Co-Branded Gift Card Prizes | $4,500  NEW!

Choose this opportunity to be part of the prize packages offered for the Trading Card Networking Challenge for this Year's TPA Summit event. As the Prize Sponsor, your logo would be co-branded on 7 VISA/MC gift cards with prize values of $250 each (4) and $500 each (3). These will be given out to the attendees who win the Trading Card Networking Challenge after Day 2 of the event.

Snack Bags | $3,500  NEW!

We’ve all been there. The event is over for the day, and you go back to your room… and you have a snack attack! Help all attendees by providing a quick and easy branded baseball themed snack bag to hold them over until the next meal or to take with them when they get back on the plane to go home.

Sponsor Presentation Session  
$1,500  NEW!  

ONLY 2 LEFT

Invite your clients and your potential clients to a presentation by you in a separate room adjoining the main ballroom. Use this session to highlight your organization and its solutions!

There will be room for 50-75 guests to attend. In this opportunity, we are offering you a one-hour session from 4:30 – 5:30pm on Tuesday afternoon, to engage with your guests and to tell your story.

Hotel Check-in Handouts | $2,500  

Use this opportunity to deliver a marketing slip sheet about your company to all the attendees as they check in to the hotel. Create a piece that welcomes them to come and speak to you during the event.

Floor Clings | $1,500  NEW!

This sponsorship includes up to three floor clings that will be in the conference area and allow attendees to know who you are and of your support of HCAA. Create great top-of-mind awareness for your company throughout the show.

- One attendee registration at reduced fee equal to 50% off the member registration fee for the conference selected (additional attendees must pay full member rate) *
- Conference attendance list (PDF file) provided weekly prior to each conference
- Recognition on onsite event signage
- Opportunity to participate in the B2B Marketplace
- Opportunity to participate in the Post Event Digital Guide to further your exposure
- Ability to make appointments with attendees
- Does NOT include an exhibit table

* Only applicable for Co-Branded Gift Card Prizes Opportunity
2022 TPA SUMMIT SPONSORSHIP CONTRACT & PAYMENT INFO

**CONTACT INFORMATION:**

Company: __________________________________________________________

Contact: _______________________________________________ Title: __________

Address: ____________________________________________________________________________________________________________

City: _______________________________ State: ___________ Zip: ____________

Phone: ____________________________ Fax: ___________________________

Event Contact: ____________________________

E-mail: __________________________ Website: __________________________

Event Contact Phone: ___________________________ Event Contact E-mail: __________________________

**PAYMENT INFORMATION:**

Total Amount Due: $________________________ Method of Payment: □ Check (made payable to HCAA) Credit: □ Visa □ MasterCard □ Amex

Name on Card: __________________________________________________________

Credit Card #: __________________________

Exp. Date: __________________________ CSV Code: __________________________ Billing Zip: __________

Authorized Signature: ____________________________________________ Authorized Print: __________________________

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Send completed forms to the HCAA office:
Fax: 314-207-0101  
- OR -
Email: scrolla@hcaa.org  
- OR -
Mail to:
Health Care Administrators Association (HCAA)  
1015 Grupp Rd., #31373 | St. Louis, MO 63131

**WAIT!**
Have you renewed your HCAA Membership?

You must be a member in good standing in order to sponsor an HCAA event. If you are not in good standing by the time of the Conference, your sponsorship will be cancelled and in accordance with our cancellation policy, no refund will be issued. Renew today! Contact the association office with any questions.

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Please select the item(s) you wish to sponsor.

