

TENNESSEE MEDICAL GROUP MANAGEMENT ASSOCIATION

Exhibitor Contract/Application

April 18-20, 2012

Park Vista Resort - Gatlinburg, Tennessee

Name of Company: _____

Contact Name (person to whom all correspondence will be sent): _____

Mailing Address: _____

City, State, Zip: _____

Phone: (_____) _____ Email: _____

Representative #1 (for onsite badge): _____

Representative #1 Email address: _____

Representative #2 (for onsite badge): _____

Representative #2 Email address: _____

TMGMA Affiliate Member Number: _____

TMGMA By-Laws require all Corporate Sponsors and Exhibitors to be Affiliate Members. For an Affiliate Membership Application, please visit our website at www.tmgma.com or send an email to melissaowilson@comcast.net.

Do you need electrical connection in your booth? _____

NOTE: Additional booth services are available from the hotel and details will be provided at a later date.

List any company you wish to be near

List any company you do not wish to be near

I hereby acknowledge that until accepted by TMGMA, this Contract shall constitute only an application to Sponsor TMGMA events, which may be accepted or declined by TMGMA at its sole discretion. I understand that I will be contacted to confirm acceptance of this contract. I understand that this contract DOES NOT entitle me or my company to use of the TMGMA or MGMA logo on any printed, digital, or written communication.

Authorized Signature

Date

FEES: Early Bird Exhibit registration is \$1000 if faxed, emailed or postmarked by January 31, 2012. After January 31, Exhibit registration is \$1150. This includes an 8' x 8' booth, skirted tabletop, 2 chairs, and admission to all meals and the special event for **two** representatives. **Additional representatives will be \$200 each.**

Make checks payable to TMGMA, and submit with application to: Tennessee MGMA, P.O. Box 3392, Brentwood, TN 37024

Credit Card payments can be faxed with application to TMGMA at 615.662.8864.

Credit Card Type: ___ MasterCard ___ Visa ___ American Express

Expiration Date: _____ **CSS (Security Code):** _____

Cardholder Name: _____

Card Number: _____

Billing Address: _____

Signature: _____

If you have any questions regarding exhibit space, please contact Melissa at 615-579-6253 or melissaowilson@comcast.net

2012 Tennessee Medical Group Management Association Exhibitor Rules & Regulations

April 18-20, 2012

1. FEES

Application must be submitted with payment IN FULL for space rental charges. **Early Bird** Exhibit registration is \$1000 if faxed, emailed or postmarked by January 31, 2012. After January 31, Exhibit registration is \$1150. This includes an 8' x 8' booth, skirted tabletop, 2 chairs, waste basket, admission to all meals and the special event for two representatives. **Additional representatives will be \$200 each.** The exhibit area is carpeted and electrical service is included in your exhibit fees, but MUST be requested at least ONE WEEK prior to meeting.

2. CANCELLATION OF SPACE CONTRACT

In the event it is necessary for the exhibitor to cancel their space rental agreement, a full refund (less an administrative expense fee of \$50 per booth) will be made for requests IN WRITING no later than March 30, 2012. No refunds will be made on cancellation requests postmarked, faxed or emailed after March 30. Cancellations must be received from the original authorized exhibitor representative.

3. SPACE RENTAL AND ASSIGNMENT OF LOCATION

TMGMA reserves the right to refuse rental of display to any individual or company whose display of goods or services is not, in its opinion, compatible with the general character and objectives of the conference. TMGMA will make reasonable efforts to separate exhibitors of like products, but no assurance can be given as to such separation. TMGMA RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS AND TO CHANGE ASSIGNMENTS AT ANY TIME.

4. EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Each exhibitor **must** name one person to be his/her representative in connection with the firm's exhibit. This representative shall have authority to contract for the company, be responsible for payment of booth rental, and during show times, keeping the booth staffed. **Badge swapping is not allowed.** All booth staff must be registered with the exhibitor and have an official TMGMA exhibitor badge.

ALL REQUESTS FOR ADDITIONAL EXHIBITOR BADGES MUST BE APPROVED BY THE EXHIBITING COMPANY'S AUTHORIZED REPRESENTATIVE.

5. INSTALLATION AND REMOVAL OF EXHIBITS

Installation is planned for Wednesday, April 18 from 9:00 am – 12:00 pm. In the event that the exhibitor fails to complete installation of his/her booth by 12:00 pm, TMGMA shall have the right to take possession of space for the purposes of reselling.

Tear-down is scheduled for Friday, April 20 at 10:00 am. ANY EXHIBITOR WHO BREAKS DOWN BEFORE 10:00 AM WILL BE ASSESSED A \$150 PER BOOTH CHARGE.

6. DOOR PRIZES

Exhibitors are encouraged to donate door prizes. All giveaways will be announced during the FRIDAY BREAKFAST. Exhibitor representatives must be present at the breakfast in order for their prize to be given away.

7. LIABILITY

Each exhibitor is entirely responsible for their booth space and has sole responsibility for keeping said space free from any conditions which might be dangerous to persons coming upon the premises. The exhibitor agrees to defend, indemnify and hold harmless TMGMA, its sponsors, members, officers, representatives or employees affiliates or subcontractors, from any damages or charges resulting from the exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the facilities or any part thereof.

8. INSURANCE

Each exhibitor is responsible for his/her own equipment. In all cases, exhibitors desiring to insure their exhibits and displays against fire, theft, etc. must do so at their own expense.

9. OTHER MATTERS

The rules and regulations incorporated in this agreement have been formulated in the best interest of our exhibitors and attendees. We request your full cooperation in their observance. Any and all matters not specifically covered will be subject to the decision of the TMGMA Board.