



2019 Prospectus Winter Conference Sponsorship and Exhibiting Opportunities

March 5–6 | The RiverCentre | St Paul, MN



Minnesota Medical Group Management Association
1000 Westgate Drive, Suite 252 | St. Paul, MN 55114
phone: 1-651-366-6089 | fax: 1-651-290-2266
info@mmgma.org | www.mmgma.org

EVENING ACTIVITY SPONSORSHIP



Appetizer Sponsor (Tuesday Reception)

\$1,100

(Exclusive)

- Promotional banner displayed prominently in reception area (company provided)
Banner must be a stand-up banner or a company sign that can be placed on an easel. MMGMA will be unable to hang banners
- Place promotional literature (one 8.5x11 or smaller) on each table (company provided)
- Acknowledgement sign with logo at appetizer station
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

- Acknowledgement sign with logo at beverage station
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Door Prize Sponsor \$250

(plus provide a \$100 value gift card)

- Draw and present prize
- Acknowledgement sign with name at entrance of event
- Gift card should be a minimum of \$100 value, and adult appropriate (i.e. Target, Visa, Best Buy, ect.)

Beverage Sponsor (Tuesday Reception)

\$1,100

(Exclusive)

- Promotional banner displayed prominently by beverage station/bar in reception area (company provided)
Banner must be a stand-up banner or a company sign that can be placed on an easel. MMGMA will be unable to hang banners.
- Place promotional literature (one 8.5x11 or smaller) on each table (company provided)

DAYTIME FOOD SPONSORSHIP



Breakfast Sponsor \$750

(2 Available: Tuesday/Wednesday)

- Logo on signage at breakfast
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Break Sponsor \$500

(2 Available: Tuesday/Wednesday)

- Acknowledgement sign with name at entrance of event
- Name on signage at breaks
- Name on MMGMA website
- Name on Winter Conference mobile app
- Name on onsite program
- Verbal recognition

Lunch Sponsor \$750

(2 Available: Tuesday/Wednesday)

- Logo on signage at lunch
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

SESSION SPONSORSHIP



Keynote Address \$750

(2 available)

- Promotional banner displayed prominently at the session (company provided)
Banner must be a stand-up banner or a company sign that can be placed on an easel. MMGMA will be unable to hang banners.
- Place promotional literature (one 8.5x11 or smaller) on each table (company provided)
- Company representative may give 1-2 minute introduction to your company
- Introduction of Keynote Address
- Acknowledgement sign with logo at entrance of event
- Provide a Mystery Prize (may utilize secret placement of envelope, sticker, special colored flyer or numbered drawing, ect. for quick prize drawing at end of speaker, simple creativity is encouraged)
- Logo on MMGMA website
- Logo on Winter Conference mobile app
- Name in onsite program
- Verbal recognition at Winter Conference

President's Address \$500

(Exclusive)

- Promotional banner displayed prominently at the session (company provided)
Banner must be a stand-up banner or a company sign that can be placed on an easel. MMGMA will be unable to hang banners
- Company representative may give a 1-2 minute introduction to your company
- Introduction of MMGMA President
- Acknowledgement sign with name at entrance of event
- Name on MMGMA website
- Name on Winter Conference mobile app
- Name in onsite program
- Verbal recognition at Winter Conference

Legislative Update \$500

(Exclusive)

- Promotional banner displayed prominently at the lunch (company provided)
Banner must be a stand-up banner or a company sign that can be placed on an easel. MMGMA will be unable to hang banners.
- Company representative may give 1-2 minute introduction to your company
- Introduction of MMGMA Legislative Session
- Acknowledgement sign with logo at entrance of event
- Name on MMGMA website
- Name on Winter Conference mobile app
- Name in onsite program
- Verbal recognition at Winter Conference

Breakout Sessions \$250

(4 available)

- Promotional banner displayed prominently at the session (company provided)
Banner must be a stand-up banner or a company sign that can be placed on an easel.
MMGMA will be unable to hang banners
- Option to introduce speaker
- Acknowledgement sign with name at entrance of event
- Name on MMGMA website
- Name on Winter Conference mobile app
- Name in onsite program

Questions about sponsorship? Please contact:

Matt Luepke | MMGMA 2019 Sponsorship Committee Chair | amluepke@creditoradvocates.com | 320-252-5100
Mark Pottenger | MMGMA 2019 Sponsorship Committee Chair | mpottenger@applevalleymc.com | 952-953-9285
Blake Finger | MMGMA | blakef@mmgma.org | 651-288-3423

