
VENDOR PROSPECTUS

WINTER INSTITUTE - JANUARY 25TH AND 26TH, 2018

Vendor Information

Location: Indianapolis Marriott North, 3645 River Crossing Parkway, Indianapolis, IN 46240. (317) 705-0000.

Hotel: A block of rooms has been reserved for Rate: \$163/Night + Taxes and Fees, Single Rate - [Click Here](#) to make reservations for HFMA Indiana by April 10th!!!

Room Cut-Off: The deadline to make reservations is January 10, 2018!

What You Need To Do:

Complete and return the Vendor Application by January 12th to reserve a spot in the Vendor Hall and be included in the Institute Program

Make your reservations at the Indianapolis Marriott North by January 10, 2017.

Questions

Contact:

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

Kathi Geiger, Sponsorship Co-Chair
kgeiger@keybridgemed.com

Details

Exhibit Hall Hours

Thursday, January 25th

7:00 AM - 8:15 AM

10:30 AM - 11:00 AM

12:00 PM - 1:15 PM

2:00 PM - 2:30 PM

Set-Up/Tear Down

January 24th - Set-up will begin at 7:00 pm. Set-up must be completed by 7:00 am on Thursday, January 25th when the exhibit hall opens

January 25th - Tear down will begin at 4:00 pm. Please have completed by 4:30.

Booth Selections

Booth selections will be made by the Sponsorship Co-Chairs and you will be notified by January 19, 2018

EXHIBITOR INFORMATION

Booth Fees:

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

President, Gold, and Silver Sponsors: This event is free for you to exhibit. Please register using the "Chapter Sponsors - Free" Option.

Bronze Sponsors: You can exhibit at either Winter or Spring for free. If you choose to exhibit at Winter for free, please register using the "Bronze Sponsors - Free Registration" option. If you wish to exhibit, but wait to use your free registration for Spring, please register as a "Bronze Sponsor - Paid Registration" at a discounted cost of \$500.

Non-Sponsors: If space allows, registration may open to non-sponsors at a cost of \$1000. Please watch website for more information.

Benefits with each Booth:

- Participation in the exhibit hall
- 6 foot skirted table and two chairs
- Access to electricity and internet
- Two booth representatives may attend all institute and networking events
- Electronic list of attendees pre- and post-institute

Door Prizes:

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

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, 2018

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

Friday, January 26th, 2018

Breakfast with the Vendors	\$300.00
Lunch	\$750.00
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