



**2019 Healing Touch Worldwide Conference**  
*Being the Healing Bridge: Expanding Spirit Into Practice*

**February 1 – 3, 2019**

**Sheraton San Diego  
Hotel & Marina**

**San Diego, California**



**Exhibitor Prospectus**

You are invited to exhibit at Healing Touch Program's Worldwide Conference, *Being the Healing Bridge: Expanding Spirit into Practice*, February 1-3, 2019 at the Sheraton San Diego Hotel & Marina on the waterfront in San Diego, CA.

The conference website is,

<http://www.healingtouchprogram.com/conference/2019/>

**300 Attendees!**

**90% Women**

**90% Professional careers**

**90% Bachelor's degree or higher**

**40% Nurses**

**Ages 30 to 70**

**We are a group of professional, dedicated holistic healers who practice and teach Healing Touch energy therapy in private practices, healthcare settings or in education.**

### **Our community is:**

- Health conscious
- Holistically focused on wellness and prevention
- Practiced in energetically awareness, extrasensory perception and intuition
- Knowledgeable on the healing properties of essential oils, crystals and stones.
- Fond of jewelry and clothing

Shopping and experiential reading are highlights of the conference and there are ample breaks that allow attendees time to visit the exhibitor booths! Meals will be served in the hallway right outside the Exhibitor Room and the Main Conference is room is adjacent to the Exhibitor Room with easy access.

# Exhibit Room Schedule

## Friday, Feb 1, 2019

- 8:00am - 12:30pm Exhibitor Registration & Setup - Must be completed by 12:30pm
- 1:00pm - 6:00pm Exhibit Room Open
- 5:00pm - 6:00pm Attendee Reception in Fairbanks Foyer and Ballroom
- 6:00pm Conference Meeting Begins

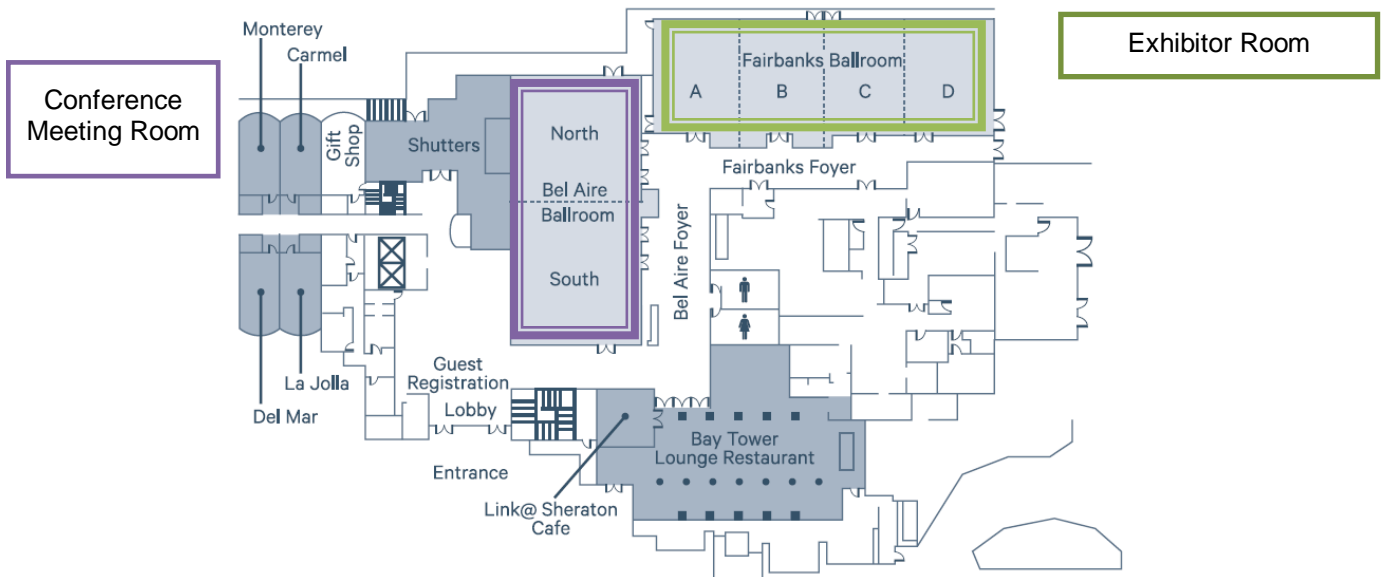
## Saturday, Feb 2 - Exhibit Room Open 7:30am - 7:00pm

