

IMGMA Spring Conference

April 28-29, 2010

Hy-Vee Hall, Downtown Des Moines



Exhibitor Prospectus & Contract



Exhibit Details

Fees:

Annual GOLD Sponsor	\$3,285
Annual Conference Vendor	\$1,800
Per Conference – Member	\$875
Per Conference – Non-Member	\$1,075
Extra Booth	\$375
Hands On Booth*	\$375

Schedule

Wednesday, April 28

2:00 –4:00 pm. : Set up in vendor hall

4:30-6:30 pm: Networking Reception

Thursday, April 29

7:30-8:00 am: Registration

10:00-10:15 am: First Break

10:15-11:30 am: Breakout with participants**

11:30-12:30 pm: Lunch

12:30-1:45 pm: Repeat Breakouts**

1:45-2:00 pm: Break

2:00-3:15 pm: Repeat Breakouts**

3:15-3:30 pm: Break

4:30-6:00 pm: Networking reception & prize giveaway

6:00-7:00 pm: Tear down

Exhibitor Fee Covers: One 8'x30" table with skirting and pipe and drape; free electricity and wireless internet; one meal packet per registered booth, includes one ticket for each the following meals: Wednesday reception, Thursday breakfast,

Notes:

* In addition to your booth, there will be an opportunity for technology companies to demonstrate their products in a one-on-one environment with participants. For an extra fee of \$375, our hands on room will provide computer access, electricity and Wi-Fi to highlight the strengths of your EMR program.

** This year, participants will be divided into three breakout groups and each will be assigned a breakout to visit with vendors.

The vendor hall and all breakouts will be in one large room, separated by pipe and drape. Please keep all cell phones & other electronics on silent or vibrate during the conference.

All booths *must* be set up by 4:00 pm on Wednesday, April 28th. Access for unloading is on the east side of the building which includes use of the freight elevators.

Door prizes will be given away during the networking reception on Thursday, April 29th. Participation is voluntary.

Extra Attendees: Please complete the attendee form with this prospectus for your registration. All names and titles will appear on name tags as written. Limit three vendors per booth at a time.

Sponsorship Opportunities: There are several sponsorship opportunities available for any interested vendor. Please review our sponsorship form at www.imgma.org/vendors.

Lodging: Renaissance Savery Hotel
401 E Locust St. Des Moines
Phone 800-514-4706
\$102/night; Room block expires April 6, 2010

For More Information, contact:

Cara Harris
IMGMA
100 E. Grand Ave., Suite 118
Des Moines, IA 50309
(515) 280-6454
harrisc@ihaonline.org

Exhibitor Application & Contract

IMGMA Spring Conference

April 28-29, 2010

Hy-Vee Hall, Des Moines

Fees

<input type="checkbox"/> Annual Gold Sponsor	\$3,285
<input type="checkbox"/> Annual Conference Vendor	\$1,800
<input type="checkbox"/> Per Conference - Member	\$875
<input type="checkbox"/> Per Conference - Non-Member	\$1,075
<input type="checkbox"/> Extra booths, \$375 each	\$ _____
<input type="checkbox"/> Hands On EMR	\$ 375
<input type="checkbox"/> Electricity/Wi-Fi	

Meal tickets needed:

(one meal packet is included in the registration price)

Wednesday

Reception # _____ \$20.00 = _____

Thursday

Breakfast # _____ \$10.00 = _____

Lunch # _____ \$19.00 = _____

Reception # _____ \$20.00 = _____

Total Meal Cost \$ _____

IMGMA Affiliate Member Yes No

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Type of Product or Services Provided: _____

Contact Person *(All correspondence will be sent to this person.)*

Title _____

Address *(if different from above)* _____

City _____ State _____ Zip _____

Phone _____

Email (REQUIRED) _____

Enclosed is a check for \$ _____, payable to
IMGMA.

MasterCard VISA Discover AE

Cardholder's Name *(please print)* _____

Credit Card No. _____

Expiration Date _____

Cardholder's Signature _____

We agree to abide by the terms of the agreement set forth
by IMGMA.

Signed _____

Date _____

Read the contract on the reverse side, sign, and return along
with payment to:

Cara Harris, IMGMA
100 E. Grand Ave. Suite 118
Des Moines, IA 50309

**AGREEMENT AND PAYMENT MUST BE RECEIVED BY
APRIL 5, 2010**



Exhibitor Contract

Please be sure the personnel working your booth have a copy of these terms and are familiar with them.

1. CANCELLATION POLICY—A full refund will be made on or before April 9, 2010. No refund will be given after this date.

2. EXHIBIT INSTALLATION & DISMANTLING—Setup is between 2:00-4:00 p.m. Wednesday, April 28. **Under no circumstances will any booth begin to pack and/or dismantle or remove their exhibit from the hall before 6:00 pm, Thursday, April 28, 2010.**

3. ALL EXHIBIT MATERIALS MUST CONFORM TO THE FIRE REGULATIONS AND ELECTRICAL CODES OF THE EXHIBIT HALL. All packing materials and containers must be removed from the floor and must not be stored behind displays or under tables. Payment for services provided to an exhibitor by a contractor is the responsibility of the exhibitor.

4. NO EXHIBIT MAY PROTRUDE INTO THE AISLE OR BLOCK THE VIEW TO NEIGHBORING EXHIBITS.

5. APPLICATION FOR EXHIBIT SPACE MUST BE MADE ON THE PRINTED FORM PROVIDED. IMGMA reserves the right to decline any application for space.

6. EXHIBIT SPACE ASSIGNMENTS will be made on a first come first served basis. IMGMA reserves the right to make the final determination of all assignments. Allocation of space is made solely at the discretion of IMGMA.

