



TSHHRAE
TEXAS SOCIETY FOR HEALTHCARE HUMAN RESOURCES
ADMINISTRATION AND EDUCATION

CONFERENCE SPONSOR / EXHIBITOR
APPLICATION & AGREEMENT
TSHHRAE 2010 ANNUAL CONFERENCE
NOVEMBER 4 - 5, 2010
SAN ANTONIO, TEXAS

Join the leaders of the *Texas Society of Healthcare Human Resources Administration and Education* November 4 - 5, as they gather to tackle the current issues facing the healthcare human resources industry. Don't miss this opportunity to...

- ✓ Introduce new services, products and solutions for today's healthcare market
- ✓ Be in charge and in front of your target market through a partnership with TSHHRAE
- ✓ Have the advantage of year-round communication with THE decision makers in the Executive Human Resources Administration and Education Arena through:
 - TSHHRAE website
 - email blasts to all THA hospitals and TSHHRAE members
 - electronic and print advertising
 - conference promotions
 - exclusive exhibit hours
 - networking reception
 - onsite promotion
 - Connect, network, share ideas and learn from the number one conference asset.... People!

Platinum \$1,500 • SOLD OUT

- Table-top exhibit space (if desired), \$1000 value
- Exclusive sponsorship of one of the following, \$1000 value
 - Conference Tote Bags
 - Opening Reception
 - Conference Luncheon
- 3 Complimentary registrations, \$600 value.
- Prominent placement of logo on the TSHHRAE web site home page with link, \$500 value.
- Packet inserts inclusion in attendee packets, \$500 value.
- Logo featured prominently on all signage, promotion and printed materials, as deadlines allow.
- Pre-Conference Participant List - this list of attendees will be made available in time to alert participants of special events, booth location, etc.

Gold \$1,250 • 4 Available

- Table-top exhibit space (if desired), \$1000 value
- Co-sponsorship of audio visual, keynote/featured speakers or education tracks, \$500 value
- 2 Complimentary registrations, \$400 value.
- Placement of logo on the TSHHRAE conference web site with a link, \$250 value.
- Logo featured on all signage, promotion and printed materials, as deadlines allow.
- Pre-Conference Participant List - this list of attendees will be made available in time to alert participants of special events, booth location, etc.

Silver \$1,000 • 5 Available

- Table-top exhibit space (if desired), \$1000 value
- Co-sponsorship of breakfast/breaks, \$1000 value
- 1 Complimentary registration, \$200 value.
- Placement of logo on the TSHHRAE conference web site with a link, \$250 value.
- Logo featured on all signage, promotion and printed materials, as deadlines allow.

Bronze \$ 750 • 7 Available

- Table-top exhibit space (if desired), \$1000 value
- Placement of logo on the TSHHRAE conference web site with a link \$250 value.
- Logo featured on select signage, promotion and printed materials, as deadlines allow.

Additional Items Available

Sponsorship of the items below allows your company logo to appear on the item(s) distributed to all attendees. You may also include promotional literature in the sponsored item.

- Name Badge Lanyards \$350 + cost of lanyards
 - Portfolios \$350 + cost of portfolios
 - Flash drives \$350 + cost of flash drives
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| | |
|---|---|
| Contact Information | |
| Company Name _____ | |
| Contact _____ | Title _____ |
| Tel _____ | Website _____ |
| Address _____ | |
| City _____ | State _____ Zip _____ |
| Email Address _____ | |
| Level of Participation | |
| <input type="checkbox"/> Platinum \$1500 | <input type="checkbox"/> Gold \$1250 |
| <input type="checkbox"/> Silver \$1000 | <input type="checkbox"/> Addtl Item \$350 + cost of lanyards or portfolios |
| <input type="checkbox"/> Bronze \$750 | |
| Payment Information ALL BALANCES MUST BE PAID BY EVENT DATE | Cancellation Forfeiture Policy |
| <input type="checkbox"/> Please Invoice Me Payment Due within 30 Days of Invoice Date | <ul style="list-style-type: none"> • 50% of total sponsorship cost through September 2010 • 100% of total sponsorship cost after September 2010 |
| Mail, Email or FAX payments to: TSHHRAE PO Box 29686, Austin, TX 78755 Fax: 512-857-7711 | <input type="checkbox"/> Payment by Check Make checks payable to: TSHHRAE |
| <input type="checkbox"/> Credit Card Payment | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express |
| Card Number: _____ | |
| Amount: \$ _____ Exp. Date: _____ Security Code: _____ | |
| Name on card: _____ | |
| Billing Address: _____ | |
| City/State/Zip: _____ | |
| Signature: _____ | |
| 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: _____ | |

SPONSOR CONTRACT RULES AND REGULATIONS

- 1) **Complimentary Registrations:** Complimentary conference registrations can be designated for an employee of your firm or may be designated for a client's use.
- 2) **Exhibit Space:** Assigned exhibit space is available to sponsors for displaying information about their products or services and for give-away items. 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) **Assignment of Space:** Sponsorships are awarded on a first-come, first-serve basis, based on the date the contract is received by TSHHRAE, date of full payment received by TSHHRAE, and the availability of requested sponsorships. TSHHRAE reserves the right to assign sponsorships based on other equitable considerations, to alter the exhibit floor plan, to change location assignments or relocate the exhibit area at any time, as it may deem necessary. TSHHRAE also reserves the right to reassign sponsorship selections, as it may deem necessary and equitable.
- 4) **Exhibit Setup:** Exhibiting Sponsors must set out their displays or materials between the hours designated by TSHHRAE. All tables must be ready prior to 8:00 am on November 5.
- 5) **Sponsor Recognition:** A Sponsorship board listing all sponsors will be prominently displayed at the meeting site and in the Conference 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.
- 6) **Event Sponsor Signs:** Conference Platinum Sponsors may provide a sign with logos and company information to be displayed prominently at the sponsored event. Sign copy must be submitted to TSHHRAE for approval no later than October 8, 2010 and the sign must be capable of being displayed on a standard easel.
- 7) **Registration Inserts:** Platinum Sponsors may provide one letter-sized insert to be included in the Conference registration packets. Copy must be pre-approved and received in the TSHHRAE office no later than October 8, 2010.
- 8) **Web Listings:** Conference Sponsors will be listed and hotlinks will be on the 2010 Conference pages of the www.TSHHRAE.org website.
- 9) **Sponsor Recognition:** To be recognized in the Conference program and on signage, sponsorships must be paid and this agreement returned by October 1, 2010.
- 10) **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.
- 11) **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.
- 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 September 1, 2010 will incur a cancellation fee of 50% of the pledged amount. There are no refunds for cancellations after September 1, 2010.**

_____ Initials



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FAX COVER SHEET

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

| | | | |
|-------|---|-------|-------------------|
| To | TSHHRAE 2010 Annual Conference | From | |
| Fax | 512-857-7711 | Pages | (including cover) |
| Phone | 512-279-2892 | Date | |
| Re | TSHHRAE 2010 Annual Conference Sponsor/Exhibitor Contract | CC | |

Please make all checks payable to TSHHRAE.

Payments may be mailed to:
TSHHRAE
PO Box 29686
Austin, TX 78755

I have included the following:

- Completed and Signed Contract
- Initialed Rules and Regulations Form