CONFERENCE ITEMS



Mobile App Sponsor \$1,500

(Exclusive)

- Exclusive sponsor of the conference mobile app (including logo recognition in pre-conference marketing)
- Logo and link on MMGMA website
- Banner ad in the conference mobile app that will link directly to your website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Parking Sponsor \$1,000

(4 available - 2 per day)

- Acknowledgement sign with logo at conference
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Name Badge \$1,000

(Exclusive)

- Logo on name badges
- Acknowledgement sign with logo at conference
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Tote Bags In Kind

(Exclusive)

- Company must provide bags and be approved by MMGMA
- Logo on conference bags
- Acknowledgement sign with logo at conference
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Lanyard \$1,000

(Exclusive)

- Logo on lanyards
- Acknowledgement sign with logo at conference
- Logo and link on MMGMA website
- Logo on Winter Conference mobile app
- Logo in onsite program
- Verbal recognition at Winter Conference

Exhibitor Game \$500

(Unlimited)

- Draw and present prize at Prize Drawing session on Wednesday afternoon
- Company name and logo listed on game card
- Acknowledgement sign with name at entrance of event
- Name on MMGMA website
- Name on Winter Conference mobile app
- Name in onsite program
- Verbal recognition at Winter Conference

Signage In Kind

(Exclusive)

- Logo recognition on each printed sign
- Acknowledgement sign with logo at conference
- Company provides conference signs
- Name in onsite program

Professional Development Raffle In Kind

(Exclusive)

- Acknowledgement sign with logo at conference
- Draw and present prize at prize drawing session on Wednesday afternoon
- Company provides raffle item

EXHIBITING OPPORTUNITIES



Exhibitor Booth \$750

Standard Booth Arrangements

The contract price includes:

- Booth size 8' x 10'
- Colored, flameproof draping 8' high at back, 36" high on sides (color to be selected by conference management)
- One-line exhibitor sign, showing company name
- One 8' x 24" draped table with two chairs
- Registration for two representatives (including the Tuesday opening reception and lunch, and Wednesday breakfast)
- Pre- and post-conference attendee list

Eligibility: You must be an MMGMA Affiliate Member to sponsor an activity or exhibit. To become an Affiliate Member, please visit our website.

Assignment of Space

MMGMA will request booth preferences closer to the event for our annual sponsors. Booth placements will be assigned according to annual sponsor level, event sponsorship level, and date registration was received. We will accommodate our annual sponsors' requests as much as possible.

Confirmation

A registration confirmation will be e-mailed to your company's contact upon receipt. Your booth assignment will be e-mailed to your designated company contact in February. A final confirmation with important onsite information will be sent to your company contact. Exhibitor representative names will be collected via a link that will be sent out two weeks before the Winter Conference.

Exhibit Hours

The exhibit area will be open to conference attendees from Tuesday, March 5, 12:15 pm – 4:30 pm and Wednesday, March 6, 7:30 am – 1:00 pm.

Exhibit Materials and Activity

MMGMA reserves the right to prevent any exhibitor from displaying beyond the bounds of the exhibitor's rented exhibit space including but not limited to: noisy electrical devices (ex. loud appliances, machines, games), smells/scents that are offensive or commonly cause allergic or physical reactions (ex. Industrial smells, chemical smells, nail polish, cleaners), displays, fire hazards (ex. open flames, highly flammable fumes), costumed mascots, live animals or anything which may prove objectionable. All aisles must be kept clear of displays. Inventory must be discreetly stored within an exhibitor's booth space. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitors. Exhibitors are allowed to have sponsor prize drawings within their exhibit space. Any limitations on registering for or accepting the prize must be prominently displayed in the exhibit space. Prizes to be distributed by exhibitor after the conference.

Additional Reps \$200 each, with a maximum of 4 reps per booth

Cancellation of space must be made in writing and sent to: MMGMA Exhibits, 1000 Westgate Drive, Ste. 252, St. Paul, MN 55114 or info@mmgma.org. A cancellation received on or before February 1, 2019 will receive a 50% refund. Cancellation after February 1, 2019 obligates the exhibitor to full payment of rental. To ensure the best available booth locations to MMGMA conference exhibitors, the association has authority to reassign booth space that is cancelled by an organization without refund of fees paid.

