

VENDOR PROSPECTUS

WINTER INSTITUTE - JANUARY 26TH AND 27TH, 2017

Vendor Information

Details

Vendor Meet & Greet

Wednesday, January 25th -
After you set up your booth, join us in the Lobby Bar to catch up with peers and chapter members - starting at 8:00 pm - Cash Bar

Keynote Speaker:

Walt Stasinski

Questions

Contact:

Darren Cook, Sponsorship Chair,
dcook@ar-solutions.biz

Location: Renaissance Indianapolis North Hotel, Carmel, Indiana.



A block of rooms has been reserved for \$149.95/night + taxes and fees. You can make your reservations by calling (317) 816-0777 or clicking on "Hotel Reservations Link" on the Event page.

Room Cut-Off: January 11, 2017

What You Need To Do:

Complete and return the Vendor Application by January 11th to reserve a spot and be included in the Institute Program

Make your reservations at the Renaissance Indianapolis North Hotel by January 11th, 2017

Winter Institute

Details

Exhibit Hall Hours

Thursday, January 26th

7:00 AM - 8:30 AM

10:30 AM - 11:00 AM

12:00 PM - 1:00 PM

2:00 PM - 2:30 PM

Set-Up/Tear Down

January 25th - Set-up will begin at 6:00 pm. This time is subject to change. You will be notified by January 20th. Set-up must be completed by 7:00 am on Tuesday, April 5th and the Exhibit Hall will open at 7:30 am.

January 26th - Tear down will begin at 4:00 pm.

Booth Selections

Booth selections will be made by the Sponsorship Chair and you will be notified by January 20th, 2017.

EXHIBITOR INFORMATION

Booth Fee: \$500.00

Booth assignments will be based on level of annual sponsorship, with President and Gold Sponsors taking priority, and order of received applications.

Benefits with each Booth:

- Participation in the exhibit hall
- 6 foot skirted table
- Complimentary Wifi
- Access to electric for \$20.00
- 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.

Thursday, January 25th, 2017

Breakfast with the Vendors	\$300.00
Lunch with the Vendors	\$750.00
AM Break	\$250.00
PM Break	\$250.00

Friday, January 26th, 2017

Breakfast	\$300.00
AM Break	\$250.00

Other Opportunities

Conference Program	\$500.00
Name Badge Holders	\$700.00

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