



**The South Carolina Medical Group Management Association
Invites You to Exhibit at its 2018 Annual Conference**

DATES AND LOCATION: August 28, 2018 – August 30, 2018 at the Charleston Marriott, 170 Lockwood Blvd., Charleston SC 29403.

EXHIBITOR CONTRACT: The exhibitor contract must be submitted with payment in full in order to hold exhibit space. Applications received without payment will not be processed nor will booth assignments be made or held.

CANCELLATION POLICY: Booth cancellations before August 15, 2018 will receive a full refund minus an administrative fee of \$100.00 per booth. All refund requests must be submitted in writing to the address of this contract. There will be no refunds for cancellations or no shows that occur after August 15, 2018, unless the booth is resold; in which case a full refund will be granted. SCMGMA will make every effort to resell the booth space; however, the exhibitor is expected to assist in reselling the space.

ON-SITE AUTHORIZED EXHIBITOR REPRESENTATIVE: During show times one representative from your company will be responsible for ensuring that the booth is staffed, neat, orderly, and that representatives conduct themselves in a professional manner at all times. This individual will be responsible for approving any additional representatives for their company. A \$250 fee per representative will be charged for greater than two per booth. Booth worker names should be submitted at least 30 days prior to the event and updated as changes are identified to insure accurate information is provided to the attendees.

CONFERENCE PRESENTATIONS: All exhibitors and corporate members are invited to attend as many keynote and breakout sessions as desired. ACMPE and AAPC credit will be provided to respective member attendees.

PROMOTIONAL OPPORTUNITIES: SCMGMA will recognize exhibitors and sponsors in the following ways:

- (1) In program materials;
- (2) On posters in various locations;
- (3) On PowerPoint slide advertisements provided by the exhibitor's company. This will be used in the ongoing slide presentation in the exhibit hall. This is free to corporate members, but other exhibitors may purchase a slide in the presentation;
- (4) One PowerPoint slide will include the names of all exhibitors;
- (5) On exhibitor lists that are provided to all attendees;
- (6) Recognition during the Thursday luncheon and the Wednesday and Thursday evening receptions by a member of the Executive Committee;
- (7) Logos of corporate members will be posted on the SCMGMA website.

EXHIBITOR SET UP/BREAKDOWN: Exhibitors may begin setting up after 1:00 p.m. Wednesday, August 28, 2018. Exhibitors must register with the SCMGMA staff in order to obtain their registration packets. The Exhibit Hall will be in the Crystal Ballroom. Breakdown is Friday, August 30, 2018 after 9:00 a.m.

EXHIBITOR DATES AND HOURS: Exhibitors may keep their booths open all day. However, **exhibitors are expected to be in attendance at their booth during the prime exhibit hours as listed below. On Wednesday, August 28, you are expected to be present at your booth from 5:30 – 6:30 p.m. during the Welcome Reception in the Crystal Ballroom.**

Wednesday, August 28, 2018

12:00 p.m. – 4:00 p.m.	Exhibitor Set Up – Crystal Ballroom
5:30 p.m. – 6:30 p.m.	Welcome Reception in Exhibit Hall with attendees
7:00 p.m. -10:00 p.m.	You are invited to attend the conference masquerade ball

Thursday, August 29, 2018

7:00 a.m. – 8:30 a.m.	Breakfast with attendees in Exhibit Hall
9:30 a.m. – 10:30 a.m.	Break with attendees in Exhibit Hall
12:00 noon – 2:00 p.m.	Networking lunch with attendees - Your company will be recognized during the luncheon
3:45 – 4:30 p.m.	Cocktails with Exhibitors
	Exhibitor Door Prizes Awarded in Exhibit Hall
7:00 – 10:00 p.m.	Masquerade party with Exhibitors, Speakers, and Attendees

Friday, August 30, 2018

8:00 a.m. – 9:00 a.m.	Breakfast with attendees in Exhibit Hall
After 9:00 a.m.	Exhibitor Breakdown

SECURITY: SCMGMA will not be responsible for valuables left unattended at your booth.

REGISTRATION MATERIALS: Registration packets will include (a) name badges; (b) conference program; (c) attendee list; (d) appropriate sponsor ribbons; and (e) door prize policy.

CONFERENCE SURVEYS: You will be given a link to complete the annual conference survey via surveymonkey.com at the conclusion of the conference. Please take a few moments to complete this.