**TOTAL COMMITMENT:**
Total Commitment: $__________________________

*Price Per Conference

- □ Co-Branded Gift Card Prizes $4,500
- □ Snack Bags $3,500
- □ Hotel Check-in Handouts $2,500
- □ Floor Clings $1,500
- □ Sponsor Session $1,500

**For questions, please contact:**
Susan Crolla at 888-637-1605 ext.102 | scrolla@hcaa.org  
- OR -
Ellen Forster at 888-637-1605 ext 104 | eforster@hcaa.org
SPONSORSHIP: A. During the term of this Agreement, HCAA hereby agrees to identify and acknowledge Sponsor as a sponsor of the Conference, as permitted in connection with qualified sponsorship payments under Section 513(i) of the U.S. Internal Revenue Code (“the Code”) and the U.S. Department of the Treasury regulations promulgated thereunder. Such identification and acknowledgment may include displaying Sponsor’s corporate logo and certain other identifying information (as permitted in connection with qualified sponsorship payments under Section 513(i) of the Code and the regulations promulgated thereunder) on printed HCAA materials including signage, books, etc., and on the HCAA website (pursuant to the terms of this Agreement) in connection with the Conference, as well as on marketing, advertising, and other appropriate promotional media and materials in connection with the Conference. The placement, form, content, appearance, and all other aspects of such identification and acknowledgment shall be determined by HCAA in its sole discretion, provided that such determination is not unreasonable. Additional Sponsor Benefits to be provided to Sponsor are set forth in the Sponsorship Application.

B. Sponsor shall provide to HCAA all necessary logos and other information, content and materials (in printed, electronic and/or other form) for use in connection with its sponsorship of the Conference; provided, however, that all uses of such logos and other information, content and materials shall be determined by HCAA in its sole discretion. All due dates specified by HCAA for the submission of Sponsor’s logos, graphics and other information must be met in order for Sponsor to receive the Sponsor Benefits described herein; in the event that such due dates are not met, Sponsor shall not receive any Sponsor Benefits and shall not be entitled to any refunds of sponsorship fees paid hereunder.

C. During the term of this Agreement, Sponsor shall be permitted to utilize the Conference name, and logo for the sole purpose of promoting Sponsor’s sponsorship of the Conference, pursuant to the terms of this Agreement. All uses by Sponsor of the Conference name, acronym or logo shall be subject to the prior approval of HCAA.

MUTUAL LICENSE OF INTELLECTUAL PROPERTY: HCAA and Sponsor are each the sole owner of all right, title, and interest to HCAA’s and Sponsor’s respective information, including such party’s logo, trademarks, trade names, and copyrighted information, unless otherwise provided (collectively, “Property”). HCAA and Sponsor hereby grant to other party a limited, non-exclusive license to use certain of the granting party’s intellectual Property, including names, trademarks, and copyrights for use solely in connection with promotion of Sponsor’s Sponsorship of the Conference. It is understood that the granting party retains the right to review and approve in advance all uses of such Property, Notwithstanding the foregoing, Sponsor grants HCAA a perpetual, royalty-free, worldwide license to use its Property in connection with any reproduction of the Conference. Sponsor represents and warrants that it has the full right and authority to enter into this Agreement and to grant the license provided herein; that it has not previously in any manner disposed of any of the rights herein granted to HCAA nor previously granted any rights adverse thereto or inconsistent therewith; that there are no rights outstanding which would diminish, encumber or impair the full enjoyment or exercise of the rights herein granted to HCAA; and that the Sponsor Property does not and will not violate or infringe upon any patent, copyright, literary, privacy, publicity, trademark, service mark, or any other personal or property right of any third party, nor will same constitute a libel or defamation of any third party.

FEE SCHEDULE: Sponsor agrees and understands that sponsorships are open to members only. Therefore, membership dues must be current and paid in full prior to sponsorship payment being made. Additionally, sponsorships will not be secured and guaranteed until both the membership dues are current and paid in full, and the sponsorship fee is paid in full. Membership status must be current through the close of the conference. Registrants will be liable for any NSF check fees or similar costs. The contributions described in this Section shall constitute payment by Sponsor solely for Sponsor’s Sponsorship of the Conference. Such contributions shall in no manner be considered compensation or reimbursement for services rendered, activities undertaken by HCAA on behalf of Sponsor, or income from a partnership or joint venture.

