

EXHIBITOR'S PROSPECTUS

TORCH Annual Conference & Trade Show



Celebrating
30
Years

April 14-16, 2020
HYATT REGENCY DALLAS

DEADLINE FOR APPLICATION
March 23, 2020

PRESIDENT'S MESSAGE



It is my pleasure to invite you to participate in the 2020 TORCH Annual Conference & Trade Show. This year represents our 30th anniversary with over 150 rural and community hospitals located throughout the state, this event is the premiere source for quality education and networking opportunities for rural hospital leaders and decision-makers in Texas.

While our hospital attendees seek opportunities to learn important, timely health care information, while earning continuing education credits, they are also very enthusiastic about interacting with you to learn about the latest technologies, products and services you have to offer. We feel it is the intersection between the great education and the networking with our vendors that makes the TORCH Annual Conference & Trade Show truly distinctive and that is why it is crucial that your company has a presence on the exhibit show floor. Please carefully review the Exhibitor Prospectus and return your application promptly.

On behalf of TORCH and all of our hospital attendees, thank you for helping advance rural healthcare in Texas and I enthusiastically welcome you all to join us at the Dallas Hyatt Regency again in 2020.

Sincerely,
John Henderson
President/CEO

EXHIBIT & SPONSOR BENEFITS

- Virtually all hospital attendees are purchasing decision-makers
- Exhibit hall is strategically designed to bring the audience to you multiple times
- Receptions, breaks and breakfasts take place in the exhibit hall
- Dedicated exhibit hall time is on the agenda
- All exhibits are in the same room
- Advertising space in the conference syllabus
- Exhibitors may attend all events with the audience for optimum interaction
- After-hours events facilitate networking outside the traditional sales pitch
- Exhibit hall is easily accessible to the meeting room
- Casual, friendly atmosphere is conducive to forming personal relationships
- Hospital attendee badges are easy to identify and read
- Timely and relevant educational sessions and experienced faculty attract a large crowd
- All activities are on-site with more than 600 in expected attendance
- The registration list provided at the opening of the conference and the complete attendee list sent afterwards are valuable marketing tools that last long after the conference ends
- The syllabus is also a directory of conference exhibitors and sponsors

EXHIBIT & SPONSOR PACKAGES

DEADLINE FOR APPLICATION: March 23, 2020 or while exhibit spaces are available

As an exhibitor or sponsor, you get singular opportunities to position your company to meet the unique needs of this important market. The sponsorship level you choose determines the recognition and exposure you can expect to receive. At all levels, you are assured of maximum traffic at multiple times, throughout the three-day conference. Your access to decision-makers is unsurpassed. Your participation and support is promoted throughout the conference. You need not be an exhibitor to sponsor. TORCH corporate members have special signs provided for their exhibit space to advertise their support of the organization. On behalf of our hospital members we look forward to working with you.

***All costs are inclusive. Exhibitors receive complimentary conference meals, refreshments and event admission, plus a six-foot exhibit table and two chairs at no extra charge.**

Platinum Package

\$3,500 member – **\$4,000** non-member

- Full-page color ad in on-site conference syllabus
- Listing in on-site conference syllabus
- Company name on tote bags
- Prominent floor-standing or tabletop 10' x 10' space in a premium location with electricity (5 amp/120v)
- Verbal recognition throughout the conference
- Three complimentary conference registrations
- Electronic pre-registration list two weeks prior and electronic post-registration list

Please call the TORCH office for more information. All convention sponsorships are exclusive unless specified otherwise. **All conference syllabus ads/logos must be received in the TORCH office by March 23, 2020.**

NO EXCEPTIONS DUE TO PRINT DEADLINES.

Gold Package

\$2,500 member – **\$3,000** non-member

- Half-page (1/2) color ad in conference syllabus
- Listing in on-site conference syllabus
- Company name on tote bags
- Prominent floor-standing or tabletop 10' x 10' space in a premium location
- Verbal recognition throughout the conference
- Two complimentary conference registrations
- Hard copy post-registration list

Silver Package

\$1,500 member – **\$2,000** non-member

- Quarter-page (1/4) color ad in conference syllabus
- Listing in on-site conference syllabus
- Tabletop-only exhibit area of 8' x 8' space in a preferred location
- One complimentary conference registration
- Hard copy post-registration list

