

# Wyoming Hospital Association & Wyoming Long Term Care Association



Wyoming  
Hospital  
Association



## 2026 ANNUAL MEETING

### EXHIBIT FEES

The exhibit fee is \$1,000 per booth. All exhibit spaces are assigned by Association staff.

#### Exhibit fee includes:

- 6' X 8' booth space • Table linens • Table and two chairs (Tables are 6')
- Two complimentary tickets to special meal functions

### BOOTH SPECIFICATIONS

WHA will provide and arrange for erection of exhibit booth and table linens. Each exhibit must be confined to the spatial limits (6' X 8') of its respective space. If your display is larger, you will need to purchase two exhibit spaces. Each 6' X 8' booth includes a draped table and two chairs. Extension cords may be required and are the exhibitor's responsibility. Any special electrical needs should be discussed with Catering office well in advance of the exhibit show.

### EXHIBIT HALL TIMES

Little America Hotel & Resorts  
2800 W. Lincolnway, Cheyenne, Wyoming

Tuesday September 9, 2026	<b>3:00 p.m. - 6:00 p.m.</b> — Vendor Set-Up
Wednesday September 10, 2026	<b>7:00 a.m. - 8:00 a.m.</b> — Breakfast - Exhibit Hall (Vendor Set-up if needed)
	<b>10:15 a.m. - 10:30 a.m.</b> — Break - Exhibit Hall
	<b>Noon - 2:00 p.m.</b> — Strolling Vendor Lunch - Exhibit Hall
	<b>4:00 p.m. - 6:00 p.m.</b> — Chair Reception - Exhibit Hall

**Exhibit Hall will close at 6:00 p.m.**

Vendors are encouraged to attend the Banquet. Booths can be dismantled after the Banquet but must be completed by 10:00 p.m.

## IMPORTANT INFORMATION

### Exhibit Storage

If you will require assistance with transportation and/or storage of freight, you are responsible for making the necessary arrangements through the Sales Office. WHA will not be responsible for your materials or equipment while exhibiting during our Annual Meeting.

### Security

There will be no security during the conference. If you are planning on bringing a laptop computer or any other valuables, you are responsible for them. Neither WHA nor the hotel will be held liable for losses. Please safeguard all show goods, materials, equipment and displays.

### Liability

WHA is not liable for materials during setup, exhibit hours, or dismantling. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the hotel premises and will indemnify, defend, and hold harmless the hotel, its owners, and its management company, as well as their representatives' agents, servants, and employees from all such losses, damages, and claims.

### Door Prizes

Exhibitors are encouraged to participate in their own drawings at their booth. Prizes will be drawn and awarded on Wednesday during the Chairman's Reception. Vendors are also encouraged to donate items for the silent auction.

### Golf Tournament

The annual golf tournament will be held on Tuesday, September 8, 2026 at Cheyenne Country Club Golf Course in Cheyenne, Wyoming. There are opportunities for you to sponsor holes and increase your brand awareness. All vendors are encouraged to provide items to include in the swag bags given to each player at registration.

## POLICIES & LOGISTICS

### Logo Submission

Please submit your logo in high resolution (minimum 300 dpi). Logos should be emailed as a jpg or png by **August 1, 2026**.

### Cancellation Policy

If there is a cancellation prior to August 1, 2026, a cancellation fee of \$250 shall be retained. If cancellation is made after August 1, 2026, the full fee shall be forfeited. All notices of cancellation must be received in writing. If paying by credit card and a refund is issued, please be advised that the credit card fees will be deducted from your refund.

## Hotel Information

A block of rooms has been reserved at Little America Hotel & Resorts in Cheyenne, at a discounted rate of \$139.00 and \$159.00. When making reservations at the hotel, please mention that you are with the Wyoming Hospital Association Annual Meeting & Convention to receive the discounted rates.

**Reservations**  
**Little America Hotel & Resorts**  
2800 W. Lincolnway  
Cheyenne, WY 82001  
**Reservation Call Number: 1-800-235-6396**  
**Group Name: Wyoming Hospital Association**

**Room Reservations must be made by August 11, 2026**

## Inquiries

Please direct all questions and comments to:

Rose Fishback, Administrative Assistant  
Wyoming Hospital Association  
2005 Warren Avenue  
Cheyenne, WY 82001  
307-632-6344  
[rose@wyohospitals.com](mailto:rose@wyohospitals.com)

Little America Hotel  
Sales Office  
307-775-8400



## September 9-10, 2026

### EVENT SPONSORSHIP FORM

*Sponsorship does not include vendor booth fee*

Vendor Lunch - \$3,500 (2 available)

Keynote Speaker - \$3,000 (2 available)

Bookmark - \$1,000 (includes logo)

Registration Bags - \$1,000 (includes logo)

Promotional Materials Inserted in Registration Bags - \$500  
(WHA must approve the handouts)

Thursday Lunch & Speaker - \$2,000 (2 available)

Co-sponsor Speaker - \$1,500 (3 available)

All Day Coffee Station - \$1,500 (2 available)  
(includes disposable coffee cups with logo)

Refreshments, Snacks, or Continental Breakfast - \$1,000 (3 available)

CEO/LeadingAge Wyoming Breakfast - \$1,000 (2 available)

Water Station - \$1,500 (2 available)  
(Includes disposable cups with logo)

Lanyards - \$1,000 (includes logo) (WHA must approve design)

Chair Reception - \$4,000 (2 available)

Awards Banquet - \$5,000 (2 available)

## WYOMING HOSPITAL ASSOCIATION

September 9-10, 2026

Cheyenne, Wyoming

ORGANIZATION:

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*(Type or print name as it should appear on Convention materials)*

ADDRESS:

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CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name & Title of those staffing your booth: (Registration is for two (2) Attendees)

Name:

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**Booths will be assigned by Association staff.**

Please send your company logo to [rose@wyohospitals.com](mailto:rose@wyohospitals.com)

**Please provide 15-20 word description of the product or service of your organization:**

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

*Authorized Signature*

Full Booth Exhibit Fee Enclosed \$1,000

Additional Tickets for Attendees (\$200.00) - Please attach list of names.

Sponsorship (Please also complete Sponsorship Form)

**TOTAL AMOUNT**

In order to better accommodate our vendors, this section must be completed if you have additional needs, i.e. electrical, Internet access, phone lines, or exhibits are larger than the 6x8 allotted space. (Additional fees may apply) Please describe your requirements below:

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