



Dear Potential Exhibitor:

As a member of the Nevada Medical Group Management Association and chair of the vendor committee I would like to present to you an opportunity to participate in our annual conference. For returning exhibitors I would like to thank you for your long standing support and commitment to making our annual event a success.

This year's conference will be held at the Silver Legacy Reno Ballroom on Thursday, May 3rd 2018.

The Northern Nevada MGMA conference has continued to grow each year, last year we had over 100 attendees. Attendees are encouraged to visit Exhibitors between sessions by giveaways and announcements at the beginning and end of each session. I have detailed sponsorship opportunities in this packet. Vendor locations will be based on a first come first pay basis.

Applications can be submitted by any method below:

Mail:

Nevada Medical Group Management Association
PO Box 10832
Reno, NV 89510

Fax:

866-583-6462

Email:

kreese@greatbasinortho.com

If you have any questions or concerns please feel free to reach out to me at the email address listed above or via phone at 775-236-2056.

Thank you for your time and consideration. I look forward to working with you.

Best Regards,
Kelsey Reese
Vendor Chair

A Brief History of the Nevada MGMA

Founded in 1988, the Nevada Medical Group Management Association (NVMGMA) provides educational and networking opportunities to those serving medical practices in a managerial capacity. NVMGMA is a recognized affiliate of the national Medical Group Management Association (MGMA), the oldest and largest organization dedicated to the business of medical practice management.

NVMGMA recognizes that trends, challenges and opportunities in the healthcare industry often differ widely from state-to-state. Our goal is to provide members with a forum to build stronger business relationships while discussing issues that are relevant to managers all across the state.

Meetings are held the third Tuesday of each month in Reno and the second Thursday of each month in Las Vegas. Educational programs cover such topics as personnel management, communication, marketing, legislation, Medicare, accounts receivable management, contracting, and professional development to name a few.

For more information on our organization please visit www.mgmanv.org

Exhibitor Benefits:

- Access to one of the largest gathering of Nevada's healthcare executives and management staff
- Listing in the final program
- Signage
- Exhibitor is invited to attend all education and general sessions
- Exhibitor will receive two breakfast and two lunch passes, an invitation to the evening cocktail event, and have the opportunity to network with conference attendees during these times
- A full list of attendees will be provided to Exhibitor the day of the conference via email

Exhibitor Opportunities

Booth- \$600

Two Exhibitor Passes which includes Breakfast, Lunch and Cocktail hour
8'x6' draped space
One 8' table and 2 chairs
General session attendance
Conference attendee list
Listing in conference brochure

Breakfast Sponsorship- \$1,500

(Exclusive Category only 2 sponsorships available)

Three Exhibitor Passes which includes Breakfast, Lunch and Cocktail hour
Exhibitor will sponsor the breakfast for the day of the conference
8'x6' draped space
One 8' table and 2 chairs
Signage for exhibitor during sponsored session
5 minute presentation at the luncheon
5 minute sales presentation at a monthly NVMGMA meeting
General session attendance
Conference attendee list
Listing in conference brochure

Lunch Sponsorship- \$1,500

(Exclusive Category only 2 sponsorships available)

Three Exhibitor Passes which includes Breakfast, Lunch and Cocktail hour
Exhibitor will sponsor the breakfast for the day of the conference
8'x6' draped space
One 8' table and 2 chairs
Signage for exhibitor during sponsored session
5 minute presentation at the luncheon
5 minute sales presentation at a monthly NVMGMA meeting
General session attendance
Conference attendee list
Listing in conference brochure

Evening Cocktail Sponsorship-\$2,000

(Exclusive Category only 4 sponsorships available)

Three Exhibitor Passes which includes Breakfast, Lunch and Cocktail hour

Exhibitor will sponsor the cocktail reception the evening of the conference

8'x6' draped space

One 8' table and 2 chairs

Signage for exhibitor during sponsored session

5 minute presentation at the cocktail hour

5 minute sales presentation at a monthly NVMGMA meeting

General session attendance

Conference attendee list

Listing in conference brochure

Grand Prize giveaway at Cocktail hour

Entertainment

Event Sponsorship- \$3,000

(Exclusive Category only 2 sponsorships available)

Four Exhibitor Passes which includes Breakfast, Lunch and Cocktail hour

Signage for Exhibitor at all meeting rooms

Logo on event brochure

16'x6' draped space in front and center position of the room

Two 8' tables and 2 chairs

Signage for exhibitor during sponsored session

5 minute presentation at the luncheon

5 minute sales presentation at a monthly NVMGMA meeting

General session attendance

Conference attendee list

Listing in conference brochure

Exhibit A:

Fees: An initial deposit of 50% must accompany the contract. The remaining 50% is due by **April 2nd, 2018**. Contracts received after April 2nd, 2018 must include payment in full.

