

# KENTUCKY MEDICAL GROUP MANAGEMENT ASSOCIATION

## Exhibitor Contract/Application

August 18 - 19, 2011

Crowne Plaza - Louisville, Kentucky

Name of Company: \_\_\_\_\_

Contact Name (person to whom all correspondence will be sent): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Representative #1 (for onsite badge): \_\_\_\_\_

Representative #1 Email address: \_\_\_\_\_

Representative #2 (for onsite badge): \_\_\_\_\_

Representative #2 Email address: \_\_\_\_\_

**KMGMA Business Partner Number:** \_\_\_\_\_

**KMGMA By-Laws require all Corporate Sponsors and Exhibitors to be Business Partners.** For a Business Partner Application, please visit our website at [www.kmgma.com](http://www.kmgma.com) or send an email to [melissaowilson@comcast.net](mailto:melissaowilson@comcast.net).

**Do you need electrical connection in your booth?** \_\_\_\_\_

*NOTE: Additional booth services are available from the hotel and details will be provided at a later date.*

\_\_\_\_\_  
*List any company you wish to be near*

\_\_\_\_\_  
*List any company you do not wish to be near*

*I hereby acknowledge that until accepted by KMGMA, this Contract shall constitute only an application to Sponsor KMGMA events, which may be accepted or declined by KMGMA at its sole discretion. I understand that I will be contacted to confirm acceptance of this contract. I understand that this contract DOES NOT entitle me or my company to use of the KMGMA or MGMA logo on any printed, digital, or written communication.*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

**FEES: Early Bird** Exhibit registration is \$800 if faxed, emailed or postmarked by July 15, 2011. After July 15, Exhibit registration is \$950. This includes an 8' x 8' booth, skirted tabletop, 2 chairs, and admission to all meals and the special event for **two** representatives. **Additional representatives will be \$150 each.**

Make checks payable to KMGMA, and submit with application to: Kentucky MGMA, P.O. Box 950247, Louisville, KY 40295

**Credit Card payments can be faxed with application to KMGMA at 615.662.8864.**

Credit Card Type: \_\_\_ MasterCard \_\_\_ Visa \_\_\_ American Express

**Expiration Date:** \_\_\_\_\_ **CSS (Security Code):** \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

*If you have any questions regarding exhibit space, please contact Melissa at 615-579-6253 or [melissaowilson@comcast.net](mailto:melissaowilson@comcast.net)*

# 2011 Kentucky Medical Group Management Association Exhibitor Rules & Regulations

## August 18-19, 2011

### 1. FEES

Application must be submitted with payment IN FULL for space rental charges. **Early Bird** Exhibit registration is \$800 if faxed, emailed or postmarked by July 15, 2011. After July 15, Exhibit registration is \$950. This includes an 8' x 8' booth, skirted tabletop, 2 chairs, admission to all meals and the special event for **two** representatives. **Additional representatives will be \$150 each.** The exhibit area is carpeted and electrical service is included in your exhibit fees, but **MUST** be requested at least ONE WEEK prior to meeting.

### 2. CANCELLATION OF SPACE CONTRACT

In the event it is necessary for the exhibitor to cancel their space rental agreement, a full refund (less an administrative expense fee of \$50 per booth) will be made for requests IN WRITING no later than August 5, 2011. No refunds will be made on cancellation requests postmarked, faxed or emailed after August 5, 2011. Cancellations must be received from the original authorized exhibitor representative.

### 3. SPACE RENTAL AND ASSIGNMENT OF LOCATION

KMGMA reserves the right to refuse rental of display to any individual or company whose display of goods or services is not, in its opinion, compatible with the general character and objectives of the conference. KMGMA will make reasonable efforts to separate exhibitors of like products, but no assurance can be given as to such separation. KMGMA RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS AND TO CHANGE ASSIGNMENTS AT ANY TIME.

### 4. EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Each exhibitor **must** name one person to be his/her representative in connection with the firm's exhibit. This representative shall have authority to contract for the company, be responsible for payment of booth rental, and during show times, keeping the booth staffed. **Badge swapping is not allowed.** All booth staff must be registered with the exhibitor and have an official KMGMA exhibitor badge.

ALL REQUESTS FOR ADDITIONAL EXHIBITOR BADGES MUST BE APPROVED BY THE EXHIBITING COMPANY'S AUTHORIZED REPRESENTATIVE.

### 5. INSTALLATION AND REMOVAL OF EXHIBITS

Installation is planned for Thursday, August 18 from 11:00 am – 12:30 pm. In the event that the exhibitor fails to complete installation of his/her booth by 12:30 pm, KMGMA shall have the right to take possession of space for the purposes of reselling.

Tear-down is scheduled for Friday, August 19 at 10:45 am. ANY EXHIBITOR WHO BREAKS DOWN BEFORE 10:45 AM WILL BE ASSESSED A \$150 PER BOOTH CHARGE.

### 6. DOOR PRIZES

Exhibitors are encouraged to donate door prizes. All giveaways will be announced during the FRIDAY BREAKFAST. Exhibitor representatives must be present at the breakfast in order for their prize to be given away.

### 7. LIABILITY

Each exhibitor is entirely responsible for their booth space and has sole responsibility for keeping said space free from any conditions which might be dangerous to persons coming upon the premises. The exhibitor agrees to defend, indemnify and hold harmless KMGMA, its sponsors, members, officers, representatives or employees affiliates or subcontractors, from any damages or charges resulting from the exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the facilities or any part thereof.

### 8. INSURANCE

Each exhibitor is responsible for his/her own equipment. In all cases, exhibitors desiring to insure their exhibits and displays against fire, theft, etc. must do so at their own expense.

### 9. OTHER MATTERS

The rules and regulations incorporated in this agreement have been formulated in the best interest of our exhibitors and attendees. We request your full cooperation in their observance. Any and all matters not specifically covered will be subject to the decision of the KMGMA Board.