OTHER SPONSORSHIP OPPORTUNITIES

*** ADS AND LOGOS MUST BE RECEIVED IN THE TORCH OFFICE BY MARCH 23, 2020.
NO EXCEPTIONS DUE TO PRINT DEADLINES.**

Awards Program - \$10,000

- Full-page color ad in on-site conference syllabus
- Listing in on-site conference syllabus as a sponsor
- Sponsor signage, includes company name and logo
- Recognition in conference award program and conference program agenda
- Verbal recognition throughout the conference
- Four complimentary registrations
- Opportunity to present an award at the luncheon
- Sponsor ribbon
- Electronic pre-registration list two weeks prior to conference
- Electronic post-registration list
- Logo advertisement in *Rural Matters* magazine as a sponsor*
- Marketing materials in bags distributed at registration (company provides materials)

Reception - \$5,000

- Full-page color ad in on-site conference syllabus
- Listing in on-site conference syllabus as a sponsor
- Sponsor signage, includes company name and logo
- Recognition in conference program agenda
- Verbal recognition throughout the conference
- Three complimentary registrations
- Logo advertisement in *Rural Matters* magazine as a sponsor*
- Sponsor ribbon
- Electronic post-registration list



Representatives of companies not exhibiting or sponsoring will be permitted to participate only at the same levels and amounts as exhibitors listed above and can take advantage of networking opportunities to discuss their product/service.

VENDORS MAY NOT ATTEND AT THE REGULAR ATTENDEE REGISTRATION FEE.

OTHER SPONSORSHIP OPPORTUNITIES

Breakfast Sponsor - \$2,000

- Quarter-page (1/4) color ad in conference syllabus
- Listing in conference syllabus as a sponsor
- Sponsor signage, includes company name and logo
- Recognition in conference program agenda
- One complimentary registration
- Sponsor ribbon
- Hard copy post-registration list

Morning or Afternoon Break - \$1,500

- Recognition in conference syllabus
- Sponsor signage, includes company name and logo
- Sponsor ribbon

