2024 HCBS Conference

Sponsorship & Exhibitor Prospectus

HCBS Conference: August 18 - 22, 2024 • Baltimore, MD
TABLE OF CONTENTS

Page 1 ......Letter from the Executive Director
Page 2 .....2024 HCBS Hybrid Conference Attendance
Page 2 .....Conference by the Numbers
Page 3 .....General Information
Page 3 .....Important 2024 Dates to Remember
Page 4 .....Exhibit Hall Information
Page 5 .....Exhibitor Packages and Payment
Page 6 .....Sponsorship Levels and Opportunities
Page 13 ...ADvancing States Rules & Guidelines
Greetings HCBS Sponsors & Exhibitors

On behalf of the nation’s directors of state aging and disability agencies, I would like to invite you to participate in the hybrid Home and Community-Based Services (HCBS) Conference.

We are now learning how to live in our new normal. We are planning a hybrid HCBS conference in order to bring everyone who would like to attend the event together. We will continue to monitor federal guidelines and adjust accordingly.

ADvancing States also hosts the national HCBS Conference annually to convene state agencies around improving state systems that deliver long-term services and supports for all ages and abilities. You do not want to miss being a part of this important event. The conference will include plenary sessions and workshops that will enhance future policy, program development, new initiatives, and grant programs. The most up to date information will be provided from CMS, ACL and other leaders in the HCBS Community.

Over the course of five fulfilling days, you will develop strategic relationships throughout the aging and disability networks at the state and national level.

Sponsors and exhibitors include vendors from a variety of corporate and non-profit sectors invested in LTSS, managed care, health insurance, transportation, housing, health IT systems, consulting, nutrition, care/case management, and specialty health services.

By sponsoring the conference, you will have a multitude of opportunities for your organization to connect in-person or virtually with more than 1,500 HCBS leaders. There will be both business and social events on the agenda where you will be able to connect with targeted audiences for your business.

As usual, you will enjoy eating, drinking, and dancing the night away with other LTSS thought leaders. We cannot wait to see you for the HCBS Conference August 18-22, 2024, in Baltimore, MD.

Each year ADvancing States supports various activities through collaboration, information sharing, advocacy, leadership, and innovation. If you are interested in learning more about ways to get involved, please reach out to inform@hcbsconference.org.

Thank you,

ADvancing States Executive Director
2023 HCBS Hybrid Conference Attendance

HCBS Conference Attendees

1,800 + Attendees (1,500 in-person and 300 virtual)
130 Sessions
200+ Abstracts Submitted
300+ Speakers
84 Sponsors/Exhibitors

51 States and Territories represented

2023 HCBS Hybrid Conference Participation by Percentage

46% State/Federal Government Attendees
23% Non-profit/Local Government Attendees
29% Corporate Attendees

2023 HCBS Conference Attendees by Region

New England: 8%
Mid-Atlantic: 19%
South: 24%
Midwest: 17%
Central: 3%
Southwest: 2%
Rocky Mountain: 6%
Pacific Coast: 10%

“I am looking forward to seeing old friends and making new connections with people and organizations that may lead to impactful partnerships and programs.”

—Michelle Martin, Sr. Policy Director of LTSS at UnitedHealthcare Community & State

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
**General Information**

**WHEN:** Sunday, August 18, 2024–Thursday, August 22, 2024

**WHERE:** Baltimore Marriott Waterfront
700 Aliceanna Street, Baltimore, MD 21202
or virtually at [hcbsconference.org](http://hcbsconference.org)

---

**Hotel Accommodations**
ADvancing States is offering special hotel rates for 2024 conference attendees and speakers. Rooms are assigned on a first-come, first-serve basis. We recommend booking early through a provided link available at the end of the registration process.

**Room Rates***:

- **Government rate:** Prevailing Government Per Diem Rate
- **Non-Government rate:** Hotel Rate

*Hotel room rates are subject to applicable state and local taxes in effect at the time of check-out.