- 9:00am Meeting starts, Attendee free time beforehand
- 10:45am - 11:15am Attendee Morning Break
- 12:15pm - 1:45pm Attendee Lunch Break with buffet served in the Fairbanks Foyer
- 3:45pm - 4:15pm Attendee Afternoon Break
- 6:00pm - 7:00pm Attendee Reception in Fairbanks Foyer and Ballroom

## Sunday, Feb 3 - Exhibit Room Open 7:30am - 3:00pm

- 9:00am Meeting starts, Attendee free time beforehand
- 10:45am - 11:15am Attendee Morning Break
- 1:00pm - 3:00pm Conference Meeting ends at 1:00pm - Attendee free time
- 3:00pm - 7:00pm Exhibit take down - Must be completed by 7:00pm

**Exhibits are in the Fairbanks Ballroom (A,B,C,D) which is located adjacent to the Bel Aire Ballroom where the conference meeting is being held.**



# Exhibit Space Information

## Exhibit space includes:

- One 6' standard skirted table (additional tables may be purchased) in a 6'x6' space
- 2 chairs
- 2 Name badges for staff
- Standard Wifi connection
- Exhibitor Recognition - your company name and logos will be used to help promote the conference to our attendees. You will benefit from exposure to your product or service before, during and after the event.
- Listing on Conference Website Exhibitor Page with a live link to your company website.
- Listing in the Conference Program and Attendee Folder (company name, description, contact information and website).
- Ample access to conference attendees.

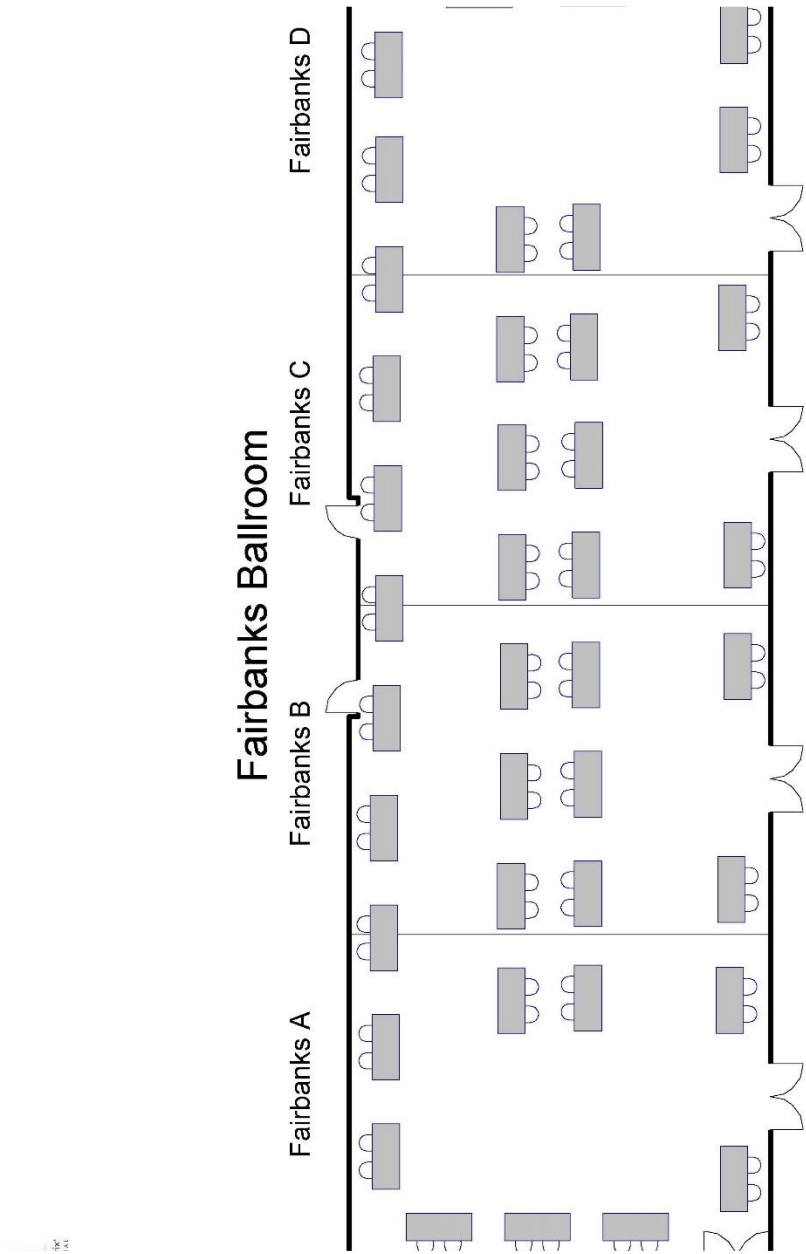
**Note: A conference pass, meals and beverages are not included in booth pricing and must be purchased separately. Meal tickets will be required to access the buffet tables.**

