

Exhibitor Opportunity

Nevada MGMA P.O. BOX 10832, Reno, NV 89510

Dear Potential Exhibitor:

As a member of the Nevada Medical Group Management Association (NVMGMA) 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 (<http://www.silverlegacyreno.com/entertainment/reno-ballroom/>) on Thursday, April 20th of 2017.

The Northern Nevada MGMA conferences have been a great success in the past and continue to grow each year! We estimate approximately 75 medical professionals will attend this year's event. The event is one day with plenty of opportunities for attendees to:

- Visit your booth as well as scheduled social activities.
- Sponsorship packages are available with additional social opportunities
- This year we will continue to offer a sponsorship category for **"EVENT SPONSOR"**.

Attached are descriptions of the event and a listing of the exhibitor levels that are available. I welcome you to consider this opportunity and encourage you to accept this early invitation. Prime vendor locations will be awarded on a **first come first paid basis**.

Applications may be mailed or faxed to NV MGMA at the following:

Mail

Nevada Medical Group Management Association
P O Box 10832
Reno, NV 89510

Fax

866 583 6462

Thank you for your time and consideration. I hope to hear from you soon.

Best Regards,

Kelsey Reese
Vendor Chair
Email:kreese@greatbasinortho.com

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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.

Reference: NVMGMA website
www.mgmanv.org

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Exhibitor Benefits:

- Access to one of the largest gathering of Nevada's healthcare executives and management staff
- Listing in the final program
- Involvement with a reputable, local medical association
- Targeted audience of consumers
- Exhibit area—8'x 8' space; 6' table/draped and two exhibitor badges to be used by the personnel staffing exhibitor's booth
- Exhibitor is invited to attend all education and general sessions
- Exhibitor will receive two breakfast, two lunch pass, 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

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BOOTH - \$600

(Deposit must be in by **February 28, 2017**)

- Two Exhibitor Passes
- One 8' fast fold table/drape in 8'x6' space
- Listing in conference brochure
- Two lunch and breakfast passes
- Cocktail hour invitation**
- General session attendance
- Conference attendee listing

EVENING COCKTAIL SPONSORSHIP—\$1,500

(Deposit must be in by **February 28, 2017**)

(4 Sponsors; Category Exclusive)

- Three Exhibitor Passes
- One 8' fast fold table/drape in 8'x6' space
- Listing in conference brochure
- Two lunch and breakfast passes
- General session attendance
- Conference attendee listing

Exhibitor will sponsor: The evening of April 20th sponsors will provide attendees a cocktail reception
Signage for Exhibitor during the sponsorship sessions
5-minute sales presentation at one of the monthly NVMGMA meetings
Also includes a 5 minute presentation at the April 20th cocktail hour

BREAKFAST SPONSORSHIP—\$1,500

(Deposit must be in by **February 28, 2017**)

(Two Sponsors; Category Exclusive)

- Three Exhibitor Passes
- One 8' fast fold table/drape in 8'x6' space
- Listing in conference brochure
- Three lunch and breakfast passes
- Cocktail hour invitation**
- General session attendance
- Conference attendee listing

Exhibitor will sponsor: Continental Breakfast for attendees
Signage for Exhibitor during the Breakfast session
5-minute sales presentation at one of the monthly NVMGMA meetings
Also includes a 5 minute presentation at the April 20th luncheon

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LUNCH SPONSORSHIP-\$1,500

(Deposit must be in by **February 28, 2017**)

(Two Sponsors; Category Exclusive)

Three Exhibitor Passes

One 8' fast fold table/drape in 8'x6' space

Listing in conference brochure

Three lunch and breakfast passes

Cocktail hour invitation

General session attendance

Conference attendee listing

Exhibitor will sponsor: Luncheon for attendees

Signage for Exhibitor during the Lunch session

5-minute sales presentation at one of the monthly NVMGMA meetings

Also includes a 5 minute presentation at the April 20th luncheon

EVENT SPONSOR-\$3,000

(Deposit must be in by **February 28, 2017**)

(Two Sponsors; Category Exclusive)

Four Exhibitor Passes

Two 8' fast fold table/drape in 8'x6' space front and center position

Signage for Exhibitor in all meeting rooms

Logo on event brochure

Logo on Bingo Card which is given to each attendee

Listing in conference brochure

Four lunch and breakfast passes

Cocktail hour invitation

General session attendance

Conference attendee listing

5-minute sales presentation at one of the monthly NVMGMA meetings

Also includes a 5 minute presentation at the April 20th luncheon

*Additional attendees will cost \$150.00 per person

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Exhibit A.

