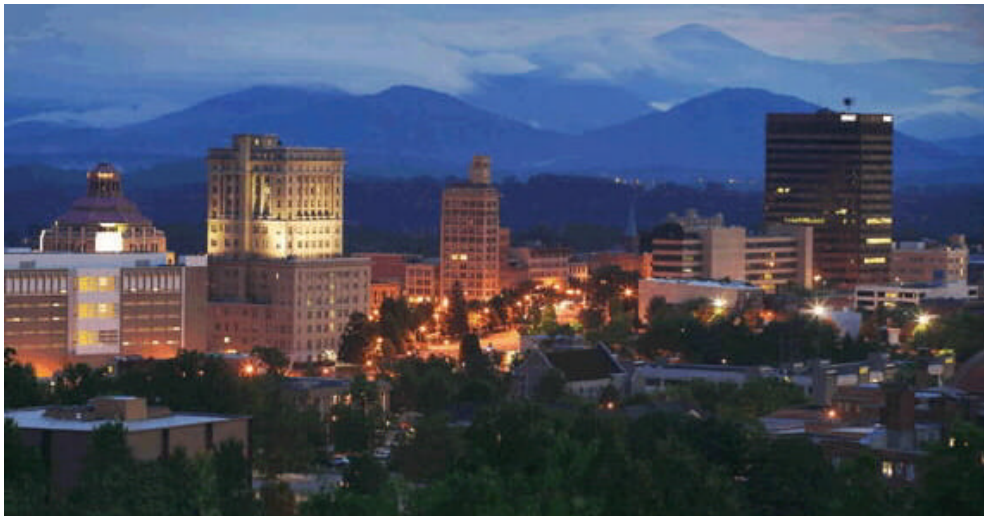




# VENDOR PACKET

## FALL 2008



**CROWNE PLAZA RESORT**  
**One Resort Drive**  
**Asheville, NC 28806**

**October 26 - 29, 2008**

# NC FARO

Finance/Reimbursement/MIS Officers' Association  
Striving for Excellence \* Providing Training \* Promoting Professionalism

July 8, 2008

Dear Exhibitor,

Advertise your product or services to over 350 of North Carolina's Mental Health, Developmental Disabilities, and Substance Abuse Professionals. **DON'T LET THIS OPPORTUNITY PASS YOU BY!!** Please accept this personal invitation by the executive committee of the North Carolina Finance and Reimbursement Officers (NC FARO) to be an integral part of our year 2008 Fall Conference. Our semi-annual Conferences are educational training events provided to disseminate pertinent financial, reimbursement, operations, QI/QM, customer services, provider relations and IS (information systems) information to Mental Health, Developmental Disabilities and Substance Abuse Agencies throughout North Carolina to approximately 350+ participants. The 2008 Fall Conference will be held **October 26-29, 2008** at the Crowne Plaza Resort in Asheville, N.C. (One Resort Drive).

Exhibitor space has become limited for our Conferences. Each year, however, FARO likes to extend an opportunity to a few new vendors to join our current exhibitor mix. This year, we would like to offer you, **as a potential new FARO Exhibitor**, the opportunity to reserve your space by filling out and returning the enclosed **early** registration form.

**The following Exhibitor options are available:**

**1. Full Fall Conference Exhibitor Participation Package -\$400.00**

Check here: \_\_\_\_\_ Fall

**Electrical Hook-ups are now available at the hotel's per day pass through costs – please see exhibitor form.**

**Full Vendor Participation Fee** for the Fall Conference is \$400.00. This Vendor packet includes a brief **individual introduction** to conference participants at the opening session on Monday morning at 8 a.m. At this time, you will be given a few minutes to talk about your company and their product/services. Also, you will be listed in the Conference Program, which includes a full one-page advertisement from your company. **Display tables are provided, as requested and electrical outlets can be provided at the hotel's cost.** We will be glad to assist you with arranging other resources you might need upon request and availability. **You must book this in advance in order to have them available.** Up to two tickets for the Tuesday night reception and dinner meal will be provided. Other tickets may be purchased for the cost of \$30 per ticket.

You are invited and encouraged to attend and participate in all social functions. The social functions are the perfect way to have people recognizing what your company can do for them. Take advantage of these occasions. If you plan to attend **the Fall Conference**, simply mark the appropriate **Fall Conference Exhibitor Participation Package** and **remit payment for \$400.00 by August 22, 2008, along with any requested electrical fees.**

Page Two  
Conference Invitation  
July 8, 2008

**Please make hotel reservations for your representative(s) as quickly as possible.** The Fall Conference number for the **Crowne Plaza Resort** is **(800) 733-3211**. A special group rate of \$106 plus tax per room will be in effect until **September 24, 2008 or until the block is reserved**, if you mention that you are with NC FARO.