Non-exhibiting Attendee - \$1,500/\$2,000

- 1 complimentary registrant
- Hard copy post-registration list
- Sponsor ribbon

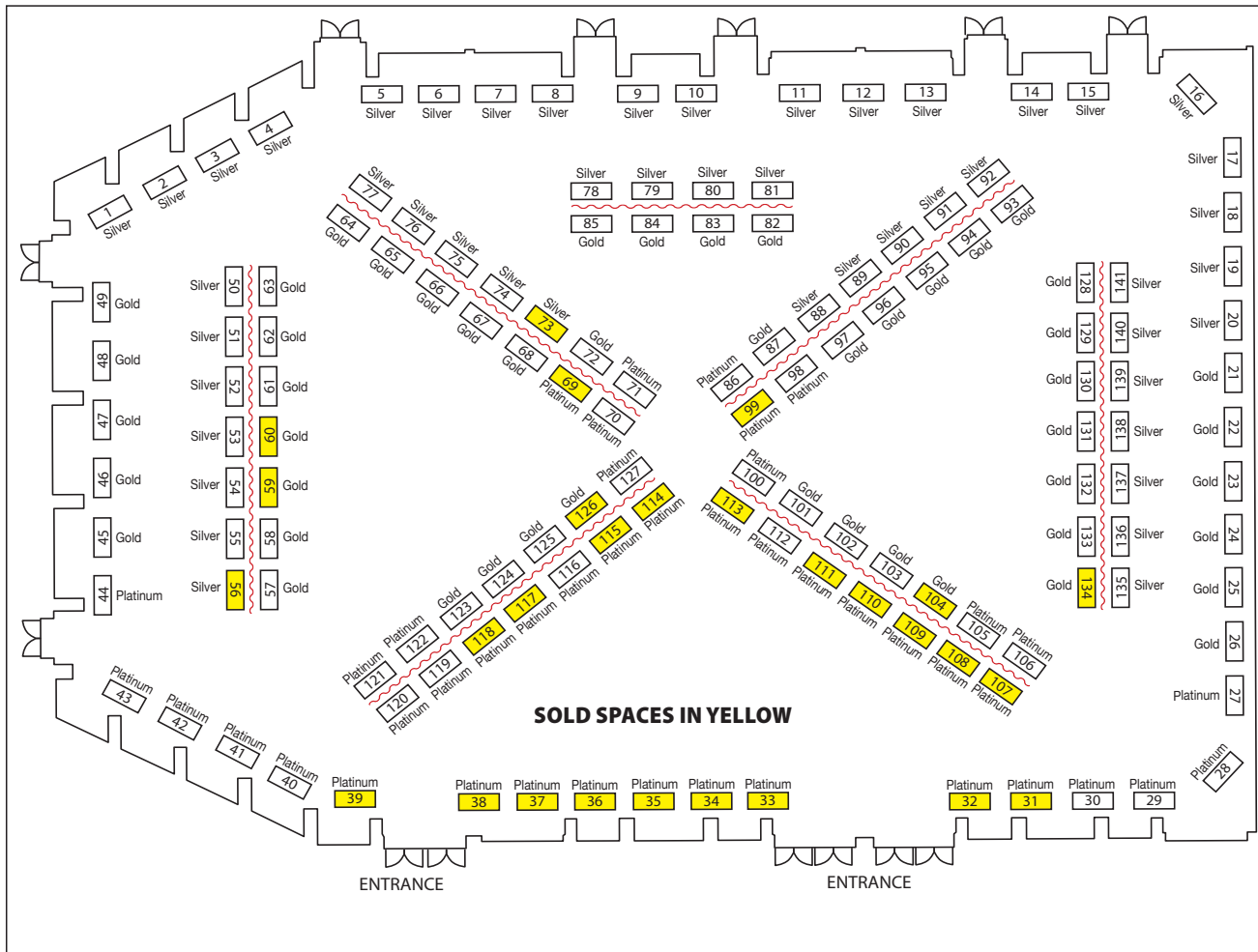
Miscellaneous Items

CORPORATE MEMBERS ONLY, MUST BE EXHIBITING AT THE CONFERENCE

- Golf Tournament Sponsor - \$2,000 ***(2 available)***
- CE Sponsor - \$2,000 (for a keynote speaker – opening and welcome) ***(2 available)***
- Mobile Charging Stations - \$1,500 ***(1 available)***
- Marketing Materials for Bags - \$1,500 ***(3 available)***
- Hotel keys - \$1,500 ***(1 available)***
- Interactive Wall Display - \$1500 ***(2 available)***
- Silent Auction & Raffle - \$1500 ***(2 available)***

Please call the TORCH office for more information. All convention sponsorships are exclusive unless specified otherwise. All conference syllabus ads/logos must be received in the TORCH office by March 23, 2020.
NO EXCEPTIONS DUE TO PRINT DEADLINES.

EXHIBIT/SPONSOR APPLICATION & AGREEMENT — (CONTINUED)



KEY TO TYPES OF EXHIBIT SPACE

Platinum

Prominent floor-standing or tabletop
10x10-foot space in a premium location
with electricity (5 amp 120v)

Gold

Prominent floor-standing or tabletop
10x10-foot space in premium location

Silver

A 8x8-foot space in preferred location -
TABLETOP ONLY

Instructions: Complete both sides of this form. Circle your space choices on the diagram. Attach check or credit card for payment and mail or fax to TORCH by **March 23, 2020**. NOTE: Exhibit boards over six-feet in width will not be permitted in spaces designated for tabletops. Both floor plan and application are to be completed and submitted. A confirmation letter will be sent upon approval to exhibit. **If you have questions, contact Rose Valenzuela at rvalenzuela@torchnet.org or (512) 873-0045.**

The undersigned, on behalf of all company representatives attending, has read and agrees to all exhibition/sponsorship regulations at the 2020 TORCH Annual Conference & Trade Show. Conference with exhibit rules in understood to be part of this agreement.

Approval Signature: _____ Date: _____

Print Name _____

Name of Company: _____

Please give the prospectus and a copy of the completed application to the people who will be attending the conference. Company representatives attending should read the Information & Regulations section and will be expected to comply. Payment in full for exhibit space must be enclosed with this signed agreement and floor plan. Refunds, minus a \$100 processing fee, will be available for notices received before the deadline date. A completed photocopy of this agreement with assignment of exhibit space and acceptance letter will be returned to you upon approval by TORCH. **Any cancellations after the March 23 deadline are non-refundable.**

For TORCH Office use only:

Level Selected: _____ Amount Rec'd: \$ _____ Check #: _____ Exhibit Location #: _____



EXHIBIT/SPONSOR APPLICATION & AGREEMENT — *Please complete both sides.*

Texas Organization of Rural & Community Hospitals Annual Conference

April 14–16, 2020 // Hyatt Regency Dallas – Early Bird Registration

Please mail or fax the completed form with your payment by March 23, 2020, to:

Mail: TORCH Conference Coordinator, PO Box 203878, Austin, TX, 78720-3878

Fax: (512) 873-0046

All applicable blank spaces must be completed. Please type or print legibly.



