



**KANSAS FUNERAL DIRECTORS ASSOCIATION**  
1200 S. Kansas Ave. Topeka, KS 66612  
785-232-7789 • 785-232-7791 fax • [www.ksfda.org](http://www.ksfda.org)

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Dear Kansas Funeral Service Suppliers:

The 2024 Kansas Funeral Directors Association Convention, will be held April 28 - May 1, 2024, at the Hotel Topeka at City Center, Topeka, Kansas.

We would like to extend an invitation for you to participate in this year's convention by becoming a KFDA Convention sponsor and/or exhibitor. Funeral suppliers have always played a significant role in the success of KFDA conventions. Most convention activities are underwritten by Kansas funeral suppliers as sponsors, making the event affordable and accessible for funeral homes of every size. Therefore, we urge you to sponsor the convention if you can.

Enclosed you will find the 2024 Exhibitor registration materials. The convention exhibits will be held on April 29th and 30th. There may be room for some expanded exhibitor space for major convention sponsors. The expanded space will be offered with priority given to the highest level of convention sponsors. Food and beverage events are in close proximity to displays, providing you with an outstanding opportunity to network and showcase your products and services.

The theme for this year's convention will be *Game Night*. We hope you will incorporate the theme in your display. An award will be given for the best themed booth. You are also welcome and encouraged to participate in all convention continuing education opportunities and social events.

Hotel reservations can be made by calling the Hotel Topeka directly at (800) 579-7937 or (785) 431-7200. Be sure to let them know you are with the KFDA room block. You will need to reserve a room by April 12, 2024, to be assured a room at the convention rate of \$101.00. You can also book online at [reservations.travelclick.com/13576?groupID=3925347](https://reservations.travelclick.com/13576?groupID=3925347)

At the request of several exhibitors, this year Tuesday exhibits will start at 9:30 a.m. and end at noon, at which time an Installation and Awards Luncheon will be held. Lunch is not included Tuesday. Tickets will be available to exhibitors at a price that will be set at a later date.

We hope that the enclosed materials will address all your questions concerning the up-coming convention. If you should have any questions, please do not hesitate to contact the KFDA office at 785-232-7789 or send an e-mail to [kfda2@kfda.kscoxmail.com](mailto:kfda2@kfda.kscoxmail.com).

We hope to see you at this year's KFDA Convention!



**127<sup>th</sup> Annual Convention  
Kansas Funeral Directors Association**

# **KFDA Exhibitor's Brochure**



**Up your game  
to achieve success!**

**April 28-May 1, 2024**

**Hotel Topeka at City Center  
1717 SW Blvd, Topeka, Kansas**



# TENTATIVE SCHEDULE

<b>Monday, April 29</b>	<b>10:00 a.m. - 4:00 p.m. Display Set-Up</b> <b>5:00 p.m. - 7:00 p.m. Grand Opening of Displays</b>
<b>Tuesday, April 30</b>	<b>9:30 a.m. - Noon Displays</b> <b>Noon - 3:00 p.m. Displays Move-Out</b>

# SPONSORSHIP OPPORTUNITIES

 <b>Boardwalk</b>	<b>\$4000</b>	<b>4 display tables</b> <b>or larger exhibit space</b> <b>8 exhibitor passes</b>
 <b>Park Place</b>	<b>\$3000</b>	<b>3 display tables</b> <b>or larger exhibit space</b> <b>8 exhibitor passes</b>
 <b>Pennsylvania Avenue</b>	<b>\$2000</b>	<b>2 display tables</b> <b>6 exhibitor passes</b>
 <b>North Carolina Avenue</b>	<b>\$1500</b>	<b>2 display tables</b> <b>4 exhibitor passes</b>
 <b>Pacific Avenue</b>	<b>\$ 900</b>	<b>1 display table</b> <b>2 exhibitor passes</b>

# EXHIBITOR OPPORTUNITY

<b>Exhibit Only</b>	<b>\$500</b>	<b>1 display table</b>
<b>Additional Representatives:</b>	<b>\$75</b>	<b>2 exhibitor passes</b>
<b>Sponsor Only</b>	<b>\$500 or above</b>	
<b>Exhibitor Hunt</b>	<b>\$80</b>	

# EXHIBITOR TERMS AND CONDITIONS

## **Eligibility to Participate:**

Any manufacturer or distributor of merchandise, supplies, equipment or services utilized by the funeral directors of Kansas shall be eligible to participate as a Convention Exhibitor and/or Sponsor. The KFDA reserves the right to reject any application in its sole discretion.

