

Sponsorship & Exhibit Prospectus

21st Annual

# HFMA Western Region Symposium

Region 11 | Alaska | California | Hawaii | Nevada | Oregon | Washington

Region 10 | Arizona | Colorado | Idaho | Montana | New Mexico | Utah | Wyoming

January 13 - 16, 2019

Paris Las Vegas Hotel & Casino



TO *Fabulous*  
**LAS VEGAS**  
NEVADA

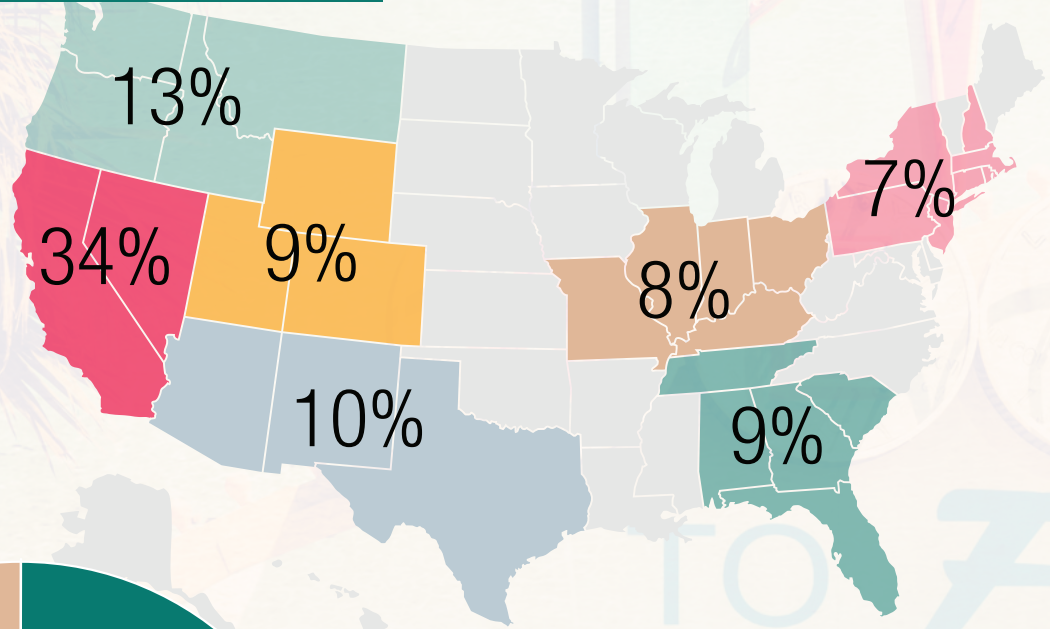
hfma™  
region 10

hfma™  
region 11

# SPONSORSHIP & EXHIBIT PROSPECTUS

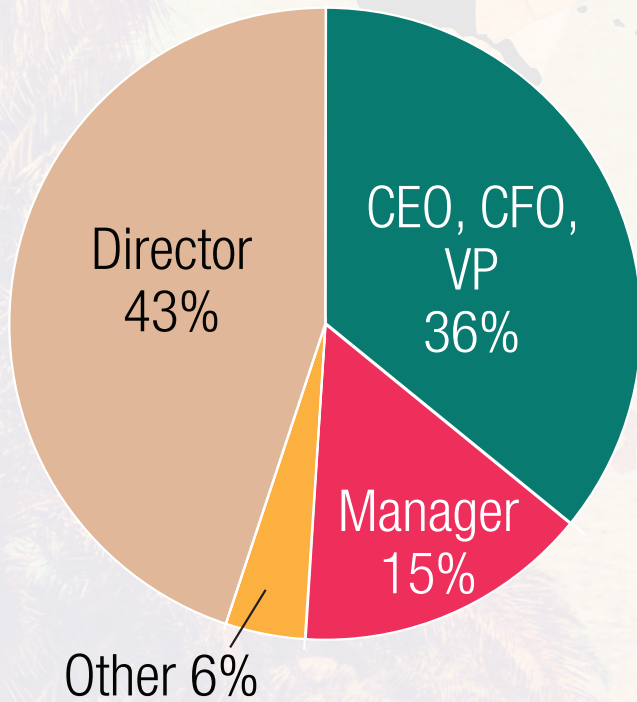
## Expected Conference Attendance

### ATTENDANCE BY STATE



Other 10%

### ATTENDANCE BY PROFESSION



### ATTENDANCE BY LEVEL

950 +  
ATTENDEES

40 +  
SPEAKERS

300 +  
PROVIDER  
ATTENDEES

235 +  
UNIQUE PROVIDER  
ORGANIZATIONS

## SPONSORSHIP & EXHIBIT PROSPECTUS

# What's New for 2019?

## More Providers

### Significantly Expanded Discounts to Providers

The WRS Provider Outreach Committee is outreaching across 14 states with the goal of attracting providers to experience the Symposium for the first time! Over \$200,000 in complimentary or significant discounts have been created to help off-set shrinking education budgets and encourage provider attendance.