---

**Important 2024 Dates to Remember**

**2024 HCBS Conference**
- June 2024: Early-bird registration opens
- June 2024: Lodging/Room Blocks open
- June 2024: Exhibitor Services Kit is available
- July 2024: Early-bird registration closes
- Sunday, August 18: Fall Meeting (State Members only)
- Monday–Thursday, August 19-22: General Conference

---

**On-Site Registration/Information Hours**

(subject to change)

- Sunday, Aug. 18 ..........9:00AM – 8:00PM
- Monday, Aug. 19 ..........7:30AM – 6:00PM
- Tuesday, Aug. 20 ..........7:30AM – 6:00PM
- Wednesday, Aug. 21.....7:30AM – 3:00PM

---

“Biggest and BEST conference on HCBS”

—Applied Self Direction

---

**Questions?** Send us a note at [inform@hcbsconference.org](mailto:inform@hcbsconference.org) or check out our conference webpage [www.hcbsconference.org](http://www.hcbsconference.org).
Exhibit Hall Information

Exhibit Schedule
(All times listed below are tentative)
Monday, August 19, 12:00 PM - 5:00 PM
Tuesday, August 20, 9:00 AM - 2:00 PM
(Closing at 2 for Dance Party Set Up)
6:00 PM - 11:00 PM

Installation of Exhibits
Sunday, August 18, 1:00 PM - 4:00 PM
Monday, August 19, 8:00 AM - 11:00 AM

Dismantling of Exhibits
Wednesday, August 21
8:00 AM - 12:00 PM

Booth Space Assignment
Assignment is prioritized based on level of sponsorship.

How we drive attendance to the exhibit hall

- Focused marketing campaigns that occur prior to and during the conference: Information on the exhibit hall, vendors, and exhibit hall activities is shared on the conference agenda, conference app, signage throughout the conference, etc.
- Planned and real-time social media postings: ADvancing States utilizes Facebook, LinkedIn, Twitter, and other platforms to highlight activities in the exhibit hall. We encourage our exhibitors to do the same.
- Dedicated exhibit hours provide you with direct access to our attendees during our complimentary morning and afternoon breaks and an evening reception without any conflicting sessions.
- Identified events and activities to bolster exposure and access: ADvancing States works closely and collaboratively with sponsors and exhibitors to understand the value and impact most beneficial to their organization.
- Designated area of the exhibit hall focused on technology and innovation. Technology and Innovation vendors highlight cutting-edge solutions.

“How attending this conference, helped us to accomplish several significant goals. ... Sponsoring the HCBS Conference and partnering with ADvancing States has been a great decision for us at Therap Services.”

—Jeff Case, National Director of Business Development, of Therap Services

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Exhibitor Packages and Payment

Benefits of Being an Exhibitor
• Be present and part of the nation's largest conference focusing solely on long-term services and supports and home and community-based services
• Meet and connect with new prospective customers
• Network with state and federal leaders, health plans, community-based organizations, technology, software, and innovation companies, and consultants
• Build lasting relationships
• Gain insight from talking with and listening to attendees
• Highlight and strengthen your brand, get your foot in the door, and/or land your next contract

Exhibitor-Only Packages
• Exhibit booth: 8’ x 10’ — $7,500—for-profit organizations
• Non-profit exhibit table: 6’ x 2’ — $3,500—non-profit community-based, educational, and government-based organizations
• Exhibit booth packages include:
  - Access for 1 on-site booth representative to join all general conference activities
  - ALL on-site booth representatives must register for access to the exhibit hall
  - Access for 1 booth representative to support your virtual booth
  - Option to share brand on conference materials, signage, and on the conference app

Sponsorship Packages
See Sponsorship Levels & Opportunities (page 6)
• All sponsorship packages include an exhibitor booth and access for 1 on-site booth representative to join all general conference activities (booth dimensions subject to change)
  - ALL on-site booth representatives must register for access to the exhibit hall
  - Access for 1 booth representative to support your virtual booth
  - Exhibit booth—
    • 8’ x 10’ booth is included for Gold, Ruby, Sapphire, Emerald, and Diamond sponsorship levels
    • Premium 8’ x 20’ booth is included for Platinum sponsorship levels

Payment Information & Processes
• To secure your 2024 Sponsor or Exhibitor-Only Package sign-up at http://www.advancingstates.org/2023-hcbs-conference-sponsor-and-exhibitor-sign-form.
• Please note there are many options surrounding sponsorship packages. Not sure which package to pick? Be sure to check out the following pages to review the possibilities.
• Need more time to make a decision? No problem! Stay in the loop and receive conference updates. Sign-up here.