RELATIONSHIP BETWEEN THE PARTIES: The parties agree that this Agreement is not intended to create any joint venture, partnership, employment, or agency relationship of any kind. The parties agree that Sponsorship of the Conference does not constitute HCAA’s endorsement, guarantee, acceptance, or approval of Sponsor, its services, products, programs, or activities.

INDEMNIFICATION: Sponsor hereby agrees to indemnify, save and hold harmless HCAA and its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, attorneys, heirs, successors, and assigns, and each of them, from and against any and all third party claims, actions, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys’ fees and expenses), and liabilities of every kind and character whatsoever, which may arise by reason of: (i) any act or omission by Sponsor or any of its officers, directors, employees, or agents; (ii) any use of Sponsor’s name, logo, Web site, or other information, materials, products, or services provided by Sponsor; and/or (iii) the inaccuracy or breach of any of the covenants, representations and warranties made by Sponsor in this Agreement. This indemnity shall require the payment of costs and expenses by Sponsor as they occur. HCAA shall promptly notify Sponsor upon receipt of any claim or legal action referenced in this indemnification section. The provisions of this section shall survive any termination or expiration of this Agreement.

CONFIDENTIALITY: During the term of this Agreement and thereafter, each party shall use and reproduce the other party’s Confidential Information (as defined below) only for purposes of this Agreement and only to the extent necessary for such purposes. Each party shall restrict disclosure of the other party’s Confidential Information to its officers, directors, employees, contractors, and other agents with a reasonable need to know such Confidential Information, and shall not disclose the other party’s Confidential Information to any third party without the prior written consent of the other party.

Notwithstanding the foregoing, it shall not constitute a breach of this Agreement for either party to disclose the other party’s Confidential Information if required to do so under law or in judicial or other governmental investigations or proceedings, provided the other party has been given prior written notice and provided the disclosing party has sought all available safeguards against widespread dissemination prior to such disclosure.

As used in this Agreement, the term “Confidential Information” refers to: (i) the terms and conditions of this Agreement; (ii) each party’s trade secrets, organizational and/or operational plans, strategies, methods, and/or practices; and (ii) any other information relating to either party or its business or organization that is not generally known to the public, including but not limited to information about either
party’s employees, contractors, agents, products, services, members, customers, marketing strategies, or future plans. Notwithstanding the foregoing, Confidential Information does not include: (i) information that is in the public domain as of the effective date of this Agreement or that subsequently enters the public domain by publication or otherwise through no action or fault of the other party; (ii) information that is known to either party without restriction, prior to receipt from the other party, from its own independent sources as evidenced by such party’s written records, and which was not acquired, directly or indirectly, from the other party; (iii) information that either party receives from any third party that is reasonably known by the receiving party to have a legal right to transmit such information and to not keep such information confidential; and (iv) information independently developed by either party’s employees or agents, provided that such party can demonstrate that such employees or agents had no access to the Confidential Information received hereunder.

**TERMINATION:** Either party may terminate this Agreement upon the uncured material breach of a contractual obligation by the other party, provided that the non-breaching party shall give the breaching party written notice of such breach and ten (10) days within which to cure such breach. Either party may terminate this Agreement, without liability to the other party, upon the happening of any of the following: (1) insolvency of the other party; (2) filing of any petition by or against the other party under any bankruptcy, reorganization or receivership law; (3) execution of an assignment for the benefit of the other party’s creditors; or (4) appointment of any trustee or receiver of the other party’s business or assets or any part thereof; unless such petition, assignment or appointment be withdrawn or nullified within fifteen (15) days of such event.

**HOSPITALITY SUITES:** All hospitality suites must be approved and arranged through HCAA in advance.

**OFF-SITE EVENTS:** In the interest of the success of the entire conference, the Sponsor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees from the event during official dates and times of the conference. Competing luncheon events may not ever be scheduled. Night events with attendees may not be scheduled until after 7pm.