## **Contract for Space:**

A booth with draped table(s) measuring 8'x 30" with short pipe and drape between booths will be provided in the quantity designated for your firm's sponsorship level. Additional space may be available for major convention sponsors. Displays must be confined to the booth space. For Sponsors who prefer not to set up a display, additional space will be available to lay out business cards and brochures. The signed Application and these Exhibitor Terms and Conditions constitute a contract between the KFDA and the Exhibitor. Any issue or matter not specifically covered in these regulations is subject to the decision of the KFDA, whose decision shall be final. The entire booth fee is due at the time of application.

## **Booth Personnel:**

You are provided at least two complimentary exhibitor badges. Additional badges are provided to convention sponsors based on levels of sponsorship. Additional badges are available at a cost of \$75 per person, if continuing education credit is included.

Convention attendees agrees to comply with any COVID-related procedures that may be implemented by the local government, KFDA, and EVENT VENUE, in order to protect as much as possible the health and safety of all convention attendees.

## **Assignment of Space:**

Booth space will be assigned at the discretion of the KFDA with due regard to grouping of exhibitors and history of sponsorship and support.

## **Theme:**

We have a *Game Night* theme for this year's convention. Decorate your booth with that in mind. Examples you may want to use are your favorite board games or card games. An award will be given for the best themed booth.

## **Sponsorship Publicity:**

In addition to a uniform sign at each table, Convention Sponsors whose registrations are received by March 1 will appear in the on-site convention brochure and pre-convention KFDA Journal. Registrations received by April 1 will be acknowledged in the convention program and the post convention KFDA Journal. The name of each firm will be listed as it appears on Sponsor Registration forms.

## **Electrical Needs:**

Arrangements for electrical service and equipment must be made with the Hotel Topeka. **A Form is enclosed.**

## **Joint Convention Sponsorship:**

Convention events and activities are sponsored jointly by Convention Sponsors with the exception of some speakers and the golf event. However, individual companies may award merchandise or prizes through registrations or drawings in their own booths.

## **Exhibitor Hunt:**

For just \$80, you can participate in the exhibitor hunt. Your name will be placed on a card given to attendees. They must visit your booth to be eligible for prizes purchased with your monetary contribution; winner drawn at the end of the exhibit.

## **Photography Policy:**

By registering for this event, you authorize and consent to the KFDA photographing you at convention events and using the photographs or images in the KFDA's electronic or print medium.

# EXHIBITOR TERMS AND CONDITIONS

## **Registration Deadlines:**

The registration deadline is April 1. However, to take advantage of all the pre-convention publicity and to be included in the pre-convention KFDA Journal, you will need to register by March 1. There is an additional late fee charge of \$50.00 for registrations received after April 1, 2024.

## **Withdrawal:**

Any company who withdraws between April 1 and April 15, 2024 will be charged a \$50 cancellation fee. After April 15, 2024, no withdrawals will be honored and no refunds will be given.

## **Termination of Meeting and Exhibits:**

Should the premises hosting KFDA's Convention become, in the sole judgment of KFDA, unfit for occupancy, or should the Meeting and Exhibition be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, pandemic, emergency declared by a government agency, or any other act beyond the control of the KFDA, the Application and Contract may be terminated by KFDA. Exhibitor agrees that KFDA shall not be liable for damages or loss sustained or incurred by the Exhibitor as a result of such termination. In the event of such termination, the Exhibitor expressly releases and shall hold harmless KFDA of and from all claims for damages or loss, and agrees that KFDA shall have no obligations or liability in connection with such termination except to refund to Exhibitor the registration and sponsorship fee paid by Exhibitor.

## **Care of Display Space:**

Exhibitor participates in the KFDA Exhibition at its own expense and shall take good care of the premises, not mar or deface the premises and will keep and maintain the premises in good order at all times. Exhibitor assumes full financial responsibility for any damage caused by Exhibitor, its agents, employees, contractors or representatives.

## **Labor/Safety/Fire:**

Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety, and use of the premises. Electrical wiring must conform with all federal, state, and municipal government requirements and to National Electrical Code Safety Rules.