ATTENDEE LISTS: A pre-conference attendee mailing list will be provided after August 1, 2018. Also, an updated list will be available on site. Keep in mind that these lists will be incomplete, as we often have several attendees register on site. However, a complete list will be emailed to the exhibitors who attend the conference approximately one month following the conference that will include all on-site registrants.

HOTEL ACCOMMODATIONS: SCMGMA has secured a room block with the Charleston Marriott. The rates for hotel rooms are listed below along with the dates that the room block is available. All rates are subject to applicable state and local taxes. The link to register for hotel accommodations will be posted at www.scmgma.com. SCMGMA is under a contract with the hotel and is required to meet the hotel block threshold, so please keep this in mind when making your reservations to help us avoid an additional expense to SCMGMA. The hotel rates are included below.

HOTEL ROOM BLOCK PRICES AND DATES – August 27, 2018 – September 2, 2018

Start Date	End Date	Room Type	Single
08/28/2018	09/02/2018	Deluxe Room	\$169.00

Hotel room rates are subject to applicable state and local taxes (currently 13.5%) in effect at the time of check-out and a \$1 destination fee.

DOOR PRIZES: Thank you for providing door prizes. These should be of at least a \$25.00 value. We will draw for door prizes between 4:00 p.m. and 4:45 p.m. on Thursday afternoon, August 30, 2018. Winner names will be drawn from your collection of attendee business cards who visit your booth. **PRE-DRAWN CARDS WILL NOT BE ACCEPTED.** In the event the person whose name is drawn has already won a door prize, then a second business card will be drawn, as attendees may receive only one door prize each in fairness to other attendees. **Individual special drawings will only be allowed with prior approval from the conference committee.**

OUTSIDE ACTIVITIES: Should your company choose to arrange a special event or hospitality suite for SCMGMA conference attendees, this must be approved ahead of time by the SCMGMA Board, and must not be scheduled during a time which may conflict with other conference activities previously planned. Please consider helping SCMGMA by sponsoring an item from the sponsorship list listed at the end of the contract. Contact Cindy Ott at 803-387-7864 to discuss your ideas.

SPACE ASSIGNMENT: SCMGMA will make every effort to provide your first choice of location. Corporate members who have pre-paid their annual sponsorship by April 1, 2017 will be given first choice of booth locations. After that date, all booths will be assigned on a first come, first served basis.

WHAT'S INCLUDED IN YOUR BOOTH: Each exhibit booth is 10' X 6' and comes with a 6 ft. table, sign bearing your company name, sponsor signs based on sponsorship level (i.e. bronze, silver, gold); pipe and drape; and two chairs. **Additional items may be purchased from our drayage company, Convention Makers, 4501 Highway 544, Myrtle Beach SC 29588. Phone 843-650-6300. FAX: 843-650-6301. All forms are located at www.scmgma.com.**

ELECTRICITY: This should be requested prior to the annual conference. Electricity and internet may be purchased directly from the hotel. Be sure to FAX or email your electrical form to the hotel prior to the event to avoid extra charges which you may be required to pay onsite. This form is attached to the email. Other forms for shipping, labor etc. are located on the SCMGMA website at www.scmgma.com.

MGMA AND SCMGMA LOGO USAGE: Any corporate member who wishes to use the logo on any of their printed material must provide a copy of the material to be printed for approval. Please contact Cindy Ott at 803-387-7864 to arrange this.

YOUR COMPANY LOGO. Those who join as corporate members may have their logo displayed on our website. Please forward this to Cindy Ott once you have paid your corporate membership.

FORCE MAJEURE OR CANCELLATION OF THE SHOW: Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to acts of God, terrorism, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or war in the United States make it illegal or impossible for the hotel to hold the event. This also includes a South Carolina declaration issuing a mandatory evacuation.

AMERICANS WITH DISABILITIES ACT: The exhibiting company shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold the SCMGMA harmless from any consequences of the exhibiting company's failure in this regard.

SPONSORSHIP OPPORTUNITIES: There are numerous opportunities for sponsorship. Please contact Cindy Ott at 803-387-7864 if you wish to sponsor an item or event. The following may be an incomplete list, and if you have a suggestion that is not listed, please let us know about your idea. Some events require multiple sponsors.