**CANCELLATION POLICY:** Notwithstanding the Termination provision of this Agreement, Sponsor may cancel according to the following cancellation policy: Cancellations more than 120 days prior to the event will receive a full refund. Cancellations 91–120 days prior to the event will receive a 75% refund. Cancellations 60–90 days prior to the event will receive 50% refund.

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### Additional Terms for Corporate and Platinum sponsors with exhibit space (“Exhibitors”):

**ELIGIBILITY:** HCAA reserves the right to determine eligibility of any applicant as an Exhibitor or of any product proposed for exhibition, up to and including the dates of the Conference. HCAA may, in its sole discretion, determine that certain organizations are ineligible to exhibit due to the objectionable nature of their products, services or special interest. Outstanding HCAA accounts must be paid in full before any company shall be allowed to exhibit.

**EXHIBITS:** All exhibits must be contained to a table top display only and are subject to HCAA approval. Exhibitors must comply with all rules at hosting facility (“Facility”).

**SUB LEASING SPACE OR SPACE SHARING:** Exhibitor may not allow any other corporation person or other entity to use the space allotted to the Exhibitor, nor shall the Exhibitor display articles or materials that are not those of the Exhibitor.

No refunds for cancellations less than 60 days prior to the date of the Conference.

**MANDATORY CALL:** All sponsors must send a representative to a mandatory call with conference organizers set one month before each event to go over conference logistics, promotions, and opportunities.

**GOVERNING LAW:** All questions with respect to the construction of this Agreement or the rights and liabilities of the parties hereunder shall be determined in accordance with the laws of the State of California. Any legal action taken or to be taken by either party regarding this Agreement or the rights and liabilities of parties hereunder shall be brought only before a federal, state or local court of competent jurisdiction located within the State of California, and each party hereby consents to the jurisdiction of the federal, state and local courts located within the State of California.

**ASSIGNMENT:** This Agreement may not be assigned, or the rights granted hereunder transferred or sub-licensed, by either party without the express prior written consent of the other party.

**ENTIRE AGREEMENT:** This Agreement: (i) constitutes the entire agreement between the parties hereto with respect to the subject matter hereof; (ii) supersedes and replaces all prior agreements, oral and written, between the parties relating to the subject matter hereof; and (iii) may be amended only by a written instrument clearly setting forth the amendment(s) and executed by both parties.

**SEVERABILITY:** If any provision of this Agreement is invalid or unenforceable, such provision shall be deemed reformed or deleted to the extent necessary to comply with applicable law, and the remaining provisions shall be unaffected and shall continue in full force and effect, unless a material failure of consideration would result thereby.

**FORCE MAJEURE:** Should any circumstance beyond the control of HCAA, including by way of example and not by way of limitation, acts of God and nature, acts of terrorism, actions by governmental authority (whether valid or invalid), fires, explosions, riots, natural disasters, epidemics, disease, wars, sabotage, work stoppage or other labor problem, prevent HCAA from holding the Conference as scheduled, HCAA shall be entitled to cancel the Conference and terminate this Agreement without penalty, in which event Sponsor shall be entitled to a pro-rated refund of such portion of its sponsorship fee as remains within the sole discretion of HCAA.

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**PROTECTION OF THE EXHIBIT FACILITY:** Nothing shall be tacked, posted on, nailed or otherwise attached to the walls, floors or other parts of the exhibit hall or furniture. Any damage caused to the Facility or furnishings will be billed to the Exhibitor. Packing, unpacking and assembly of materials may be done only in designated areas and in conformity with the directions of the HCAA or Venue Staff.