## **Liability and Insurance:**

Exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of injury or damage, including that by fire, and theft, to Exhibitor's displays, equipment, and other property brought upon the premises of the Hotel and to individuals who visit Exhibitor's booth. Exhibitor shall indemnify and hold harmless the Hotel, and the KFDA and their agents, servants, employees, officers, directors, staff and members against such losses, damages and claims. Exhibitor, by signing the application for participation expressly understands that Exhibitor releases KFDA from, and agrees to indemnify it against any and all claims for such loss, injury or damage. If KFDA shall be held liable for any event that might result from Exhibitor's action or failure to act, or Exhibitor's failure to comply with applicable law, Exhibitor shall reimburse and hold harmless KFDA against any liability resulting therefrom. Exhibitor must adequately insure its materials, goods, wares and exhibits against loss or injury of any kind and must do so at its own expense. KFDA and Hotel are not responsible for any loss (however caused) to any property of any exhibitor. Exhibitors are solely responsible for their own actions and that of their employees, contractors, agents and representatives during KFDA's Convention.

## **Amendment to Contract Terms and Conditions:**

KFDA may, in its sole discretion, make changes, amendments, or additions to the Contract Terms and Conditions. Any such changes shall be binding on Exhibitor.

## **Hotel:**

Hotel reservations can be made at the Hotel Topeka at City Center by calling (800) 579-7937 by April 12, 2024, for the convention rate of \$101.00. Ask for the KFDA room block. You can also make your reservation online at [reservations.travelclick.com/13576?groupID=3925347](https://reservations.travelclick.com/13576?groupID=3925347)

# EXHIBITOR APPLICATION for 2024 KFDA CONVENTION

① Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

② Check one box and list applicable sales representatives below.

Our firm wishes to support the 2024 KFDA Convention as a **Boardwalk sponsor** at **\$4,000**.

Our firm wishes to support the 2024 KFDA Convention as a **Park Place Sponsor** at **\$3,000**.

Our firm wishes to support the 2024 KFDA Convention as a **Pennsylvania Avenue Sponsor** at **\$2,000**.

Our firm wishes to support the 2024 KFDA Convention as a **North Carolina Avenue Sponsor** at **\$1,500**.

Our firm wishes to support the 2024 KFDA Convention as a **Pacific Avenue Sponsor** at **\$900**.

Our firm wishes to **Exhibit** at the 2024 KFDA Convention at **\$500**.

③ Sales Representatives included in sponsorship or exhibit level:

_____ <i>Representative's Name</i>	/	_____ <i>Email</i>	_____ <i>Representative's Name</i>	/	_____ <i>Email</i>
_____ <i>Representative's Name</i>	/	_____ <i>Email</i>	_____ <i>Representative's Name</i>	/	_____ <i>Email</i>
_____ <i>Representative's Name</i>	/	_____ <i>Email</i>	_____ <i>Representative's Name</i>	/	_____ <i>Email</i>
_____ <i>Representative's Name</i>	/	_____ <i>Email</i>	_____ <i>Representative's Name</i>	/	_____ <i>Email</i>

**Additional representatives** of our firm who will attend the convention at the price of **\$75.00**

_____ <i>Representative's Name</i>	/	_____ <i>Email</i>	_____ <i>Representative's Name</i>	/	_____ <i>Email</i>
_____ <i>Representative's Name</i>	/	_____ <i>Email</i>	_____ <i>Representative's Name</i>	/	_____ <i>Email</i>

④ I have read and agree to the terms outlined in the Exhibitor Terms and Conditions and the Convention Brochure as a condition of exhibiting at the 2024 KFDA Convention.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

*It is understood that providing your mailing and e-mail addresses, telephone and fax numbers, we consent to receive communication sent by or on behalf of the KFDA.*

⑤

Total Sponsorship/Exhibit	\$ _____	Mail your completed form and payment to:  <b>Kansas Funeral Directors Association</b> <b>1200 S. Kansas Avenue</b> <b>Topeka, KS 66612-1375</b>
Total Additional Representatives	\$ _____	
Exhibitor Hunt	\$ _____	
Total Amount Enclosed	\$ _____	
<i>After April 1, 2024 add \$50.00</i> <i>No refunds after April 15, 2024</i>		