Thursday night Masquerade party sponsors \$2000 each
Registration refreshment sponsor \$500
Name badge Holders \$750
Breakout Speaker Expense Sponsor \$500
Keynote Speaker Expense Sponsor \$1000
Conference Bags \$2000
Breakfast sponsor Thursday \$1000
Breakfast sponsor Friday \$1000
Wednesday Welcome Reception sponsor \$1000 each
Exhibitor Appreciation Reception \$1000 each
Thursday Luncheon Sponsor \$1000 each – multiple needed
Thursday Exhibitor Appreciation Reception \$1000 each – multiple needed
Program/Poster printing sponsor \$1000 (includes your program ad and poster)
Program Advertisement \$250 for 2x4 ad
PowerPoint Advertisement \$100 per slide for non-member exhibitors
PowerPoint Advertisement \$50 per slide for affiliate members
No charge for one slide for Bronze and Silver Corporate Members; second slide \$50
No charge for two slides for Gold Corporate Members; additional slides \$50
Got an idea? Call Cindy at 803-387-7864 to discuss.

Please include your sponsorship amount on the invoice in the designated location.



EXHIBITOR INVOICE
Your Company's Contact Information

Contact Name: _____
Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Email Address: _____
Website Address: _____
Brief Description of your product or service (30 words or less): _____

Booth Selection (Refer to the attached diagram)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____
Company You Wish Not To be Located Near: _____
Special Requirements: _____
Special requests: _____

Who Will Be Working Your Exhibit Booth?

***Please print all names clearly. Apply \$250.00 for each representative above two (2). Be sure to include all requested information as this will be provided to our attendees.**

1. Name: _____ Phone: _____
Email: _____
2. Name: _____ Phone: _____
Email: _____
3. Name: _____ Phone: _____
Email: _____ Additional \$250
4. Name: _____ Phone: _____
Email: _____ Additional \$250

SPONSORSHIP OPPORTUNITIES

SCMGMA NEEDS MULTIPLE SPONSORS FOR THESE EVENTS. PLEASE PLACE A CHECK BY THOSE THAT YOU WISH TO SPONSOR AND ADD TO THE INVOICE TOTAL BELOW. CALL CINDY AT 803-387-7864 IF YOU HAVE QUESTIONS.

- _____ Thursday night masquerade party sponsor \$2000
- _____ Registration refreshment sponsor \$500
- _____ Name badge Holders \$750
- _____ Speaker Expense Sponsor. Contact Cindy Ott for details.
- _____ Conference Bags \$2000
- _____ Breakfast sponsor Thursday \$1000
- _____ Breakfast sponsor Friday \$1000
- _____ Wednesday Welcome Reception sponsor \$1000 each
- _____ Exhibitor Appreciation Reception \$1000 each
- _____ Thursday Luncheon Sponsor \$1000 each – multiple needed
- _____ Thursday Exhibitor Appreciation Reception \$1000 each – multiple needed
- _____ Program/Poster printing sponsor \$1000 (includes your program ad and poster)
- _____ Program Advertisement \$250 for 2x4 ad
- _____ PowerPoint Advertisement \$100 per slide for non-member exhibitors
- _____ PowerPoint Advertisement \$50 per slide for affiliate members
- _____ No charge for one slide for Corporate Members; second slide \$50
- _____ No charge for two slides for Gold Corporate Members; additional slides \$50

Got an idea? Call Cindy at 803-387-7864 to discuss.

CHECK ALL THAT APPLY	FEES	YOUR FEES
_____ Non-member exhibitor	\$1500.00	_____
_____ Affiliate member	\$1200.00	_____
_____ Additional representatives	\$250.00 each	_____
_____ Corporate member	Have you Paid?	_____
_____ Sponsorship checked above	From above	_____
_____ 2 nd PowerPoint Slide	Corporate member	_____
_____ PowerPoint Slide	Affiliate member \$50	_____
_____ PowerPoint Slide	Non-member \$100	_____
TOTAL AMOUNT DUE		_____

PAYMENT METHOD:

_____ Check is enclosed

_____ Please charge my credit card for the total amount due of _____

Signature of authorized individual: _____

You may pay online at www.sc-mgma.org

Credit Card number: _____

Type of Card _____ American Express _____ Visa _____ MasterCard _____ Discover

Expiration Date: _____ CID: _____

Credit Card Billing Address: _____

City State Zip: _____

MAIL OR EMAIL YOUR COMPLETED APPLICATION TO:

Cindy S. Ott, Executive Director, South Carolina Medical Group Management Association,
1195 St. Matthews Road, PMB 313, Orangeburg SC 29115.

Email: cindyott63@gmail.com

EMAIL CREDIT CARD INFORMATION TO OUR

“SECURE” PAYMENT SITE AT:

selenamgma@scmgma.com

[NOTE: You may pay online after March 12, 2018 at www.scmgma.com](http://www.scmgma.com)

Questions? Phone: (803)387-7864