- >> 100+ Complimentary Hosted Providers – this program will attract 100 NEW providers who are manager level and above and have not attended in the last 2 years.
- >> 300+ Provider Scholarships – we have significantly reduced the cost to attend from \$600 to \$300 making it extremely affordable to attend.

### Reduced Hotel Rates

Hotel room rates at the Paris Las Vegas Hotel have been reduced from \$189 to \$109 making the cost for providers to stay in Las Vegas unbelievably affordable!

## Better Booth Traffic

### Redesigned Exhibit Hall

We redesigned the exhibit hall to ensure maximum exposure for all our exhibitors! Platinum and Gold Sponsors are located right in the heart of the conference where breaks and networking take place! Check out the new layout [HERE!](#)

### Face to Face Meetings with Qualified Providers

Each Hosted or Scholarship Provider WILL BE REQUIRED to meet with 7 exhibitors as part of the program. These meetings will NOT be pre-scheduled, but are required to last a minimum of 5 minutes at your booth to allow you time to engage in meaningful conversation. **400 providers x 7 meetings each = 2,800 meaningful face to face conversations in exhibit booths means guaranteed booth traffic!**

### Exhibitor Guide

We plan to make it easy for providers looking for solutions. Our Exhibitor Guide will provide an overview of exhibitors that provide products/services in the following areas.

# SPONSORSHIP & EXHIBIT PROSPECTUS

**EXHIBITOR ONLY**  
**Bundle your bucks**  
**for maximum value!**

See the Exhibitor/  
 Sponsor Rules &  
 Regulations page for  
 information.

## SPONSORSHIP LEVELS & BENEFITS SUMMARY

	EXHIBIT				A LA CARTE	
	PLATINUM	GOLD	SILVER	BRONZE	SILVER	BRONZE
10 x 20 premium booth located around the entrance to General Session	X	X				
10 x 10 premium booth located in a prominent location of the exhibit hall			X			
10 x 10 booth				X		
High boy table and 2 barstools	X	X				
Opportunity to introduce one of the general session speakers	X					
Opportunity to introduce a breakout session		X				
Complimentary full conference attendees	4	3	2	2	1	1
Audio visual recognition on the screens prior to the start of the keynote	X	X	X			
Sponsor wall recognition	X	X	X	X	X	X
Attendee list including names, titles and mailing addresses	X	X	X	X	X	X
Logo highlighted on the conference website as a sponsor	X	X	X	X	X	X
Literature in the conference bags	X	X	X			
Listing in the conference brochure (if applicable)	X	X	X	X	X	X
Listing on conference app	X	X	X	X	X	X
Option to purchase additional full conference badges at a discounted rate of \$400	4	3	2	1	0	0

**SPONSORSHIP & EXHIBIT PROSPECTUS****PLATINUM  
SPONSOR****\$10,000 | AVAILABLE SPONSORSHIPS: 0**

Are you interested in maximum exposure for your organization at the HFMA Western Region Symposium? Your booth will be located directly inside of the entrance to the Exhibit Hall. This premium location gives you the first experience to greet attendees daily.

- >> 10 x 20 space located adjacent to the entrance to the exhibit hall and Platinum HFMA Diner
- >> Highboy table plus 2 barstools
- >> 4 complimentary full conference registrations
- >> Option to purchase up to 4 additional badges at a discount rate of \$400
- >> Audio Visual recognition and display of company logo prior to keynote speakers
- >> Literature in the conference bags
- >> 6ft table, 2 chairs and waste basket
- >> Sponsor wall recognition
- >> Attendee list including names, titles and mailing addresses
- >> Logo highlighted on the conference website as a sponsor
- >> Listing in the conference brochure
- >> Opportunity to introduce one of the general session speakers

