HFMA Region 9 Annual Conference
Sponsor Agreement and Policies

November 8-10, 2026
Sheraton New Orleans Hotel

The undersigned agrees to the following rules, regulations and policies governing sponsorships, exhibit displays and presentations in conjunction with the HFMA Region 9 Conference to be held at Sheraton New Orleans over the dates of November 8-10, 2026. The sponsor company must follow the rules and regulations set forth by Heathcare Financial Management Association Region 9, herein referred to as HFMA Region 9, 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 July 2025. Please review the Sponsorships tab on the website to review the number of complimentary registrations each sponsorship level includes. Additional representatives from Sponsor may be registered by paying the Member Business Partner rate, 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, depth and height 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 Region 9 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 Region 9 reserves the right to prohibit any exhibit or activity which, in the judgment of HFMA Region 9, 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
Sponsors are free to distribute their own promotional material within their respective space only. No promotional material may be distributed outside the sponsor's assigned space.

EXHIBT BOOTH STAFFING
All exhibit spaces must be staffed during Exhibit Hall Hours. Please refer to the Agenda for Exhibit Hall hours, once this is posted on the website.

LIABILITY
The Sponsor assumes responsibility and agrees to indemnify and defend HFMA Region 9, Sheraton New Orleans 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 HFMA 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 Region 9 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 Region 9 regarding the exhibition premises. The Sponsor shall at all times protect, indemnify, save and hold harmless HFMA Region 9, 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 Region 9 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 Region 9 requires that Sponsor hospitality activities be programmed so as not to compete with any event scheduled by HFMA Region 9. 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 Region 9 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.

SET-UP & DISMANTLING OF EXHIBITS
Exhibit Booth set-up and dismantle hours will be provided at a later date. Early takedown is prohibited. All exhibits must be removed by the time specified on the posted agenda. Default shall entitle HFMA Region 9 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.

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 provide 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 Region 9.

ELECTRICAL / INTERNET SERVICE
Electrical and/or hard-line internet service may be contracted through Sheraton New Orleans and/or Encore for additional fees. WiFi will be provided complimentary. 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 Region 9 is not responsible for shipping/receiving.

FLOOR PLAN
The Floor plan shows approximate exhibit space locations and dimensions. HFMA Region 9 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 Region 9 reserves the right to relocate spaces with limited notice. Plans are subject to Fire Marshall approval.

CANCELLATION
In the unfortunate event that your company must cancel your HFMA Region 9 Sponsorship, 50% of those fees may be refunded until July 31, 2026. No refunds will be issued after July 31, 2026 for cancellations, to include if your sponsorship was confirmed after this date.

FORCE MAJEURE
HFMA Region 9 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 Region 9.

CONTACT
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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	
_____		
Sponsorship Level		