



**hfma**

healthcare financial management association

## VENDOR FAIR OPPORTUNITY!!

The Greater St. Louis and Show-Me of Missouri Chapters of Healthcare Financial Management Association (HFMA) invite you to the **2012 Annual “Healthcare Finance Spring Workshop” at Harrah’s St. Louis, Maryland Heights, MO.** The Annual Spring Workshop is our regional chapter signature annual event and has historically attracted more than 100 leaders from healthcare organizations throughout the Central Midwest.

This year we are again making available a vendor fair on Wednesday, May 16, 2012 from 5:00 pm to 7:00 pm during the cocktail reception, and on Thursday, May 17, 2012 from 7:30 am to 4:30 pm. The vendor fair has limited openings on a **first paid, first served basis**. In addition to the vendor fair we will be offering multiple sponsorship opportunities including the Wednesday night reception, continental breakfast, lunch and the Thursday night entertainment (keep in mind you don’t have to be a booth sponsor to participate in these opportunities). As an exhibitor, you may benefit from the following:

- Access to healthcare professionals from Missouri & Illinois
- Valuable networking opportunities
- 6’ draped table (display must fit within the 6’ space) and 2 chairs per booth
- The exhibit area will be in the general session room with dedicated time for attendees to visit in the exhibit area. Evening reception (1.5 hours), Continental breakfast (1 hour), Lunch Buffet (1.5 hours), and two breaks (30 minutes each).
- Attendee handouts with exhibitor logo and service/product descriptions.

#### Additional information:

- Setup time will be from 2:30pm to 4:30pm on Wednesday, May 16<sup>th</sup>, and breakdown will need to occur on Thursday, May 17<sup>th</sup> after the last vendor fair session.
- Web access is available at no charge throughout the entire facility. For electricity, please mark on the registration form and we will make arrangements for you with Harrah’s.
- A block of rooms will be held until May 1<sup>st</sup> at a rate of \$93 per night.
- Shipping - Packages may be delivered to Harrah's four (4) working days prior to the function. All arrangements for delivery and pick-up of packages should be made through the sales office. Receiving, handling and shipping charges may apply. No COD packages will be accepted. Sales Office Number (314) 770-8385.

Please complete the enclosed agreement and return it with your check for payment no later than March 30, 2012. One individual associated with the booth can attend the educational sessions at no additional cost; anyone else from the organization would be expected to pay. Due to limited available space, HFMA is accepting booth requests on a first paid basis (no guarantees). Also, please consider holding a give-away at your booth. Attendees will be required to have a passport stamped by a select number of vendors to be eligible for the prize drawings. We will draw names from the completed passports during the last break on May 17, 2012. Feel free to contact Jennifer Ogden with any questions. We look forward to your participation!

Jennifer Ogden, Accounting Director  
Audrain Medical Center  
620 E. Monroe Mexico, MO 65265  
W: 573-582-8095 F: 573-582-3734  
[jlogden@audrainmedicalcenter.com](mailto:jlogden@audrainmedicalcenter.com)

**2012 Annual  
 “Healthcare Finance Spring Workshop”  
 Greater St. Louis and Show-Me of Missouri Chapters of HFMA  
 APPLICATION FOR SPACE**

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 Contact Person(s)

\_\_\_\_\_  
 Contact Person(s)

\_\_\_\_\_  
 E-mail

\_\_\_\_\_  
 E-mail

**AUTHORIZATION AND ACCEPTANCE:**

By signing below, the undersigned represent that they have the authority to represent and bind the respective parties and agree that upon acceptance of this Application by HFMA, the Rules/Regulations/Conditions of Contract to Exhibit, Application for Space shall form a binding agreement between the parties which supercedes all previous communications or representations between the parties, their agents and representatives.

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

**No application will be accepted without full payment and signature of an authorized company representative.**

I need \_\_\_\_\_ # of additional meal tickets for breakfast, lunch, dinner, and entertainment on Thursday, May 17, 2012 at a cost of \$75.00 each. (The 1<sup>st</sup> two meal tickets are included in the booth fee).

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Title

**Exhibit Booth:**

6' Table Top	\$500.00	\$ _____
Premium Booth:	\$1000.00	\$ _____
Wednesday Reception (4 available)	\$500.00	\$ _____
Thursday Breakfast (1 available)	\$250.00	\$ _____
Thursday Lunch (3 available)	\$750.00	\$ _____
Thursday Dinner/entertainment (unlimited)	\$500.00	\$ _____
Friday Breakfast (1 available)	\$250.00	\$ _____
Additional Meal Tickets	\$75.00	\$ _____
<b>Total Due</b>		<b>\$ _____</b>

**Please mail, email or fax your Application for Space by March 30, 2012.**

Please make checks payable to:  
 HFMA Annual Spring Conference  
 Attention: Jennifer Ogden, Acct  
 620 E. Monroe  
 Mexico, MO 65265

