

Kansas Association of Nursing Students (KANS)  
Annual Convention  
October 24, 2020

Greetings,

On behalf of the Kansas Association of Nursing Students (KANS), we would like to cordially invite you to attend our first-ever virtual KANS Annual Convention. This will be a great opportunity for you and your company to come and network with many educators, nursing students, and school advisors from across the state. We anticipate an attendance of up to 200+.

The convention will take place virtually via Zoom. The convention will be held **Saturday, October 24, 2020, starting at 10:00a.m.** There will be at least one member from the Board of Directors online at all times to help your experience go smoothly. We will also have an IT expert on hand if any issues were to arise. There will be a 10-minute time frame for each registered vendor to directly speak to all attendees. I have attached a tentative schedule for your review. Schedule may be subject to change at the discretion of KANS.

By exhibiting and/or sponsoring, your company, product, and/or services at this year's convention, you will be exposed to many practicing nurses, educators, students, and advisors who are eager for job opportunities, further education options, and to learn of a diverse array of resources. A contract is enclosed to participate in this event. Fee options are located on pages 6 & 8. Please make checks payable to the Kansas Association of Nursing Students (KANS) and return with the enclosed contract to secure your spot. We are also able to accept a credit card or check for the registration fee. At this time, we do not offer online registration for vendors or sponsors. We apologize for the inconvenience. Feel free to visit our website regarding our organization and convention updates. Our website is <http://kansasnursingstudents.org>.

In the instance that your company is unable to attend and would still like to participate, we have the perfect opportunity for you. We will be accepting donations/sponsorship from anyone that would like to contribute. All donations whether it be money or products will go straight to the cost of this year's convention. If you donate, your company's name, logo, and information will be broadcast at this year's convention for all in attendance. Please refer to the enclosed donation list in regards to the benefits we are offering our vendors, sponsors, and donators.

Thank you and I hope to hear from you soon.

Sincerely,

Board of Directors

Kansas Association of Nursing Students

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## **2020 KANS CONVENTION (subject to change)**

1. 10:00-10:10: Time for people to log on (registration)/technical issues
2. 1010-1030: Time for an opening statement from the president and introduction of positions
3. 1030-1040: Vendor
4. 1040-1050: Vendor
5. 1050-1130: Speaker (nursing panel)
  - a. Surgical Nursing
  - b. L&D Nursing
  - c. ER/Combat Nursing
  - d. Med Surg Nursing
6. 1130-1140: Vendor
7. 1140-1150: Vendor
8. 1150-1200: Vendor
9. 1200-1230: Meet the candidates/ voting
10. 1230-1330: **\*\*\*Break for lunch\*\*\***
11. 1330-1430: Hurst review
12. 1430-1440: Vendor
13. 1440-1450: Vendor
14. 1450-1500: Vendor
15. 1500-1600: Cathy Parkes (endnote speaker)
16. 1600-??: Questions
17. 1600: Convention Ends
18. New Board Induction

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\_\_\_\_\_ hereby applies for exhibit space for use at the 2018 Kansas Association of Nursing Students (KANS) Membership Assembly. It is understood that this application, when received by the KANS becomes a binding contract.

**Exhibitor Fee**

The rental fee for each tabletop display is as follows: \$275 for a 10-minute time frame and advertisement, \$200 for a 10-minute time frame ONLY, and \$100 for sponsor/social media advertisement. A signed contract must be returned to the Kansas Association of Nursing Students (KANS) to confirm your participation by Monday, September 21, 2020. Full payment must be received by Friday, October 2, 2020. Failure to make payment by that date may result in a forfeiture of time-slot.

**Cancellation Policy**

ALL cancellations must be submitted in writing to KANS before the dates that are identified within this contract. A 100% refund for contract cancellation will be given if KANS receives a written notification prior to Monday, September 28, 2020. If KANS receives a cancellation notification, in writing, between Tuesday, September 22, 2020, and Friday, October 2, 2020, a 75% refund will be provided. Any cancellations made after Friday, October 2, 2020 will forfeit any and all money paid to KANS.

**Exhibitor Set-Up and Dismantle – READ CAREFULLY PLEASE**

Please join zoom via the link on our website 10 minutes before your time slot.

Those who wish to stay and attend the convention are welcome, otherwise please quietly leave the meeting.

**Exhibitor Hours**

Base upon time frame assigned/chosen.

**Exhibitor Responsibilities**

Each exhibitor must provide an attendant within the exhibit space during the designated time frame assigned or chosen. For time-frame questions please review the tentative schedule above. Exhibitor name badges are personal and non-transferable. Each representative must wear the official name badge always while in the exhibit area. It is the responsibility of all exhibitors to restrict customer contact and business activities within the confines of the exhibit space. No demonstrations or distribution of literature or solicitations are permitted outside the exhibitor area.

