



2022 EXHIBITOR PROSPECTUS

DATES AND LOCATION: September 8, 2022 at the Cooperative Conference Center, 169 Laurelhurst Avenue, Columbia, South Carolina 29210. A list of hotels providing a discount to SCMGMA Conference attendees is attached. A tentative schedule is also included, but is subject to change at the discretion of the SCMGMA Board of Governors.

EXHIBITOR CONTRACT: The exhibitor contract will be processed once full payment has been received. Exhibit space assignments will be noted, but may be released if the payment is not received within a 30-day time frame. To expedite processing of your application, exhibitors may register online at www.sc-mgma.org and provide a credit card payment. Exhibit space assignments will be made beginning June 1, 2022 and is provided on a first come, first serve basis.

CANCELLATION POLICY: Exhibit space cancellations made before August 15, 2022 will receive a full refund minus an administrative fee of \$100.00 per exhibit space. 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, 2022, unless the exhibit space is resold; in which case a full refund will be granted. SCMGMA will make every effort to resell the exhibit 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 responsible for ensuring that your exhibit space is staffed, neat, orderly, and that representatives conduct themselves in a professional manner at all times. This representative is expected to communicate with the SCMGMA staff members regarding any concerns with the exhibit space and will approve any additional representatives for their company who may require a name badge. A \$250 fee per representative will be charged for greater than two representatives per exhibit space. We understand how changes in representatives can occur due to unforeseen circumstances. If at all possible, please provide names of representatives at least 15 days prior to the event to ensure accurate information is available for the attendees. We appreciate your helping us have name badges and other materials prepared accurately and available at check-in. Note updates not received by this date may not be reflected in printed materials.

CONFERENCE PRESENTATIONS: We encourage exhibitors and corporate members to attend any general sessions as desired. ACMPE and AAPC credit will be provided to respective

attendees. Platinum and Gold Corporate Members may be asked to assist with introduction of speakers.

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

- (1) Logos of corporate members will be posted on the SCMGMA website;
- (2) Exhibitors will be displayed on a poster during the conference;
- (3) Exhibitor contact information is provided to all attendees;
- (4) Exhibitors and corporate members will be recognized during the Thursday luncheon;
- (5) Exhibitors will be listed on the SCMGMA Facebook page;
- (6) Exhibitors names and company information is listed on the bingo card that the attendee will present to the exhibitor for initialing;
- (7) Exhibitors providing door prizes will be given 5 minutes to introduce themselves, their prize, and recognize their winner (door prize guidelines apply);
- (8) An e-blast will be sent to all attendees prior to the event with confirmed exhibitor contact information included.

EXHIBITOR SET UP/BREAKDOWN: Exhibitors may set up Wednesday afternoon between 2:00 – 5:00 PM or Thursday morning, September 8 at 7:15 a.m. Exhibitors must check-in with the SCMGMA staff in order to obtain their registration materials. Staff will be present in the exhibit hall during set up hours. Breakdown is Thursday at the end of the day following the champagne toast to our exhibitors.

EXHIBITOR DATES AND HOURS: Exhibitors may keep their exhibit space open all day. However, exhibitors are expected to be in attendance at their exhibit space during the prime exhibit hours as listed on the itinerary below.

Thursday, September 8, 2022

**SCMGMA FALL FORUM
SEPTEMBER 8
COOPERATIVE CONFERENCE
CENTER - COLUMBIA SC**

7:30 - 8:30 AM	Registration and Visiting Exhibitors
8:30 - 8:45 AM	Opening Remarks - Renee Alexander MHRD, Governor General Session I - New SCMA President
8:45 - 10:00 AM	Dr. Christopher Yeakel
10:00 - 10:30 AM	Break with Exhibitors General Session II – TBD –
10:30 - 11:45 AM	National MGMA - HR
12:00 - 1:00 PM	Lunch with Exhibitors General Session III – Dana Carnaggio, Palmetto
1:00 - 2:00 PM	GBA/Medicare
2:00 - 2:30 PM	Break with Exhibitors
2:30 - 4:00 PM	General Session IV/Healthcare Panel Champagne Toast/Door
4:00 PM	Prizes

***REMEMBER TO MAKE ARRANGEMENTS FOR YOUR BOOTH TO BE PICKED UP FROM THE HOTEL AT THE END OF THE SHOW!** SCMGMA is not responsible for booths left at the end of the conference.

SECURITY: SCMGMA will not be responsible exhibit material left behind or for valuables left unattended at your exhibit space.

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

CONFERENCE SURVEYS: A link via survey monkey will be sent to all attendees and exhibitors at the conclusion of the conference. We encourage completion of this survey with your honest and feedback.

ATTENDEE LISTS: A pre-conference attendee mailing list, which will be incomplete, will be emailed to exhibitors during the month of August. An updated list will be provided in your registration packet on site. Often, attendees may register at the event, and so, approximately one month following the conference all exhibitors who attended the conference will receive an updated list that will include all on-site registrants. These lists will include mailing addresses and email addresses of all participants.

HOTEL ACCOMMODATIONS: The following hotels will provide a discount to all SCMGMA Fall Forum attendees. Be sure to register early to confirm your room.

