



Sponsorship Opportunities

South Bend Convention Center, South Bend, IN
September 26-28, 2018

Contact for Questions:

Sponsor/Exhibitor Chair: David Cartier at 763-772-3120 - David.Cartier@meddata.com

OR

Meeting Planner, Robert Mahoney at 773-318-6603 - info@hfma-indiana.org

Partner Showcase Benefits	Platinum (1 x \$10,000)	Gold (5 x \$5600)	Silver (6 x \$3600)	Bronze (\$2800)	Exhibitor (\$2000)
Recognition at Evening Events	x	x	x	x	
Standard 10 x 10 Booth with one 8' skirted table	1st Choice (Double Booth 10x20)	2nd Choice Group (Double Booth 10x20)	3rd Choice Group	4th Choice Group	5th Choice Group
Premium 6' Display for Assigned Session (s)	Keynote Sponsor	General Session			
Premium 6' Display - Other?					
Full Conference Registration for Representatives	5	4	3	2	1
Company Listing in Brochure and Program Folder	Sponsor List/Company Bio <50 words	Sponsor List/Contact Information	Sponsor List	Sponsor List	Showcase List
Company Listing in Sponsor Slideshow	Full Slide Logo	Logo	Logo	List	
Company Recognition on Conference Website	Logo/Link	Logo/Link	Logo	List	
Introduction of Representative in Slideshow	x	x	x		
Introduction of Speaker	General Session or Key Note Speaker	Breakout or other Session Speaker	Assigned Speaker		
Option to Place a promotional Item (no literature) in conference bag or for each attendee at your session	Both	Choice	At session only		
Conference Bags	Logo				
Company Sponsorship of Note Pads		Logo			
Agenda			Logo		
Drink Tickets					
Sponsor Game (Bingo)	x	x	x	x	x
Advance Conference Attendee List	x	x	x	x	
Day of Attendee List	x	x	x	x	x
Podium Time (Introduce company)	x	x	x		
Reserved Table for Lunch or other?	x	x			
Sponsor HFMA Leaders Listening Session	x	x	x	x	

Exhibitor Hall Hours:

Thursday, September 27th: 7:00-8:00am Breakfast, 12:00-1:30pm Lunch, and 5:00-7:00pm Exhibitor Faire

Registration, Booth Set Up and Booth Tear Down:

Registration and Booth Set Up: Wednesday, September 26th from 3:00-6:00pm. **Setup MUST be completed by 6:00pm.*

Booth Tear Down: Breakdown can start anytime after 7:00pm on Thursday. **All exhibits must be removed by 12:00pm Friday.*

How are booths assigned?

Booths are assigned based on sponsorship level followed by date payment is received. So register early for the best spots.

Monday morning Breakfast

You will be given a pre-assigned table for your company representatives to visit with attendees during the exhibit hall hours outlined above. You may have 1-2 representatives there to share breakfast with any attendees that wish to join you. (No literature or give-aways please).

Pre and Post Conference Mailing List

Sponsors will be given a pre and post-conference attendee mailing list. The lists are provided for one-time postal use only and will include attendee name, company name, title, and business address. Those attendees who have indicated 'no outside distribution' will be excluded from the list. The list remains the sole exclusive property of HFMA REGION 7, and may not be used for any purpose, or incorporated into any other list or database. **Our members feel very strongly about violation of list use and they let us know when any violations occur. In order to protect your good standing with our members, please take care to adhere to our policy.*

Exhibit Hall Vendor

We will be working with the South Bend Convention Center for hall set up for this event. They will provide the furnishings and the pipe and drape for your booth. Additional information regarding their services will be sent with your exhibitor confirmation materials.

How to register your booth staff?

Once we open online registration for conference attendees (around May 25th), you will be able to visit the Cvent event page specifically for Exhibitors and register your booth attendants.

Additional attendees from your company??

If you have additional people from your company that would like to attend this event (above those that are included in your booth package), they will need to go online and register as a conference attendee and pay the associated fee. A link to registration will be posted once the brochure is completed and online registration is open (around May 25th).

Hotel Rooms

If you should need a hotel room for this event, please visit the [HOTEL](#) page on our website for complete details, which includes the hotel booking options available.

Cancellation Policy

All cancellations must be received in writing (email is acceptable). If HFMA Region 7 receives a written request for cancellation of space prior to August 21st, 2018 the sponsor will be eligible for a full refund minus a \$200 administrative processing fee. No refunds will be made after August 21st, 2018.