



# Application and Contract for Exhibit Space

## 2010 Annual Convention and Exhibit Show

### May 5-7, 2010

### Osthoff Resort, Elkhart Lake, WI

#### Contract Application for Exhibit Space

#### Company information (Please type or print)

(As you would like it to appear on Promotions & Identification Sign)

(Where you would like to receive the exhibit kit)

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

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

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

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Web Site: \_\_\_\_\_

FAX: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Description of equipment, products or services to be displayed (For final convention program, 50 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth location choices:** 1st Choice # \_\_\_\_\_ 2nd Choice # \_\_\_\_\_ 3rd Choice # \_\_\_\_\_

#### Booths Terms and Conditions

- All booths are 8'x10' with draping and include one 8 foot skirted table, 7" x 44" identification sign, 2 chairs, wastebasket, and a 500w electrical outlet.
- Corporate partners receive one complimentary registration to all educational sessions during the conference. Pre-registration is required to use the complimentary registration. You **must call WHIMA to register** for the educational sessions. Full payment MUST accompany a signed, complete contract.
- All exhibit reservations and confirmations are made on a first-come, first-serve basis.
- All exhibitors shall abide by the Exhibit Regulations listed on the backside of this contract application.
- Enclose full exhibit fee and contract application to secure exhibit space and/or a time slot in the Innovation Theater.

#### Corporate Partner (eligible 2010 Corporate Partners)

#### Non-Corporate Partner

- \$400 (each booth signed contract postmarked by 2/17/10)
- \$625 (2 booths, signed contract postmarked by 2/17/2010)
- \$500 (each booth, signed contract postmarked after 2/17/10)

- \$475 (each booth, signed contract postmarked by 2/17/10)
- \$725 (2 booths, signed contract postmarked by 2/17/2010)
- \$600 (each booth, signed contract postmarked after 2/17/10)

#### **Innovation Theater** (Companies can purchase 15-minute time slots for presentations on new products & services on May 6. Limited slots available)

- \$150 (payment & contract postmarked by 2/17/10)
- \$200 (payment & contract received by 2/17/10)

Total Amount \$ \_\_\_\_\_

In making application, we agree to exhibit under, and comply with, those rules and regulations, and information for exhibitors, which by reference hereby are made a part of this contract. Wisconsin Health Information Management Association will have the right of interpretation and approval of all matters pertaining to the contract, rules and regulations.

\_\_\_\_\_  
Contact Person (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

#### **Cancellations**

A written cancellation received on or before April 12, 2010 entitles the exhibitor to a 50% refund of the exhibit fee. No refunds will be made for cancellations received after April 12, 2010.

#### **Please sign and return with full payment to:**

Wisconsin Health Information Management Association  
2350 South Avenue, Suite 107  
LaCrosse, WI 54601-6272  
Attn.: Kari Riley

WHIMA Use Only	
Date Contract Received _____	
Date Payment Received _____	Check ___ CC ___
Data Entry: QB ___ A ___ W ___ A ___	

# Exhibit Regulations

1. Full payment is required with application, payable to Wisconsin Health Information Management Association. Cancellations after April 12, 2010 will forfeit full payment.
2. This application for exhibit space becomes effective only after it has been properly executed by the exhibitor and is 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.