## Pricing

Exhibit Table	HTPA Member	Non-Member	Non-Profit
1 <sup>st</sup> 6' Table by Wall	\$495	\$595	\$250
Each Additional 6' Table by Wall (up to 3)	\$295	\$395	N/A
1 <sup>st</sup> 6' Interior Table	\$395	\$495	\$250

Additional Options	Per Person
Full Meal Pass	\$295
Conference Pass (includes CEs and Meals)	\$445

# Exhibit Room Layout



## Hotel Information

### Sheraton San Diego Hotel & Marina Bay Tower

1590 Harbor Island Drive, San Diego, CA 92101

619-291-2900

<http://www.sheratonsandiegohotel.com/>



### Discounted Guest Room Rate

Conference Room Block discounted rate is \$159 per night for up to four guests.

Reservations must be made using this link,

<https://book.passkey.com/e/49746171>

Complimentary guest room internet is provided.

Note: The resort charge of \$26 per room per night is waived for guests in the conference room block but the amenities it covers are not complementary and must be purchased.

### Parking

Overnight self-parking is available for a discounted rate of \$25 per day and overnight valet parking is \$40 per day.

### Complementary Airport Shuttle

To/from the San Diego International Airport runs daily from 4:45am - 12am.

Please call 619-291-2900 to arrange your shuttle transportation.

**Addition Hotel information is available on the conference website,**

<http://www.healingtouchprogram.com/conference/2019/>



# Exhibitor Terms and Conditions

**Carefully review these terms and conditions. All exhibitors must agree to comply with these terms and conditions. Questions may be directed to Jennifer Lane, Exhibit Coordinator at the HTP office 210-497-5529 X104.**

Conference website: <http://www.healingtouchprogram.com/conference/2019/>

## **Hotel Information:**

Sheraton San Diego Hotel & Marina Bay Tower  
1590 Harbor Island Drive, San Diego, CA 92101  
619-291-2900 <http://www.sheratonsandiegohotel.com/>

## **1. Exhibitor Assignment**

The Exhibitor area is filled on a first-come first-served basis as of the date payment is received in full, and based on providing a variety of products and services to our attendees. Healing Touch Program (HTP) reserves the right to assign tables according to the specific needs of the conference. Submission of an application does not guarantee acceptance as an exhibitor.

## **2. Exhibit Hall Schedule**

The exhibits will be open during the following hours:

- Friday, February 1, 2019, 1:00 p.m. – 6:30 p.m.
- Saturday, February 2, 2019, 7:30 a.m. – 7:00 p.m.
- Sunday, February 3, 2019, 7:30 a.m. – 3:00 p.m.

### Registration and Set-up:

- Hours: Friday, February 1, 2019, 8:00 a.m. – 12:30 p.m.
- Registration Check In: Exhibitors are required to check in at the HTP Conference Registration table in the Bel Aire Foyer on the main level between 8:00am and 11:30am. Early and late check-in requires prior approval. HTP reserves the right to reassign the table space if check-in is missed.
- Exhibit set-up must be completed by 12:30 p.m. on Friday

### Take Down:

- Sunday February 3, 2019, 3:00 p.m. – 7:00 p.m.
- Exhibit take down must be completed by 7:00 p.m.

Note: If at any time during show hours the booth is left unattended, exhibitors must secure all valuables and attempt to give the exhibitor coordinator notification prior to leaving. Neither HTP nor the Sheraton will be held responsible for any loss or damage incurred to exhibits left unattended.

## **3. Exhibit Space**

Exhibit Space Includes:

- One 6' standard skirted table (additional tables may be purchased). There is four feet between tables and there are no pipe and drape barriers provided between tables.
- 2 chairs
- 2 Name badges for staff

- Exhibitor Recognition - your company name and logos will be used to help promote the conference to our attendees. You will benefit from exposure before, during and after the event to your product or service.
- Listing in the Conference Program, including company name, description, contact information and website.
- Listing on HTP Conference Website with a live link to your company website.
- Ample access to conference attendees.

