

VENDOR PROSPECTUS

SPRING INSTITUTE - APRIL 5TH AND 6TH, 2016

Vendor Information

Details

Vendor Meet & Greet

Monday, April 4th - After you set up your booth in the Vendor Hall, join us in the Lobby Bar to catch up with peers and chapter members - starting at 8:00 pm - Cash Bar

Keynote Speaker:

Jonathan Fanning



www.jonathanfanning.com

Questions

Contact:

Jim Christie, Sponsorship Co-Chair
jchristie@performanceservices.com

Dan Hartnett, Sponsorship Co-Chair
dhartnett@revspringinc.com

Location: The vendor show will be held in Plaza A, B, and C at the Sheraton



Indianapolis at Keystone Crossing, 8787 Keystone Crossing, Indianapolis 46240, 1-888-627-7814

A block of rooms has been reserved for \$134/night + tax. You can make your reservations by calling the number above and stating you are with the "Indiana Healthcare Financial Management meeting".

Room Cut-Off: March 14, 2016

What You Need To Do:

Complete and return the Vendor Application by Monday, March 7th to reserve a spot in the Vendor Hall and be included in the Institute Program

Make your reservations at the Sheraton Keystone (by March 14th, 2016)

Details

Exhibit Hall Hours

Tuesday, April 5th

7:30 AM - 8:00 AM

9:30 AM - 10:00 AM

12:15 PM - 1:15 PM

2:15 PM - 2:45 PM

3:45 PM - 4:00 PM

Set-Up/Tear Down

April 4th - Set-up will begin at 5:00 pm. Set-up must be completed by 7:00 am on Tuesday, April 5th and the Exhibit Hall will open at 7:30 am.

April 5th - Tear down will begin at 4:00 pm. Please have completed by 4:30 so you can attend the Installation of Officers and the President's Reception.

Booth Selections

Booth selections will be made by the Sponsorship Co-Chairs and you will be notified by March 21, 2016

Spring Institute & Vendor Show

EXHIBITOR INFORMATION

Booth Fees:

Booth assignments will be based on level of annual sponsorship and order of received applications.

All Annual Sponsors will get a complementary booth. Non Annual Sponsors will pay \$1,500.

Benefits with each Booth:

- Participation in the exhibit hall
- 6 foot skirted table and two chairs
- Access to electricity and internet (See fee on booth application)
- Two booth representatives may attend all institute and networking events
- Recognition in the Institute Program
- Electronic list of attendees pre- and post-institute

Door Prizes:

Door prizes are always a popular feature of the Vendor show! You are welcome to provide an item(s) for prize drawings. The names can be chosen at random from the registration list of Provider Attendees, or from the group of cards collected at your booth.

Additional Event Sponsorship Opportunities - For Annual Sponsors Only

Additional event sponsorships provide your company with a higher degree of visibility. Below is a list of available sponsorships. In order to get these listed in the program, you must choose what sponsorships you desire and turn them in on your application.

Tuesday, April 5th, 2016

Breakfast with the Vendors	\$300.00
Lunch with the Vendors	\$1000.00
AM Break	\$250.00
PM Break	\$250.00
President's Reception	\$2000 (Exclusive) or \$750 each for up to 3 sponsors

Wednesday, April 6th, 2016

Breakfast with the Vendors	\$300.00
Lunch and learn	\$1000.00
AM Break	\$250.00

Other Opportunities

Conference Program	\$500.00
Name Badge Holders	\$700.00

VENDOR APPLICATION

Deadline: March 7, 2016

Company _____

Contact _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Are you a Sponsor? Y N

If no, would you like to become a Sponsor? Y

Check all that apply:

CONFIRMATION AND ADDITIONAL
INFORMATION WILL BE SEND UPON
RECEIPT OF APPLICATION.

