

## TIPS FOR EXHIBITORS & SPONSORS To Get MAXIMUM Value

- 1. Be sure to participate in and network during all activities throughout the NABH Annual Meeting** (*exceptions: Board Meeting, Committee Meetings*). Take advantage of all sessions and breaks, Monday evening's Welcome Reception, Tuesday's Luncheon and Board Chair's Reception, and Wednesday's Breakfast. Exhibitors & Sponsors can schedule one-on-one meetings with specific attendees throughout the meeting.

### **MONDAY, March 18, 2019**

Noon - Registration desk opens

2:30pm–5pm  
Opening Sessions

3:45pm–4pm  
Gourmet Dessert Break

5:30pm–6:30pm  
**Welcome Reception**  
(*open to all – An excellent time for networking*)

6pm–9pm  
**Set up of tabletop displays**

11:25am–11:45am  
**Break to visit exhibitors**

11:45am–1:00pm  
Luncheon (Exhibit *area locked* so that you can *join meeting participants for lunch*.)

1:30pm–5pm  
**Opportunity to schedule product demonstrations and networking with meeting participants.** (Note: *Some attendees will go to Capitol Hill instead. Please schedule networking in advance with your selected prospects.*)

5:30pm–7pm  
**Board Chair's Reception** – Don't miss *the networking event* for members, exhibitors, sponsors, speakers, and other colleagues.

### **TUESDAY, March 19, 2019**

7am–8am  
**Tabletop Display set-up**

7:30am - Registration desk opens

8am–8:15am  
**Coffee with NABH Board (Chairman, President, & Executive only)**

8:30am–9:30am  
Opening Session

9:30am–10am  
**Networking and coffee with Exhibitors & Sponsors**  
(*open to all – An excellent time to meet all registrants*)

10am–11:25am  
**Annual Meeting sessions**

### **WEDNESDAY, March 20, 2019**

8am–10am  
**Policy Breakfast** with Leaders in Healthcare (*All must be seated for breakfast session.*)

10am  
Meeting adjournment

10am  
**Tabletop Display take-down**

**2. Join meeting participants as they listen to guest speakers.** We encourage you to be seated during all meeting presentations. Learn the perspectives of top policymakers to help you better understand the challenges facing your customers – and how you can position your organization to offer solutions.

**3. Turn informal contacts into business opportunities.** The meeting attendees are decision makers (and purchasers) for their behavioral healthcare systems and facilities. As you attend meal functions, sit in on sessions, or make casual connections, ask those you meet about their top concerns. It's a great way to find reasons for personal follow-up later.

**4. We're here to make your experience a success.** If we can help you connect with our members, receive assistance from the hotel staff, or simply answer a question, please stop by the registration desk. We appreciate your joining us as an Exhibitor or Sponsor, so if you need any assistance, tell our staff immediately.

**5. Stay in front of the contacts you make at the NABH Annual Meeting.** The NABH staff can assist you throughout the year so you can take advantage of additional opportunities to reach out to the NABH membership. For example, you can purchase [NABH mailing lists](#) and advertise in the [NABH Membership Directory](#).

**6. Call or e-mail if you have questions before the meeting:**

- **Maria Merlie:** 202-393-6700 (ext. 104); [maria@nabh.org](mailto:maria@nabh.org)

**7. Be aware of the NABH EXHIBITOR/SPONSOR LIAISON during the meeting:**

*(For help with set-up and take-down of your display, and for general assistance.)*

- **Maria Merlie,** Director of Operations: **(Cell: 202-380-8776)**

**8. Take note of the MANDARIN ORIENTAL BUSINESS CENTER AVAILABILITY.** The Business Center at the Mandarin Oriental Washington DC is available to help you conduct business with their fax, Internet, equipment-rental, copying, office-products, and shipping (overnight, etc.) services. It is located on the ballroom level. **HOURS: Monday- Friday: 7am – 7pm.** You may also request access to the business center after hours by asking for a passcode.

**9. Federal Express picks up at the Mandarin Washington DC.** Please bring your *own shipping labels*. The Business Center charges for them. If you are shipping via Federal Express after the meeting, have your *shipment ready with the appropriate labels and the hotel will handle the pickup*. If you are shipping via any other carrier, *you are responsible for arranging the pickup* with that carrier and providing/placing the appropriate labels on your packages.

## WE'RE HERE TO HELP!

Thank you for being an exhibitor/sponsor at the 2019 NABH Annual Meeting!

We look forward to working with you throughout this event. We want you to have a highly successful experience. As you network with the leaders in our membership, please don't hesitate to contact anyone on our staff for assistance.

### OTHER NABH STAFF:

- **Mark Covall,** President and CEO
- **Shawn Coughlin,** Executive Vice President for Government Relations & Public Policy
- **Sarah Wattenberg,** Director of Quality and Addiction Services
- **Jessica Zigmund,** Director of Communications
- **Scott Dziengelski,** Director of Policy and Regulatory Affairs
- **Julia E. Richardson,** Director of Advocacy and Senior Counsel
- **Cemal Ozgur,** Administrative Assistant