#### **4. Displays/Signs**

All displays are to be professional and attractive. Any space that does not meet the standards of HTP will not be invited back. Music or other audio/visual sound without earphones is not allowed. Open flames, including candles, are strictly prohibited. Diffusion of aromatherapy must be monitored at all times. All displays, including banners and signs, must be within the specifications of the space configurations. Pipe and drape is not available and nothing may be put on the walls in the exhibit room. Banners are only permitted on the front and top of the tables. Exhibits should be installed so they do not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits, including massage or treatment tables or chairs.

#### **5. Registration/Name Badges**

Exhibitors are issued two badges for personnel staffing the exhibit. All other guests of the exhibitor are required to register as conference attendees.

#### **6. Eligibility to Exhibit**

HTP reserves the right to determine acceptability of applications for exhibit space based on criteria including, but not limited to: overall benefit of product/service to attendees; congruency of product/service with the mission, philosophy and intentions of HTP and objectives of conference; overall variation of products/services exhibited; space constraint of exhibit area.

#### **7. Contents/Usage of Exhibit Space**

All products/services available for sale must be detailed on the Exhibitor Application. If not, HTP reserves the right to demand products, services or information be removed from the exhibit. This is to protect the interest of all exhibitors and maintain the product mix of the show. Exhibit space is to be used solely by the exhibitor whose name appears on the contract. The subletting or assignment of space is prohibited. All business and sales activities must be conducted within the confines of the exhibit space, during the times specified. Scheduled set-up and breakdown times are subject to change. No advertising/sales/marketing materials may be displayed or distributed in any other part of the exhibit hall or hotel premises. Infraction will be considered cause for dismissal of exhibitor without refund. Interfering in any way with the business or exhibit space of another exhibitor is strictly prohibited and will be considered cause for dismissal of said exhibitor without refund.

#### **8. Commercial Interest and CNE Activity:**

The potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity. Exhibitors who fall under the American Nurses Credentialing Center (ANCC's) definition of a "commercial interest" may not present a workshop or other CNE-provided activity at the conference related to the goods and/or services promoted at the exhibit booth. It is the responsibility of the exhibitor to notify HTP prior to purchasing exhibit space if anyone affiliated with the exhibit company has been accepted as a presenter for the conference. For a definition of a "commercial interest" visit <https://www.nursingworld.org/~48cec7/globalassets/docs/ancc/accred-cecontentintegrity.pdf>.

#### **9. Fire & Safety**

Exhibitors must comply with all rules, regulations and codes relating to fire and safety. This conference is designated a non-smoking event. Smoking is not permitted in meeting rooms or the exhibitor area.



## **10. Security**

It is the responsibility of the exhibitor to secure all valuables before retiring for the evening. The exhibitor room will be locked on off hours. Exhibitors acknowledge that space is locked at night but this does not insure security. All goods and/or equipment are the sole responsibility of the exhibitor. Neither HTP nor the hotel is responsible for the replacement of lost or stolen goods.

## **11. Cancellation Policy**

All cancellations must be submitted in writing. A cancellation fee of \$50 will be retained for all cancellations prior to December 1, 2018. After December 1, 2018, no refunds will be given. All cancellation fees retained by HTP under this contract are deemed fully earned and made in consideration for expense incurred by HTP for lost or deferred opportunity to provide exhibit space to others. In the event the conference facility becomes unusable due to acts of nature, strikes, fire, terrorism or any other cause not within the control of HTP, the exhibitor releases HTP from all claims, damages, etc. which may be consequences thereof.

## **12. Indemnification**

The exhibitor assumes complete responsibility and agrees to hold HTP and The Sheraton San Diego Hotel and Marina harmless from any and all claims, suits, liabilities, demands, damages, or other costs of any kind which might result from any action or failure to act of the exhibitor or any agent, representative, personnel, etc. during or related to exhibition at this event, including but not limited to claims of damage or loss, harm or injury to the person or property of the exhibitor or any of its agents employees or other agents. HTP or the Sheraton will not maintain insurance covering exhibitor property and therefore it is the sole responsibility of the exhibitor to obtain insurance for such purpose. **Exhibitors are encouraged to carry All Risk Insurance. HTP shall not be responsible for any damage or loss of exhibitors' material.**

## **13. Photo Consent**

The exhibitor agrees to grant HTP privileges to photograph or video the exhibit setup and any interaction between exhibit staff and conference attendees. The exhibitor grants HTP permission to use any photographs or videos obtained from the conference in future promotions and print advertising.