NVMGMA reserves the right to request references from Exhibitor or to obtain references regarding Exhibitor from any other source. NVMGMA may, at its sole discretion and without liability to Exhibitor, decline Exhibitor's application, or if NVMGMA has already accepted Exhibitor's application, cancel this contract if any such references are not satisfactory to NVMGMA. If this contract is cancelled pursuant to this paragraph all registration fees will be refunded to Exhibitor. Additional equipment request will be arranged through NVMGMA contract as set forth by this agreement and paid exclusively by Exhibitor.

Cancellation: Exhibitor may cancel this contract or may reduce its number of exhibit booths under this contract by written notice to NVMGMA at the address, fax or email set forth above, attention Kelsey Reese, Vendor Chair. If such notice is postmarked prior to **April 2nd, 2018**, Exhibitor shall receive a refund of all monies minus the \$200 booth cancellation fees. If cancellation is received after **April 16th, 2018**, Exhibitor shall not receive any refunds. Under all circumstances NVMGMA retains the right to resell any booth space cancelled by Exhibitor.

Rules and Regulations: Exhibitor agrees to comply with all display and exhibition requirements and restrictions imposed by NVMGMA and or the facility in which the NVMGMA Annual Conference is to be held. Exhibitor agrees that NVMGMA has the authority to interpret and enforce such rules and regulations and to make such amendments and/or further rules and regulations, orally or in writing, as NVMGMA considers necessary for the proper conduct of the NVMGMA Annual Conference and that such decisions shall be binding on Exhibitor.

Exhibit Shipping: If you are shipping your exhibit prior to the conference please do so to the following address: MGMA Conference (5/3/2018)

407 N. Virginia Street
Reno, NV 89501

The day prior to the conference your exhibit will be available at the Business Center and an attendant may help you move your exhibit to the Ballroom conference space.

Accepted and Agreed to:

Exhibitor:

Company Name: _____

Name: _____

Signature: _____ Date: _____

Product/Service Type: _____

Sponsorship Level: _____ \$ _____

Booth sponsors receive 2 event passes. Additional passes are \$150 per pass.

Additional pass(es) needed? Yes ___ No ___ \$ _____

Electrical Cost: \$25.00 Yes ___ No ___ \$ _____

Internet Cost: \$25.00 Yes ___ No ___ \$ _____

Total \$ _____

___ Check enclosed, please make check payable to NVMGMA

___ Please Charge my credit card \$ _____

Card# _____

Expiration Date: _____ CVV Code: _____

Cardholder's Name: _____

Signature: _____

Billing Address: _____

City/State: _____ Zip Code: _____

Will you be providing a raffle prize? Yes ___ No ___

- Please only one prize per exhibitor
- Prizes will be raffled during the cocktail hour

Are you a new exhibitor? Yes ___ No ___

Who referred you? _____

*Please email your company logo to kreese@greatbasinortho.com for brochure listing

The Exhibitor Contract/Application is entered into by and between Nevada Medical Group Management Association (NVMGMA), a Nevada non-profit corporation, whose address is set forth above and _____ a _____ (corporation/other entity) whose address is set forth below ("Exhibitor").

NVMGMA is producing a conference in 2018 and desires to sell exhibitor booths in an exhibit hall at the State Conference to exhibitors. Vendor desires to exhibit products/services at the NVMGMA State Conference.

Final Contract: Until accepted by NVMGMA this contract shall constitute only as an application to exhibit by Exhibitor, which may be accepted or declined by NVMGMA at its sole discretion. NVMGMA's acceptance of Exhibitor's application shall be evidence by its signature on page four, at which time this Contract shall become binding.