Failure to occupy space – Space not occupied by the close of the exhibit installation period as specified in the accompanying material will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management. If the exhibit is on hand, the conference management reserves the right to assign labor to set up a display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.

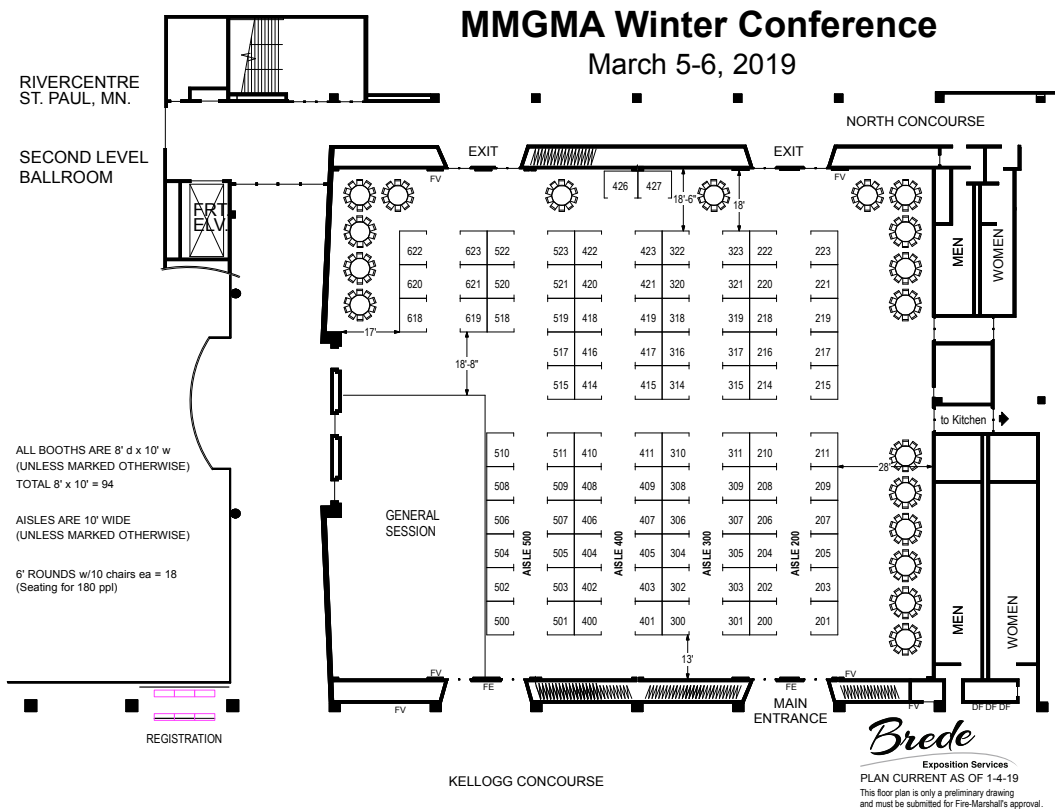
References – MMGMA reserves the right to request references from any exhibitor. MMGMA may, in its sole discretion and without liability to exhibitor, cancel this contract if such references are not satisfactory to MMGMA. If the contract is cancelled pursuant to this paragraph, all registration fees will be refunded to the exhibitor.

Resources & Information – Booth space is limited. Complete your application with payment before February 1, 2019. Past conferences have sold out booth space well in advance of the deadline. Please get your contract in early.

Questions about sponsorship? Please contact:

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RiverCentre Booth Map



CONFERENCE INFORMATION



Deadlines

January 2 – Deadline to be listed in the brochure as a conference sponsor (see sponsor options on pages 2-5)
February 15 – Deadline for ads, prize listings, and sponsorship listings to be included in the onsite program

Security

The exhibit hall will be locked during non-show hours, but the Minnesota Medical Group Management Association and the Saint Paul RiverCentre do not guarantee to protect the exhibitors against any loss or damage of any kind.

Tentative Exhibitor Schedule

Exhibitor Move in

Tuesday, March 5, 8:00 am – 12:00 pm

Exhibit Hall Open

Tuesday, March 5, 12:15 pm – 4:30 pm
Wednesday, March 6, 7:30 am – 1:00 pm
*Exhibit Hall schedule subject to change

Exhibit Hall Move Out

Wednesday, March 6, 1:00 pm – 4:00 pm

Exhibitors are required to remain set up until tear down time at 1:00 pm. Exhibitors found not in compliance will be fined an Early Departure fee of \$100.