## **14. General Services**

Please contact Jennifer at [conference@healingtouchprogram.com](mailto:conference@healingtouchprogram.com) or 210-504-1492 for information or questions.

## **15. Shipping items to and from the Hotel**

Information on shipping packages to/from the hotel is available in this prospectus.

## **16. Lodging**

Lodging is not included in the cost of exhibit space. The Sheraton has discounted room rates for HTP exhibitors and attendees of \$159/night, plus tax, for up to 4 guests. Rooms should be reserved as soon as possible as there is limited availability at this rate. Visit the HTP conference website for a link to make online reservations.

## **17. Meals**

Meals and snacks are not provided to exhibitors. A meal ticket will be required for all meals. A meal package may be purchased on the Order Form.

Meal Package includes:

- Friday evening reception
- Saturday lunch and dinner; morning and afternoon breaks
- Sunday morning break

**18. Parking:**

There is self-parking at the hotel for a discount of \$25 per day. There are no parking areas close to the hotel.

**19. Code of Conduct and Dismissal**

Exhibitors, their staff and any visitors will conduct themselves in a professional manner at all times at the conference. Conduct outside of acceptable professional standards that is reported or observed may lead to action taken by HTP up to and including removal from the conference without refund of any monies paid or compensation. HTP reserves the right to dismiss an exhibitor at any time at its discretion without refund or compensation.

**20. Wireless Internet Access**

Wifi is provided in the Exhibitor Room. HTP cannot attest to signal quality in the exhibit areas.

# Application for Exhibit Space

In order to be in the conference program, contracts must be received by Monday, October 22, 2018.

Please complete the Order Form on the following page and send it along with this page to Healing Touch Program by one of the following:

- Email: [conference@healingtouchprogram.com](mailto:conference@healingtouchprogram.com)
- Print and mail: Healing Touch Program, 15439 Pebble Gate, San Antonio, TX 78232
- Fax: Attention Jennifer at 210-497-8532

If you have question or need assistance please email [conference@healingtouchprogram.com](mailto:conference@healingtouchprogram.com) or call Jennifer at 210-504-1492.

You will be notified via email when your order is received and processed.

**Date:** \_\_\_\_\_

**Company Name** (as you wish it to appear in program and on the conference website):  
\_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Mobil Phone:** \_\_\_\_\_ **Other Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please provide a 30-word description of your company's products/services that will be provided. This will be printed in the conference program and on the conference website:**  
\_\_\_\_\_

## Order Form

Please note, if you are not a member of the Healing Touch Professional Association (HTPA) and would like to join to take advantage of the discounted pricing, you may purchase a one-year membership below.

Table Description	HTPA Member Price	Non-Member Price	HTPA Member # <i>(required for discount)</i>	Non-Profit Price	Number Ordered	Order Amount
1 <sup>st</sup> Wall Table	\$495	\$595	_____	\$250	_____	\$_____
Additional Wall Table (up to 2)	\$295	\$395	_____	N/A	_____	\$_____
Interior Table	\$395	\$495	_____	\$250	_____	\$_____
Additional Items				Price	Number Ordered	Order Amount
Conference Pass (includes meals and CEs)				\$445	_____	\$_____
Meal Package (required to have any conference meals)				\$295	_____	\$_____
HTPA One Year Membership (member pricing will apply above)				\$100	_____	\$_____
					<b>Grand Total</b>	\$_____

### Payment Information

Visa/MasterCard

Discover

American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

Billing Address (if different than above): \_\_\_\_\_

Check – Make payable to Healing Touch Program and mail to 15439 Pebble Gate, San Antonio, TX 78232

### Agreement and Signature

I, the undersigned, as authorized agent of the above-named company, agree that I have read, understand and agree to adhere to the Exhibitor Terms and Conditions specified in this Prospectus and understand that I am responsible for ensuring all company representative at my table do the same. I acknowledge that HTP reserves the right to accept or reject this application. All exhibitors and sponsors who fall under the American Nurses Credentialing Center’s definition of a “commercial interest” may not present a workshop or other CNE-provided activity at the conference related to the goods and/or services promoted at the exhibit booth.

**I have read, understood and will abide by the Exhibitor Terms and Conditions**

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

Name: \_\_\_\_\_

By checking here, I am providing my electronic signature approving all the information above.