Exhibitor Information:

Contact person to whom confirmation and additional information should be sent to:

Name: _____ Title: _____

Email Address: _____

Phone Number: _____ Fax: _____

Address: _____

City/State: _____ Zip Code: _____

Attendees Information:

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____

Additional Attendees Information:

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____

Rules and Regulations

(Referring back to Exhibit A)

1. **Application and Definition** These Rules and Regulations apply to and are made a part of the Exhibitor Contract/Application ("Contract") entered into by NVMGMA and the Exhibitor named therein, NVMGMA and MGMA shall be synonymous for the purpose of these rules and regulations.
2. **Assignment of Space and Supplies**
 - a. **Booth Space** NVMGMA will assign booth space for all applications accepted by NVMGMA using the methods described in this paragraph. No assignments will be made until (i) the signed Contract is accepted with 50% deposit; (ii) Exhibitor has provided NVMGMA with Exhibit Description. Full payment is required by **April 2, 2018**. Provided these requirements are met, for applications postmarked prior to **April 2, 2018** booth space is assigned on first come basis.
 - b. **Supplies** All booths shall include an 8'x6' pipe and drape booth, 8' fell back, 3' tall sides, signage, one 8' table with skirt, two chairs and a trashcan. Booths requiring an electrical outlet must submit notice of such by April 2, 2018. Extension cords are the responsibility of the vendor. Additions to or changes made to the booth must be approved by NVMGMA prior to **April 2, 2018**. Exhibitor must submit proposed booth description to NVMGMA by **April 2, 2018**. All materials used in booth must be fireproofed. No product or materials shall be hung, fixed, taped, glued, nailed or attached to any wall or column in the exhibit area. Exhibitor must drape any exposed unfinished sides or exhibit backgrounds. Any charges for additional supplies utilized from the hotel will be paid by Exhibitor.
 - c. **Installation of Exhibit** Installation of Exhibit shall occur during the hours of 3pm to 6pm of **May 2, 2018**.
 - d. **Dismantling of Exhibit** No exhibit shall be packed, removed, dismantled or in the process of being removed before the exhibit area closes without prior permission from NVMGMA. If Exhibitor engages in such activity Exhibitor shall be prohibited from participating in future NVMGMA events. The exhibit premises shall be left in good condition after dismantling, Exhibitor acknowledges that any property left behind 24 hours after exhibit is deemed abandoned. Exhibitor is fully responsible for delivery and removal of all the materials and supplies used for exhibit.
3. **Exhibition Promotions** NVMGMA shall be responsible for all official signs for the Nevada State Conference. Exhibitors are prohibited from using NVMGMA/MGMA logo or name on their signs. NVMGMA shall approve the form and content of all electronic communications or displays, printed materials, videos, press releases or other promotional items prepared or produced by or on behalf of Exhibitor which reference NVMGMA or the State Meeting. NVMGMA shall not be liable or responsible for the content of the Exhibitor Promotion. NVMGMA shall have the right to withdraw its approval of any Exhibitor Promotion if any such Exhibitor Promotion departs materially from previously approved samples.
4. **Limitations on Exhibitor Rights** The rights granted to Exhibitor are subject to the following limitations and conditions:
 - a. Exhibitor agrees that (i) this Contract is non-exclusive and additional exhibitors (including those who compete with Exhibitor) have been and will continue to be solicited and granted identical or similar rights to Exhibitor and (ii) no rights are granted hereby with respect to any activities of NVMGMA other than specified herein.
 - b. For any Exhibitor Promotions that will be included in any NVMGMA publication, NVMGMA shall not be liable or responsible for the content of any Exhibitor Promotion, including any errors or omissions contained in the Exhibitor Promotion submitted to it or for the production quality of the Exhibitor Promotion or any materials or inserts provided to NVMGMA. NVMGMA makes no representations or warranties with respect to the quality or the appearance of the Exhibitor Promotion. Exhibitor shall be responsible for any additional costs incurred by NVMGMA resulting from the failure of any materials or inserts furnished to NVMGMA to meet NVMGMA's specifications or the failure to deliver the Exhibitor Promotion in a timely manner.
 - c. Exhibitor is granted no rights hereunder to use the names, slogans, service marks, trademarks, trade names or logos of NVMGMA or national MGMA in connection with the sale and promotion of Exhibitor's products or services or for any other purpose in connection with the State Conference. The rights granted hereby are personal to Exhibitor, and Exhibitor shall not assign, transfer or license any of the rights granted to Exhibitor to any third party not permit in its exhibit space products or representatives of non-exhibiting companies..
5. **Force Majeure** In the event that the NVMGMA State Conference, or any portion thereof, is postponed or does not take place, in whole or in part, due to any act of God or force majeure, including without limitation, weather, fire, floods, strike, labor dispute or cause beyond the control of the parties then, (i) in the case of postponement or cancellation of a portion of the NVMGMA State Conference is held at a different place or date than contemplated hereunder; (ii) in the case of postponement of the entire NVMGMA State Conference, the performance of the parties hereunder shall be postponed to take into account such postponement of the NVMGMA State Conference; (iii) in the case of complete cancellation of the NVMGMA State Conference; the parties shall be released from all further obligations hereunder, and NVMGMA will refund Exhibitor Fees made hereunder, less the prorated share of expenses actually incurred by NVMGMA in connection with NVMGMA State Conference. IN ANY EVENT, NVMGMA SHALL NOT BE LIABLE TO EXHIBITOR FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES AS A RESULT OF CANCELLATION OR POSTPONEMENT OF THE STATE CONFERENCE WHETHER PARTIAL OR COMPLETE.
6. **Release/Indemnification/ Limitation** of Liability Exhibitor assumes all risk of loss and liability in connection with Exhibitor's participation in the NVMGMA State Conference, including but not limited to the transportation, packing and unpacking and display of Exhibitor's products at the NVMGMA State Conference. NVMGMA shall not under any circumstances whatsoever be liable or otherwise responsible for Exhibitor's participation in the NVMGMA State Conference, operation of exhibit space at the State Conference or for any actions or activities of any person in connection with the Annual Conference, including but not limited to, employees or agents of the facility at which the State Conference is being held. Exhibitor releases, waives and discharges any claim,