7. SUBLETTING OF EXHIBIT SPACE IS PROHIBITED.

8. EXHIBITORS ARE PROHIBITED FROM ATTACHING ANYTHING ON THE SURFACE OF HOTEL/FACILITY PROPERTY, violators will be responsible for damage.

9. THE EXHIBIT SPACE RENTAL IS FOR DISPLAY PURPOSES. ANY ORDER TAKING AND SELLING OF PRODUCTS IS STRICTLY PROHIBITED.

10. NO EQUIPMENT CAN BE REMOVED DURING THE CONFERENCE without written permission from IMGMA.

11. EACH EXHIBITOR MUST PROVIDE AN ATTENDANT within his/her exhibit space during the open hours of the exhibit. Not more than **three representatives** will be allowed at any one time. ALL EXHIBITORS ARE TO PRE-REGISTER THEIR REPRESENTATIVES BY COMPLETING THE APPLICATION FORM PROVIDED.

12. SOCIAL FUNCTIONS held by exhibitors for potential clients attending the IMGMA meeting may not be held without the prior approval of IMGMA. It shall be made clear that these are nonofficial functions of IMGMA.

13. IF AN EXHIBITOR DOES NOT FOLLOW THE RULES AND REGULATIONS SET FORTH BY IMGMA, THEN THIS CONTRACT MAY BE TERMINATED, with the exhibitor forfeiting fees paid, regardless whether or not space is reassigned by IMGMA.

14. EXHIBITORS ARE REQUIRED TO PROVIDE IMGMA PROOF OF INSURANCE TO COVER AGAINST DAMAGE AND LOSS OF EXHIBIT MATERIALS AND LIABILITY INSURANCE AGAINST INJURY TO PERSON AND PROPERTY OF OTHERS. All property of the exhibitor is understood to remain under his custody and control, in transit to, and from the confines of the hall, subject to this contract and to the rules and regulations of this agreement.

15. IMGMA RESERVES THE RIGHT TO MAKE CHANGES TO THIS CONTRACT. Any matters not specifically covered herein are subject to decision by IMGMA. IMGMA reserves the right to make such changes, amendments and additions to this contract as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of any such changes.

16. TERMINATION OF MEETING—Should the premises in which IMGMA meeting is to be held become, in the sole judgment of the association, unfit for occupancy, or should the meeting be materially interfered with for any reason subject to the discretion of IMGMA, the contract for exhibit space may be terminated. IMGMA will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release IMGMA of and from all claims and damages and agree that IMGMA shall have no obligation except to refund the exhibitors pro-rata share of the aggregate amounts received by IMGMA as rental fees for booths after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims.

17. IMGMA shall not be responsible to exhibitors for damages and/or claims from any cause whatsoever that may arise from the exhibitors' participation in the IMGMA Annual Meeting. Exhibitors assume the entire responsibility and liability for losses, damages and claims arising out of exhibitors' activities on the hotel premises and will indemnify, defend, and hold harmless the hotel and IMGMA, its agents, servants and employees from any and all such losses, damages and claims.

18. EXHIBITORS AND OTHERS ARE PROHIBITED FROM PLAYING MUSIC OF ANY KIND IN THE EXHIBIT HALL OR OTHER IMGMA FUNCTION FACILITY.

AUTHORIZED SIGNATURE _____

Name _____ Title _____

IMGMA Spring Conference Attendee Form

Thank you for your participation in the IMGMA Spring Conference. In order for your registration to be complete, please fill out the following form and return with your application. If you exhibitor plans to join the participants in any of the meal functions please check the appropriate function. Please remember you will receive **one meal packet free with your registered booth**. Vendors who do not plan on eating meals at the conference can mark at the bottom of the form. If you need any additional meal tickets, please indicate for billing purposes.

Organization Name _____

Name of 1st Exhibitor _____

Title to appear on name tag _____

Complementary meal tickets included with registration

Meals:

Wednesday
 Reception

Thursday
 Breakfast
 Lunch
 Reception

Name of 2nd Exhibitor _____

Title to appear on name tag _____

Meals:

Wednesday
 Reception \$20

Thursday
 Breakfast \$13
 Lunch \$17
 Reception \$20

Name of 3rd Exhibitor _____

Title to appear on name tag _____

Meals:

Wednesday
 Reception \$20

Thursday
 Breakfast \$13
 Lunch \$17
 Reception \$20

I do not plan on eating meals at the conference.

Lodging: Renaissance Savery Hotel
401 E Locust St. Des Moines, IA 50309
P: 800-514-4706
\$102/night plus tax
Room block expires April 6, 2010

Attending Sessions: Vendors may attend any session but will not be granted Nursing Continuing Education Units (CEUs), CMA certificates or ACMPE CEUs for attending.

Sponsorship Opportunities

If you are interested in sponsoring an event at the fall forum, please fill out this form and return it with your vendor application.

Keynote Speaker \$2,000

- Name on signage and listed on all conference materials as the sponsor for this event
- Introduction of speaker
- Short message about your organization

Evening Reception \$1,000

- Name on signage and listed on all conference materials as the sponsor for this event
- Brief Introduction at reception

Coffee/Beverage Breaks \$300

- Name on signage and listed on all conference materials as the sponsor for this event

Organization Information

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Web site: _____

Primary Product/Service: _____

Contact Name: _____

Title: _____

Email: _____

Keynote Speaker \$2,000 Evening Reception \$2,000 Coffee/Beverage Breaks \$300

Payment Info

Check Enclosed Bill Me Credit Card Visa Master Card Discover

Card #: _____ Exp Date: _____

Name of Cardholder: _____