**GOLD  
SPONSOR****\$7,500 | AVAILABLE SPONSORSHIPS: 0**

- >> 10 x 20 space in a prominent location
- >> Highboy table plus 2 barstools
- >> 3 complimentary full conference registrations
- >> Option to purchase up to 3 additional badges at a discount rate of \$400
- >> Audio visual recognition and display of company logo prior to keynote speakers
- >> Literature in the conference bags
- >> 6 ft table, 2 chairs, and waste basket
- >> Sponsor wall recognition
- >> Attendee list including names, titles, and mailing addresses
- >> Logo highlighted on the conference website as a sponsor
- >> Listing in the conference brochure
- >> Opportunity to introduce one of the breakout sessions

**SILVER  
SPONSOR****\$5,000 | AVAILABLE SPONSORSHIPS: 1**

- >> Premium 10x10 booth located close to the entrance or food areas
- >> 2 complimentary full conference registrations
- >> Option to purchase up to 2 additional badges at a discount rate of \$400
- >> Audio Visual recognition and display of company logo prior to keynote speakers
- >> Literature in the conference bags
- >> 6 ft table, 2 chairs, and waste basket
- >> Sponsor wall recognition
- >> Attendee list including names, titles, and mailing addresses
- >> Logo highlighted on the conference website as a sponsor
- >> Listing in the conference brochure

**BRONZE  
SPONSOR****\$2,500 | AVAILABLE SPONSORSHIPS: 0**

- >> 10x10 exhibit booth
- >> 2 complimentary full conference registrations
- >> Option to purchase 1 additional badge at a discount rate of \$400
- >> 6 ft table, 2 chairs and waste basket
- >> Sponsor wall recognition
- >> Attendee list including names, titles, and mailing addresses
- >> Logo highlighted on the conference website as a sponsor
- >> Listing in the conference brochure

# SPONSORSHIP & EXHIBIT PROSPECTUS

**A La Carte Packages include the following:**

- > Sponsor wall recognition
- > Attendee list including names, titles and mailing addresses
- > Logo highlighted on the conference website as a sponsor
- > Listing in the conference brochure (if applicable)
- > 1 complimentary registration ticket
- > Listing on conference app

ITEM NO.	DESCRIPTION	LEVEL	AVAILABLE QUANTITY	AMOUNT
1	WELCOME RECEPTION BAR	SILVER	SOLD	\$5,000
2	MONDAY NIGHT BAR	SILVER	SOLD	\$5,000
3	LANYARDS	SILVER	SOLD	\$5,000
4	GUEST HOTEL ROOM KEYS	SILVER	SOLD	\$5,000
5	WIFI	SILVER	SOLD	\$5,000
6	MONDAY NIGHT ENTERTAINMENT	SILVER	SOLD	\$5,000
7	CONFERENCE APP	SILVER	SOLD	\$5,000
8	CONFERENCE BAGS	BRONZE	SOLD	\$3,000
9	RECHARGE STATION	BRONZE	SOLD	\$3,000
10	BOTTLED WATER SPONSOR	BRONZE	SOLD	\$3,000
11	WELCOME GIFT FOR PROVIDERS – SPONSORS PROVIDE	BRONZE	SOLD	\$2,500
12	MONDAY MORNING BREAK SPONSOR	BRONZE	SOLD	\$2,500
13	MONDAY AFTERNOON BREAK SPONSOR	BRONZE	SOLD	\$2,500
14	TUESDAY MORNING BREAK SPONSOR	BRONZE	SOLD	\$2,500
15	TUESDAY AFTERNOON BREAK SPONSOR	BRONZE	SOLD	\$2,500
16	MONDAY BREAKFAST SPONSOR (2)	BRONZE	1	\$2,500
17	MONDAY LUNCH SPONSOR (2)	BRONZE	SOLD	\$2,500
18	TUESDAY BREAKFAST SPONSOR (2)	BRONZE	1	\$2,500
19	TUESDAY LUNCH SPONSOR (2)	BRONZE	SOLD	\$2,500