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Sponsorship Levels and Opportunities

2024 HCBS Conference Event Sponsorships

Through sponsored activities, available to all interested parties, organizations can gain and enhance exposure, network at business and social events, and promote your brand and message.

Each sponsor has the opportunity to choose one activity associated with the designated level, while available. Don’t wait, these activities won’t last. See the following pages for more details.

Sponsorship contributions support ADvancing States’ mission to design, improve, and sustain state systems delivering long-term services for older adults, people with disabilities, and their caregivers.

ADvancing States will offer all sponsorships to the sponsoring company from the same event the year before prior to solicitation of new and/or additional sponsors for that sponsored item. If the previous sponsor company chooses not to sponsor the same event, ADvancing States reserves the right to seek alternative sponsors at their own discretion. For more information on how to secure your conference sponsorship, please contact us at inform@hcbsconference.org.

<table>
<thead>
<tr>
<th>2024 Sponsorship Levels/Pricing</th>
<th>Platinum $55,000+</th>
<th>Diamond $45,000+</th>
<th>Emerald $35,000+</th>
<th>Sapphire $25,000+</th>
<th>Ruby $15,000+</th>
<th>Gold $12,000+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Activity</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Logo on Conference webpage</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Differentiated Signage at Exhibit Hall Entrance</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Screen Projection Loop before and after general sessions</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Promotional Item in Tote Bag</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Logo Displayed on the HCBS Clearinghouse webpage</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Conference App—Promotional Post</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>10-second commercial played during conference</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Private Meal/Reception with State Members (as available)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Invitation to the MLTSS Symposium/Spring Meeting</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Advertisements</td>
<td>Full page, Premium location</td>
<td>Half page, Priority location</td>
<td>Half page</td>
<td>Quarter page</td>
<td>Quarter page</td>
<td></td>
</tr>
<tr>
<td>Virtual and In-Person Exhibit Booth (includes 1 conference registration)</td>
<td>8’x20’ Premier location</td>
<td>8’x10’ Premier location</td>
<td>8’x10’ Premier location</td>
<td>8’x10’</td>
<td>8’x10’</td>
<td>8’x10’</td>
</tr>
<tr>
<td>Additional Conference Registrations</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Platinum Exclusive Features
Opportunity to sponsor ADvancing States Member Breakfats, Lunches, Dinners, Receptions, and the Band! With officials anticipated from all 55 states and territories, sponsors of these activities will work with ADvancing States staff on identifying and personally inviting state directors in targeted states. This is an exclusive opportunity to mingle, have an informal meeting with targeted contacts, and discuss your products and programs. Sponsors will be recognized by having their logo displayed during the event, as well as throughout the meeting agenda materials.

• Private Breakfast with ADvancing States Members
  (3 available)

• Private Lunch with ADvancing States Members at the Spring and Fall Membership Meetings

• Private Dinner with ADvancing States Members
  (3 available)

• Private Presidential Reception for ADvancing States Members
  (3 available)
ADvancing States hosts receptions for state members during the HCBS Conference. These events are well attended by the ADvancing States board and membership and are a highlight of the conference. Sponsoring organizations will have their logo displayed on reception tables, as well as in the membership agenda materials. Sponsors are invited to join the reception to mingle and network with ADvancing States members.

• HCBS Band
  Your company will sponsor and host our annual dance party, featuring everyone’s favorite “Millennium Band.” They are led and anchored by Season 4 American Idol finalist, Travis Tucker. Conference attendees gather to cut a rug and celebrate on the dance floor. Sponsor will have their company’s logo displayed on the bandstand and will receive recognition from the band.

• HCBS Party Toys
  Your company will provide additional fun for all attendees during ADvancing States Dance Party and Celebration.

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Platinum Sponsorship Activities  (Continued)

- Escalator Clings
  Showcase your branding as attendees travel up and down the escalators between session rooms and the exhibit hall.

Diamond Sponsorship Activities

- Plenary Speaker
  The plenary speaker of the Conference draws attendees together during the week and serves as one of the few collective experiences of the Conference. Our plenary will be live allowing for branding opportunities before and after the speech. This year’s Plenary sponsor will be able to play a pre-recorded 30-second video/commercial ahead of the Plenary address and receive a thank you slide with logo branding at the conclusion of the speech.

