



25 Years of ICADD



The Silver Lining: The Best of the Best

Exhibitor Reservation Prospectus

Questions, call 208-466-2519 www.attendicadd.com

25th Annual
Idaho Conference
on Alcohol and Drug Dependency
May 19-21, 2009
Boise State University

CONTACT ICADD

PO Box 1311
 Meridian ID 83680
 Ph: 208-466-2519 Fx: 208-466-7693
 info@attendicadd.com
 www.attendicadd.com

IMPORTANT DATES

February 16, 2009

Registration begins

April 15, 2009

Exhibitor description and contact information due in ICADD office for publication.

April 28, 2009

Registration closed
 All new/updated attendee exhibitor names must be submitted to the ICADD office.

May 20-21, 2009

Exhibit show

EXHIBIT HALL HOURS

Tuesday, May 19

3pm-5:30pm Exhibits set up

Wednesday, May 20

6:30am-7:30am Exhibits set up
 7:30am-3:30pm Exhibits open
 9:45am-10am Attendee break with exhibitors
 12pm-1:30pm Lunch for attendees (exhibits open)
 3pm-3:15pm Attendee break with exhibitors

Thursday, May 21

7:30am-3:30pm Exhibits open
 9:45am-10am Attendee break with exhibitors
 12pm-1:30pm Lunch for attendees (exhibits open)
 3pm-3:15pm Attendee break with exhibitors
 3:30pm-5pm Exhibits teardown

Exhibits must be off the floor by 5pm.
 See detailed schedule at www.attendicadd.com

CONFERENCE LOCATION

Boise State University, Boise Idaho
 Student Union Building

REGISTRATION DETAILS

Once you register to exhibit at ICADD, you will receive a confirmation letter with information regarding housing and parking. This information will also be posted on the ICADD website.

WHAT IS ICADD?

The purpose of the 25th annual Idaho Conference on Alcohol and Drug Dependency is to provide education and training for substance abuse and dependence professionals and educators in behavioral health care, criminal justice and recovery support. Over 600 treatment professionals and agency administrators, both from the public and private sectors, regularly attend the conference. Additionally, judges with drug court and mental health court value the information provided by nationally known speakers, as well as local practitioners.

WHO ATTENDS?

The conference is attended by persons in adult corrections, juvenile corrections, health and welfare's substance abuse programs, elementary and secondary education, law enforcement, higher education, community organizations, the faith community, mental health services, health care, foster care, and recovery support.

SPONSORSHIP OPPORTUNITIES

Gain maximum exposure at ICADD! Your company will be heavily acknowledged for your sponsorship (see detailed list on insert). Please indicate the sponsorship of interest on the registration form. Partial sponsorships are available, will consider non-traditional sponsorships.

EXHIBITING AT ICADD

Your investment for a 6' table top exhibit includes:

- Up to two company representatives per booth to attend the conference and exhibit. CE hours will not be granted to exhibitor attendees unless they also register as attendees. (Additional badges available for \$25 each.)
- 16 hours to exhibit, allowing for plenty of quality contact time with attendees.
- Continental breakfasts and breaks are hosted in the exhibit area each day to draw attendees, vendors are welcome to participate.
- Attendance at general sessions by exhibitors is allowed for one person at a time due to space limitations.
- A listing on signage at the meeting; posted each day near the registration desk and in the exhibit area.
- A vendor list will be provided to attendees with company descriptions and contact information.
- Company name listed in the 2009 meeting registration materials for all vendors and attendees to see.

BOOTH PACKAGE

- One 6' x 2.5' draped display table (space does not allow for additional tables). Two chairs and one trash can.
- Booth area vacuumed for no additional fee.
- Two exhibitor passes provided (\$25/additional pass).
- General overhead lighting and climate control of the exhibit hall.
- For-profit entities: \$195.00
- Non-profit entities: \$ 95.00

BOOTH TYPES, CONSTRUCTION AND SIZES

- This is a table-top show only. One 2.5' x 6' draped display table per booth (table sizes may vary slightly) will be supplied. Booth space is approximately 7' wide x 6' deep, encroachment is not allowed!
- Exhibits and displays must be confined to the rented space. The maximum height of a table top display is 10' at the back of the booth and 4' in the front half of the booth space. Exhibits may not exceed these parameters or encroach on other exhibit spaces. The aisles are common property of all exhibitors and must not be obstructed at any time. Fire code regulations prohibit exhibits from extending into aisles.

Booths do not include decorations or utilities such as electrical outlets, special lighting or water. Furnishings and accessories beyond what is listed are not included. Pipe and drape is not used. Contact information to order audio/visual and power will be provided in confirmation materials. A freestanding backdrop may be used (not to extend more than 7' in total width), or a banner may be attached to the front of the table. Booth signage is not provided. The university typically will not allow signage to hang on the walls.