Company/Organization Name: _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____

2020 CORPORATE MEMBERSHIP DUES MUST BE PAID TO RECEIVE MEMBER PRICING.

Platinum: ☐ \$3,500 MEMBER (3 REPS) | ☐ \$4,000 NON-MEMBER (3 REPS)

Gold: ☐ \$2,500 MEMBER (2 REPS) | ☐ \$3,000 NON-MEMBER (2 REPS)

Silver: ☐ \$1,500 MEMBER (1 REP) | ☐ \$2,000 NON-MEMBER (1 REP)

Other Sponsor: (PLEASE LIST)

Company we prefer not to be adjacent to:

(TORCH cannot guarantee that you will not be placed near firm listed)

Will participate in the conference as checked, but do not require exhibit space:

Equipment needed:

☐ Electricity

☐ Phone

☐ AV Equipment

☐ Internet Access

Fill out enclosed forms for the above equipment and send to the hotel no later than **March 23, 2020**.

Payment for the amount of selected level is enclosed. If paying by credit card, please complete the credit card authorization form. Please make checks payable to TORCH Annual Conference.

Foundation Raffle Tickets

of Tickets _____ (\$10 for one ticket/\$50 for six tickets)

Tickets will be available when you pick up your registration packet. The Foundation is a 501(c)3 organization and donations are tax deductible.

FREESTANDING EXHIBIT LOCATION (Platinum & Gold levels)

Freestanding floor exhibit (space size is 10'x10' with one 6' topped skirted table & two chairs)

Space preference:

First Choice #: _____

Second Choice #: _____

TABLETOP EXHIBIT LOCATION (Silver Level)

NOTE: No floor standing exhibits at this level.

Tabletop only in island OR along wall (space size is 8'x8' with one 6' topped skirted table & two chairs)

Space preference:

First Choice #: _____ Second Choice #: _____

On the floor plan (reverse side), circle the space requested and return with your payment no later than March 23, 2020 to the TORCH Office. Every effort will be made to assign requested space, but TORCH reserves the right to assign other space as necessary.

Representatives of companies not exhibiting or sponsoring will be permitted to participate only at the same levels and amounts as exhibitors listed above and can take advantage of networking opportunities to discuss their product/service.

VENDORS MAY NOT ATTEND AT THE REGULAR ATTENDEE REGISTRATION FEE.

Company representatives attending (number depends on category level); name to appear on badge:

1): _____ 2): _____ 3): _____

Phone #: _____ Phone #: _____ Phone #: _____

Additional representatives over those allotted must be registered separately using the exhibitor registration form and sent in with designated additional registration fee.

BRIEF one sentence description of your business/organization is required: _____

TORCH CREDIT CARD INFORMATION

Amount paid: _____ Date: _____

Company Name: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

NAME AS IT APPEARS ON CARD

First Name: _____

Last Name: _____

Address: _____

City: _____

State/ZIP: _____

Phone: _____

Email: _____

ADVERTISING IN THE CONFERENCE SYLLABUS IS EASY!

GREAT BENEFIT! Free advertisement in the on-site conference syllabus for Platinum, Gold and Silver levels. Electronic files are preferred. For best results, create a print-resolution (300 dpi, CMYK) PDF with live or vector type and all fonts embedded. Please do not send files from Microsoft Excel, Paint, Publisher, Word or WordPerfect. Email files less than 5MB no later than **March 23, 2020** to: Rose Valenzuela at rvalenzuela@torchnet.org. **If TORCH doesn't receive an ad or logo by March 23, an ad/logo previously used by TORCH will be placed. If no ad is available, we will place the logo as your ad.**