Please make a committee member aware within two weeks of the conference if you plan on having any boxes shipped to the hotel so that we can send you any forms required to be filled out by the hotel and send you their instructions for display delivery. We would like to decrease any inconvenience that you might have in tracking down your display items.

**DON'T DELAY!!** If you are interested in being a part of FARO's Fall 2008 Conference, please complete the attached Vendor Registration Form. You will need to make sure that the completed Vendor Registration Form, **your one page camera-ready advertisement** and payment arrive to Pat Myers **no later than August 22, 2008**. Advertisements for Vendor Directory can not be guaranteed if payment is not received by August 22, 2008, since directories must be sent to print by September 10, 2008. If you have any questions, or if a committee member can be of any assistance, please feel free to contact any committee representative listed below.

**Checks will need to be made payable to NC FARO.**

Attention: **Pat Myers, NC FARO PR Chairperson**  
**165 Center Street**  
**Jacksonville, NC 28546.**  
**Phone # (910) 219-8003 or 8008.**

Thank you very much for your interest in NC FARO. **We look forward to a prosperous business relationship in the Year 2008.**

Sincerely,

Pat Myers  
NC FARO Public Relations Chairperson

**Pat\_Myers@ocbhs.org** 910-219-8003 or 8008

PM/cm  
Enclosures

Becky Basden, PR Committee, 910-219-8008  
Cathy Macemore, PR Committee, 336-874-2798

[Rebecca\\_Basden@ocbhs.org](mailto:Rebecca_Basden@ocbhs.org)  
[Cathy.Macemore@ncmail.net](mailto:Cathy.Macemore@ncmail.net)

NC FARO reserves the right to insist that any vendor exhibiting inappropriate professional behavior leave all conference areas and not return.

**“We Are Not Just Finance Anymore”**

**Check out not only the Finance and Reimbursement Sessions, but also the IS, Operations, Customer Service, Quality Improvement, Provider Relations, and Leadership Tracks!**

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**Vendor space has become limited for our Conferences.** We would like to offer you, as a **previous FARO Vendor**, the opportunity to reserve your space by filling out and returning the enclosed **early** registration form. **Vendor space will be on a first come-first served basis.**

The following Vendor options are available:

**1. Full Fall Conference Exhibitor Participation Package - \$400.00**

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**Electrical Hook-ups are now available at the hotel's per day pass through costs – please see exhibitor form.**

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As always, you are invited and encouraged to attend and participate in all social functions. If you plan to attend **the Fall Conference**, simply mark the appropriate **Fall** Conference Exhibitor Participation Package and **remit payment for \$400.00 by August 22, 2008, along with any requested electrical fees.**

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# NC FARO VENDOR INFORMATION

NC FARO IS A NON-PROFIT ORGANIZATION WHOSE PURPOSE IS TO PROVIDE TRAINING TO THE FISCAL, REIMBURSEMENT, INFORMATION SYSTEM, QA/QL, OPERATIONS, CUSTOMER SERVICES, PROVIDER RELATIONS OFFICERS, THEIR STAFF AND THE AREA DIRECTORS AND ADMINISTRATIVE OFFICERS OF THE TWENTY-FOUR (24) LOCAL MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE AUTHORITIES IN THE STATE OF NORTH CAROLINA. IN ADDITION, IN THE YEAR 2003, NC FARO BEGAN INVITING PRIVATE PROVIDERS OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND SUBSTANCE ABUSE SERVICES TO ATTEND. NOW THESE COLLABORATIVE GROUPS ARE TOGETHER IN ONE GREAT CONFERENCE.

OUR CONFERENCES PROVIDE THE PERFECT OPPORTUNITY FOR YOU TO HAVE THE DECISION-MAKERS AND END PRODUCT USERS OF THE TWENTY-FOUR (24) LME's (LOCAL MANAGEMENT ENTITIES) AND VARIOUS PRIVATE PROVIDER AGENCIES RIGHT AT YOUR FINGERTIPS.

TRAINING CONFERENCES ARE HELD SEMI-ANNUALLY IN BOTH THE SPRING AND THE FALL. OCCASIONAL ONE DAY TRAINING EVENTS ARE SOMETIMES SPONSORED BY NC FARO.

