

HFMA Region 9 Annual Conference Sponsor/Exhibitor Agreement and Policies

November 8-10, 2020 – Sheraton New Orleans

The undersigned agrees to the following rules, regulations and policies governing sponsorships, exhibit displays and presentations in conjunction with the 2020 HFMA Region 9 Conference to be held at Sheraton New Orleans November 8-10, 2020. 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 2020. 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, Sheraton New Orleans Hotel, other event sponsored venues (ie Monday Night Party venue) 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, Sheraton New Orleans Hotel or other event sponsored venues 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 Sheraton New Orleans 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.

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 White, 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 sponsorship fee, 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.

INSTALLATION OF EXHIBITS

Exhibitors may set-up on Sunday, November 8, 2020 between 12:00pm – 4:30pm. Booths must be completely set and show ready by 4:30pm. At the discretion of HFMA, the Exhibitor may be denied right of entry to the exhibit space if he/she has not set up his/her exhibit by 4:30pm on Sunday, November 8, 2020.

DISMANTLING OF EXHIBITS

Exhibitors may begin dismantling after 7:00 pm on Monday, November 9, 2020 and may continue dismantling on Tuesday, November 10, 2020 from 7:30am – 10:00am. **Early takedown is prohibited.** All exhibits must be removed by the time specified on the posted agenda. Default shall entitle HFMA to remove the exhibit at the Sponsors expense and to retain the exhibit until such expenses are paid or if not paid within ten days to sell the exhibit and apply the proceeds towards such cost. Following dismantling of the exhibit, Sponsors are responsible to clean up the area.

DISPLAY HOURS

The exhibit floor will be open to participants during the hours specified in the agenda posted on the HFMA Region 9 website. The Sunday reception and Monday breakfast, lunch and reception will be provided on the trade show floor for maximum exposure.

EXHIBIT SPACE AND FURNISHINGS

Standard exhibit space is 10' wide by 8' deep. All space includes 1 - 6' draped table, 2 chairs, 1 wastebasket, and 1 - 7"x44" Company I.D. Sign (one line). Sponsors may erect a portable display not exceeding 10' in height or the width of their booth space, so long as such exhibit does not encroach upon or obscure any adjacent exhibit space (see General Conduct, above). NOTE: If your display is taller than 10' contact the Event Administrator. The exhibit room is carpeted. Any other furnishings or equipment must be provided by the Sponsor or the Exhibit Services Company (see below) and approved by HFMA.

ELECTRICAL / INTERNET SERVICE

Electrical and/or hard line internet service may be contracted through Sheraton New Orleans and/or PSAV Presentation Services at additional fees. Electrical Service Contracts will be available on the exhibit services company website.

EXHIBIT SERVICES COMPANY

An independent Exhibit Services Company will provide set-up of exhibit space, furnishings and signage as noted above, drayage, and other services delineated in the Sponsor Packet. All shipments of exhibit materials to and from Sheraton New Orleans must be coordinated through the designated Exhibit Services Company. HFMA is not responsible for shipping/receiving.

FLOOR PLAN

The Floor plan shows approximate exhibit space locations and dimensions. HFMA assumes no responsibility for the accuracy of these dimensions. Any disputes regarding exhibit size or location must be resolved with the Conference Director and decisions by the Conference Director are final. HFMA reserves the right to relocate spaces with limited notice. Plans are subject to Fire Marshall approval.

RULES

HFMA reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by HFMA. HFMA reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision the Sponsors will be advised of any such changes.

CANCELLATION

In the unfortunate event that your company must cancel any portion of its participation in the 2020 HFMA Region 9 Annual Conference for which fees have been paid, 50% of those fees may be refunded until July 8, 2020. **There will be no refunds after July 8, 2020. There are no exceptions to this rule.**

FORCE MAJEURE

HFMA shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of HFMA.

QUESTIONS

Megan White, Conference Director

HFMA Region 9

949.910.8189 | megan@hfmaregion9.org | www.hfmaregion9.org

Please sign, scan and email this document to megan@hfmaregion9.org within 10 business days of receiving the contract in your confirmation email.

Print Name

Signature

Date

Company

Title

Exhibit Booth # or Sponsorship Type