**Will you need electricity for your booth? Y / N**

**Please email a Service/Product Description (100 words or less) along with a company logo in jpeg format to Jennifer Ogden – [jlogden@audrainmedicalcenter.com](mailto:jlogden@audrainmedicalcenter.com)**

**2012 Annual**  
**“Healthcare Finance Spring Workshop”**  
Greater St. Louis and Show-Me of Missouri Chapters of HFMA  
**RULES/REGULATIONS/CONDITIONS OF CONTRACT TO EXHIBIT**

1. **APPLICATION FEE:** Application fee includes one exhibit space including 6-foot draped exhibit table, 2 chairs, and access to general overhead lights. Vendor show will be held on May 16, 2012 from 5:30-7:00 p.m. during the reception. May 17, 2012 from 7:30 a.m. – 4:30 p.m. including breakfast (one hour), lunch (1.5 hour), and two session breaks (30-minutes each) will be held in the exhibitor area.
2. **LIABILITY AND INSURANCE:** Healthcare Financial Management Association (HFMA) assumes no liability for losses incurred by Exhibitors. The Exhibitor assumes the entire responsibility and liability for all claims, losses, and damages to persons or property, governmental charges or fines, attorney’s fees, and other costs caused by or in any manner arising out of or associated with Exhibitor’s installation, maintenance, removal, occupancy, or use of the exhibit space or any part thereof, and Exhibitor agrees to protect, indemnify, defend and hold harmless HFMA, Harrah’s, and their respective owners, officers, directors, member employees, and agents against all such claims, losses, and damages. In addition, Exhibitor acknowledges that neither HFMA nor Harrah’s maintains insurance covering Exhibitor’s displays, equipment or other property, or covering Harrah’s employees or agents, and that it is the sole responsibility of Exhibitor to obtain appropriate liability, property damage, and business interruption insurance covering such losses.
3. **HOLD HARMLESS CLAUSE:** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on Harrah’s premises and will indemnify, defend, and hold harmless the Harrah’s, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims,
4. **LAWS:** Exhibitors and their agents are responsible for complying with all applicable federal, state and local laws.
5. **ELIGIBILITY:** HFMA shall reserve the right to determine eligibility of any company or product for exhibit or promotion, wholly or in part, that is, in its opinion (HFMA’s), not in keeping with the character and purpose of the Annual Spring Workshop. Sales and taking of orders at the Show are not allowed.
6. **SECURITY:** HFMA does not guarantee the safety or security of any exhibits or items placed in the exhibit space.
7. **BOOTH SPACES:** Each exhibit firm may contract for only one exhibit booth. Only one exhibit firm may be represented per space assignment. Different divisions of the same exhibit firm/business entity may share booth space, but may not contract for separate space. However, if different division/subsidiaries of an exhibit firm are separately incorporated they may contract for one additional non-adjacent booth space. Subletting of exhibit space is prohibited.
8. **CANCELLATIONS AND REFUNDS: NO REFUNDS WILL BE ISSUED FOR CANCELLATIONS.**
9. **SHOW PROGRAM:** Exhibitors must complete the Service/Product Description on the Application for Space included in the workshop registration packet. HFMA is not responsible for mistakes or omissions.
10. **BOOTH STAFFING:** All booths must be open during all exhibit hours on May 16th and 17th, 2012. Each booth may not be staffed with more than three exhibition personnel at one time. Booths should be staffed, at a minimum, ten (10) minutes prior to the end of each educational session through the session break until ten (10) minutes after the beginning of the next educational session. Any booth not meeting minimum staffing times without permission of HFMA will be immediately removed from the exhibit space. Any expenses and/or cost resulting from removal shall be payable by the Exhibitor.
11. **ARRANGEMENTS OF EXHIBIT:** All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. For the fee of \$500, booths will be limited to 6 foot tabletop exhibits. HFMA is not responsible for refunding exhibit fee(s) should ceiling height put limitations on any exhibit.
12. **BOOTH CONDUCT:** Exhibitors are prohibited from preparing, distributing, or serving any food or beverage from their exhibit booth unless specific permission is received in writing in advance from HFMA. Exhibitors are not permitted to use moving or strolling entertainment. Costumed models or mannequins should ensure their appearance or dress is not of an offensive nature, even to the most critical. The use of live animals in the show is prohibited.