INSTALLATION AND DISMANTLING

Exhibitor setup is from 3pm-5:30pm Tuesday, May 19, 2009 and 6:30am-7:30am Wednesday, May 20, 2008. Tuesday and Wednesday are the only days scheduled for setup; exhibits may not be set up before or after this time. All exhibits must be fully operational by 7:30am Wednesday. Any Booth space not claimed by 7:30am Wednesday, May 20, 2008 may be reassigned without refund. Exhibits must remain intact and manned during exhibit hours until closing at 3:30pm Thursday, May 21, 2009. Early teardown or removal of merchandise after the first day of installation and before dismantling time is strictly prohibited; violation of this rule will result in a forfeiture of exhibit space and the revocation of your invitation to exhibit at ICADD for one year. Exhibits must be dismantled by 5pm on May 21, 2009.

EXHIBITOR BADGES

- An exhibitor is defined as any employee or volunteer of an exhibiting company; company representatives who are qualified to answer questions about displayed products and services must be present in booths during open exhibit hours.
- Two registrants are included per booth space purchased. If additional representatives wish to attend, badges may be purchased for \$25 each.
- All badge list additions and changes must be submitted in writing and received by April 24, 2009. Changes will not be accepted by telephone. Pre-registering representatives, keeping ICADD updated with changes, and pre-paying for all extra badges accelerates the badge pick up process.
- Exhibitors may not share badges under any circumstances and everyone must wear a badge to enter the exhibit hall. The badges are valid for access into the trade show and general sessions, CE is not provided to exhibitors for attending CE sessions unless they are also registered as an attendee. (Two badges provided per exhibiting organization).

CONTRACT, PAYMENT, AND SPACE ASSIGNMENT

To secure booth space at ICADD the completed original application must be received by April 24, 2009, with full payment. Assignments will not be made without full payment. When ICADD accepts an application for booth space, it becomes a contract and is considered a binding agreement between ICADD and the company submitting the application.

Space assignment is based on a first-come, first-served basis. ICADD makes the final decision regarding exhibitor placement. Please remember that booths sell quickly, so secure your space now in order to exhibit.

Once the signed contract and payment are received, a confirmation and receipt will be sent with additional instructions and information regarding shipping and set-up.

CANCELLATION POLICY

Cancellations must be received in writing via mail, fax or email. Requests received prior to or on April 24, 2009 will receive 50% refund. No refunds will be given after April 24, 2009.

THANK YOU 2008 ICADD SPONSORS!

Bow Creek Recovery Center
Business Psychology Associates
Hazelden Foundation
Idaho Chapter of the National Association of Social Workers
Idaho Department of Correction
Idaho Department of Health & Welfare
Idaho Department of Juvenile Corrections
Intermountain Hospital of Boise
Pine Grove Women's Center
Three Springs Inc. - Mountain Home
Walker Center

THANK YOU 2008 EXHIBITORS!

AACT - Idaho
Al-Anon - District 3
Alcoholics Anonymous
Boise Rescue Mission
Bow Creek Recovery Center
Business Psychology Associates
Center for Behavioral Health
FEI.com, Inc.
Hazelden Foundation
Healing Room Ministries
IBADCC
Idaho Chapter of the National Association of Social Workers
Idaho Department of Corrections
Idaho Department of Health & Welfare
Idaho Department of Juvenile Corrections
Idaho RADAR Network Center
Idaho State University - Boise
Institute for the Study of Addiction
Intermountain Hospital of Boise
Las Vegas Recovery Center
Medtox Laboratories
Narcotics Anonymous
OraSure Technologies, Inc.
Pine Grove Women's Center
Three Springs, Inc. - Mountain Home
Treasure Valley Christian News
Unio Recovery Center
Vineyard Church
Walker Center

ICADD
PO Box 1311
Meridian ID 83680

25th Annual

Idaho Conference on Alcohol And Drug Dependency

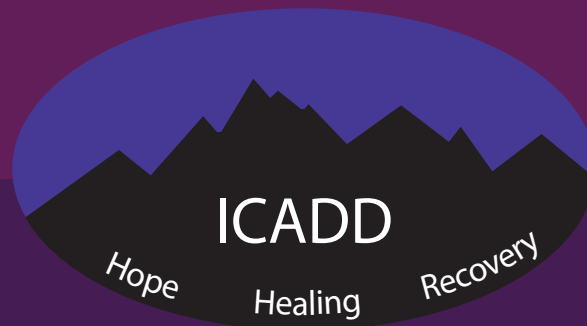
Exhibitor Reservation Prospectus

Annual Conference

May 19-21, 2009

Boise State University | Boise, Idaho

Questions, call 208-466-2519



What is ICADD?