Initially, a 50% deposit must accompany the contract. The remaining 50% is due by February 28th. For contracts received after February 28th, payment in full is appreciated.

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 requests will be arranged through NVMGMA contact 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 set forth above, attention Kelsey Reese, Vendor Chair, by fax (previously provided) or by email at kreese@greatbasinortho.com. If such notice is postmarked prior to February 28th, Vendor shall receive a refund of all monies minus \$200 booth cancellation fees. If cancellation is received after March 15, 2017, Exhibitor shall not receive any refunds. Under all circumstances, NVMGMA retains the right to resell any booth space cancelled by Exhibitor.

RULES AND REGULATIONS

Vendor 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. Vendor 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.

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ACCEPTED AND AGREE TO:

Exhibitor

Company Name: _____

Name _____

Signature _____ Title _____

Date _____ Sponsorship Level _____

Standard booth sponsors receive 2 passes for the event.

One additional pass is given to Breakfast, Lunch and Cocktail Sponsors

Additional Exhibitor? Yes ___ No ___ (\$150.00 per)

\$ _____

_____ Check enclosed, make check payable to NVMGMA Amount \$ _____

_____ Please charge my credit card (circle one): VISA MasterCard Amount \$ _____

\$ _____

Card # _____

Expiration Date _____ CVV Code _____

Cardholder's Name _____

Signature _____

Electrical Cost: \$25.00/day Yes ___ No ___

\$ _____

Internet Cost: \$25.00/day Yes ___ No ___

\$ _____

Will you be providing raffle prizes? Yes ___ No ___

TOTAL \$ _____

- **Only one raffle prize per exhibitor.**

- **The prizes will be raffled at the evening cocktail hour.**

Shipping Exhibit?

Send to:

MGMA Conference (date of arrival)

407 N. Virginia St.

Reno, NV 89501

***TO FINANCIAL (Internal Use)**

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This Exhibitor Contract/Application ("Contract") 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 2017 (the Nevada State Conference) and desires to sell exhibitor booths in an exhibit hall at the State Conference to exhibitors. Vendor desires to exhibit products/services at the Nevada MGMA State Conference.

FINAL CONTRACT ONLY IF ACCEPTED BY NVMGMA

Until accepted by NVMGMA, this Contract shall constitute only an application to exhibit by Exhibitor, which application 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 three, at which time this Contract shall become binding.

EXHIBITOR INFORMATION

Contact person to whom confirmation and additional information and notices should be sent (PLEASE PRINT CLEARLY)

Name (Mr./Mrs./Ms.) _____ Title _____

Company _____

Address _____

City/State/Zip Code _____

Telephone _____ Fax _____ Email _____

Additional attendee? Yes ___ No ___ (\$150.00 per additional attendee)

Contact person for LISTING in printed materials, including exhibitor roster (if different from above) (PLEASE PRINT CLEARLY)

Name (Mr./Mrs./Ms.) _____ Title _____

Company _____

Address _____

City/State/Zip Code _____

Telephone _____ Fax _____ Email _____

***TO REGISTRATION AND VENUE (Internal Use)**



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Product/Service categories (Please check only two categories)

- Accreditation
- Alternative Health Care Products Business
- Cardiac Products/Services
- Claims Submission
- Coding Products/Services
- Consulting
- Drug/Pharmaceuticals
- Files-Records Management
- Financial: Accounting, Collections
- Forms
- Group Purchasing
- Medical Laboratories
- Office Systems Supplies
- Patient Education Supplies/Services
- Professional Medical Group Services
- Recruitment
- Software: Information System/Coding/AR
- Other _____

Are you a new exhibitor? YES NO

Who referred you? _____

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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 an Exhibit Description. Full payment is required by February 28, 2017. Provided these requirements are met, for applications postmarked prior to February 28, 2017 booth space is assigned on first come basis.
 - b. **Supplies** All booths shall include an 8' x 6' pipe & drape booth, 8'tall back, 3' tall sides, and signage, 1 eight-foot table with skirt, 2 chairs, and 1 trashcan. Booths requiring an electrical outlet must submit notice of such by February 28, 2017. Extension cords are the responsibility of the vendor. Additions to or changes made to booth must be approved by NVMGMA prior to February 28, 2017. Exhibitor must submit proposed booth description to NVMGMA by February 28, 2017. 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 April 19, 2017.
 - 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 written 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 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 in 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 as 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 providing 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 safe 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 nor 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 a prorata 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.

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- 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 ("Releases") for any liability, loss damage, claim, or cause of action of any kind arising out of "Releasers" participation in the NVMGMA State Conference. Exhibitor shall indemnify, defend and hold 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,
P.O. 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 Regulation** 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 rules and regulations.