



Greetings!

The 25th Annual Kansas Cattlemen's Association Convention and Trade Show is approaching. The event will take place on November 3rd & 4th, 2023 at the Bluemont Hotel in Manhattan, Kansas. We look forward to another successful convention and your participation this year. KCA is putting together an event where today's ranching and agriculture communities can come together with the state's agri-business leaders for educational seminars, industry updates, and policy meetings. This conference is designed to bring together individuals interested in exchanging ideas, networking, learning, and collaborating to gain insight about key issues impacting Kansas independent cattlemen and the cattle industry.

We are excited to bring our convention to Manhattan at the Bluemont Hotel right across the street from Aggieville and Kansas State University.

Enclosed are the numerous participation opportunities. Please review the information and give us a call with any questions. We are unable to hold booth space without a signed contract and payment, so respond before the limited space runs out! All spaces will be assigned on a first-come, first-served basis.

If you would like to be involved in promoting your products and services with the sponsorship program, be sure to contact me right away to be included in all of KCA's promotional and advertising campaigns.

If you have any questions or need assistance building the best program for your business, please do not hesitate to call us at 785-238-1483 or email me: jodie@kansascattlemen.com.

I look forward to working with you in support of our independent cattle producers.

Sincerely,

**Jodie R. McNutt
Administrative Coordinator**



Kansas Cattlemen's Association 25th Annual Convention and Trade Show
November 3rd and 4th, 2023
Bluemont Hotel, Manhattan, Kansas

Exhibitor Table Reservation Contract Form

Company Contact	Company		
Physical Address	City	State	Zip
Billing Address	City	State	Zip
Phone	Fax	Other Phone	
Email	Website		
Anticipated Number Attendees / Names:			
Product Description			

Exhibitor Space includes: 6' draped table, two chairs, wireless internet, and one Luncheon meal ticket.

---Exhibitor Space is \$500 before September 15, 2023. The price increases to \$600 thereafter.---

	Count	Price	Total
Exhibitor Space	1	\$500	\$
Saturday Luncheon		\$25.00	\$
Saturday Banquet		\$45.00	\$
Total			\$

Additional Meals cannot be guaranteed after Oct. 15th

Benefit Auction Donation

Product or Service Item:

Retail Value \$ _____

Minimum bid (if required) \$ _____

To sponsor a guest(s) just add the extra meal tickets you are purchasing in the boxes above for the exhibitor rate.

I would like to include my company literature for the convention attendee bags YES NO

Mail all literature to KCA, 930 W. 6th St., Junction City, KS 66441 no later than 10/1/2023.

Literature will be restricted to exhibitor space only. Literature will not be permitted to be placed in guest seating areas.

Agreement and Signature:

Exhibitor space will be assigned upon KCA receipt of signed contract and full payment. Invoices are due upon receipt. All cancellations of reservations must be in writing and received prior to September 1, 2023 to receive KCA credit. Due to event outlay obligations, exhibitor reservations are non-refundable under all circumstances. Cancellations by exhibiting parties received prior to the deadline will be credited to your KCA account for future use of KCA sponsorship, advertising, and marketing services.

Signature _____

Date _____

Mail Payment and Registration to:

Kansas Cattlemen's Association
PO Box 1489
Junction City, KS 66441

Office use only

Date rec'd _____

CC _____ Check # _____

Notes:

Lit _____ Web _____ FB _____ Att _____ Dir _____ Logo _____ Auc _____

Kansas Cattlemen's Association

Exhibitor Rules
KCA 25th Annual Convention & Trade Show
November 3 - 4, 2023

Location - The Convention headquarters is at the Bluemont Hotel, 1212 Bluemont Avenue, Manhattan, Kansas.

Accommodations - It is the responsibility of sponsors/trade show exhibitors to make room reservations before attending the KCA Convention and Trade Show. **Call Bluemont Hotel (785) 473-7091 and ask for the "KCA Room Block" to reserve a room or use the link provided at www.kansascattlemen.com.**

Trade Show Hours - Saturday, November 4th from 8:30 a.m. – 4:30 p.m.

Exhibit Space, Set-Up and Tear-Down - Kansas Cattlemen's Association will furnish all exhibitors with a clothed and skirted table and two chairs. Limited electrical service may be available and will be shared by exhibitors.

Space Assignment - Exhibitor space at the Kansas Cattlemen's Association Convention and Trade Show will be available and assigned on a first-come, first-served basis. Final assignment will be made by Kansas Cattlemen's Association. Space assignments and operation procedures may be modified if Kansas Cattlemen's Association determines any such modification is in the best interest of the event. Total payment must accompany the registration before space will be assigned.

Sponsor Name Badges - Official name badges will be provided for all attending the convention. For your convenience, please have the names sent to Kansas Cattlemen's Association at least two weeks prior to the show. Badges will be available to pick up at the registration table prior to and during the event.

Set Up Times – Friday, November 3rd 6:30 p.m. – 8:30 p.m. & Saturday, November 4th from 7:00 a.m. – 8:00 a.m.

Tear Down Times – Saturday, November 4th from 4:30 p.m. or following the banquet. All indoor trade show materials must be removed by 10:00 p.m. on Saturday, November 4th.

Shipping to the Convention – All shipments (materials, packages, equipment, etc.) must be coordinated in advance with Jodie McNutt of Kansas Cattlemen's Association by calling 785-238-1483. Shipping materials directly to the hotel is NOT permitted, but may be shipped to the KCA Offices at 930 W. 6th St., Junction City, KS 66441. A \$50/package charge will be assessed for packages shipped to the event venue.

Copyright Release - Kansas Cattlemen's Association 25th Annual Convention and Trade Show exhibitors may be photographed or videotaped, and these images may be used in future public relations materials, educational materials and/or by news outlets covering the event. The registration form serves as permission for image use.