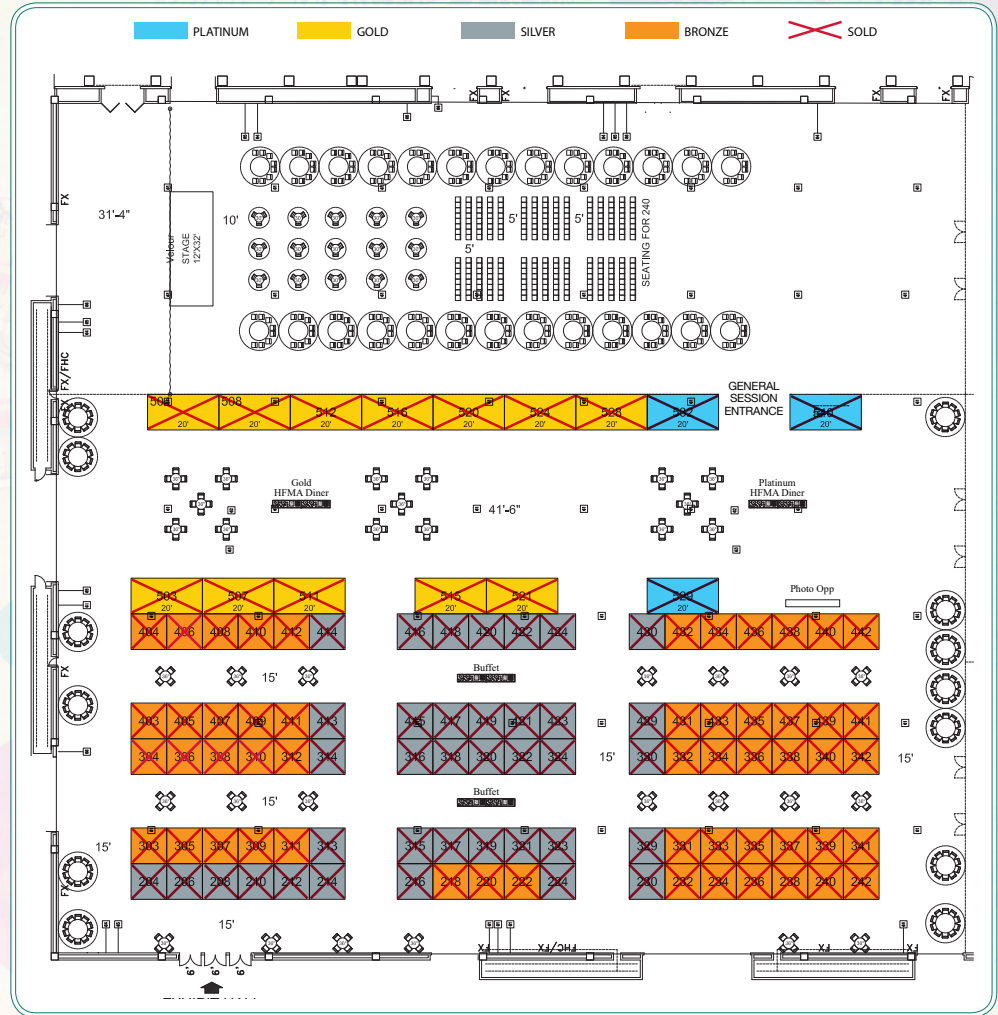
# SPONSORSHIP & EXHIBIT PROSPECTUS

## HFMA Western Region Symposium

January 13 - 16, 2019

Paris Las Vegas Convention Center

- Platinum Booth 529 .....Intuitive
- Platinum Booth 532 .....Virence
- Platinum Booth 540 .....Healthcare Resource Group
- Gold Booth 503.....JIC System
- Gold Booth 504.....VitalWare
- Gold Booth 507.....Salucro Healthcare Solutions
- Gold Booth 508.....AccessOne
- Gold Booth 511.....Patientco
- Gold Booth 512.....Waystar Revenue Cycle Technology
- Gold Booth 515.....Progressive Management Systems
- Gold Booth 516.....Medlytix
- Gold Booth 520.....Commerce Healthcare
- Gold Booth 521.....FIRM Revenue Cycle Management Services
- Gold Booth 524.....InstaMed
- Gold Booth 528.....HealthPay24
- Silver Booth 204.....Healthcare Financial Resources, LLC
- Silver Booth 206.....Xtend Healthcare, A Navient Company
- Silver Booth 208.....Visante, Inc.
- Silver Booth 210.....Mechanics Bank
- Silver Booth 212.....Premier
- Silver Booth 214.....American Health Connection
- Silver Booth 216.....Experian Health
- Silver Booth 224.....XSOLIS
- Silver Booth 230.....DCS Global Systems, Inc.
- Silver Booth 313.....Harris & Harris, Ltd.
- Silver Booth 314.....AccuReg
- Silver Booth 315.....Navigator
- Silver Booth 316.....Quantum Enterprise Content Solutions by Quest
- Silver Booth 317.....Argos Health
- Silver Booth 318.....Strata Decision Technology
- Silver Booth 319.....RevCycle+
- Silver Booth 320.....TruBridge
- Silver Booth 321.....Craneware
- Silver Booth 322.....Ciox
- Silver Booth 323.....Pyramid Consulting
- Silver Booth 324.....Jacobus Consulting
- Silver Booth 329.....Medical Reimbursements of America
- Silver Booth 330.....EPSI
- Silver Booth 413.....Recondo Technology
- Silver Booth 414.....Healthcare Legal Solutions, LLC
- Silver Booth 415.....Sherlog Solutions
- Silver Booth 416.....OnPlan Health by Flywire
- Silver Booth 417.....Brault
- Silver Booth 418.....U.S. BANK
- Silver Booth 419.....MedAssist
- Silver Booth 420.....Medhost
- Silver Booth 421.....Revenue Enterprises, LLC
- Silver Booth 422.....UnitedHealthcare
- Silver Booth 423.....ClearBalance
- Silver Booth 424.....EnableComp
- Silver Booth 429.....Change Healthcare
- Silver Booth 430.....Novus Health Systems
- Bronze Booth 218.....AIM Specialty Health
- Bronze Booth 220.....The NBF Group
- Bronze Booth 222.....Simplify, Inc.