Electricity

If your booth requires electricity or any other A/V needs, be sure to order those services accordingly from the packet provided by the show decorator.

CONFERENCE INFORMATION



Shipping Information

An exhibitor service kit will be provided to all confirmed exhibitors and will include shipping information. The decorator will receive, store, and deliver your package directly to your booth, and will be on-site Wednesday to assist with return shipments if necessary.

Insurance and Disclaimer

Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners, and its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this exhibit agreement, in an amount not less than \$2 million combined single limit for personal injury and property damage. The hotel, its owners, and its operator shall be included in such policies as additional named insureds. In addition, exhibitor acknowledges that neither the hotel, its owners, nor its operator maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

Registering Your Company Representatives

A form will be sent to your main exhibit contact to submit your representative names. Each booth includes exhibitor registration for two representatives. You may purchase up to two more registrations per booth. Additional representatives are \$200. No refunds will be provided for representative registrations. Representative registrations cover all days of the exhibit hall. Switch-outs for single days, half days, or less time will not be allowed.

Photo Consent

As part of the MMGMA Winter Conference, you may be photographed or you may be recorded on audio and/or video. These items may be used in promoting future conferences or in other marketing related to MMGMA. Your attendance at this event implies your consent to be photographed or recorded.

Eligibility: You must be an MMGMA Affiliate Member to sponsor an activity or exhibit. To become an Affiliate Member, please visit our website.



Sponsorship and Exhibiting Opportunities March 5-6, 2019

This form can also be filled out at: www.mmgma.org

Organization Information

Organization _____
 Name of Contact Person _____ Title _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____ Website _____
 All listings and signage should read _____

Sponsorship Opportunities:

EVENING ACTIVITIES

- Appetizer Sponsor | \$1,100
- Beverage Sponsor | \$1,100
- Door Prize Sponsor | \$250
(plus provide a \$100 value gift card)

DAYTIME FOOD SPONSORSHIP

- Breakfast | \$750
 - Tuesday Wednesday
- Lunch Sponsor | \$750
 - Tuesday Wednesday
- Breaks | \$500
 - Tuesday Wednesday

SESSION SPONSORSHIP

- Keynote Address | \$750 (2 available)
 - Tuesday Wednesday
- President's Address | \$500
- Legislative Update | \$500
- Breakout Session | \$250 (4 available)

CONFERENCE ITEMS

- Mobile App Sponsor | \$2,000
- Parking Sponsor | \$1,000 (4 available)
- Name Badge Sponsor | \$1,000
- Tote Bag Sponsor | In Kind
- Lanyard Sponsor | \$1,000
- Exhibitor Game Sponsor | \$500
- Signage Sponsor | In Kind
- Professional Development Raffle Sponsor | In Kind

Exhibitor Booth:

- Exhibitor | \$750

Payment (must accompany application to guarantee sponsorship)

GRAND TOTAL: \$ _____

- Check (payable to MMGMA) Visa Mastercard American Express Discover

If paying by credit card, all fields below are required.

Name (as it appears on card) _____
 Card Number _____ Exp. Date _____ Sec. Code _____
 Phone _____ Authorized Signature _____
 Address (if different than above) _____
 City _____ State _____ Zip _____

** Due to PCI Compliance, please do NOT provide any credit card information via email. Call or fax it in only.

Deadlines: Sponsor agreements and payments are due by 2/1/2019. We anticipate filling our sponsorship availability quickly, so return your agreement soon. Payments must be made prior to the conference beginning. Exhibitors will not be allowed to set-up without payment

Logo Submission: Please provide your company's logo to the MMGMA office by 2/12/2019 as a high resolution (300dpi or greater) vectored-art EPS file.

Cancellation Policy: All Sponsor/Exhibitor cancellations received by 2/1/2019 will receive a 50% refund. Cancellations received after 2/1/2019 will not receive a refund.

Mail/Fax with payment to:

Minnesota Medical Group Management Association
 1000 Westgate Drive, Suite 252 | St. Paul, MN 55114
 Phone: 651-366-6089 | Fax: 651-290-2266
Questions? Contact Blake Finger at blakef@mmgma.org or 651-288-3423.

(For office use only)

initials	fin.
date	
CK/CC	
amt. paid	
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