smoking of cigarettes and cigars in the exhibit hall; (14) the distribution of food except for beverages and candy with prior CSRHA approval; (15) the playing of copyrighted music without proper licensing; (16) the displaying of live animals and/or animals in distress in videotapes or photos as part of a display or sales literature, and (17) all exhibit space must be on carpet. The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the CSRHA, and the Exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent Exhibitor's. Exhibitors are requested to staff their exhibits during show hours with personnel attired in a manner consistent with the decorum and the meeting, as well as knowledgeable in the products and policies of the company. The Exhibitor agrees to promptly remove from its exhibit space any person or thing that Show Management determines not to be suitable or in keeping with the character of the exhibition. Rel-

evant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times.

**DISTRIBUTION OF SAMPLES AND GIVEAWAYS:** All distributions either on the exhibit floor or at hotel(s) of business-like samples and giveaways is permitted only at the discretion and written permission of the CSRHA, and provided that (1) they are priced at \$5.00 a piece or less; (2) there is no interference with adjoining Exhibitors; (3) the items must be in good taste; and (4) it is conducted in dignified manner.

**INSURANCE:** All Exhibitors, their contractors and suppliers working in the exhibit hall are required to carry liability insurance. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Every reasonable precaution is taken by the exhibition location and the CSRHA to safeguard and protect the Exhibitors' property while at the exhibition. All Exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exhibition.

**INSTALLATION OF EXHIBITS:** Monday, December 1, 2008, 1:00-4:30pm Every effort will be made by the CSRHA to have all exhibit material in the booth and ready for setup at the initial time of installation of exhibits. Exhibits must be set by 5:00pm on Monday, December 1, 2008. Labor is not available for setup or dismantling. Exhibitors are responsible for delivery and return arrangements of their booth.

**PLEASE NOTE:** No refuse such as empty cartons may be placed in the aisles after the final sweeping in the exhibit area. Exhibitors are urged not to litter the floor in the booths or aisles after the cleaning of the exhibit area, since time will not permit a sweeping of the booths or aisles on opening morning.

**EXHIBIT HOURS:** Monday, December 1, 2008, 5:00-8:30pm and Tuesday, December 2, 2008, 7:30am-3:15pm (Exhibit hours are subject to change). As a courtesy to the registrants and your fellow exhibitors, the CSRHA requests that your booth be opened on time and fully staffed the morning of the exhibit hours. Exhibits must be staffed and remain intact throughout the show hours. Any Exhibitors who violates this rule will be ineligible to participate in future shows.

**DISMANTLING OF EXHIBITS:** Tuesday, December 2, 2008, at 3:15pm. All material must be packed, ready and removed from the exhibit area by 4:45pm The exhibitor shall be liable for all storage and handling charges for failure to remove exhibit by the specified time and date. **IMPORTANT:** To avoid any damage to your equipment, please remain with the exhibit until crates are delivered and your labor, if requested, is available. Labor is not available for setup or dismantling. Exhibitors are responsible for delivery and return arrangements of their booth.

**FLAMMABLE MATERIAL:** No volatile or flammable fluids, substances, or materials of any nature prohibited by local ordinances, the Fire Prevention Bureau, or insurance carriers may be used in any booth. The use of crepe or corrugated paper is strictly prohibited.

**SHIPPING OF EXHIBITS:** Booths may be shipped to the hotel starting no later than November 28, 2008. Shipping label must include the following: Laura Hover (hotel contact), CA State Rural Health Association (event sponsor), 2200 Harvard St, Sacramento, CA 95815. Packages held longer than 72 hours will be subject to holding fees. For additional shipping information please contact guest services at the Hilton Arden West Hotel, (916) 922- 4700.