Hampton Inn – 803-749-6899

Aloft – 803-407-6166

Residence Inn – 803-749-7575

DOOR PRIZES: Thank you for providing door prizes. These should be of at least a \$25.00 value. We will draw for door prizes on Thursday afternoon during the Exhibitor Champagne Toast. Winners names will be drawn from the attendee business cards that you have collected during the breaks from those who visited your exhibit space. Pre-drawn cards are not accepted. You may draw your winner from your collection of cards while you are at the stage in front of all attendees. In the event the person whose name drawn has already won a door prize, then a second business card will be drawn, as our attendees respect the right to receive only one door prize. Attendees must be present to win. **Individual special drawings will only be allowed with prior approval from the conference committee and announced earlier in the day.**

OUTSIDE ACTIVITIES: Should your company choose to arrange a special event for SCMGMA attendees, this must be approved ahead of time by the SCMGMA Board, and must conflict with other SCMGMA activities previously planned. Please consider helping SCMGMA by sponsoring an item from the sponsorship list included 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 and not place you near a competitor. However, in the event you are not pleased with your location, the exhibitor committee will make every effort to relocate your space provided a vacant space is available. This does not apply to any exhibitor who may register after required deadlines or on-site. Corporate members who have pre-paid their annual sponsorship by June 1, 2022 will be given first choice of exhibit space locations. After that date, all exhibit spaces will

be assigned on a first come, first served basis. If space is available, exhibitors included on a waiting list may register after the cut-off date or on site based on potential “no shows,” but neither space nor location are guaranteed.

EXHIBIT SPACE DESCRIPTION: Exhibit space is 10’ X 6’ and comes with one 6 foot table, a sign bearing your company name, sponsor signage based on level of sponsorship (i.e. platinum, gold, silver, or bronze); pipe and drape; and two chairs. Platinum and Gold members will receive two tables. Note the designated locations marked B, C, D, & E are for platinum and gold members. Additional items/services may be purchased from our drayage company, Blue Chip Expo, Inc., 118B Mathews Drive, Hilton Head Island SC 29928. Phone: (843)618-4545. FAX: (843)689-5959. They have provided a link on our website at www.scmgma.com under the News and Events banner where you may order shipping, decorating, and other services. Let me know if there is something you need that may not be easily identified.

WIRELESS INTERNET: Complimentary internet access is provided by the CCC and is intended for casual, occasional use. WiFi may be subject to periodic monitoring to ensure the safety of the equipment, employees, data, and intellectual property of the CCC. Certain traffic may also be blocked at the discretion of the CCC staff in order to maintain the security and availability of the WiFi service. WiFi speed may be impacted during times of heavy usage and CCC nor SCMGMA cannot guarantee availability of any level of bandwidth. If the exhibitor prefers, a hardwire connection can be provided for a minimal additional fee when order prior to the event.

MGMA AND SCMGMA LOGO USAGE: Any corporate member or exhibitor who wishes to use the logo on any of their printed material must provide a copy of the material to be printed for approval. Email a copy of your design to cindyott63@gmail.com to arrange for your material to be reviewed and approved.

YOUR COMPANY LOGO. Those who join as corporate members may have their logo displayed on our website. Please email this to Cindy Ott at cindyott63@gmail.com.

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, pandemics, 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 for any reason.

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 or cindyott63@gmail.com or Selena Alexander at 864-238-0470 or slinkya1951@gmail.com, 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.

Sponsor Opportunities (cost reflects price per sponsor)

Thursday luncheon \$2000 each

Sponsor a Speaker’s Expenses \$500 each

Thursday Breakfast sponsor \$1000 each
Name badge Holders \$800
Conference Bags \$2000
Thursday Exhibitor Champagne Toast Sponsor - \$1000
Program/Poster printing sponsor \$1000

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 (31 words or less): _____

Exhibit space 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 Space?

***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

EXHIBITOR FEES AND PAYMENT INFORMATION

CHECK ALL THAT APPLY	FEES	YOUR FEES
_____ Non-member exhibitor	\$1,500.00	
_____ Non-member exhibitor plus affiliate membership	\$1,300.00	
_____ Affiliate member exhibitor	\$1,000.00	
_____ Additional representatives 1___ 2___ 3___ 4___ X	\$250.00 each	
_____ *Corporate member	Platinum, Bronze, Silver, Gold	<u>Sponsorship</u>
<u>PAID</u>		
_____ Other Sponsorship	Choose from list above	

TOTAL AMOUNT INCLUDED BY SEPTEMBER 1, 2022

AFTER SEPTEMBER 1, 2022 – ADD LATE REGISTRATION FEE \$100

PAYMENT METHOD:

- _____ Check is enclosed
- _____ Please charge my credit card for the total amount due of _____
- _____ I will pay online at www.sc-mgma.org
- _____ I will email this document to the secure website at scmgmaconfmembership@scmgma.com

You may pay online at www.sc-mgma.org or email your form and credit card information to our secure payment site at scmgmaconfmembership@scmgma.com

Credit Card number: _____
Type of Card _____ American Express _____ Visa _____ MasterCard _____ Discover
Expiration Date: _____ CID: _____
Credit Card Billing Address: _____

City State Zip: _____

Authorized Name on Credit Card: _____

MAIL YOUR COMPLETED APPLICATION WITH CHECK TO:

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

EMAIL COMPLETED FORM WITH CREDIT CARD INFORMATION TO OUR
“SECURE” PAYMENT SITE AT:
scmgmaconfmembership@scmgma.com

Questions? Phone: (803)387-7864
Cindyott63@gmail.com or slinky1951@gmail.com