



APPLICATION AND CONTRACT TO EXHIBIT

EXHIBITOR GUIDELINES/RULES AND REGULATIONS

THE CONTRACT AND APPLICATION TO EXHIBIT

The Contract/Application for space, the formal notice of space assignment by HBMA and the full payment of all booth fees together constitute a contract to the right to use space. HBMA reserves the right to assign and reassign the exhibit space allotted each contract as it deems necessary.

ASSIGNMENT OF BOOTH SPACE • SELF-SELECTION PROCESS

HBMA is offering you as an Exhibitor the opportunity to select your own location in the Exhibit Hall. The Exhibit Hall floor plan with booth numbers will be available online. Please make your selection of booth location at the time you submit your application to exhibit. Please note that once you have selected your booth, it may not be possible to change your location.

TERMS OF PAYMENT

You are urged to submit your application early. Full payment must accompany the completed application. Checks must be in US Funds, drawn on a US bank, payable to HBMA.

BOOTH SPACE CANCELLATION/REDUCTION OF SPACE

Notification of cancellation or reduction of booth space must be in writing. Cancellations sent via fax will be accepted at 202-367-2177. Cancellations received by March 7, 2014 will be subject to a \$100 administrative fee. No refund will be made for cancellation requests received after March 7, 2014.

USE OF DISPLAY SPACE

All distribution and demonstration of promotional materials must be confined to the perimeters of the exhibitor's booth. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Attention-getting devices in the form of entertainment or demonstrations of non-product items or services must be approved in advance in writing by HBMA. Any devices that project sound must be tuned to conversation level. Sharing of booth space is prohibited. Vendors may have the opportunity to have a special promotion at their booth with approval of HBMA.

Food and beverage products, including but not limited to alcoholic beverages, may not be distributed by exhibitors unless agreed upon and under contract with HBMA. Small bowls of candy are allowed.

Distribution of literature, samples, etc. by firms that are NOT participating in the technical exhibit is prohibited. Violation of this "suitcasing" policy will subject the offender to immediate dismissal from the conference. Evidence of violation of this rule should be reported immediately to an HBMA representative.

STANDARDS FOR EXHIBITING

As a courtesy to participants and fellow exhibitors, exhibiting companies must open their exhibit on time and staff the booth at all

times during the exhibit hours. No packing of equipment or literature, or dismantling of exhibits is permitted until the exhibit show closing.

Unethical conduct or infraction of rules on the part of the exhibitor or his representative, or both, will subject the exhibitor or his representative to dismissal from the exhibit hall, in which event it is agreed that no refund will be made by HBMA. Other actions may subsequently be taken upon review of the violation by the association.

No functions, entertainment, or social events may be scheduled to conflict with conference program hours, exhibit hours or social events held over the conference dates. Functions sponsored independently by Exhibitors at the conference site to which attendees are invited must receive prior written approval from HBMA.

LIABILITY

The Healthcare Billing and Management Association (HBMA), its officers, directors, agents and employees cannot guarantee against loss, theft, damage or injury connected with the exhibitor's participation in the exhibition.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of the use of the exhibition premises. The exhibitor agrees to indemnify, hold harmless and defend HBMA, The Waldorf Astoria Naples, and their respective employees and agents from any and all such losses, damages and claims. Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss or damages arising directly from the hotel's own negligence. HBMA will not be responsible or liable for any loss damage or claims arising out of the exhibitor's activities on the premises except for any claims, loss or damages caused by or resulting from the negligence of HBMA, its officers, directors, agents or employees.

Exhibitors understand that neither HBMA nor The Waldorf Astoria Naples maintain insurance covering exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

CONTRACTUAL AGREEMENT

It is expressly understood that in leasing and using space in the exhibit hall, the exhibitor agrees to abide by all rules and regulations; moreover, that HBMA in accepting the application for space, agrees to furnish ordinary facilities and services as enumerated in this agreement.

Any points not covered above, or elsewhere on these pages, or in HBMA Exhibit Rules & Regulations, incorporated herein by reference, are subject to a settlement by the management (HBMA). HBMA reserves the right to change or modify any rule or regulation, or any specification therein, when deemed advisable and to the best interest of the association.