Damage- Exhibitors are liable for any damage to building floors, walls, or to the standard booth equipment or for damages caused in any manner. Exhibitors may not use nails, screws, or fasteners of any kind or apply paint, lacquer, adhesive, or any other coating on building walls and floors or to standard booth equipment.

Setup Restrictions - Participant must agree to display their exhibits so as not to obstruct the general view or to hide other exhibits.

Insurance - Exhibitors shall indemnify and hold harmless Kansas Cattlemen's Association and the Bluemont Hotel, and their service agents from all liability (damage or accident) which might ensue from any cause resulting from or connected with the transportation, placing, removing or displaying of exhibits. Each exhibitor shall secure contents and liability insurance at their own cost and expense.

Emergency Procedures - Federal, state, and city emergency precautions must be strictly observed. Aisles and fire exits cannot be blocked by exhibits. No explosives, gasoline, kerosene, acetylene, or other fuels or combustible may be brought into the building.

Review Policy - Registration is subject to review and acceptance by Kansas Cattlemen's Association. Kansas Cattlemen's Association reserves the right to refuse registration applications.

Kansas Cattlemen's Association reserves the right to restrict advertisements, literature, conduct, persons, and/or anything not in line with the organization's standards. Beyond this, Kansas Cattlemen's Association, its officers and members, separately and collectively, cannot accept responsibility for any damage to, or for the loss or destruction of, an exhibit or other property from other causes, or injury to any persons resulting from such causes. All claims for any such loss, damages, or injury shall be expressly waived by the exhibitor.

For more information, please contact, Jodie McNutt at 785-238-1483 or jodie@kansascattlemen.com.



Kansas Cattlemen's Association 25th Annual Convention and Trade Show
November 3rd and 4th, 2023
Bluemont Hotel, Manhattan, Kansas

Sponsorship Contract Form

Company Contact	Company		
Physical Address	City	State	Zip
Billing Address	City	State	Zip
Phone	Fax	Other Phone	
Email	Website		
Anticipated Number of Attendees / Names:			

Select Level of Participation

Corporate: \$2,500+ \$ _____
Prime: \$1,000 to \$2,499 \$ _____
Choice: \$501 to \$999 \$ _____
Select: \$251 to \$500 \$ _____
Standard: \$100 to \$250 \$ _____

Benefit Auction Donation

Product or Service Item: _____

Retail Value \$ _____
Minimum bid (if required) \$ _____

Additional Meal Options

	Count	Price	Total	
Saturday Luncheon		\$25.00	\$	
Saturday Banquet		\$45.00	\$	
Meal Total				\$
Sponsorship			+	\$
Total				\$

Additional meals cannot be guaranteed after Oct 31st.

I would like to include my company literature for the convention attendee bags **YES NO**

Mail all literature to KCA, 930 W. 6th St., Junction City, KS 66441 no later than October 1, 2023.

Literature will be restricted to exhibitor space only. Literature will not be permitted to be placed in guest seating areas.

Agreement and Signature:

Sponsorships will be assigned upon KCA receipt of signed contract and full payment. Due to event outlay obligations, sponsorships are non-refundable under all circumstances. Sponsors are responsible for providing logos and additional art for the convention directory no later than October 1, 2023.

Signature _____

Date _____

Mail Payment and Registration to:

Kansas Cattlemen's Association
PO Box 1489
Junction City, KS 66441

Office use only

Date rec'd _____

CC _____ Check # _____

Notes:

Lit ___ Web ___ FB ___ Att ___ Dir ___ Logo ___ Auc ___

Kansas Cattlemen's Association

SPONSORSHIP OPPORTUNITIES



Prime Sponsor \$1,000+

1/2 page ad in convention
booklet (Sponsor Supplied)

Back Cover convention booklet
logo placement

30% Off Exhibitor Table
(Availability Limited)

Listed on Convention Webpage

Social Media Posts

25% Off KCA News Ads

3 Meal Ticket Vouchers

Event Signage



Choice Sponsor \$501 - \$999

Logo Placement in convention
booklet

20% Off Exhibitor Table
(Availability Limited)

Listed on Convention Webpage

Social Media Posts

15% Off KCA News Ads

2 Meal Ticket Vouchers



Select Sponsor \$251 to \$500

Listed in Convention Booklet

10% Off Exhibitor Table
(Availability Limited)

Listed on Convention Webpage

Social Media Posts

5% Off KCA News Ads

1 Meal Ticket Voucher



Contributing Sponsor \$100 to \$250

- Online and Social Media Recognition
- Listed in Convention Booklet

**Call us to build a
custom Corporate
Sponsorship Level!**

EVENTS

(limited to available events)

Choose to sponsor a convention presentation:

Possible Events Available Include:

- Policy Speakers
- Expert Panel Presentations
- Promote your Brand Presentation (Corporate Sponsors)

Choose to sponsor a convention meal or social hour:

Possible Events Available Include:

- Saturday Luncheon
- Saturday Refreshments
- Saturday Evening Social
- Annual Banquet
- Speaker - Corbitt Wall

Specific Event Sponsorship Includes:

- Signage Displayed for Specific Event
- Recognized in the Schedule of Events
- Acknowledgement in email campaigns, website, and social media.
- Special recognition during sponsored event with opportunity to address attendees.

BOOTH SPACE

Table is **\$500**

Includes skirted table, two chairs

All Tables \$600 after October 1, 2023

CONFERENCE BAG ITEM

(must be a vendor/sponsor)

ASK US for details to place a flyer or novelty
item in the convention tote bag. Literature will be
restricted to exhibitor space only.