- Bronze Booth 232.....Amplus Group
- Bronze Booth 234.....Sharecare
- Bronze Booth 236.....Global Recovery Alliance
- Bronze Booth 238.....Bolder Healthcare Solutions, a Cognizant Company
- Bronze Booth 240.....MedAptus, Inc.
- Bronze Booth 242.....Harris Affinity
- Bronze Booth 303.....Apex Revenue Technologies
- Bronze Booth 304.....AVEC Health Solutions
- Bronze Booth 305.....Cleverley + Associates
- Bronze Booth 306.....Code Quick
- Bronze Booth 307.....R-C Healthcare Management Services, Inc.



- Bronze Booth 308.....Western Healthcare Alliance
- Bronze Booth 309.....Inworks
- Bronze Booth 310.....CarePayment
- Bronze Booth 311.....Continuum Health Solutions, LLC
- Bronze Booth 312.....Avadyne Health
- Bronze Booth 331.....Aviacode, Inc.
- Bronze Booth 332.....MiraMed Global Services
- Bronze Booth 333.....Aspiration Health Resources
- Bronze Booth 334.....CBIZ KA Consulting Service, LLC
- Bronze Booth 335.....Lincoln Financial Group
- Bronze Booth 336.....Parallon
- Bronze Booth 337.....Organizational Intelligence
- Bronze Booth 338.....Elavon
- Bronze Booth 339.....PatientMatters
- Bronze Booth 340.....Flex Technology Group
- Bronze Booth 341.....Revint Solutions
- Bronze Booth 342.....Wipfli LLP
- Bronze Booth 403.....Resource Corporation of America
- Bronze Booth 404.....Cantata Health
- Bronze Booth 405.....Global Credit Solutions AG
- Bronze Booth 406.....Praxis Healthcare Solutions
- Bronze Booth 407.....Toyon Associates, Inc.

- Bronze Booth 408.....Essential Consulting, LLC
- Bronze Booth 409.....CMRE Financial Services, Inc.
- Bronze Booth 410.....nThrive
- Bronze Booth 411.....Eide Bailly LLP
- Bronze Booth 412.....Professional Finance Company
- Bronze Booth 431.....State Collection Service, Inc.
- Bronze Booth 432.....PSB/MARS
- Bronze Booth 433.....PNC Healthcare
- Bronze Booth 434.....eSolutions, Inc.
- Bronze Booth 435.....OSG Diamond Healthcare
- Bronze Booth 436.....BESLER
- Bronze Booth 437.....Mediut
- Bronze Booth 438.....Panacea/Career Step
- Bronze Booth 439.....OVAG International
- Bronze Booth 440.....RevClaims
- Bronze Booth 441.....RevSpring
- Bronze Booth 442.....CompSpec, Inc.
- Bottled Water.....Kaufman Hall
- Conference App.....Brault
- Conference Bags.....Professional Credit Service
- Guest Hotel Key.....Moss Adams
- Lanyards.....Parallon
- Monday Night Bar.....Professional Credit Service

