

Kentucky MGMA Spring Conference
**EXHIBITOR CONTRACT
& APPLICATION**

March 15 - 16, 2018
The Campbell House Lexington, Kentucky

FEES: **Early Bird** Exhibit Only registration is \$1000 if faxed, emailed or postmarked by February 16, 2018. After February 16th, Exhibit registration is \$1150. This includes an 6' skirted tabletop, 2 chairs, electricity and admission to all meals and the special event for **two** representatives. **Additional representatives will be \$150 each.**

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 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 or send an email to KentuckyMGMA@gmail.com.

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

Make checks payable to **KMGMA**, and submit with application to:
Kentucky MGMA, P.O. Box 365, Buckner, KY 40010-0365.

Credit Card payments can be faxed with application to KMGMA at 502-410-5120.

Credit Card Type: MasterCard _____ Visa _____ American Express _____

Expiration Date: _____ **CSS (Security Code):** _____

Cardholder Name: _____

Card Number: _____

Billing Address (Include Zip Code): _____

Signature: _____

If you have any questions regarding exhibit space, please contact Lara Huff at 502-553-9300 or KentuckyMGMA@gmail.com.

2018 Kentucky Medical Group Management Association

Exhibitor Rules & Regulations

March 15-16, 2018

FEES

Application must be submitted with payment IN FULL for space rental charges. **Early Bird** Exhibit Only registration is \$1000 if faxed, emailed or postmarked by February 16, 2018. After February 16th, Exhibit ONLY registration is \$1150. This includes an 6' skirted tabletop, 2 chairs, electricity, and 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.

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 February 28, 2018. No refunds will be made on cancellation requests post-marked, faxed or emailed after February 28. Cancellations must be received from the original authorized exhibitor representative.

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.

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.

INSTALLATION AND REMOVAL OF EXHIBITS

Installation is planned for Thursday, March 15 from 8:00 am – 10:00 am. We will attempt to allow early entrance on Wednesday evening; however, we cannot guarantee that. In the event that the exhibitor fails to complete installation of his/her booth by 11:00 am Thursday, KMGMA shall have the right to take possession of space for the purposes of reselling.

Tear-down is scheduled for Friday, March 16 at 10:30 am. ANY EXHIBITOR WHO BREAKS DOWN BEFORE 10:30AM WITHOUT PRIOR APPROVAL WILL BE ASSESSED A \$150 PER BOOTH CHARGE. We invite you to participate in the POST-CONFERENCE EXHIBITOR MEETING on Friday at approximately 10:45am.

ATTENDEE LISTS

An ADVANCED copy of the attendee list will be provided via email to conference sponsors ONLY. All exhibitors will be given a hard-copy list upon check-in, and will be emailed a final electronic attendee list following the conference.

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.

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.

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.

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.