

# Booth Space Application

Meeting Dates: October 14-17, 2020

Exhibit Dates: October 14-15, 2020

AHIMA PRODUCT ID: 20NATLEX

Date of Application: \_\_\_\_\_

<b>Company Name</b> (as you wish it to appear on floor plan):		
<b>Are you a healthcare or health information company*? Please describe your product or service in one brief sentence.</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>
<small>*Non-health vendors are subject to approval. This description is for vetting purposes only; exhibitor is responsible for updating all eBooth profile information.</small>		
<b>Primary Booth Contact Information</b> <b>(This person will receive all operational communications for booth arrangements and events.)</b>		
Name:		
Title:		
Address Line 1 (No P.O. Boxes):		
Address Line 2		
City, State, ZIP		
Country:		
International Postal Code:		
Email Address:		
Telephone:	Mobile:	
<b>Booth Request</b>		
1 <sup>st</sup> Choice Booth Number:	2 <sup>nd</sup> Choice Booth Number:	3 <sup>rd</sup> Choice Booth Number:
Size: X	Size: X	Size: X
Standard Rate (after October 11, 2019)		
<b>Main Floor</b> <input type="checkbox"/> \$30.00/square foot or \$3,000 per 10' x 10' space	<b>College Campus (Colleges, Universities)</b> <input type="checkbox"/> \$24.00/square foot or \$2,400 per 10' x 10' space <small>(must be approved and accept space in designated area to qualify for discounted rate.)</small>	
Premium Fees:	<input type="checkbox"/> 1 corner, \$250	<input type="checkbox"/> 2 corners, \$500 <input type="checkbox"/> Island, \$1,500
<b>Placement</b>		
<b>Please indicate below any companies that you do NOT wish to be near:</b>	<b>Please indicate below any companies that you do wish to be near:</b>	
1.		
2.		
3.		
<b>**If you are not a provider of Healthcare Information Services, please list at least 3 other meetings or conventions that you have participated in as an exhibitor or a conference speaker:</b>		

Conference	Date and Location
1.	
2.	
3.	
<p><b>Exhibitor Agreements – Please initial.</b></p> <p>We acknowledge receipt of a copy of the Rules and Regulations for the AHIMA Convention and Exhibit, which shall become part of the contract created upon Show Management’s acceptance of this application as if they were set forth herein. I/We agree to abide by the Rules of the Show. <b>A complete copy of the Exhibitor and Show rules are included in your online a2z booth agreement. You may print this agreement out at any time. Show rules are always posted at: <a href="http://www.ahima.org/conference/exhibits">http://www.ahima.org/conference/exhibits</a>.</b> I/We understand that Show Management reserves the right to reject any and all applications at any time for any reason or no reason at all; to reclaim any space; to have any of your representatives removed from the property for failure to conform to the Rules; to re-allot the space; and to offer requested space when available. _____</p>	
<p><b>Payment Due Dates</b></p> <p><i>Orders received before 12/31/19:</i></p> <ul style="list-style-type: none"> <li>*Due with contract: \$1,000 deposit</li> <li>*January 17, 2020: 75% of all booth fees must be paid</li> <li>*July 17, 2020: 100% of all booth fees must be paid</li> </ul> <p><i>Orders received after 12/31/19:</i></p> <ul style="list-style-type: none"> <li>* 75% of all booth fees must be paid upon reservation</li> <li>*100% of any balance remaining is due by July 17, 2020</li> </ul> <p><i>Orders received after 7/1/20:</i></p> <ul style="list-style-type: none"> <li>*100% of all booth fees must be paid upon reservation</li> </ul>	<p><b>Cancellation and Refund Policy</b></p> <ul style="list-style-type: none"> <li>*Cancellations received prior to January 1, 2020 will be charged \$750.</li> <li>*Cancellations received between January 1 &amp; July 17, 2020 will be charged 60% of total booth fees.</li> <li>*No refunds, credits or transfers will be returned on or after July 17, 2020.</li> </ul> <p><b>NOTE: If AHIMA cancels the AHIMA20 Annual Conference, exhibitors and sponsors may apply current event fees paid to a future AHIMA event or receive a full refund within 60 business days of the official notification of event cancellation.</b></p> <p><b>**AHIMA follows IAEE guidelines for the construction of inline and island booths. By choosing your preferred booth type, you agree to follow IAEE guidelines for the design and construction of your booth. IAEE Guidelines can be found in the Exhibitor Services Manual or at <a href="http://www.ahima.org/convention/exhibits#">http://www.ahima.org/convention/exhibits#</a></b></p> <p><b>**AHIMA no longer sells or supports end-cap space.</b></p>
<p><b>**Initial here to indicate you have read and understood the payment, cancellation, and refund policy: _____</b></p>	<p><b>**Initial here to indicate you have read and understood the end-cap policy: _____</b></p>
<p>Submit this form for processing to:            Kelli Wondra, Exhibits Manager            email:<a href="mailto:kelli.wondra@ahima.org">kelli.wondra@ahima.org</a></p>	