- Monday Breakfast Sponsor 1.....Horizon Health Fund
- Monday Morning Break.....VisitPay
- Monday Lunch Sponsor 1.....Intalere
- Monday Lunch Sponsor 2.....Wells Fargo
- Monday Afternoon Break Sponsor.....Medpricer
- Monday Night Entertainment.....GeBBS Healthcare Solutions, Inc.
- Recharge Station.....Revint Soutions
- Tuesday Breakfast Sponsor 1.....Bank of America
- Tuesday Morning Break Sponsor.....Triage Consulting Group
- Tuesday Lunch Sponsor 1.....Bank of America
- Tuesday Lunch Sponsor 2.....GeBBS Healthcare Solutions, Inc.
- Tuesday Afternoon Break Sponsor.....Western Healthcare Alliance
- Welcome Gift for Providers.....Recondo Technology
- Welcome Reception Bar.....Law offices of Stephenson Acquistio & Colman
- WiFi.....TransUnion

# SPONSORSHIP & EXHIBIT PROSPECTUS

## A La Carte Packages include the following:

- > Sponsor wall recognition
- > Attendee list including names, titles and mailing addresses
- > Logo highlighted on the conference website as a sponsor
- > Listing in the conference brochure (if applicable)
- > 1 complimentary registration ticket
- > Listing on conference app

## Item Number

### **1. Welcome Reception Bar –**

Your organization's logo will appear on-site at the reception, on the conference website, app and any marketing materials highlighting this event. Sponsor will also have the ability to provide logo'd items (napkins, beer koozies, glasses....GET CREATIVE) at your expense. Committee approval required.

### **2. Monday Night Bar –**

Your organizations logo will appear on-site at the reception, on the conference website, app and any marketing materials highlighting this event. Sponsor will also have the ability to provide logo'd items (napkins, beer koozies, glasses....GET CREATIVE) at your expense. Committee approval required.

### **3. Lanyards –**

Sponsor the conference lanyard, which is given to all attendees. Lanyard will be branded with a white imprint of company's logo. You will also receive logo recognition on the conference website, conference app and signage.

### **4. Guest Hotel Room Keys –**

Your organization's logo will be placed on the guest hotel room key. Every time an attendee reaches for their room key they will see your logo! You will also receive logo recognition on the conference website, conference app and signage.

### **5. WiFi –**

Sponsor will be recognized throughout the entire conference with their company logo for sponsoring the Wi-Fi in the meeting space. Sponsor will provide input into naming the Wi-Fi network, receive logo recognition on-site, on the conference website and app.

### **6. Monday Night Entertainment –**

It's not a party without music. Your organization will be the exclusive sponsor of the Monday night's entertainment. Your organization's logo will appear on the website, and any place where Monday Night's event is featured. You will also receive logo recognition on the stage AND have the ability to introduce the band. Sponsor can also bring the logo'd item of their choice to distribute at the event.

### **7. Conference App**

As we all move to a more electronic world; attendees will have the opportunity to use the conference app to guide them through their experience and easily access necessary pieces of information and presentations of the Symposium. This sponsor will be recognized throughout the event with their name on all conference marketing as well as on the landing page of the app.

### **8. Conference Bags –**

These re-usable bags will be distributed to all attendees with space for placement of a very large one-color image of your choice. You will also receive logo recognition on the conference website, conference app and signage.

### **9. Recharge Station –**

Have your logo displayed for everyone to see. This charging station will be in the high traffic area called the "HFMA Diner" for the duration of the conference. You will also receive logo recognition on the conference website, conference app and signage.

### **10. Bottled Water –**

Your organization's logo will be featured on the water bottles given to attendees at the time of registration. You will also receive logo recognition on the conference website, conference app and signage.

### **11. Welcome Gift for Providers –**

Sponsor will provide a small gift to personally welcome providers at check-in.



**A La Carte Packages  
include the following:**

- > Sponsor wall recognition
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- > Logo highlighted on the conference website as a sponsor
- > Listing in the conference brochure (if applicable)
- > 1 complimentary registration ticket
- > Listing on conference app

**SPONSORSHIP & EXHIBIT PROSPECTUS****12. Monday Morning Break Sponsor –**

Sponsor this highly interactive break that attendees look forward to. You will receive logo recognition on tables within the exhibit hall, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on tables in the exhibit hall.