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Reserve your exhibit space online at www.hbma.org or return this form with payment to:
HBMA • 9002 Solution Center • Chicago, IL 60677-9000 • 877-640-4262 • 202-367-2177

EXHIBITOR INFORMATION

CONFERENCE PROGRAM LISTING

Exhibiting Organization _____
Primary Contact _____ Title _____
Address _____
City, State, Zip _____
Telephone Number () _____ Fax () _____
E-mail Address _____ Website _____

LOGISTICAL CONTACT (for Service Kits, Booth Assignments, Other Correspondence)

Name _____ Title _____
Address _____
City, State, Zip _____
Telephone Number () _____ Fax () _____
E-mail Address _____

BADGE INFORMATION: List all Company Representatives Attending the Conference (at right)

Exhibiting companies receive 2 (two) complimentary registrations per paid booth. One additional person may be registered for a fee of \$300. Limit of 3 (three) representatives per booth.

1. _____
2. _____
3. _____

SPACE REQUIREMENTS

Booth Size 8' x 10' Rates for Exhibit Space are: Exhibitors submitting this application online can immediately confirm booth selection. If returning this via fax or mail, please include 3 booth preferences. HBMA recommends you submit your application early. All applications will be processed on a first-come, first-served basis.

HBMA Vendor Affiliate . . . \$1,995.00 per booth
HBMA Member #: _____
Non-Member Fee \$2,495.00 per booth

Booth Preferences: 1. _____ 2. _____ 3. _____

PAYMENT MUST BE SUBMITTED WITH APPLICATION TO EXHIBIT

TERMS OF AGREEMENT

Company Service/Product Description and Logo. Email to dmerli@hbma.org: **Due February 7, 2014**
HBMA reserves the right to edit type to conform to format and length limit as necessary.

Exhibit Booth Rental \$ _____
Additional Representative @ \$300 each \$ _____
Sponsorship Contribution \$ _____
TOTAL ENCLOSED \$ _____

- Enclosed is check made payable to "HBMA" Check# _____ Amount Paid \$ _____
- We understand and agree to abide by the HBMA Code of Ethics (see page 12)
- We agree to comply with the Terms & Conditions and HBMA Exhibit Rules & Regulations (see page 13)
- We are interested in sponsorship opportunities. Please contact us.
- We will attend the Networking Luncheon. There will be ____ people attending.
- We will participate in the Exhibitor Wrap-Up Session. There will be ____ people attending.
- Please check here if you have special needs, including dietary.

It is agreed that this application, the contract resulting from its acceptance, and confirmed assignment of space shall be subject to the regulations contained in this brochure and in the HBMA Exhibit Rules & Regulations, incorporated herein by reference. In the event of cancellation by the exhibitor prior to **March 7, 2014**, the liability of the association shall be limited to the refunding of the amount of rental paid, less a \$100 administrative fee. Cancellation by the exhibitor after that date will result in forfeiture of the required payment. Cancellation notice must be in writing. In case of cancellation of the meeting for reasons beyond the control of HBMA, it is understood that the liability of the association shall be limited to the refund of the amount paid.

FOR EXHIBITOR INFORMATION AND SPONSORSHIP OPPORTUNITIES, CONTACT:
David Merli, Nicole Boland, or Stuart Lawry at 877-640-4262

HBMA Code of Ethics

*As an HBMA Member and/or an Exhibitor participating in an HBMA event,
I agree to abide by these principles and pledge to:*

- Exercise sensitive professional and moral judgment in all business activities
 - Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence
 - Perform all business activities with the highest sense of integrity
 - Maintain objectivity and avoid any conflict of interest
 - Exercise care and diligence in providing services
 - Maintain confidentiality of patient and client information
 - Strive to comply with all relevant Federal, State and Local laws and regulations
 - Refrain from making misleading or false statements about professional qualifications, experience, performance or results that can be achieved
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Healthcare Billing & Management Association

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877-640-4262 • 202-367-2177

www.hbma.org