Booth Fees:

- ___ President Level—No charge
- ___ Gold Level Sponsor—No charge
- ___ Silver Level Sponsor—No charge
- ___ Bronze Level Sponsor— No charge
- ___ Non-Sponsor—\$1,500
- ___ Additional Representatives—\$125 each
- ___ Electric—\$25
- ___ Internet—\$50

Total Booth Fees: \$ _____

Sponsorship Opportunities:

1. ___ Tuesday Lunch—\$1,000
2. ___ President's Reception—\$2,000 or 3 @ \$ 750 ea. _____
3. **_SOLD_** Continental Breakfast—\$300 (2 available) **_SOLD_** Tuesday **_SOLD_** Wednesday
4. **_SOLD_** Breaks—\$250 (3 available) **_SOLD_** Tuesday AM **_SOLD_** Tuesday PM **_SOLD_** Wednesday AM
5. ___ Wednesday Lunch & Learn - \$1,000
6. **_SOLD_** Conference Program \$500
7. **_SOLD_** Name Badge Holders \$700

Total Sponsorship: \$ _____

PAYMENT METHOD

___ Check (payable to Indiana Pressler Memorial-HFMA)

___ Credit Card

Grand Total Amount: \$ _____

___ AMEX ___ MasterCard ___ VISA ___ Discover

Number: _____

Expiration: _____ Security Code: _____

Name on Card: _____

BILLING Address: _____

(if different from above) _____

Return your complete forms by mail, fax or email to:

Indiana Pressler Memorial Chapter Office:

Robert Mahoney, Chapter Administrator -

582 N 600 W Andrews, IN 46702

Phone: 773-332-5529

Fax: 574-822-3661

Email: rmahoney582@gmail.com

List your Vendor Representatives Below. Do you need name tags? Y N

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

STANDARDS FOR EXHIBITING

1. Exhibitor displays should not obstruct the view of neighboring exhibitors. If the exhibit blocks the view of other exhibitors, the exhibitor may be asked to remove the display. Please protect the rights of all vendors and be considerate.
2. Representatives must remain inside the booth area. Solicitation should not occur in the aisles, inside or near other exhibitors' booths, or from any area outside the exhibit.
3. Distribution of literature or business cards in the Exhibit Hall by individuals who have not registered as an exhibitor is strictly prohibited. Any individual found to be participating in such an activity will be asked to leave the exhibit area. Any materials being distributed by an individual other than registered exhibitors must be approved by the Executive Committee of the Indiana Chapter-HFMA.
4. Unethical or inappropriate conduct toward other exhibitors, members of the Indiana Chapter-HFMA, convention center employees, guests of the conference, or any infraction of rules on the part of the exhibitor are subject to dismissal from the conference.
5. Subletting booths is not permitted.
6. Each exhibitor shall have two (2) authorized representatives (President level sponsors may have three (3) representatives). There will be a \$125 fee for additional representatives.
7. The operation of a hospitality suite or reservation of other meeting space near the exhibitor area without paying the appropriate exhibit fees or obtaining permission from the Indiana Chapter-HFMA Executive Committee will not be allowed and may be shut down by the convention center security services.
8. I understand that neither the Indiana Chapter-HFMA nor the Sheraton Indianapolis at Keystone Crossing are responsible for items that may be misplaced, damaged, or removed from my exhibit space.
9. Force Majeure or Cancellation of the Show. Neither party shall be responsible for failure to perform this contract if circumstances beyond their control including, but not limited to, acts of God, terrorism, shortage of commodities or supplies to be furnished by the Sheraton Indianapolis at Keystone Crossing, governmental authority, or war in the United States make it illegal or impossible for the Sheraton Indianapolis at Keystone Crossing to hold the event.
10. I have read and understand all of the information contained within the exhibitor contract. I agree to abide by its rules, regulations, and standards. I understand that by violating any of the above rules, regulations or standards I may be asked to leave the conference without benefit of a refund.

Authorized Representative - please print

Date

Signature