PLATINUM: Full-page, no bleed – 8" wide x 10.5" high

GOLD: Half-page, no bleed – 8" wide x 5.125" high

SILVER: Quarter-page, no bleed – 3.875" wide x 5.125" high

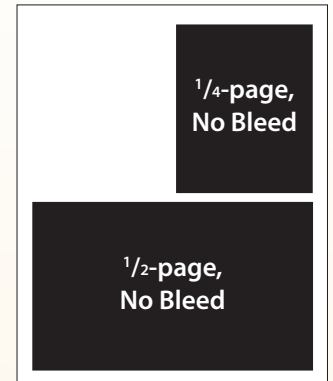
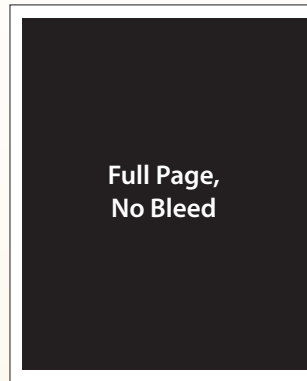
Your presence at the Trade Show is important to you and your customers.

IT'S A GREAT OPPORTUNITY TO:

- Reinforce old relationships and build new ones.
- Show your support for rural and community hospitals.
- Learn about current issues to stay in tune with your market.
- Evaluate your competition.

HOTEL INFORMATION

A block of rooms is reserved for TORCH conference participants at the Hyatt Regency Dallas, 300 Reunion Blvd., Dallas, TX 75207. Please call the hotel directly at (888) 421-1442 before **April 2, 2020** for reservations. The special conference rate is \$179 (single/double) before the deadline. All programs and facilities are accessible to the handicapped. If you require assistance or have special dietary needs, please contact Rose Valenzuela at (512) 873-0045.



PRELIMINARY EXHIBIT SCHEDULE

Exhibits must remain in place between 4:30 p.m., April 14 and 9:00 a.m., April 16. The tentative schedule below gives times for sales and networking. You are not required to staff your exhibit space the entire time.

MONDAY, APRIL 13 Off-site event

TUESDAY, APRIL 14

10:00 a.m. - 4:00 p.m. Exhibitor Move-in/Set-up
 4:00 - 5:00 p.m. Inspection of Exhibits/Exhibitor Orientation
 5:30 - 7:00 p.m. Anniversary Celebration in Exhibit Hall
 7:00 p.m. Exhibits close for the day

WEDNESDAY, APRIL 15

7:30 - 9:00 a.m. Exhibits Open
 Buffet Breakfast in Exhibit Hall
 12:00 - 1:10 p.m. Luncheon
 3:00 - 3:30 p.m. Break/Exhibit Hall Visits
 4:30 - 6:00 p.m. Reception in Exhibit Hall
 6:00 p.m. Exhibits close for the day

THURSDAY, APRIL 16

7:30 - 9:00 a.m. Exhibits Open
 Buffet Breakfast in Exhibit Hall
 Raffle Drawing
 9:00 a.m. - Noon Exhibitor Move-out
 Noon Conference Ends

EXHIBITOR REGULATIONS

Exhibit spaces are reserved on a first come, first-served basis. Applications must be accompanied by payment in full and received in the TORCH office by the deadline of March 23, 2020. Applications won't be accepted by phone.

Checks should be made payable to TORCH Annual Conference and mailed with the application form to:

Conference Coordinator TORCH Annual Conference
P.O. Box 203878
Austin, Texas 78720-3878
Fax number: (512) 873-0046

Exhibit tables may be used for display of printed materials, small equipment, and other promotional items. If you plan to have computers or other equipment in your exhibit area, they should be removed when the meeting is not in progress. Pipe and drape between/behind exhibits is NOT used; entire exhibit hall is an open concept plan. Note: You do not pay extra for exhibit table, chairs, or scheduled meals and receptions during the conference.

