

Exhibit Regulations

1. Full payment is required with application, payable to Wisconsin Health Information Management Association. Payment is required to reserve your booth selection. Cancellations after April 17, 2012 will forfeit full payment.
2. This application for exhibit space becomes effective only after it has been properly executed by the exhibitor, payment is received and accepted by the Wisconsin Health Information Management Association.
3. Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit.
4. An exhibitor shall not sublet, divide, or share the exhibit space in any manner without written permission from the Wisconsin Health Information Management Association.
5. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.
6. Distribution of advertising materials is limited to the area of each exhibit space.
7. Exhibitors agree not to obstruct the aisles adjacent to the exhibit space. No booth structure or sign will be allowed which obscures adjoining booths. If the exhibit creates a "wall" which projects more than four feet outward from the back wall, its use may be forbidden.
8. Insurance of the exhibitor's property and the exhibitor's protection, and insurance against any other liability or loss must be provided by the exhibitor, and is at the exhibitor's expense. The Exhibitor shall be responsible for any loss of or damage to property including loss or damage occasioned by theft, fire, smoke or other insurable casualty, and WHIMA and Exhibitor expressly waive any claim for liability against the other party with respect to any such loss or damage. The exhibit hall will be locked overnight.
9. The exhibitor agrees that the Wisconsin Health Information Management Association and the Osthoff Resort, and any of their officers, staff members, or employees are not responsible for, and are released from all liability that may occur to the exhibitor, the exhibitor's agents or employees, or the exhibitor's property, during or subsequent to the holding of the annual conference.
10. Each exhibitor shall comply with any/all local and state fire, electrical, and safety regulations in effect at the time of the conference.
11. Only exhibitors with assigned space shall be allowed to operate hospitality suites and social functions at the Osthoff Resort during this annual conference. HOSPITALITY SUITES AND PRIVATE PARTIES SHALL NOT BE OPEN DURING REGULARLY SCHEDULED HOURS OF MEETINGS, EXHIBITS, OR OTHER WHIMA FUNCTIONS.
12. Exhibitors are responsible for making any room reservations directly with the Osthoff Resort.
13. Use of the WHIMA logo by any vendor or exhibitor is forbidden without express written permission from the President or the Executive Director.
14. Should WHIMA find it necessary to employ an attorney to enforce any of the provision of this agreement or to protect in any manner its interest or interests under this agreement, WHIMA shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.