- HCBS Exhibit Hall Reception
  Conference attendees gather together to enjoy appetizers and good company before the dance party begins. Your company will be recognized throughout the reception at the food stations, as well as highlighted within the conference program.

- HCBS Bar during the Exhibit Hall Reception
  Conference attendees will enjoy a cocktail bar hosted by your company while they dance the night away with our live HCBS band. Sponsors of the cocktail hour will have their company’s logo displayed and will receive recognition during the HCBS band concert.

- HCBS Conference Registration Station and Electronic Badging
  Welcome to electronic badging and kiosk registration! All registrants will check in to receive their electronically printed badge and tote bag. Your company’s logo will be featured at our registration desk, as well as on floor decals leading up to the registration station.

- Official HCBS T-Shirt
  Solidify your brand by providing the official 2024 HCBS Conference t-shirt, shared with attendees at registration and shipped to early-bird virtual attendees. We will work with your organization to design the 2024 HCBS Conference t-shirt.

Emerald Sponsorship Activities

- HCBS Conference Smartphone App
  Wish you could send a message to a speaker you just heard? Or send a message to an attendee? The HCBS Conference Smartphone App allows for attendees to bookmark and save the people they meet and sessions they attend within a full online listing of the agenda.

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Sponsorship for the App includes your logo displayed on posters throughout the conference, as well as in communication about the app. Your company’s name will also be highlighted within the app. This is a fantastic way to be at the fingertips of every attendee!

- **Name Badge Lanyards**
  In-person attendees will wear your company’s logo or name around their necks to display their name badge for the conference.

- **Lunch for All Attendees**
  Join attendees in the exhibit hall as they enjoy lunch. Your company logo will be displayed for viewing by all.

- **Bottled Water at Registration** *(3 available)*
  Quench attendee thirst by sponsoring bottled water for one day of the conference, which will be made available near the registration area.

- **After-party Sponsor** *(3 available)*
  Looking to chillax after a long-day of learning, meeting new people, and conference activities? Host an after-party. We will work with you to plan an after-party experience to be remembered.

- **Headshots for State Members**
  Spend quality time with state members before and after they receive a digital and print copy of their 2024 Head Shot. Their printed copy will be provided to the state members in a folder with your branding and message.

- **Bottled Water at the Dance Party**
  Hydration is key to keep bustin’ a move while on the dance floor. Your logo will be displayed on the bottled water for the party-goers to see!

- **Chair Massage**
  Transform your brand into a featured destination on the event show floor by sponsoring the conference Relaxation Station. This sponsorship opportunity allows you to showcase your company (and message) in an unavoidable way by theming one of the event’s most popular attendee destinations. Highlight your brand by providing your company’s logoed apparel for the Relaxation Station team to wear.

### Sapphire Sponsorship Activities

- **Continental Breakfast** *(3 available)*
  Conference attendees will enjoy a continental breakfast with coffee and tea. Join the breakfast crowd, do some networking, and see your sponsorship activity in action.

- **Conference Wi-Fi**
  Conference attendees will appreciate Wi-Fi available throughout the conference, allowing them to easily connect to exhibitors’ and speakers’ websites, and to engage with the Conference App. Sponsorship includes your name on all materials highlighting the conference.

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Sponsorship Levels and Opportunities

Wi-Fi, as well as throughout the conference agenda.

• **Elevator Door Banners**
  Capture the undivided attention of attendees each day at the HCBS Conference as they ride up and down the elevator banks at the hotel.

• **Innovation Track Workshops (5 available)**
  This track will allow for corporations and private funders to present to a large and diverse group of individuals. This will be the opportunity to present a session during the conference and sell your product/products to a broader audience.

• **Charging Stations**
  These days everyone is on their smartphone or tablet, using it to take notes, and to gather contact info from other conference attendees. Sponsorship of a charging station include a screen display, showcasing a slideshow loop that can be used as advertising space, as well as your logo displayed on the kiosk.

• **Hotel Key Cards**
  Be the first thing attendees see as they check-in for the conference at the hotel. Your logo will be printed on the hotel key cards, providing repeated views at your logo and messaging.