1. Assignment of Exhibits: Exhibit space assignments will be made upon receipt and acceptance of application, in order of receipt and as space permits. The application and exhibit hall Floor Plan with your selected exhibit location must be returned with your payment by March 23 [See Floor Plan for space locations and numbers.] A confirmation letter with the assigned exhibit space number will be sent by return mail. If the space requested is not available, a different space at the same level will be assigned. A company that has not settled all previous accounts with TORCH will not be assigned exhibit space. TORCH reserves the right to adjust exhibit space type/location and to accept/reject applications as to the space available and compatibility of vendor/display for the meeting purposes and TORCH standards.
2. All representatives must be registered in advance on the form provided, must wear an official conference badge at all times, in the meeting and exhibit areas, and during conference events. It is imperative that all individuals staffing exhibits at the conference have full knowledge of the exhibit regulations prior to the conference. Please give these regulations, a copy of the prospectus, and the completed copy of your agreement to those individuals before they travel to the meeting. By signing your agreement you bind all company representatives to the exhibit regulations.
3. Electricity, phone, and audio-visual equipment will be available for a fee from the Hyatt Regency Dallas. Contact presentation services, at (214) 712-7088, to arrange for audio-visual equipment. Order forms for electricity and phones are enclosed – please complete and send to the hotel prior to **March 23, 2020. There is no Wi-Fi available from TORCH at the conference.**
4. Exhibitors may request that they not be placed adjacent to specific other exhibitors, but TORCH does not guarantee that such requests can be honored.
5. Representatives of companies/organizations not exhibiting, sponsoring, nor registered for the conference are not permitted entrance to meetings, events, nor the exhibit hall.
6. Representatives substituting for previously registered company exhibitors will be required to show picture and company identification when requesting on-site registration/permission to exhibit and/or attend. **Substitutions are limited to one per company and are subject to a \$25 badge fee.**
7. **Exhibit items and equipment should not project beyond the space allotted, obstruct the view nor interfere with exhibit floor traffic.**
8. Exhibit materials may not be glued, nailed, or otherwise affixed to walls, doors, or curtains anywhere in the hotel that might cause defacement. Damage from failure to observe this notice is payable by the exhibitor. Prior approval from the hotel is required before hanging signs, banners, or displays.
9. Explanations, demonstrations, or distribution of materials should take place within exhibit space in order to avoid infringement on rights and privileges of other exhibitors.
10. Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.
11. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save, and hold harmless TORCH employees, owners, and agents against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of the exhibition premises or a part thereof, excluding such liability caused by the sole negligence of the hotel, its owners, employees, or agent, to include the period of storage before and following the meeting.
12. Each exhibiting company/organization is expected to insure itself against liability, property loss, and damage.
13. Should any situation beyond the control of TORCH arise to prevent holding the Conference, TORCH will not be held liable for any expenses incurred by the exhibitor except the cost of exhibit space.
14. Occupation of space: Space not occupied by the exhibiting company by 4:00 p.m. on April 14, will be forfeited without refund to the exhibitor and the space may be resold or used by TORCH.
15. Conformance with exhibit regulations is understood to be a part of this agreement.
16. Refunds, minus a \$100 processing fee, will be available for notices received before the deadline date. A completed copy of this agreement with assignment of exhibit space and acceptance letter will be returned to you upon approval by TORCH. **Any cancellations after the March 23 deadline are non-refundable.**

TORCH Foundation Raffle

***\$10 for 1 ticket
OR
\$50 for 6 tickets***

As part of our TORCH Annual Conference & Trade Show, we'll be holding a Raffle and welcome you to participate in this fun event! There are a lot of great packages and items to use your tickets on, you might have a hard time choosing!

Proceeds from this event enable TORCH Foundation to award education scholarships and stipends to our member hospitals. Raffle ticket purchases are tax deductible. If you need a donation receipt, please stop by the registration desk.

Ticket sales for the Raffle event can be purchased at the registration desk or from any TORCH staff member throughout the conference. You can purchase your Raffle Tickets via cash, check or credit card.



Shipping

If you will be shipping materials to the hotel, please do so no more than two (2) days in advance of the conference. The hotel charges a handling fee for storage and moving of boxes/crates shipped before the conference. All boxes/cases must be marked as follows:

- Complete return address of Exhibitor
- For TORCH Conference
- Hold for Arrival of (company rep's name)
- Date of Arrival (date rep checking into hotel)

Address to:
Event Planning Manager
Hyatt Regency Dallas
300 Reunion Blvd.
Dallas, TX 75207



Important Dates

Golf Event

April 14, 2020

TORCH Annual Conference & Trade Show

April 14-16, 2020

Exhibit/Sponsor

Application Due Date:

March 23, 2020 or while
exhibit spaces are available



Hotel Room Reservations

made by:

