



REGIONAL MEETING SPONSOR APPLICATION

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

Contact Information

Company Name _____
Contact _____ Title _____
Tel _____ Fax _____ URL _____
Address _____
City _____ State _____ Zip _____
Email Address _____

Sponsor Level

- Dallas Commissioning Event (January 21) - \$1000
- Houston Commissioning Event (January 22) - \$1000

Each sponsorship includes a booth and two booth badges. Additional booth badges are \$100.

Sponsorships are limited to a total of **6 sponsors per event**. You will be provided a skirted 6 foot table for display. Space is first-come, first served. Signage will be prominently displayed in the registration area and on the regional page of the website. Each sponsorship includes 2 exhibitor badges. If you would like **additional exhibitor badges**, there is a **\$100** charge per badge. **ALL sponsorships must be paid in full before the event.**

Mail, Email or FAX payments to:
TAHFM
PO Box 26498, Austin, TX 78755
512-857-7711 FAX

Questions? Contact:
Claire Walters
512-220-4291 Phone
Email: cwalters@tahfm.org

Invoice Me

Credit Card Payment

Visa **MasterCard** **American Express** **# of Additional Badges** _____

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: _____

SPONSOR CONTRACT RULES AND REGULATIONS

GENERAL

The contract, properly executed by sponsor, shall upon written acceptance and notification of sponsorship assigned by conference management, constitute a valid and binding contract. TAHFM, reserves the exclusive and total right to control all aspects of the conduct of this event; and specifically, it reserves the right to determine the eligibility of any sponsor for inclusion in the Conference Sponsorship. Requests for sponsorship may be refused or restricted due to space limitation or other reasons determined by TAHFM. TAHFM also reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the Sponsorships and Conference. Conference management's decisions and interpretations shall be accepted as final in all cases. TAHFM will have sole control over all admissions of persons to the Conference. The acceptance of this contract does not carry nor imply endorsement of the product or service by TAHFM.

TAHFM reserves the right to restrict any exhibit or sponsorship because of noise, method of operation, or any behavior that is judged dangerous or objectionable; and also to prohibit, or to evict, that which is considered to detract from the general character of the exhibit area and/or sponsorships as a whole. This general restriction includes persons, things, conduct, printed matter, or anything deemed objectionable by TAHFM. In the event of such restriction or eviction, TAHFM is not liable for any refund or other sponsor expenses.

Sponsor agrees to conform to all rules and regulations stated below. Breaches or infractions of these rules may jeopardize the right to sponsor at future conferences hosted by TAHFM.

INSTALLATION OF EXHIBITS

Exhibitors may begin setting up booths at 7:00 AM the day of the event. The event will begin at 7:30 AM.

RESTRICTIONS IN THE USE OF SPACE

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the sponsor's own booth. The sponsor agrees not to assign, sublet, or share the whole or any part of its assigned space without the prior knowledge and written consent of TAHFM. No sponsor is permitted to show goods other than those manufactured or dealt with in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with TAHFM.

PAYMENT FOR SPONSORSHIP

Payment to secure a sponsorship must be received prior to the scheduled event; otherwise the sponsorship will be forfeited to a company on the waiting list. Checks must be made payable to TAHFM. Visa, MasterCard and American Express will also be accepted. No exhibit space assignment or sponsorship will be made prior to payment of sponsorship fees. Sponsors with a balance due will not be allowed on the exhibit floor or at sponsorship event until the balance is paid in full.

CANCELLATION/REFUND

Sponsorship cancellations must be submitted in writing. Cancellations are effective on the date written notification is received by TAHFM. A fifty percent (50%) refund will be given for cancellations received 30 days prior to the scheduled event. Sponsors canceling within 30 days of the event, will be responsible for payment in full, and may jeopardize the right to sponsor at future conferences.

ASSIGNMENT OF SPACE

Sponsorships are awarded on a first-come, first-serve basis; based on the date the contract is received by TAHFM, date of full payment received by TAHFM, and the availability of requested sponsorships. TAHFM 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. TAHFM also reserves the right to reassign sponsorship selections, as it may deem necessary and equitable.

LIABILITIES

The sponsor, by signing this contract, agrees to hold harmless and indemnify TAHFM, CMP Management, Inc., and the event venue and their respective employees, representatives, agents, successors and assigns, for any and all damages to its property that sponsors may suffer during installation or removal of an exhibit or during the exhibition or sponsorship itself, including liabilities from robbery, fire, accident, or any other destructive cause and for all injuries to any persons, resulting from it's exhibiting and sponsoring at this Conference. Sponsor will be held responsible for any damage done to the building by it, its employees, its agents or its independent contractors. No nails, tacks or screws may be driven into the floor, walls, or woodwork of the building. TAHFM, CMP Management, Inc., their agents and employees will not be liable for failure to hold the Conference as scheduled. Payments for sponsorship will be returned in the event of cancellation, except that any actual expenses incurred or committed in connection with the Conference will be prorated and deducted if the Conference is canceled because of fire, an act of God, the public enemy, strike, epidemic, or any law or regulation of public authority which makes it impossible, or impractical, or illegal to hold the Conference.

FIRE AND SAFETY HAZARDS

All exhibit decorations must be fire retardant. Open flames may not be used, nor may canopies be erected over exhibits. No combustible objects including packing containers and/or wrapping paper may be stored behind displays or near any electrical wiring. Sponsor agrees to take necessary measures to safeguard visitors from any hazard associated with its exhibit.

_____ initials

**TAHFM is a 501© 3 organization. Your contributions are tax deductible to the extent the law allows.
TAHFM Tax ID: 71-0887281**



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Please complete this form with the company name, person's name and title so we may prepare name badges for the regional event. Each sponsor receives 2 complimentary booth badges. Additional booth badges are \$100 each. If you have questions, please contact TAHFM at 512-220-4291.

This form is due no later than two weeks prior to the scheduled event.

Please print or type all information. **FAX to 512-857-7711 or email cwalters@tahfm.org.**

Product Description Please provide a 25 word product description for your company. This will be used at the event and for the regional sponsor web page.

Name	Title	Company Name
1.		
2.		
3.		
4.		

25 word product description for your company.



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FAX Cover Sheet

Upon completion, please FAX the following documents indicating your selection. All balances are due by the date of the sponsored event. Please make all payments payable to TAHFM.

To:	2010 TAHFM Regional Sponsor Form	From:	
Fax:	512-857-7711	Pages:	(Including cover)
Phone:	512-220-4291	Date:	
Re:	2010 TAHFM Regional Sponsorship Form	CC:	

I have included the following:

- Completed and Signed Contract, Page 1 (Required)
- Initialed Rules and Regulations Form, Page 2 (Required)
- Company logo - please send to cwalters@tahfm.org, preferably in an eps or high resolution jpg format.
- Name badge information and product description form