demand, or cause of action that Exhibitor, its officers, directors employees, agents, members or volunteers ("Release") for any liability, loss damage, claim, or cause of action of any kind arising out of Releasers' participation in the NVMGMA, or any of its affiliates, harmless from any liability, loss, damage, claim or cause of action of any kind (including Attorney fees and court costs) arising out of (i) Exhibitor's products or services; (ii) the publication or display of any advertisements or promotions or other Exhibitor information (including Exhibitor's name, logos or stylized designs) in NVMGMA publications or elsewhere; (iii) Exhibitor's participation in use of and operation of exhibit space at the NVMGMA State Conference; (iv) Exhibitor's use of any intellectual property of third parties; (v) Exhibitor's performance or failure to perform under this Contract, or breach of any warranty or representation or covenants made by Exhibitor in this Contract; or (vi) any other act or omission by Exhibitor. This indemnification obligation shall survive the termination or expiration of this Contract.

7. **Risk of Loss/ Insurance** Exhibitor acknowledges and agrees that neither MGMA or NVMGMA nor the facility at which the NVMGMA is located carries insurance for or will be responsible for loss of or damage to Exhibitor's property. Exhibitor shall obtain and maintain at its own expense insurance on its property.
8. **Additional Restrictions** Exhibitor may not: cook in booth; have signs or advertising devices larger than the booth size; exchange money at booth; deface any part of exhibit hall/room; photography or videotape conference; exhibit material weighing more than 350 lbs; sell helium balloons; play music or artistic works; smoke at booth; conduct themselves in a non-professional manner; use AV equipment without prior approval from NVMGMA.
9. **Exhibitor Badges/ Registration** All representatives of Exhibitor must register at exhibitor's registration desk and wear Exhibitor's badges at all times.
10. **Term** Except as otherwise provided herein, the term of the Contract shall extend through the completion of the NVMGMA State Conference.
11. **Governing Law** This Contract shall be governed by the laws of the State of Nevada
12. **Notices** The contract signed by Exhibitor shall be addressed to:

Kelsey Reese, Vendor Chair
Nevada MGMA
PO Box 10832
Reno, NV 89510

Questions regarding Exhibitor Contract
Kelsey Reese
Email: kreese@greatbasinortho.com
Phone contact: 775-236-2056

This Contract can be executed by facsimile to 866-583-6462

13. **Termination** In the event that NVMGMA determines, in its sole discretion, for any reason and at any time, that Exhibitor should not exhibit its products and/or services at the NVMGMA State Conference, then NVMGMA may terminate this contract unilaterally by giving Exhibitor notice of such termination and a refund of exhibit fees paid by Exhibitor (except in the case of termination for default by Exhibitor hereunder, in which case no refunds shall be owed), and NVMGMA shall have no further liability hereunder.
14. **Further Rules and Regulations** Any rules and regulations of the Facility where the State Conference is held are hereby incorporated into this Contract to the extent applicable and Exhibitor agrees to be bound by such rules and regulations. NVMGMA will provide Exhibitor with a copy of such rule and regulations.