• **Exhibit Hall Dessert**
  Your company will host dessert during the first day of the Exhibit Hall for all attendees. As attendees visit booths and network, they will enjoy a sweet treat, sponsored by your organization.

• **State Member Lounge**
  The lounge is designed just for state attendees to relax and/or connect with each other. A table will be provided for your company’s materials and any promotional items you would like to provide. Your company will also receive logo visibility and branding on signage outside of the lounge.

**Ruby Sponsorship Activities**

• **HCBS Yoga (Traditional and/or Chair), Stretching, Meditation, or Fitness Breaks**
  Take this opportunity to associate your company’s brand messaging with a positive, feel-good in-person experience during the conference. Consider providing a coordinated promo item at your booth like a branded essential oil, hand towel, earbuds, or candle.

• **Water Stations**
  Keep conference attendees well hydrated during the action-packed, fun-filled days! Your logo will be...
highlighted at water stations throughout the conference space.

• **Exhibit Hall Coffee/Tea**
  Everyone loves a coffee or tea break! Mingle with attendees in the exhibit hall as they grab coffee for the afternoon.

• **Workstation Room**
  It happens. Sometimes you just need to take a quick call or hop on a virtual meeting during a conference. Instead of taking the call sitting in that big comfy chair in the hallway, without a table or anywhere to plug in, the HCBS Conference will provide a workstation room. As the workstation room sponsor, your organization’s logo and branding will be displayed for those needing to sneak away for that quick call.

### Gold Sponsorship Activities

• **Conference Spirit Competition Host (5 available)**
  Get attendees involved with your fun, daily spirit competitions that run alongside the official Conference agenda. Your company will unify attendees in a daily common experience that promotes getting to know one another and a little competition! Examples of spirit contests include state spirit day, wacky hat day, etc. If you want, you can award a prize to the winner at the end and collect leads along the way.

• **Notebooks**
  Be ready to have each attendee take conference notes in your customized notebook. Your organization provides the customized notebook and ADvancing States will distribute notebooks at registration.

• **Pens**
  Do you want attendees to have your organization in mind, every day of the conference? Yes? Just provide ADvancing States a pen with your company logo and/or message and ADvancing States will distribute them throughout the conference, in multiple locations.

• **Ad in Program**
  Share a quarter-page advertisement for your organization in our printed program distributed to in-person attendees.

• **Promotional Item**
  Include a promotional item with your logo and branding in our goodie boxes for virtual attendees and totes for in-person attendees.

### Custom Sponsorship (Available at any level)

Is the item you were hoping to sponsor sold out? Or do you have another idea in mind that will bring great value to your organization? Let’s talk! Reach out to inform@hcbsconference.org to brainstorm or build the custom

---

**Questions?** Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
Sponsorship Levels and Opportunities Continued.

sponsorship of your choice.

“If you want to learn a lot, in a condensed period of time, the HCBS conference is the place to do it.”

—Carol Steckel, Executive VP of Government Relations at InnovAge. Former Medicaid Commissioner/Director in AL, NC, and KY and also led the Office of Innovation at the Dept. of Health and Hospitals in LA

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
ADvancing States Rules & Guidelines

1. **Registration.** All exhibitors and sponsors, including booth staff, are required to register as participating attendees at the ADvancing States 2024 HCBS Conference. Conference registration entitles exhibitors and sponsors to participate fully in all open conference workshops, keynotes, and social events on the program agenda.

2. **Exhibit Hall.** Each booth area is 8 x 10 ft., unless otherwise designated and includes one 6 ft. skirted table and two chairs. All exhibitors are expected to fill out the appropriate forms with the decorating company for any additional drayage, AV, electrical, etc. All necessary order forms and shipping information will be provided in the Exhibitor’s Manual.

3. **Booth Blocks.** If two exhibitors would like adjoining space, this request MUST be indicated on the Booth Application forms and must be received at the same time as spaces are assigned on a first-come, first-served basis. Every effort will be made to accommodate adjoining booth requests, but final assignment is at the discretion of ADvancing States. If a customization is desired beyond what is provided in traditional booth setup, the request must be shared in writing with ADvancing States. Supplemental charges may apply.