DURING OUR SEMI-ANNUAL TRAINING EVENTS, EXHIBITORS ARE ALLOWED THAT WOULD BE OF INTEREST TO THE PARTICIPANTS TO HELP IN SPONSORING OUR CONFERENCE EVENTS. EXHIBITOR SPONSORSHIP SERVES A TWO-FOLD PURPOSE. IT ENABLES YOU TO MEET THE PERSONS RESPONSIBLE FOR THE PURCHASING OF PRODUCTS FROM SUPPLIES AND SERVICES TO CAPITAL ASSETS TO INFORMATION SYSTEMS AND SOFTWARE FOR THE TWENTY-FIVE LMES AND VARIOUS PRIVATE PROVIDER AGENCIES ALL IN ONE CONVENIENT LOCATION. IT ALSO ALLOWS THESE MANAGEMENT DECISION MAKERS AN OPPORTUNITY THAT THEY MIGHT NOT OTHERWISE HAVE TO LEARN ABOUT YOUR PRODUCTS OR SERVICES. ONLY ONE COMPANY ALLOWED PER REGISTRATION FEE AND BOOTH. PRIVATE PROVIDER EXHIBITORS WILL BE ALLOWED TO HAVE ONE REPRESENTATIVE ONLY INCLUDED UNDER THE EXHIBITOR REGISTRATION FEE.

REVENUE RECEIVED FROM EXHIBITOR SPONSORSHIP ENABLES THE PUBLIC RELATIONS COMMITTEE TO PROVIDE SOCIAL FUNCTIONS THAT OTHERWISE MIGHT NOT BE AVAILABLE. THESE SOCIAL FUNCTIONS MAY BE ALL OR ANY ONE OF THE FOLLOWING: DANISH AND COFFEE BREAKFASTS, EXHIBITOR SPONSORED DOOR PRIZES, HOSPITALITY SUITE, AND LIVE ENTERTAINMENT.

EXHIBITORS ARE ASKED TO BE PRESENT AT THE OPENING SESSION ON MONDAY MORNING AT 8:15 am OF EACH CONFERENCE. AT THAT TIME, SOMEONE WILL INTRODUCE EACH EXHIBITOR AND ALLOW YOU TO SPEAK BRIEFLY ABOUT YOUR COMPANY AND INVITE CONFERENCE PARTICIPANTS TO VISIT WITH YOU AT YOUR BOOTH.

EXHIBITORS ARE CONSISTENTLY ENCOURAGED TO MAKE SURE THAT THEY CHECK THEIR PROGRAMS FOR EXHIBITOR VISITATION AND MAKE THEMSELVES AVAILABLE DURING THESE TIMES. PLEASE BE AWARE THAT SOME PARTICIPANTS WILL OFTEN OPT TO "SIT OUT" OF A TRAINING SESSION IN ORDER TO GET MORE DETAILED INFORMATION REGARDING YOUR PRODUCT OR SERVICE DURING TRAINING TIMES. EXHIBITOR SPONSORED DOOR PRIZES GIVEN BY NC FARO ARE REQUIRED TO HAVE EXHIBITOR INITIALED ENTRY FORMS, THUS GIVING THE EXHIBITOR MORE EXPOSURE TO PARTICIPANTS.

EXHIBITORS ARE NOT GIVEN A BLOCK OF TRAINING SESSION TIME. THESE TIME SLOTS ARE RESERVED FOR SPECIFIC TRAINING ISSUES. IF AN ISSUE EVER ARISES THAT MIGHT REQUIRE EXHIBITOR RELATED SKILLS, A PANEL OF ALL SIMILAR EXHIBITORS WOULD BE ASKED TO SERVE.

MANY EXHIBITORS CHOOSE TO SPONSOR AN ADDITIONAL DOOR PRIZE, HOSPITALITY HOUR/SUITE, OR SPECIAL OCCASION. IF YOU WOULD LIKE TO DO THIS, PLEASE DO NOT HESITATE TO CALL OUR PUBLIC RELATIONS CHAIRPERSON. SHE WILL BE HAPPY TO ASSIST YOU.

A DRAPED DISPLAY TABLE CAN BE PROVIDED FOR EACH EXHIBITOR ALONG WITH ANY ELECTRICAL OR OTHER REQUESTS THAT YOU MIGHT NEED (for additional charges). THESE REQUESTS MUST BE LISTED ON THE EXHIBITOR REGISTRATION FORM. ELECTRICAL FEES ARE PASSED THRU AT HOTEL COSTS. UP TO TWO TICKETS WILL BE PROVIDED PER COMPANY FOR THE BANQUET ON TUESDAY NIGHT. ADDITIONAL TICKETS CAN BE PURCHASED.

**NC FARO reserves the right to have any vendor exhibiting inappropriate professional behavior removed from all conference areas and they will not be allowed to return.**

**Protection /security: The exhibit space at the hotel is not in a secured area during exhibit time. Exhibitors are not guaranteed against loss. Exhibitors are urged to insure their property at their own expense.**

**THANK YOU FOR YOUR SPONSORSHIP!**