**EXHIBIT MOVE-IN AND MOVE-OUT:** Exhibit personnel will be allowed to set up and tear down all exhibits, only during the following hours noted below by conference:

**TPA Summit - Monday, July 18, 2022**
Move-In and Set-Up: 9:00 am - 11:00 am
Move-Out: 12:30 pm
DEFINITIONS AND USE OF SPACE: As a courtesy to attendees, and as an added security feature, we require that each table be occupied by a member of the exhibiting company at all times when the conference is in session and during the evening receptions.

CARE AND USE OF SPACE: Exhibitor must, at its own expense, maintain in good order the space for which the Exhibitor has contracted. Materials shall be shown only in the official area designated by HCAA. Neither exhibitors nor non-exhibiting companies will be allowed to show films or display products or services in suites or other areas during the HCAA Conference in competition with exhibitors. Products or literature may be distributed ONLY from within the exhibitor’s assigned space. No food or beverages may be served at your table without written permission from HCAA.

SIZE, HEIGHT LIMITATIONS: Each table space will be clearly marked. Out of consideration for your neighboring exhibitors, no solid exhibit construction will be permitted to exceed 42” in height except in the rear half of the designated space. For example, in a standard 8’ x 10’ table area, any construction above 42” must begin 4’ (halfway) back from the aisle.

SECURITY, LIABILITY, AND INSURANCE: HCAA and the Facility shall not be held responsible for the safety of exhibits and property owned or rented by Exhibitor against fire, theft, or property damage, or for accidents to Exhibitors or their employees from any cause prior to, during or subsequent to the period covered by this Agreement. Exhibitors shall obtain, at their own expense, adequate insurance against any such injury, loss or damage; at a minimum, such insurance coverage shall include that required of all exhibitors under HCAA’s contract with the Facility. The Exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under Exhibitor’s insurance contracts for real and personal property. Exhibitor shall list HCAA as an additional insured on its liability policies for the period beginning with installation of the booth through dismantling the booth. Prior to being permitted to install its exhibit, Exhibitor shall provide HCAA with a certificate of insurance evidencing the coverages required hereunder.

EXHIBITOR INDEMNIFICATION: Exhibitor shall indemnify, defend and hold harmless HCAA, its officers, directors, agents, and representatives against and from any and all losses, costs, damages, liability, or expenses (including attorney’s fees) arising from or by reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including Exhibitor, its employees, agents, contractors, or any business invitees, arising out of or related to Exhibitor’s occupancy or use of the Facility, including storage and parking areas. The terms of this provision shall survive the termination or expiration of this Agreement.

FIRE REGULATIONS: In accordance with regulations of the local fire department, explosives or combustible materials are not to be displayed. This includes gas, paint, propane, alcohol, turpentine, chemicals, etc. All materials used in the construction of exhibits must be non-flammable. No open flames are allowed. All aisles and exits must be kept clear and free from obstructions to comply with fire regulations.

COMPLIANCE WITH LAWS: Exhibitors shall assume and bear full responsibility for the compliance with any and all local, city and state safety, fire and health laws, ordinances and regulations regarding the installation and operation of the exhibit. HCAA does not guarantee exhibitors against loss, damage or theft of any kind.

DAMAGE: If the premises are defaced or damaged by any act of negligence by any Exhibitor, its agents or guests, the Exhibitor will pay for any and all expenses incurred by damages to physical property, caused by Exhibitors, riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

These regulations are imposed to ensure the maximum success and safety of the HCAA Conference, not only for HCAA, but for all sponsor companies, exhibitors and attendees. Anyone violating these Terms and Conditions may be asked to leave and remove their exhibit immediately with no refund.

Failure to adhere to any of the above may result in the loss of the sponsor partner opportunity at the conference or in the future, with HCAA. By signing below you hereby agree that you have read and understand the terms identified above.

<table>
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<tr>
<th>Print Name</th>
<th>Title</th>
<th>Company</th>
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Signature Date

Note: All sponsors are required to sign sponsorship terms and conditions before sponsorship becomes effective. Registrations, contributions and sponsorships do not qualify as a charitable contribution.