**Eligible Exhibits**

KANS reserves the right to refuse rental of display space, exhibit, or any part of an exhibit, to any organization whose display is not, in the organization's judgment, compatible with the quality and/or objectives of KANS and the joint Membership Assembly/Annual Convention.

**W-9**

KANS will mail out the W-9 after the conclusion of the 2018 Membership Assembly.

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**Exhibitor Contract Agreement**

All exhibits are subject to approval by KANS. We agree with all policies set forth in the Exhibitor packet that accompanies this application and any other directives that may be issued by KANS. We agree to the payment requirements as listed above on this application. This application will not become a binding contract until fully executed by the KANS.

**Select Package Below:**

10-minute speaking time-frame AND advertisement \$275     For 10-minute speaking time frame ONLY \$200

For advertisement/sponsorship \$100. This includes the company logo visible on KANS Website and shown during convention.

**Cancellation Policy**

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Company/Organization Name (as you want it to appear in signage and promotional materials (email jpeg company logo)):

\_\_\_\_\_

By the signature below, the individual signing this agreement represents and warrants authorization to execute this binding agreement on behalf of the named company/organization.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Select A Payment Option Below:**

\$150 deposit fee via check to KANS *(full payment must be received no later than Friday October 2, 2020)*

Full payment via check to KANS

Total Amount Due: \_\_\_\_\_

Total Amount Enclosed: \_\_\_\_\_

Method of Payment:     Check

Credit Card *(MC/Visa Only)*

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Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Verification Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Print and mail your completed Exhibitor Contract (Pages 6-7) along with \$150 deposit fee or full payment to:**  
**Kansas Association of Nursing Students**  
**Attn: Katie Testerman**  
**1020 Commercial St., Apt 312**  
**Emporia, KS 66801**

If you have questions please contact Katie Testerman, Vice President of Convention, Kansas Association of Nursing Students at 785-215-3106 or by email at [1covpconvention.kans@gmail.com](mailto:1covpconvention.kans@gmail.com).

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**Received and Reviewed by Authorized KANS Representative**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt Sent: \_\_\_\_\_

**Sponsorship or Donation Contract Agreement**

\_\_\_\_\_ hereby applies for sponsorship of or donation to the 2018 Kansas Association of Nursing Students Annual Convention. It is understood that this application, when received by KANS becomes a binding contract.

**Sponsorship/Donor Deposit**

A signed contract must be returned to the KANS to confirm your participation by Monday, September 28, 2020. Full payment must be received by Friday, October 2, 2020. Failure to make payment by that date may result in forfeiture sponsorship opportunity.

**Cancellation Policy**

ALL cancellations must be submitted in writing to KANS prior to the dates identified within this contract. A 100% refund for contract cancellation will be given if KANS receives a written notification prior to Monday, September 28, 2020. If KANS receives a cancellation notification, in writing, between Tuesday, September 22, 2020 and Friday October 2, 2020 a 75% refund will be provided. Any cancellations made after Friday, October 2, 2020 will forfeit any and all money paid to KANS..

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**Eligible Exhibits**

KANS reserves the right to refuse sponsorship or donation from any organization whose judgment is not, in the organization's judgment, compatible with the quality and/or objectives of KANS Annual Convention.

All sponsorships are subject to approval by KANS. We agree to the payment requirements as listed on this application. This application will not become a binding contract until fully executed by KANS. Sponsorship or donation **DOES NOT** include exhibitor table or amenities as defined by the exhibitor agreement. Those wishing to be and exhibitor and a sponsor/donor are required to fill out and submit the **Exhibitor Contract Agreement (pages 6-7)**

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**Sponsorship/Donation Opportunities:**

**Add-on Sponsorship/Donation Opportunities:**

\_\_\_ Donation (**Only**) Amount: \_\_\_\_\_ (Company Logo/Donator Name on KANS Website- \$100)

By the signature below, the individual signing this agreement represents and warrants authorization to execute this binding agreement on behalf of the named company/organization.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Select A Payment Option Below:**

\_\_\_ **\$150 deposit fee via check to KANS** (*full payment must be received no later than Friday, October 5, 2018*)

\_\_\_ **Full payment via check to KANS**

Total Amount Due: \_\_\_\_\_ Total Amount Enclosed: \_\_\_\_\_

Method of Payment: \_\_\_ Check \_\_\_ Credit Card (*MC/Visa Only*)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Verification Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Kansas Association of Nursing Students (KANS)  
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Print and mail your completed Exhibitor Contract (Pages 8-9) along with \$150 deposit fee or full payment to:  
Kansas Association of Nursing Students  
Attn: Katie Testerman  
1020 Commercial St., Apt 312  
Emporia, KS 66801**

If you have questions please contact Katie Testerman, Vice President of Convention, Kansas Association of Nursing Students at 785-215-3106, or by email at [1covpconvention.kans@gmail.com](mailto:1covpconvention.kans@gmail.com).

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**Received and Reviewed by Authorized KANS Representative**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt Sent: \_\_\_\_\_