Signature X \_\_\_\_\_

*(N/A if applying electronically)*



**Sheraton**  
SAN DIEGO HOTEL & MARINA

**SHERATON SAN DIEGO HOTEL AND MARINA**

**PACKAGE HANDLING SERVICES**

1380 Harbor Island Drive, San Diego, CA 92101

P 619 692 2282 F 619 692 2277

E 00127\_PackageRoom@starwoodhotels.com

## Package Handling Services

Materials and Packages should be addressed as follows:

**Sheraton San Diego Hotel and Marina**  
1380 Harbor Island Drive San Diego, CA 92101

**Name of Conference:**

**Hold for Exhibitor Name & Company:**

**Name of Guest:**

We also ask that boxes be numbered "1 of 6", "2 of 6", "3 of 6", etc. This way we will know when incomplete shipments are received & can make you aware as soon as possible. Please also indicate on the outside of the box any content descriptors ('Name Badges', 'Binders', 'Registration Materials', etc) that you would like us to note when entering the item into our package management system if you will be picking up materials at different times or having items delivered to multiple locations. **Please also note that all packages sent to and from the hotel will incur a handling charge based upon the weight of each item according to the fees list:**

PACKAGE HANDLING FEES	
Inbound and Outbound Charges	
STANDARD PACKAGES	
CARRIER ENVELOPE	\$5.00
PADDED PACK	\$5.00
1-9.9 lbs	\$5.00
10-19.9 lbs	\$10.00
20-29.9 lbs	\$20.00
30-49.9 lbs	\$30.00
50-74.9 lbs	\$40.00
75-149.9 lbs	\$60.00
OVERSIZED PACKAGES, PALLETS, FREIGHT	
Pallets	\$0.50/lb
Oversized Packages: 150+ lbs	\$0.50/lb
Freight Cases and Crates	\$0.50/lb

## Standard Handling Fees

All packages are to be delivered to the loading dock and will be stored in the Package Room. If the boxes are delivered within the three day allowed arrival time, no fees will be asked for storage. Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storage and delivering. The price of receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25.00 per item/day storage fee will be added. The weights will be taken off the FedEx, UPS, DHL, or Amazon boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale. Charges do include delivery to the location of the recipient's choosing within the hotel per request and are for receiving and storing materials for up to 90 consecutive days.

## Special Service Fees

Palletize services, shrink wrap services, package handling attendants, fork lift and driver, shipping attendants and relocation services within the hotel for standard packages, oversized packages, pallets and freight are available for additional fees as indicated. Additional services are available including storage and collect-on-delivery. Standard U.S. pallet size is 40"x48" and clearance is 72" high. Disassembly and reassembly for each oversized pallet, crate or freight is subject to a \$100 special handling fee. Shipments for exhibitors must be sent directly to the selected drayage company. Hotel may provide drayage and exhibit company contact partners. In the even an exhibitor ships directly to the hotel, exhibitor shipments will be subject to hotel shipping and handling fees.

Please contact the Package Handling Services Team through email 00127\_PackageRoom@starwoodhotels.com to make arrangements in advance for delivery or for assistance with additional package handling service needs. Fees listed are current fees and can change without notice.

SPECIAL SERVICE FEES		
<b>SHRINK WRAP SERVICES</b> Package Handling Services will provide Shrink Wrap Services for guests who have pre-assembled pallets. Each pallet is built by the guests and the hotel will assist with shrink-wrapping or strapping each pallet for the guest.		\$25.00
<b>PALLETIZE SERVICES</b> Package Handling Services will palletize boxes before shipment. Palletize Service includes building, stacking, wrapping and adding straps to each pallet. This service fee is per pallet and in addition to handling fees.		\$100.00
<b>SPECIAL HANDLING SERVICES</b> Package Handling Services will provide special handling services for guests and meeting planners. These services are available per hour and include but are not limited to: Package Handling Attendants, Fork Lift and Driver, Shipping Attendants and Relocation Services within the Hotel for standard packages, oversized packages, pallets and freight. Advanced ordering is recommended.		\$100.00
<b>DAILY PACKAGE STORAGE</b> Complimentary for 3 days. After 3 days, fee per item - per day. Items will not be stored for more than 90 consecutive days.	PER ITEM PER DAY	\$25.00
<b>COLLECT-ON-DELIVERY</b> Package Handling Services will cover Collect-On-Delivery charges up to \$999.99. C.O.D. charges of \$1,000 or more will not be covered by the hotel.	C.O.D. COST	FEES
	\$0 - \$99	\$25.00
	\$100 - \$499	\$50.00
	\$500 - \$999	\$100.00

# We hope to see you in San Diego!



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15439 Pebble Gate, San Antonio, TX 78232

210-497-5529

Fax: 210-497-8532

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