**13. Monday Afternoon Break Sponsor –**

Sponsor this highly interactive break that attendees look forward to. You will receive logo recognition on tables within the exhibit hall, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on tables in the exhibit hall.

**14. Tuesday Morning Break Sponsor –**

Sponsor this highly interactive break that attendees look forward to. You will receive logo recognition on tables within the exhibit hall, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on tables in the exhibit hall.

**15. Tuesday Afternoon Break Sponsor –**

Sponsor this highly interactive break that attendees look forward to. You will receive logo recognition on tables within the exhibit hall, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on tables in the exhibit hall.

**16. Monday Lunch Sponsor (2) –**

Become one of two lunch sponsors and receive logo recognition on meal tables, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on meal tables.

**17. Tuesday Lunch Sponsor (2) –**

Become one of two lunch sponsors and receive logo recognition on meal tables, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on meal tables.

**18. Monday Breakfast Sponsor (2) –**

Become one of two breakfast sponsors and receive logo recognition on meal tables, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on meal tables.

**19. Tuesday Breakfast Sponsor (2) –**

Become one of two breakfast sponsors and receive logo recognition on meal tables, on the website and onsite. Sponsorship also includes one small table, centrally located within the HFMA Diner as well as the opportunity to place promotional items on meal tables.

**Have questions or need more information?** Contact: Alanna Weaver, [AWeaver@uhahealth.com](mailto:AWeaver@uhahealth.com)

**Interested in one of these exciting sponsorship opportunities?** [Click Here To Sign Up](#)

## SPONSORSHIP & EXHIBIT PROSPECTUS

### Exhibitor/Sponsor Rules and Regulations

**Confirmation:** Booth space is on a first-come basis and is not confirmed until final payment is received. If you sign-up through Cvent and pay the balance via credit card your space is confirmed. If you sign up though Cvent and select the check option, you have 30 days to pay the balance. If your balance is not paid within 30 days, your booth will be released back into inventory without prior notification. All balances must be paid a minimum of 10 days prior to the conference or you will not be allowed to exhibit.

**Bundle your Bucks for Maximum Value: EXHIBITORS ONLY**

\$10,000 – Spend a combined total as an exhibitor and a la carte sponsor to upgrade to platinum level

\$7,500 – Spend a combined total as an exhibitor and a la carte sponsor to upgrade to gold level

\$5,000 – Spend a combined total as an exhibitor and a la carte sponsor to upgrade to silver level

**Exhibitor Number of Complimentary Registration(s):**

Registration includes full access to all education and networking sessions.

Platinum Sponsors – 4 full conference

Gold Sponsors – 3 full conference

Silver Sponsors – 2 full conference

Bronze Sponsors – 2 full conference

**Additional Exhibit Registrations (Full Conference Registration) \$400 per registration:**

Platinum – allowed to purchase up to 4 additional exhibitor registrations

Gold – allowed to purchase up to 3 additional exhibitor registrations

Silver – allowed to purchase up to 2 Additional exhibitor registrations

Bronze – allowed to purchase up to 1 Additional exhibitor registrations

**A La Carte Number of Complimentary Registrations:**

Registration includes full access to all education and networking sessions

Silver A La Carte Sponsors – 1 full conference registration

Bronze A La Carte Sponsors – 1 full conference registration

**Liability and Security:** Exhibitors will make provisions to insure and safeguard their goods and materials. Exhibitors will leave the exhibit space in the same condition as it was found. Exhibitors are responsible for claims and demands on account of injury or death or damage to property occurring in or upon the exhibitor's booth space or because of the negligent acts of the exhibitor, exhibitor's employees, servants, agents, licenses or contractors, the exhibitor agrees to indemnify and hold harmless HFMA from and against liability claims, and demands which arise in connection with the undertakings and responsibilities of the exhibitor. Neither HFMA, its service contractors, nor the owners of the hotel/convention space, their agents, servants, contractors, or employees shall be liable for the injuries to any person or for the damage or theft of property owned or controlled by the exhibitor unless caused or resulting from the negligence of HFMA or the owners of the hotel/convention Center or their respective agents, servant and employees. If any part of the exhibition hall is destroyed or damaged so as to prevent HFMA from permitting an exhibitor to occupy assigned space during part or the whole exhibition period, or in case occupation of assigned space during any part of the whole exhibition period is prevented by strikes, acts of God, national emergency, or other cause beyond the control of HFMA, the exhibitor will be charged for the space for the period the space was or could have been occupied by the exhibitor and the exhibitor hereby waives the right to make claims against HFMA, its directors, officers, agents, or employees for losses or damage which arise.

