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## ***EXHIBITOR PROSPECTUS***

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### **2022 FALL FORUM**

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**DATE AND LOCATION:** September 8, 2022, The Cooperative Conference Center of Columbia, 16 Laurelhurst Avenue, Columbia, SC 29210.

**EXHIBITOR CONTRACT:** The exhibitor contract will be processed once full payment has been received. Exhibit space assignments will be noted, but may be released pending payment.

**CANCELLATION POLICY:** Exhibit space cancellations made before August 1, 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 1, 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 should be responsible for ensuring that the 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 per exhibit space. We understand how changes in representatives can occur due to unforeseen circumstances, but if at all possible, please concern names of representatives at least 15 days prior to the event to ensure accurate information is available for the attendees and appropriate name badges are available in your packet.

**CONFERENCE PRESENTATIONS:** All exhibitors and corporate members are invited to attend all keynote presentations. ACMPE and AAPC credit will be provided to respective member 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 in the attendee program;
- (7) Exhibitors providing additional sponsorship and/or door prizes will be given 5 minutes to introduce themselves

**EXHIBITOR SET UP/BREAKDOWN:** Exhibitors may begin setting up after 3:00 p.m. Wednesday, September 7, 2022 provided the space is ready. Exhibitors must register with the SCMGMA staff in order to obtain their registration materials. Exhibitors may tear down their booths after the last afternoon break on Thursday, September 8, but should remain for the champagne toast at 4:00 p.m.

**DRAYAGE:** There will be no drayage company for this event. Your materials may be shipped vis UPS or Federal Express directly to the location.

**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 below. Exhibitors are welcome to sit in on any educational sessions as well.

**Thursday, September 8, 2022**

7:30 a.m. – 8:30 a.m.	Breakfast with Attendees in Exhibit Hall
8:30 a.m. – 8:45 a.m.	Welcome – Renee Alexander MHRD, SC MGMA Governor
8:45 a.m. – 9:50 a.m.	General Session – Christopher A. Yeakel MD, President, SC Medical Association
9:50 a.m. – 10:30 a.m.	Break with Attendees in Exhibit Hall
10:30 a.m. – 11:45 a.m.	National MGMA Speaker – HR Topic
12:00 p.m.: – 1:00 p.m.	Recognition Lunch with Attendees, Speakers, and Exhibitors
1:00 p.m. – 2:00 p.m.	General Session – Dana Carnaggio, Palmetto GBA
2:00 p.m. – 2:30 p.m.	Break with Attendees in Exhibit Hall
2:30 p.m. – 4:00 p.m.	Healthcare Panel
4:00 – 5:00 p.m.	Governor’s Champagne Toast and Exhibitor Door Prize Drawings

**\*REMEMBER TO MAKE ARRANGEMENTS FOR YOUR BOOTH TO BE PICKED UP FROM 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 at that time, will be provided during the month of August. An updated list will be provided in your registration packet on site. Often, attendees may register at the event. Therefore, 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 be offering a discount to SCMGMA Conference attendees:

Hampton Inn – 803-74-6899

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, September 8, 2022. Winners will be drawn from your collection of attendee business cards who visit your exhibit space. Pre-drawn cards will not be accepted, if drawn before coming to the stage; bring your collection basket with you. In the event the person whose name drawn has already won a door prize, then a second business card will be drawn. Thank you for respecting our request that attendees may win only one prize each. **Attendees must be present to win.** **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 that may conflict with other conference activities previously planned. Please consider helping SCMGMA by sponsoring an item from the sponsorship list included at the end of the contract. Contact Selena Alexander at 864-238-0470 or Cindy Ott at 803-387-7864 with any questions.

**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. Those who may register late after required deadlines or on-site may have to accept any space that may be available. 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:** Table top exhibit space comes with one 6 foot table and two chairs, There will be a limit of 25 exhibit tables in the exhibit area. Overflow may be assigned to the foyer.

**ELECTRICITY/Wi-Fi:** Electricity and wi-fi are provided.

**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. Contact Cindy Ott at 803-387-7864 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.

**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.

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**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.

**Sponsor Opportunities (cost reflects price per sponsor)**

Sponsor a Speaker's Expenses \$1000 each

Thursday breaks \$500

Thursday Champagne Toast \$500

Thursday Breakfast Sponsor \$1000

Thursday Luncheon Sponsor \$2000

Friday, Coding Workshop Luncheon \$250

Friday, Coding Workshop Breakfast \$100

Name badge Holders \$500

Conference Bags \$1000

Program/Poster printing sponsor \$1000

Program Ads \$100 each

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)**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> 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**

<b>CHECK ALL THAT APPLY</b>	<b>FEES</b>	<b>YOUR FEES</b>
<input type="checkbox"/> Non-member exhibitor in person	\$1000.00	_____
<input type="checkbox"/> Affiliate member exhibitor in person	\$800.00	_____
<input type="checkbox"/> Additional representatives	\$250.00 each	_____
<input type="checkbox"/> *Corporate member	Bronze, silver, gold	Sponsorship PAID
<input type="checkbox"/> Other Sponsorship	from list above	_____
<b>TOTAL AMOUNT INCLUDED</b>		_____

**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](http://www.sc-mgma.org)

You may pay online at [www.sc-mgma.org](http://www.sc-mgma.org) or email your form and credit card information to our secure payment site at [scmgmaconfmembership@scmgma.com](mailto: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](mailto:scmgmaconfmembership@scmgma.com)**

**Questions?** Phone: (803)387-7864  
[Cindyott63@gmail.com](mailto:Cindyott63@gmail.com)