13. **LIGHTS & SOUND:** Exhibitors with audible electronic sound, flashing lights, exhibits or devices being utilized which HFMA deems objectionable to other Exhibitors will be required to discontinue use. Exhibitor warrants that any music played in their booth shall not violate any proprietary rights of any other party including copyrights. Exhibitor shall indemnify HFMA in the event of any claim alleging violation of any copyright or any other right in relation to their exhibit.
14. **CARE OF BUILDING:** No Exhibitors, their agents, or part of any exhibit shall injure or deface the walls, floor, or ceilings of the building, the booths, or equipment or furnishings in the booth and exhibit hall. Any and all damage, losses, expenses, and/or costs resulting from failure to observe this notice shall be payable by the Exhibitor.
15. **CARE OF EXHIBIT SPACE:** The Exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.
16. **CONFLICTING MEETINGS & SOCIAL EVENTS:** Outside activities sponsored by exhibiting companies that would take visitors away from any scheduled workshop activity, including the exhibit hall and special exhibitor events, are prohibited. Activities of the nature are considered contrary to the purpose of the Annual Spring Workshop and exhibit show. Failure to observe this regulation will jeopardize Exhibitor's assignment of space and/or ability to exhibit at future HFMA shows.
17. **SOLICITATION:** Advertising, canvassing, and solicitation of business conferences in the interest of exhibitor business are not permitted except by firms that have been assigned booth space by HFMA to exhibit and then only in the exhibit space assigned or at specialized events designed for exhibit business. Distribution of exhibitor materials delivered to attendees sleeping room doors or anywhere else in the hotel except in the specified booth space is not permitted. Distribution of materials to other exhibits, booths, including magazines, job opportunities, newsletters, etc. is not permitted.
18. **PRIZES, DRAWINGS, SOUVENIRS, ETC:** Prize contests, drawings, the giving of souvenirs, and other promotional items provided by individual exhibiting firms are subject to the control and approval of HFMA. P.A. announcements of individual drawing will not be permitted. Exhibitors are discouraged from registering for prizes given by other exhibitors. Attendees will be required to have a passport stamped by a select number of vendors to be eligible for the prize drawings. We will draw names from the completed passports during the last break on May 17, 2012.
19. **INSTALLATION AND DISMANTLING:** Exhibit installation may begin at 10:00am to 12:00 p.m. on May 16, 2012. No booth may be dismantled or packing started before the end of the scheduled conference activities at 5:00 p.m. on May 17, 2012.
20. **SERVICES ORDERED:** Exhibitors are responsible for all goods and services ordered through suppliers to the exhibit including Harrah's. HFMA assumes no liability for payments for goods or services not covered in this contract by an Exhibitor. (See attached documents).
21. **HOTEL SHIPMENTS:** Arrangement for hotel shipments must be made directly with Harrah's Sales office. HFMA will have no authority and will not be held responsible for hotel shipments. (See attached documents).
22. **FIRE REGULATIONS:** All packing containers (i.e. crates, cartons, boxes must be removed from the exhibit area. Exhibitors will not be permitted to store any excess material behind their booth or under tables. All cloth decorations must withstand a flameproof test as prescribed by the local fire ordinance. Floor plan is subject to Fire Marshall approval.
23. **VIOLATIONS:** Exhibitors and their representatives who fail to observe these conditions of contract, or who, in the opinion of HFMA, conduct themselves unethically, may be dismissed without refund or appeal for redress.
24. **CANCELLATION OR POSTPONEMENT OF CONVENTION:** In the event the Annual Spring Workshop is postponed due to any occurrence not caused by the conduct of HFMA, Harrah's, or the Exhibitor, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to the contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonable necessary after such duration of such postponement. In the event that such occurrence results in cancellation of the conference, each party hereby releases the other from obligations under this contract.

## **Harrah's St. Louis Hotel and Casino**

Step into Harrah's St. Louis Hotel for luxury and comfort in one of over 502 deluxe rooms and suites. For playing pleasure, the casino covers 120,000 square feet filled with table games and more than 2,800 slot and video poker machines, as well as a poker room and a high limit room. Other recreation includes sumptuous dining, nightlife fun in VooDoo and at the iBAR that is found on the casino floor. The hotel is near great St. Louis attractions including the Botanical Gardens, Six Flags and Lambert International Airport.

Harrah's St. Louis  
777 Casino Center Drive  
Maryland Heights, MO 63043

Please call (314) 770-8383 or email [RSVP@harrahs.com](mailto:RSVP@harrahs.com). To ensure you receive the applicable group rate of \$93/night, it is important to identify the group code: S515H.

<http://www.totalrewards.com/hotel-reservations?propCode=STL&groupCode=S515H>

A block of rooms has been reserved until May 1<sup>st</sup> at the HFMA rate.

### **DIRECTIONS:**

#### **When Traveling From The West** **(Kansas City):**

Take Interstate 70 East to Maryland Heights Expressway south to Casino Center Drive and make a right.

#### **When Traveling From The South**

Take 364 east to exit #17. Turn left at the stoplight onto Maryland Heights Expressway. Drive 3.1 miles and turn left onto Casino Center Drive.