The purpose of the 25th Annual Idaho Conference on Alcohol and Drug Dependency is to provide education and training for substance abuse and dependence professionals and educators in behavioral health care, criminal justice and recovery support. Over 600 treatment professionals and agency administrators, both from the public and private sectors, regularly attend the conference. Additionally, judges with drug court and mental health court value the information provided by nationally known speakers, as well as local practitioners.

The conference is attended by persons in adult corrections, juvenile corrections, health and welfare's substance abuse programs, elementary and secondary education, law enforcement, higher education, community organizations, the faith community, mental health services, health care, foster care, and recovery support.

ICADD Conference Sponsorship Opportunities

What is ICADD & who does it serve?

The purpose of the 25th annual Idaho Conference on Alcohol and Drug Dependency is to provide education and training for substance abuse and dependence professionals and educators in behavioral health care, criminal justice and recovery support. Over 600 treatment professionals and agency administrators, both from the public and private sectors, regularly attend the conference. Additionally, judges with drug court and mental health court value the information provided by nationally known speakers, as well as local practitioners.

Who attends?

The conference is attended by persons in adult corrections, juvenile corrections, health and welfare's substance abuse programs, elementary and secondary education, law enforcement, higher education, community organizations, the faith community, mental health services, health care, foster care, and recovery support.

What you gain by sponsoring

Gain maximum exposure for your company at the ICADD annual conference. Your company will be heavily acknowledged for your sponsorship, see list below. Please contact the conference office if you would like to reserve a sponsorship option. We appreciate your support of ICADD. Please note that general sponsorships and partial sponsorships are available. General sponsors, specific sponsors and in-kind sponsors will all receive recognition listed below.

Acknowledgement

Your company will receive:

- A listing on signage as a sponsor posted at the registration desk and in the exhibit area every day. This will be listed according to sponsor categories defined herein so you receive proper recognition.
- A sponsor ribbon to be placed on your company representatives' name badges.
- A sponsor recognition to be placed at your booth table for attendees to see (if also exhibiting).
- Your company contact information included in a "vendor contact guide" distributed in registration packets.
- A thank you as a valued sponsor to be printed in the following year's meeting registration materials for all vendors and attendees to see.
- A complete listing of your company's sponsorship and link to your web site off of the ICADD web site pre and post meeting.
- Additional signage posted at your sponsored event (when appropriate).
- Verbal recognition at that event and/or during an appropriate time (when appropriate).
- Complimentary digital list of attendees to be used for meeting-appropriate mailing.
- Sponsor recognition slide presentation.

Sponsorship Levels

You may choose to be a general sponsor for at least \$100 or higher or choose to sponsor a specific event. A general sponsor donates monies that are not linked to specific events.

Platinum	\$4,000 — \$10,000
Gold	\$2,500 — \$3,999
Silver	\$1,500 — \$2,499
Bronze	\$500 — \$1,499
Partner	\$100 — \$499

Specific Sponsorships

(partial sponsorships available)

Speakers & Presentations (signage included)

- Daily Keynotes, per day\$1,000
(Tues/Weds/Thurs) (attendance 600)
- Audio/Visual for all Keynotes/ all days\$1,500
(or \$500 per day)
- Breakout speakers/sessions \$200—\$500
(depending on size/speaker)

Food & Beverage (signage included)

- Continental Breakfasts, per day\$850
(Tues/Wed/Thurs) (attendance 500)
- Coffee Breaks (AM/PM), per day\$500
(Tues/Wed/Thurs) (attendance 500)

Registration & Related Materials

- Logo bags or note folders \$2,500+
(depending on your selection)
- Name Badges\$1,200
(your name and logo on front of ALL name tags)
- Badge Lanyards\$1,000
(your name on ALL lanyards)
- Registration Packet Inserts\$250
(one 8 x 10 insert, limited to 5 companies)

Sponsorships are assigned based on a first-come, first-served basis. If there are specific items not listed that you would like to sponsor or if you would like to reserve a sponsorship, please contact the ICADD registration office at 208-466-2519 or email info@attendicadd.com.

Advertising Opportunities

Contact us if you would like to purchase an advertisement insert to be placed in the 2009 registration materials given to conference attendees. See insert information above.

Exhibit/Sponsorship Reservation Form

25th Annual ICADD | May 19-21, 2009 | Boise State University | Boise, Idaho

Registration Info: Please print clearly

Agency/Company Name: _____

Company Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Brief description of services: _____

Name of Representatives Attending:

(Two badges and parking passes included with booth purchase.)