April 2, 2020

Call hotel directly at (888) 421-1442

Contact Information



TORCH Office

11675 Jollyville Road, Ste. 300
Austin, TX 78759-4105

—OR—

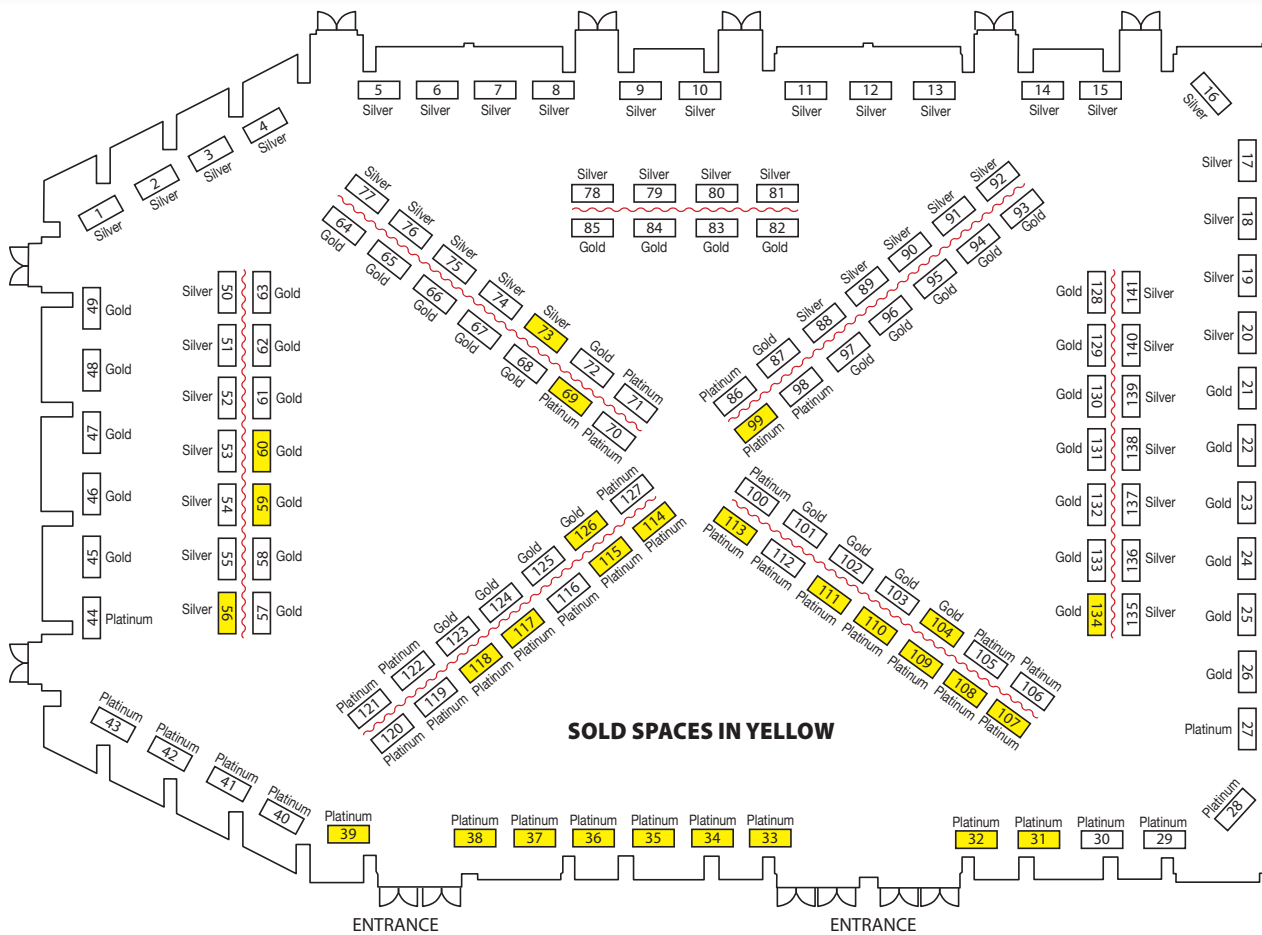
PO Box 203878
Austin, TX 78720-3878

Phone: (512) 873-0045

Email: rvalenzuela@torchnet.org

Web: torchnet.org

EXHIBITOR FLOOR PLANS



KEY TO TYPES OF EXHIBIT SPACE:

PLATINUM
Prominent floor-standing or tabletop 10'x10' space in a premium location with electricity (5 amp/120v)

GOLD
Prominent floor-standing or tabletop 10'x10' space in a premium location

SILVER
A 8'x8' space in preferred location -
TABLETOP ONLY

PREMIUM SPACE AND POSITION FOR EXHIBITORS

The exhibit hall is strategically designed to give everyone ample exposure. The receptions, breakfasts and dedicated exhibit hall time will ensure maximum face-to-face interaction.

