

SPONSOR/EXIBITOR APPLICATION & AGREEMENT
TAHFA/HFMA Joint Symposium
September 21-23, 2008 | The Woodlands Waterway Marriott Hotel

You must sign and return both pages of this form to reserve your space. Write legibly or attach a business card.

Name of Sponsoring Company _____
Person Authorizing Sponsorship _____
Title _____ E-Mail _____
Mailing Address _____ Website _____
City, State, Zip Code _____
Area Code and Telephone Number _____ Fax Number _____

Please register all sponsor attendees on the TAHFA website at www.tahfa.org by September 5.

Primary products or services you provide your clients:

Please Indicate Sponsorship Level Requested

Check the TAHFA website at www.tahfa.com for a map of currently available Exhibit spaces.

Indicate your 1st, 2nd & 3rd choice of space (within level selected). Space choices are first-come, first served & will be assigned based on date and time of receipt of full payment and completed application form.

\$3,000 – BENEFACTOR (2 available) Circle choice of spaces: 03 10

- 3 Complimentary Symposium registrations. Additional reps at Member rate.
- 8' x 16' premium exhibit space next to exits to general sessions, with two 6' tables, 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.

\$2,000 – DONOR Indicate 1st, 2nd & 3rd table choice _____ (Spaces 03 & 10 reserved for Benefactor Sponsors)

- 2 Complimentary Symposium registrations. Additional reps at Member rate
- 8'x8' table-top exhibit space with 6' table, 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.

\$1,000 – CONTRIBUTOR (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.

\$3,000 – EVENT SPONSOR 3 available (no exhibit space) Select One: Golf Sunday Reception Monday Reception

- 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.

I agree to the Sponsor/Exhibitor Agreement (next page) (signature required) _____

My check is enclosed, or you may process the credit card information below.

Please make checks payable to TAHFA, and send to:

TAHFA | P. O. Box 631206 | Houston, TX 77263-1206 | fax: 713.776.1308 | tel: 713.995.4775 | tahfa@tahfa.org

Or, I authorize TAHFA to charge my: MasterCard Visa AmEx **Exp date:** ____/____ Verification Code: _____

Account number _____ Name on Card _____

Signature _____ Card Billing Address & Zip _____

[FYI: TAHFA's Tax ID Number is 74-2753081]

Sponsor/Exhibitor Agreement

TAHFA –HFMA Fall Symposium

September 21-23, 2008 | The Woodlands Waterway Marriott | The Woodlands, TX

For information contact:

Dean Newton, Executive Director - TAHFA
PO Box 631206 | Houston, TX 77263-1206
713.995.4775 or dnewton@tahfa.org

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 5, 2007 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 21, between the hours of 1:00 and 5:00 pm. All tables must be ready prior to the 5:30 pm Welcome Reception.

4. Sponsor Recognition: A "Corporate Sponsor" acknowledgement 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 12, 2008 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 12, 2008.

7. Web Listings: Symposium Sponsors will be listed and hot-links will remain active on the 2008 Symposium pages of the www.TAHFA.org website until December 31, 2008.

8. To be recognized in the Symposium program or on the "Corporate Sponsor" sign, sponsorships must be paid and this agreement returned by September 5, 2007. **Sponsorship funds are due to TAHFA along with your Sponsorship Application**

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. 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 August 1, 2008 will incur a cancellation fee of 30% of the pledged amount. There are no refunds for cancellations after September 1, 2008.**