1. _____
2. _____
3. _____
4. _____

(additional \$25 fee/free if purchasing two booths)

(additional \$25 fee/free if purchasing two booths)

Booth Fees: Space for exhibits will be given on a first-come, first-served basis. Please remember this is a TABLE TOP show. You will have a 2.5'x6' table that your display will need to encompass. Approximately 7' (W) x 6' (L) is the maximum space available for use. This is not a pipe and drape show. No other fees are required for carpet, vacuuming, chairs, garbage cans, etc. This price includes breaks and continental breakfasts. Booths are for purchase as long as they remain available. ***For-profit organizations have the option of reserving up to 3 booths.***

_____ \$195 Profit (7' W x 6' L) (pre-registration necessary, walk ups not permitted)

_____ # of booths (for-profit orgs only)

_____ \$95 Non-profit (7' W x 6' L)

_____ \$25 Self-help group (please contact ICADD office to qualify) deposit to be returned upon arrival (7' W x 6' L)

_____ \$ _____ # additional persons at your booth @ \$25 per person (2 included per booth purchased).

Sponsorship:

If you wish to sponsor an event or offer a general monetary sponsorship please list below.

1. Preferred Event _____ Alternate Event _____
Event Amount \$ _____

2. _____ We would like to offer a general sponsorship in the amount of ...
General Sponsorship amount \$ _____

Attendee Lists: ICADD will provide you with a printed attendee list at the conference and a printed follow-up list after the conference in the mail. If you would like a digital copy of this list provided after the conference, please order below.

\$ _____ Yes, I would like to purchase a digital attendee list provided within 2 weeks after the conference for \$25. I understand that the printed list will also be provided at the conference at no cost.

Type of file: _____ Excel file _____ Access file

(Form continues on the next page. Please make sure to fax/mail both sides of the form.)

Tentative 2009 Schedule

Tuesday, May 19

3pm-5:30pm Exhibits set up

Wednesday, May 20

6:30am-7:30am Exhibits set up

7:30am-3:30pm Exhibits open

9:45am-10am Break with exhibitors

12pm-1:30pm Lunch for attendees

3pm-3:15pm Break with exhibitors

Thursday, May 21

7:30am-3:30pm Exhibits open

9:45am-10am Break with exhibitors

12pm-1:30pm Lunch for attendees

3pm-3:15pm Break with exhibitors

3:30pm-5pm Exhibits teardown

Exhibits must be off the floor by 5pm.

(registration form continued from other side...)

Totals

Booth fees	\$ _____	
Additional attendee fee	\$ _____	
Sponsorship	\$ _____	
Digital attendee list	\$ _____	Total due to ICADD: \$ _____

This Application for Exhibitors, Sponsors & Advertisers is a contract. By submitting this application to ICADD, you agree to the following:

- All materials are due by April 24th for inclusion in attendee registration materials.
- All booth space is assigned by ICADD. ICADD reserves the right to change the floor plan or booth assignments at any time. All booths must be prepaid in full.
- Cancellations must be received in writing via mail, fax or email. Requests received prior to or on April 24, 2009 will receive a 50% refund. No refunds will be made after April 24, 2009.
- Unless a written request for refund has been received by ICADD prior to April 24, 2009, all exhibitors submitting this contract will be expected to pay the full price of any booths or sponsorships. "No-shows" will still be expected to pay.
- Additional audiovisual requests are not the responsibility of ICADD, costs will be incurred by the exhibitor and will be ordered by the exhibitor.
- Neither Boise State University, ICADD, nor any of their representatives, employees, or contractors will be responsible for any injury, loss or damage that may occur to the exhibitor, their employees and/or volunteers, or exhibit materials, from any cause whatsoever, either prior to, during, or subsequent to the show/conference. Proof of insurance and tax ID# are necessary to exhibit.
- No direct sales are allowed at booths. Book and merchandise sales must be handled by the Boise State Bookstore.

_____ Date _____
 (signature required to reserve booth(s))

Accepted & Approved by Exhibitor Representative (signature)

Tax ID # _____ (required for profit companies)

(Full payment is required to reserve a booth. Sponsorship fees may be paid at a later date but must be received by April 24th to be included in printed materials.)

Send contract & check payable
 to ICADD to:
 ICADD
 PO Box 1311
 Meridian, ID 83680

Or fax contract and credit info to:
 Fax: 208-466-7693
 (questions, call 208-466-2519)

Fax Credit Payments to: 208-466-7693	
____ VISA	____ MC
____ Discover	
Exp Date: _____	Total to charge: \$ _____
Card number: _____	
Name on Card: _____	
Billing Address: _____	
VIN # on back of card (optional): _____	
Signature: _____	