



Exhibit Terms & Conditions

Day with the Payers

Earle Brown Heritage Center | Brooklyn Center, MN
Thursday, May 17, 2018

About the Event

This event will provide an educational opportunity for the clinical, administrative and business/operations departments of provider groups. Major Minnesota payers will provide updates on their programs and products, medical and payment policies and claims filing tips. MMGMA, with over 500 members, is the oldest and largest state affiliate of the national organization, Medical Group Management Association. The Association includes supervisors, managers, administrators, physicians in administration and other top group practice management. These individuals represent hundreds of medical groups from Minnesota, North Dakota and Wisconsin ranging in size from 2 to 500+ physicians. Similar events in other states have drawn 150-200 attendees.

Conference Site & Exhibit Area

The conference will be held at Earle Brown Heritage Center in Brooklyn Center, MN. There are a limited number of booths available for exhibit space. Breaks and breakfasts will be featured in the Resource Area, which will be held in Carriage Hall A on Thursday, May 17, 2018.

MMGMA recognizes that exhibits are an integral part of the total conference program. Up-to-date information and demonstration of products are essential to the smooth and efficient operation of our medical groups. Our conference program will be structured to encourage maximum attendance in the Resource Area.

General Information

Standard Exhibit Specifications: space includes (1) 6' skirted table and (2) chairs. (Note: there is no pipe and drape).

Event Outline:

- Set up: 6:00 am-8:00 am
- Registration: 7:30 am-8:00 am
- Opening Educational Sessions
- Morning Break/Vendor Visits
- Educational Sessions
- Lunch
- Dessert with Vendors
- Educational Sessions
- Afternoon Break/Vendor Visits

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■ Closing Educational Sessions

Exhibit Installation and Dismantling: Exhibits may be set up beginning at 6:00 A.M. on Thursday, May 17, 2018. Booth dismantling may begin after conclusion of the afternoon break, on Thursday, May 17, 2018 and must be completed by 5:00 P.M. that same day.

No exhibits may be erected after the exhibition opens or dismantled before the official closing time. Setup, teardown and removal of exhibits are the responsibility of the exhibitor. Should the exhibitor fail to remove an exhibit, the removal will be arranged by the conference management at the exhibitor's expense.

Application for Space: Full payment of \$400.00 is required at registration. Check payments must be postmarked by Thursday, May 3, 2018 and mailed to: MMGMA Exhibits, 1000 Westgate Dr., Ste 252, St. Paul, MN 55114

Terms and Conditions

1. **Cost of Space:** \$400.00
2. **Standard Booth Arrangements:** The contract price includes:
 - A. 6' Skirted table
 - B. Two chairs
 - C. Registration for one representative (including meals)
3. **Exhibits Location and Floor Plan:** Exhibits will be located in Carriage Hall A. Space will be assigned on a first come first serve basis. All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.
4. **Assignment of Space:** No assignments will be made until full payment is received. MMGMA reserves the right to assign all space in the best interest of the Association and the conference without regard to requests, and reserves the right to reassign booths when necessary. When booth numbers are assigned, a confirmation of the assignment will be sent to each exhibitor.
5. **Exhibit Hours:** The exhibit area will be open to conference attendees from approximately 8:00am to 3:30 pm.
6. **Terms:** Full payment is required with signed contract. Make checks payable to the Minnesota Medical Group Management Association and mail to: MMGMA Exhibits, 1000 Westgate Dr. Ste. 252, St. Paul, MN 55114, phone (651) 999-5359. If paying by credit card, payment will be processed at time of registration.
7. **Cancellations of Exhibit Space or Sponsorship:** Cancellation of space or sponsorship, including space reduction, must be made in writing and sent to MMGMA Exhibits, 1000 Westgate Dr. Ste. 252, St. Paul, MN 55114. A cancellation fee of \$100 per booth or sponsorship will be charged to an exhibitor or sponsor who cancels contract prior to or on Friday, April 20, 2018. Cancellation after Friday, April 20, 2018 obligates the exhibitor to full payment of rental.
8. **Property:** All property of the exhibitor remains under his/her custody and control in transit to and from the exhibit area and while it is in the confines of the exhibit area. Neither the management, its service contractors, the management of the exhibit area, MMGMA, nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism, or any other causes, and the exhibitor expressly waives and releases any claim or demand he or she may have against any of them by reason of any damage or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

9. Construction, Installation, and Use of Exhibits and Exhibit Facilities:

- A. Acceptability of Exhibits:** All exhibits shall serve the interests of the members of MMGMA and shall be operated in a way that will not detract from other exhibits, the exhibition or conference as a whole. The conference management reserves the right to require the immediate withdrawal of any exhibit that MMGMA believes to be injurious to the purpose of the Association.
- B. Restrictions and Use of Space -** No exhibitor shall sublet, assign, or share any of the space allocated to him without the written consent of the convention management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. It is understood an exhibitor will not make direct sales involving delivery at the conference. Aisle space shall not be used for exhibit purposes. Display signs and displays are also prohibited in any of the public space or elsewhere on the premises of the conference facilities or hallways. Social activities sponsored by an exhibitor which might conflict with the conference schedule must be cleared with the conference management. Operation of sound devices is allowed if the exhibitor complies with restrictions on volume level. No outside food or beverage is allowed on Earle Brown Heritage Center premises with the exception of small, individually wrapped candies. Exhibitors who wish to provide food or beverages to attendees while in the Resource Area or on Northland Inn premises must order such food or beverage from Northland Inn Catering.
- C. Fire and Safety Regulations:** All local regulations will be strictly enforced, and the exhibitor assumes responsibility for compliance with such regulations. All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and regulations of the local fire department. Crepe paper, corrugated paper, Styrofoam and foam-core, flameproof or otherwise, will not be permitted. All packing containers and wrapping paper should be removed from the exhibit area. Display racks, signs, spotlights and special equipment must be approved by MMGMA management before use, and all displays are subject to inspection by the local fire department. Any found to be hazardous may be ordered dismantled. All aisles and exits must be kept clear at all times. Fire stations and fire extinguisher equipment are not to be covered or obstructed.
- D. Protection of Earle Brown Heritage Center Property:** Acceptance of exhibit space makes it obligatory on the part of the exhibitors that they shall not deface, injure or mar the exhibit area. Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building and furniture. The use of crowbars, hand spikes or any other tools or material which could cause damage to the floor or walls is prohibited. Any damage done shall be paid for by the exhibitor.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the conference center premises and will indemnify, defend, and hold harmless the Earle Brown Heritage Center, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

- 10. Cancellation or Postponement of Event:** If the meeting is postponed due to any occurrence not occasioned by the conduct of MMGMA, Earle Brown or the exhibitor, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the conference, each party hereby releases the other from all obligations under this contract.

Resources & Information

Booth space is limited. Return your application with payment before Thursday, May 3, 2018. The past conferences have sold out booth space well in advance of the deadline. Please register early.

Exhibits Contacts

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