

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, Wednesday evening's Welcome Reception, Thursday's Luncheon and Board Chair's Reception, and Friday's Breakfast. Exhibitors & Sponsors can schedule one-on-one meetings with specific attendees throughout the meeting.

WEDNESDAY, Oct. 6, 2021

Noon - Registration desk opens

2:30 p.m. – 5 p.m.
Opening Sessions

3:45 p.m. – 4 p.m.
Gourmet Dessert Break

5:30 p.m. – 6:30 p.m.
Welcome Reception
(open to all – An excellent time for networking)

6 p.m. – 9 p.m.
Set up of tabletop displays

THURSDAY, Oct. 7, 2021

7 a.m. – 8 a.m.

Tabletop Display set-up

7:30 a.m. - Registration desk opens

8 a.m. – 8:15 a.m.
Coffee with NABH Board (Chairman, President, & Executive only)

8:30 a.m. – 9:30 a.m.
Opening Session

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

10 a.m. – 11:45 a.m.
Annual Meeting sessions

11:45 a.m. – 12 p.m.
Break to visit exhibitors

12 p.m. – 1 p.m.

Luncheon (Exhibit *area locked* so that you can *join meeting participants for lunch.*)

1:30 p.m. – 3:30 p.m.
Advocacy Session
(New this year, NABH will host an on-site advocacy session in the Grand Ballroom in place of the Annual Meeting's traditional Hill Day. NABH will not schedule congressional visits on Capitol Hill due to Covid-19 restrictions and limitations.)

4 p.m. – 5 p.m.
Opportunity to schedule product demonstrations and networking with meeting participants.

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

FRIDAY, Oct. 8, 2021

7:45 a.m. – 10 a.m.

Policy Breakfast with Leaders in Healthcare (All must be seated for breakfast session.)

10 a.m.
Meeting adjourns

10 a.m.
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 access the NABH online membership [directory](#) and purchase [NABH Mailing Lists](#).

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

- **Maria Merlie:** 202-393-6700 (ext. 104); 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: 7 a.m. – 7 p.m.** You may also request access to the business center after hours by asking for a passcode.

9. Federal Express Air 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 Air after the meeting, have your *shipment ready with the appropriate labels and the hotel will handle the pickup*. If you are shipping Federal Express Ground, Freight, or 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 2021 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:

- **Shawn Coughlin,** President and CEO
- **Kirsten Beronio, J.D.,** Director of Policy and Regulatory Affairs
- **Julia E. Richardson,** Director of Advocacy and Senior Counsel
- **John Snook,** Director of Government Relations & Strategic Initiatives
- **Sarah Wattenberg,** Director of Quality and Addiction Services
- **Emily Wilkins,** Administrative Coordinator
- **Jessica Zigmund,** Director of Communications