



Texas Association for  
Healthcare Financial Administration

**CONFERENCE SPONSOR / EXHIBITOR  
APPLICATION & AGREEMENT  
TAHFA 2009 ANNUAL FALL CONFERENCE  
SEPTEMBER 20-22, 2009**

Omni Mandalay  
221 East Las Colinas Blvd., Irving, TX

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**Benefactor \$3,000 • 2 Available**

- 3 Complimentary Symposium registrations. Additional reps at Member rate.
- 8' x 16' premium exhibit space next to entrance to meal functions and across from general sessions, with two 6' tables and 2 chairs.
- Logo Placement on the Symposium Information & Registration web pages, with hot-link.
- Advance registration list, updated list on-site, final list after the program.
- Prominent recognition in the Symposium program and Signage.
- Choose one of two prime spaces from the floor plan (first-come, first served based on date and time of receipt of full payment and completed application form)

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**Donor \$2,000**

- 2 Complimentary Symposium registrations. Additional reps at Member rate.
- 8' x 8' table-top exhibit space with 6' table and 2 chairs
- Listing on the Symposium Sponsor web page, with hot-link
- Advance registration list, updated list on-site, final list after the program
- Recognition in the Symposium program and Signage
- Option to indicate 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> table choice (first-come, first served based on date and time of receipt of full payment and completed application form)

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**Event Sponsor \$3,000 • 3 Available**

**Select One: Golf Tournament/ Sunday Reception/ Monday Reception  
(no exhibit space)**

- 3 Complimentary Symposium registrations. Additional reps at Member rate.
- Logo Placement on the Symposium Golf Tournament Information web page, with hot-link
- Advance registration list, updated list on-site, final list after the program
- Prominent recognition in the Symposium program. May provide a sign to be displayed at the event.
- Reception Sponsors may provide 1 letter sized insert for Symposium registration packets
- Golf Sponsor receives 3 Complimentary Golf Registrations

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**Contributor \$1,000  
(no exhibit space)**

- 1 Complimentary Symposium registration. Additional reps at Member rate.
  - Listing on the Symposium Sponsor web page
  - Advance registration, updated list on-site, final list after the program
  - Recognition in the Symposium program and Signage
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**Contact Information**

Company Name \_\_\_\_\_  
 Contact \_\_\_\_\_ Title \_\_\_\_\_  
 Tel \_\_\_\_\_ Website \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Level of Participation**

- Benefactor \$3000                       Donor \$2000  
 Event Sponsor \$3000                       Contributor \$1000

**Payment Information**

**ALL BALANCES MUST BE PAID BY EVENT DATE**

- Please Invoice Me**  
**Payment Due within 30 Days of Invoice Date**

**Mail, Email or FAX payments to:**  
 TAHFA  
 PO Box 27874, Austin, TX 78755  
 Fax: 512-692-2651

- Credit Card Payment**     Visa                       MasterCard                       American Express

Card Number: \_\_\_\_\_  
 Amount:\$ \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Name on card: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Cancellation Forfeiture Policy**

- 50% of total sponsorship cost through July 2009
  - 100% of total sponsorship cost after July 2009
- Payment by Check**  
**Make checks payable to:**  
 TAHFA

This exhibit space application will become a contract upon acceptance with authorized signatures and is based upon the exhibit floor plan, exhibit space fees, rules governing the exposition, and general information that is included with this document.

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Check the TAHFA website ([www.TAHFA.org](http://www.TAHFA.org)) for a map of available Exhibit space.