4. **Exhibit Installation.** Exhibit installation hours are Sunday, August 18 from 1:00 PM - 4:00 PM and Monday, August 19 from 8:00 AM - 11:00 AM. Exhibitors agree that all booths will be operational and staffed during designated exhibit hall hours.

5. **Sponsored Activities.** Each sponsor will select one activity from their sponsorship level unless otherwise discussed with ADvancing States.

5. **Dismantling Exhibits.** Exhibits must be dismantled on Wednesday, August 21 by 12:00 PM EST.

6. **Cancelled Sponsorships.** Cancellations made by July

Questions? Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.

“If someone is working in the aging, disability, or Medicaid space, this is the conference”

—Nels Holmgren, Division Director, Aging and Adult Services, State of Utah Department of Human Services
14, 2024 will receive a refund, less the $1,000 conference sponsorship cancellation fee. There will be no refunds after July 14, 2024. All cancellations and requests for refunds must be made in writing and sent to the attention of inform@hcbsconference.org.

7. **Cancelled Exhibitor Booths.** Cancellations made by July 14, 2024 will receive a refund, less the $100.00 conference cancellation fee. There will be no refunds after July 14, 2024. All cancellations and requests for refunds must be in writing and sent to the attention of inform@hcbsconference.org.

8. **No Shows.** If an Exhibit Hall Exhibitor fails to install or display in assigned space or fails to comply with any other provision of this agreement, ADvancing States shall have the right, without notice to Exhibitor, to take possession of said space and lease said space, or any part thereof, to such parties, and upon such terms and conditions, as it may deem proper. Any exhibitors who do not show up will not get a refund. If you e-mail, fax, or mail your cancellation notice, please call to confirm receipt.

9. **Fees.** Full payment of any sponsorship or exhibitor booth must be received within 30 days of the invoice issued.

10. **Exhibitor/Sponsor Meetings & Events.** Any promotion of products, services, and meetings that directly compete with those offered by ADvancing States during the conference is prohibited. No sponsor, exhibitor, or attendee may host/sponsor/promote an event that directly competes with the ADvancing States conference agenda. Please reach out to gpassos@advancingstates.org if you have any questions.

11. **Videotaping/Recordings.** Because of the sensitive nature of many of the sessions and presentations, videotaping and/or recording is prohibited.

12. **Badges.** Lanyard/Registration badges must always be worn in conference spaces and time-frames. Badge sharing is prohibited. If you need to purchase an additional registration, please contact inform@hcbsconference.org pre-conference for assistance or visit

**Questions?** Send us a note at inform@hcbsconference.org or check out our conference webpage www.hcbsconference.org.
13. **Changes.** ADvancing States reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by ADvancing States. ADvancing States reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibitor, with the provision the exhibitors will be advised of any such changes.

**Sponsorship and Marketing Code of Conduct**

1. No distributing or displaying bags or lanyards outside of your contracted booth space or within your contracted sponsorship space.

2. No distributing or displaying of product, literature, coupons, stickers, or any other promotional material of any kind outside of your contracted booth or sponsorship space.

3. No promotion of company, brand, or products through individuals or activations featuring company branding or mascots outside of your contracted booth or sponsorship space.

4. No other onsite marketing or promotion of company, brand, or products outside of the contracted booth or sponsorship space.

5. Sponsors will not be permitted to dismantle their booth unless otherwise arranged with show management.

**Questions?** Contact Gabriel Passos at gpassos@advancingstates.org.

“The conference provides attendees with the opportunity to share and connect across states and programs...which leads to new ideas for how we can continually evolve to provide the best services to people utilizing LTSS.”

—Michelle Martin, Sr. Policy Director of LTSS at UnitedHealthcare Community & State

**Questions?** Send us a note at inform@hcbsconference.org or check out our conference webpage [www.hcbsconference.org](http://www.hcbsconference.org).
HCBS Conference Contacts:

- **Sponsors, Exhibitors, and Logistics:** Gabriel Passos, gpassos@advancingstates.org or inform@hCBSconference.org
- **Speakers, Registration, & Agenda:** Gabriel Passos, gpassos@advancingstates.org, Emily O’Brien, eobrien@advancingstates.org, or Nathan Hawayek, nhawayek@advancingstates.org.
- **Invoices & Payment:** Gabriel Passos, gpassos@advancingstates.org