- Exhibits are tabletop, except for a limited number of 10'x10' spaces for floor standing displays at the Platinum and Gold levels.
- Draping is not used in order to promote visibility.
- Floor standing exhibit boards over 8' width will not be permitted in spaces designated for table tops.
- Exhibit space is reserved on a first-come, first-served basis.
- Only mailed-in applications accompanied by payment will be considered. Space is limited, so send in your application and payment before the deadline!

DUE March 23, 2020 or while exhibit spaces are available.

Foundation RAFFLE



Hosted by the TORCH Foundation
2020 TORCH Annual Conference & Trade Show • April 14-16, 2020 • Hyatt Regency Hotel Dallas

The TORCH Foundation is proud to announce the 12th Annual Foundation Raffle to be held at the 2020 TORCH Annual Conference & Trade Show at the Hyatt Regency Dallas Hotel. All proceeds from the Raffle will go directly to the TORCH Foundation Scholarship Fund to provide various scholarship and stipend opportunities for rural health care staff, including graduate and undergraduate students pursuing healthcare-related careers. Every year we continue to build this fund and every year we have been able to give out more scholarships, more stipends and fund a greater number of opportunities. We hope to continue this trend and are excited to celebrate our 12th Annual Raffle!

We are now accepting donations for this event and invite you to participate. Showcase your support by donating to this worthy cause, where you will receive special recognition among our members through our marketing efforts and various announcements. We count on your support to continue to make this event successful! Join us at the 2020 TORCH Annual Conference Raffle event. Ticket sales will begin the morning of Tuesday, April 14, and the winners will be announced during the breakfast in the exhibit hall Thursday morning starting at 7:30 am.

INSTRUCTIONS FOR DONATIONS

1. Complete and mail this commitment donation form to the TORCH Foundation. The form can also be emailed to cruiz@torchnet.org or faxed to (512) 873-0046. **Please send us your donation commitment no later than March 29, 2020.** Please do not donate time or consulting services.
2. Bring or mail your donated item(s) to the Hyatt Regency Dallas (address: 300 Reunion Boulevard, Dallas, TX 75207), attn: TORCH Conference Raffle. **All items must be received by TORCH staff at the hotel no later than Monday, April 9, by 10:30 a.m.**
SHIPPING INFORMATION: please see reverse side.
3. **Only gift certificates or gift cards can be mailed to the TORCH office** (Address: P.O. Box 203878, Austin, Texas 78720). These must be received in our office **no later than March 29, 2020.** Please do not send any other donation items to the TORCH office.
4. For more information, contact Carrie Ruiz at (512) 873-0045.

Contributor Information (please print or type)

Donor Name (Organization and/or Individual): _____

Affiliated Organization (If applicable): _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____

Indicate below whether you are:
shipping to hotel, mailing to TORCH
office, or bringing it with you

Name and description of item(s)

Estimated value

Foundation RAFFLE



Raffle Shipping Information

If you will be shipping raffle materials/items to the hotel, please do so no more than two (2) days in advance of the conference. The hotel charges a handling fee for storage and moving of boxes/crates shipped before the conference. All boxes/crates must be marked as follows:

- ☐ Complete return address of Raffle Donor
- ☐ Hold for Arrival of (Donor's name), TORCH Annual Conference Raffle
- ☐ Date of Arrival (date you will be checking into hotel)

Hotel Address:
Event Planning Manager
Hyatt Regency Dallas
300 Reunion Boulevard
Dallas, TX 75207
Phone: (214) 712-7254

Hosted by the TORCH Foundation, an affiliate of Texas Organization of Rural & Community Hospitals (TORCH)

Fax completed form to **(512) 873-0046**

Email to **cruiz@torchnet.org**

Or mail the form to
TORCH FOUNDATION RAFFLE
P.O. Box 203878
Austin, TX 78720-3878

DEADLINE FOR APPLICATION
March 23, 2020



PO Box 203878
Austin, TX 78720-3878
(512) 873-0045 PHONE
(512) 873-0046 FAX
torchnet.org

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& Trade Show**
April 14-16, 2020
Hyatt Regency Dallas