

HFMA Region 9 Annual Conference Sponsor/Exhibitor Agreement and Policies

November 10-12, 2019 – Sheraton New Orleans

The undersigned agrees to the following rules, regulations and policies governing sponsorships, exhibit displays and presentations in conjunction with the 2019 HFMA Region 9 Conference to be held at Sheraton New Orleans November 10-12, 2019. The sponsor/exhibitor must follow the rules and regulations set forth by Region 9 of Healthcare Financial Management Association, herein referred to as HFMA, or this agreement will be terminated.

CONFERENCE REGISTRATION

Conference registration is separate from sponsorship selection. Registration will open on the HFMA Region 9 website in late June 2019. Please review the Sponsors/Exhibitors tab on the website to review the number of complimentary registrations each sponsorship includes. Additional representatives from the Sponsor/Exhibitor company may be registered by paying the Member Vendor fee, regardless of their HFMA member status.

GENERAL CONDUCT

The general rule on the exhibit floor: Be a Good Neighbor. No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other display. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Exhibits may not exceed the width of the assigned space and may not extend more than 3 feet from the back of the assigned space. Verbal announcements, phonograph or tape recordings, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from HFMA and adjacent Exhibitors should be obtained in advance in order to avoid disappointment.

CHARACTER OF THE EVENT

Only products, services, or exhibits directly pertaining to the healthcare financial management profession will be permitted. Sponsors must request approval of doubtful articles and HFMA reserves the right to prohibit any exhibit or activity which, in the judgment of HFMA, detracts from the general character of the Event. This reservation includes persons, things, conduct, printed materials, or anything which may be detrimental to the Event as a whole.

PROMOTIONAL MATERIAL

Exhibitors are free to distribute their own promotional material at their respective space only. No promotional material (other than HFMA materials) may be distributed outside the exhibitor's contracted space. Non-exhibitors are not permitted to place promotional material on tables in the conference space.

STAFFING

All exhibit spaces must be staffed during Show Hours.

LIABILITY

The Sponsor assumes responsibility and agrees to indemnify and defend the Healthcare Financial Management Association Region 9 and The Sheraton Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Sponsor understands that neither the Healthcare Financial Management Association Region 9 nor The Sheraton Hotel maintain insurance covering the Sponsor's property and it is the sole responsibility of the Sponsor to obtain such insurance.

The Sponsor agrees to protect, save and hold HFMA harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Sponsor or those holding under the Sponsor as well as to strictly comply with the applicable terms and conditions contained in the agreement between The Sheraton Hotel and HFMA regarding the exhibition premises. The Sponsor shall at all times protect, indemnify, save and hold harmless HFMA, its officers, directors and representatives against and from any and all losses, costs (including attorney fees), for any and all claims for damages of any kind, or any other expense or alleged liability arising from or out of, or by reason of any accident or bodily injury or other occurrence to any person or persons, including the Sponsor, its agents, employees and business invitees, which arises from or out of or by reason of said Sponsor's occupancy and the use of the Exhibition premises or part thereof.

Sponsor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in these Rules and Regulations, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

The Sheraton Hotel and HFMA Region 9 shall be included in such policies as additional named insureds. In addition, Sponsor acknowledges that neither the hotel nor HFMA Region 9 maintain insurance covering Sponsor's property and that it is the sole responsibility of Sponsor to obtain business interruption and property damage insurance insuring any losses by Sponsor.

HFMA cannot and does not assume responsibility for the safety or security of the person(s) or property of the Sponsor, its officers, agents or employees from theft, damage by fire, accident or other causes. All participants and Sponsors should insure their booth materials at their own expense, as they deem appropriate. It is especially recommended that all booth occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect against loss.

HOSPITALITY ACTIVITIES

HFMA requires that Sponsor/Exhibitor hospitality activities be programmed so as not to compete with any event scheduled by HFMA. If in doubt regarding content or scheduling of a hospitality activity, contact Megan Cargile, HFMA Region 9 Conference Director, at megan@hfmaregion9.org.

NO-SHOWS

If the Sponsor fails to install a product or display in assigned space, or fails to staff the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, HFMA shall have the right, without notice to the Sponsor, to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions it may deem proper.