**Social Functions:** Exhibitors/Sponsors are encouraged to hold social events as long as such events do not conflict with any HFMA scheduled event. HFMA will NOT be hosting any social functions on Tuesday evening to allow time for vendors to entertain or host their own private social function.

## SPONSORSHIP & EXHIBIT PROSPECTUS

**Other Activities:** Exhibitor activities will be confined to the exhibitor's allotted exhibit space with the exception of sponsored exhibit functions. Booth giveaway items such as bags, pens, pencils, and the exhibitor's logo'd products are recommended and require no prior approval. Promotional materials are not allowed to be distributed outside of your booth unless an a' la carte sponsorship, including this benefit, has been purchased. All items distributed outside of your booth will be discarded. Any food or beverage items must be purchased directly through the hotel or they will not be permitted. This does not apply to small individually packaged candy or mints. Drawings, raffles, lotteries and contests are encouraged. In the event that exhibitor desires to have any activities or entertainment in the exhibit hall such as impersonators, musicians, caricaturists, magicians and like entertainment, it must be pre-approved by HFMA no later than thirty (30) days before the event.

**Exhibit Space:** Space assigned to the exhibitor is for their exclusive use. Exhibitor shall not assign or sublet any space allocated to them without the duly signed consent of HFMA and any attempted assignment shall be null and void. HFMA has the right to reassign booth location if they deem necessary due to acts beyond their control.

**Booth Restrictions:** Any portion of an exhibit that, in the reasonable judgment of HFMA obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor at the event.

**Set-Up/Dismantle:** Each exhibitor will have their exhibit in place before the official opening of the exhibition and have their exhibit dismantled and removed after the closing of the exhibition. The exhibitor assumes all risk for the shipment and delivery of all property shipped by the exhibitor and agrees that no early teardowns shall be attempted and that early teardowns are not permitted.

**Equipment Delivery:** Exhibitor is responsible for the delivery of their equipment and display material and for removal of the equipment and or display material. For your convenience, it is highly recommended that you ship through the Symposium exhibit services company.

**Use of Attendee Mailing Information:** Exhibitors/Sponsors will be provided 10 days in advance of the conference a list of attendees that include names, titles, organization name and mailing address for all attendees. Email addresses, phone numbers and fax numbers will not be provided. The final attendee list will be sent to all exhibitors no later than 10 days upon conclusion of the conference.

**Warranty/Guarantee:** HFMA does not warrant or guarantee any specific level of traffic at this event. Exhibitor assumes the sole risk with regard to the amount of business traffic at the event. HFMA shall not be liable to exhibitor for any reduction in traffic at the event and shall make no refund or other exchange with regard to a decrease or reduction in expected traffic.

**Other Obligations:** The Exhibitor/Sponsor agrees that it is subject to any other contracts or obligations with the hotel, its affiliates or related contractors. Matters and questions not covered by these rules and regulations are subject to the decision of HFMA, at its discretion, including, but not limited to, unprofessional and disorderly conduct and behavior. These rules and regulations may be amended at any time by HFMA and shall be equally binding on all parties affected by them, as are the original regulations.

**Laws, Ordinances & Regulations:** Exhibitors shall abide by all federal, state and local laws, ordinances and regulations.

**Arbitration:** Should any dispute arise concerning the contract, services provided, or circumstances involving the exhibit rules and regulations, the parties will try in good faith to settle the dispute directly. Any unsettled claim arising out of or relating to this agreement, or the breach thereof, will be administered by the American Arbitration Association, under its commercial arbitration rules, and judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. The arbitration proceedings and the cost of the arbitration fees, will be borne by the individual parties to the proceedings.

**Cancellation Policy:** In the event that the sponsor and/or exhibitor wish to cancel their sponsorship participation, there will be no refunds within thirty (30) days of the event (last day to cancel - December 15, 2018). All refunds will be subject to an administrative fee of ten (10%) All cancellations must be sent in writing to [alex@demarsemeetings.com](mailto:alex@demarsemeetings.com). Refunds or credits will not be given for failure to attend, late arrival, unattended events or early departure.