## SPONSOR CONTRACT RULES AND REGULATIONS

- 1) **Complimentary Registrations:** One complimentary Symposium registration will be awarded for each \$1,000 of sponsorship (Monday & Tuesday Symposium sessions, plus all receptions, breaks, breakfasts, and luncheon). This can be designated for an employee of your firm or may be designated for a client's use. **Registration forms marked "sponsor comp" must be received by September 4, 2009 to receive this benefit.** Registration fees for additional registrants from sponsoring firms will be discounted to the registration rate paid by TAHFA/HFMA members.
- 2) **Exhibit Space:** Assigned exhibit space is available to Benefactor and Donor Sponsors for displaying information about their products or services and for give-away items. Benefactor Space is 16' wide by 8' deep. Donor space is 8' wide by 8' deep. This is a table-top program -- there are NO pipe and drape dividers. All space includes one 6' draped table and two 2 chairs. **All exhibits must fit within the designated space.** Freestanding exhibits may not extend further than 3' from the back of the exhibit space and must not block or obscure exhibits on either side.
- 3) **Exhibit Setup:** Exhibiting Sponsors must set out their displays or materials on Sunday afternoon, September 20, between the hours of 12:30 and 5:00 pm. All tables must be ready prior to the 5:30 pm Welcome Reception.
- 4) **Sponsor Recognition:** A Sponsorship board listing all sponsors will be prominently displayed at the meeting site and in the Symposium Brochure. Interaction of conference attendees with sponsor representatives will be actively encouraged during the conference, and our appreciation for their support will be expressed to our sponsors in our organization's communications.
- 5) **Event Sponsor Signs:** Symposium Event Sponsors (Golf and Receptions) may provide a sign with logos and company information to be displayed prominently at the sponsored event. Sign copy must be submitted to TAHFA for approval no later than September 6, 2009 and the sign must be capable of being displayed on a standard easel.
- 6) **Registration Inserts:** Symposium Reception Sponsors may provide one letter-sized insert to be included in the Symposium registration packets. Copy must be pre-approved received in the TAHFA office no later than September 6, 2009.
- 7) **Web Listings:** Symposium Sponsors will be listed and hotlinks will be on the 2009 Symposium pages of the [www.TAHFA.org](http://www.TAHFA.org) website.
- 8) **Sponsor Recognition:** To be recognized in the Symposium program and on signage, sponsorships must be paid and this agreement returned by September 6, 2009.
- 9) **Educational Focus:** Sponsors are expected to honor the educational focus of meetings. Sales contacts should be limited to the designated Sponsorship Area in which all breakfasts, breaks, luncheons, and receptions will take place.
- 10) **Contributions:** All sponsor contributions are voluntary. Acceptance of sponsorships does not imply endorsement of sponsor's products or services. Sponsorships are accepted on a first-come, first-served basis based on date and time of the receipt of the contract. We reserve the right to limit the number of program sponsors.
- 11) **Charitable Purpose:** As an activity of a 501(c)(3) organization formed for educational and charitable purposes, \$25 of each \$5000 contribution increment may be deducted as a charitable donation (the amount in excess of consideration received). Consideration formula = \$375 value of each complimentary registration available + 20% of pledged amount for value of marketing.
- 12) **We consider your signed Sponsor/Exhibitor Application & Agreement your written agreement to fulfill your pledge of support.** Use it in lieu of an invoice, and enclose a copy of it with your check to facilitate proper posting to your firm's account. You may also charge your sponsorship to a credit card by providing your card information on the Sponsorship Application form. **Sponsoring firms rescinding their pledge of support before July 17, 2009 will incur a cancellation fee of 30% of the pledged amount. There are no refunds for cancellations after July 17, 2009.**

\_\_\_\_\_ initials



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**FAX COVER SHEET**

Upon completion, please FAX the exhibitor/sponsor documents indicating your selection.

To	TAHFA 2009 Annual Fall Conference	From	
Fax	512-857-7711	Pages	(including cover)
Phone	512-220-4218	Date	
Re	TAHFA 2009 Annual Fall Conference Sponsor/Exhibitor Contract	CC	

**Please Note: A 50% deposit is due with the contract. All balances are due by date of event.**

Please make all checks payable to TAHFA.

Payments may be mailed to:

TAHFA

PO Box 27874

Austin, TX 78755

I have included the following:

- Completed and Signed Contract
- Initialed Rules and Regulations Form