



**The South Carolina Medical Group Management Association  
Invites You to Exhibit at its Annual Conference**

**DATES AND LOCATION:** August 31, 2016 – September 2, 2016 at the Hilton Myrtle Beach Resort, 10000 Beach Club Drive, Myrtle Beach, South Carolina 29575.

**EXHIBITOR CONTRACT:** The exhibitor contract must be submitted with payment in full for exhibit space. Applications received without payment will not be processed nor will booth assignments be made or held.

**CANCELLATION POLICY:** In the event that an exhibit space is cancelled before August 15, 2016, a full refund minus an administrative fee of \$100.00 per booth will be charged. All refund requests must be submitted in writing to the address of this contract. There will be no refunds for cancellations that occur after August 15, 2015 or no shows, unless the booth is resold; in which case a full refund will be granted. SCMGMA will make every effort to resell the booth space.

**ON-SITE AUTHORIZED EXHIBITOR REPRESENTATIVE:** During show times one representative from your company will be responsible for insuring that the booth is staffed, neat, orderly, and that representatives conduct themselves in a professional manner at all times. This individual will be responsible for approving any additional representatives and name badge additions for their company. A \$250 fee will be charged for any additional representatives above two per booth. Booth worker names should be submitted at least 30 days prior to the event and updated as changes are identified.

**EDUCATIONAL SESSIONS:** All exhibitors and corporate members are encouraged to attend as many keynote and breakout sessions as possible. ACMPE and AAPC credit will be provided. In addition, a special exhibitor small educational session may be offered by your company for a small fee. Please notify us on your registration form if you are interested in presenting at one of these sessions.

**PROMOTIONAL OPPORTUNITIES:** SCMGMA will recognize exhibitors and sponsors in the following ways:

- (1) In program materials.
- (2) On posters in various locations.
- (3) One PowerPoint slide advertisement per company may be provided. This will be used in the ongoing slide presentation in the exhibit hall. This is free to corporate members, but affiliate members may purchase slides for \$50 each and non-member exhibitors may purchase a slide for \$100 each. SCMGMA will include one slide that will list names only of all exhibitors.

- (4) Each attendee will receive a list of all corporate members, exhibitors, and sponsors.
- (5) All corporate members, exhibitors and sponsors will be recognized at the Thursday luncheon and the Wednesday and Thursday evening receptions.
- (6) Company names will be posted on the website as they register beginning July 1, 2016 and updated as contracts are received. Gold corporate members will receive one free advertisement on the home page of the SCMGMA website.

**EXHIBITOR SET UP/BREAKDOWN:** Exhibitors may begin setting up after 12:00 p.m. Wednesday, August 31, 2016. Exhibitors must register with the SCMGMA staff in order to obtain their registration packets. The exhibit hall is located in conference rooms DEF in the Convention Center.

**EXHIBITOR DATES AND HOURS:** Exhibitors may keep their booths open all day. However, **exhibitors are expected to be in attendance at their booth during the prime exhibit hours. On Wednesday, you only need to be at booth from 5:15 – 6:30, but hope you will participate in the other activities listed.**

**Wednesday, August 31, 2016**

12:00 p.m. – 4:00 p.m.	Exhibitor Set Up
4:00 p.m. – 5:15 p.m.	Opening Keynote Speaker
5:15 p.m. – 6:30 p.m.	Welcome Reception in Exhibit Hall with attendees
7:00 p.m. – 10:00 p.m.	Party with Attendees – location TBA

**Thursday, September 1, 2016**

7:00 a.m. – 8:00 a.m.	Breakfast with attendees in the Exhibit Hall
8:45 a.m. – 9:30 a.m.	Break with attendees in Exhibit Hall
11:30 a.m. – 12:45 p.m.	Lunch with Attendees – Hilton Ballroom – Mezzanine <b>Your company will be recognized</b>
2:00 p.m. – 2:45 p.m.	Break with attendees in Exhibit Hall
4:00 p.m. – 4:45 p.m.	Exhibitor Door Prizes Awarded in Exhibit Hall
4:45 p.m. – 6:00 p.m.	Exhibitor Appreciation Reception

**Friday, September 2, 2016**

8:00 a.m. – 9:00 a.m.	Breakfast with attendees in Exhibit Hall
After 9:00 a.m.	Exhibitor Breakdown

**SECURITY:** SCMGMA will not be responsible for valuables left unattended at your booth.

**REGISTRATION MATERIALS:** Registration packets will include (a) name badges; (b) conference program; (c) attendee list; (d) appropriate sponsor ribbons; and (e) door prize policy.

**CONFERENCE SURVEYS:** You will be given a link to complete the annual conference survey via surveymonkey.com at the conclusion of the conference. Please take a few moments to complete this.

**ATTENDEE LISTS:** A pre-conference attendee mailing list will be provided after July 15, 2016. Also, an updated list will be available on site. Keep in mind that these lists will be incomplete, as we often have several attendees register on site. However, a complete list will be emailed to the exhibitors approximately one month following the conference.

**HOTEL ACCOMMODATIONS:** SCMGMA has secured a room block with the Hilton Myrtle Beach Resort and the Royal Palms condominiums. The rates for hotel rooms and condos are listed below along with the dates that the room block is available. All rates are subject to applicable state and local taxes. The link to register for hotel accommodations has been posted at [www.scmgma.com](http://www.scmgma.com). SCMGMA is under a contract with the hotel and is required to meet a hotel block, so please keep this in mind when making your reservations to help us avoid an additional expense to SCMGMA. The hotel rates are included below.

**HOTEL ROOM BLOCK PRICES AND DATES – August 31, 2016 – September 2, 2016**

Hilton Myrtle Beach Hotel	Single Rate	Double Rate	Triple Rate	Quad Rate
Deluxe Oceanview Guestroom	\$ 161.00	\$ 161.00	\$ 171.00	\$ 181.00
Oceanview Guestroom	\$ 161.00	\$ 161.00	\$ 171.00	\$ 181.00

Royale Palms	Single Rate	Double Rate
One Bedroom Oceanview Guestroom	\$171.00	\$ 171.00
Two Bedroom Oceanview Condo	\$326.00	\$ 326.00

**DOOR PRIZES:** Thank you for providing door prizes. These should be of at least a \$25.00 value. We will draw for door prizes between 4:00 p.m. and 4:45 on Thursday afternoon, September 1, 2016. Winner names will be drawn from your collection of attendee business cards who visit your booth. **PRE-DRAW N CARDS WILL NOT BE ACCEPTED.** In the event the person whose name is drawn has already won a door prize, then a second business card will be drawn, as attendees may receive only one door prize each in fairness to other attendees. **Individual special drawings will only be allowed with prior approval from the conference committee.**

**OUTSIDE ACTIVITIES:** Should your company choose to arrange a special event or hospitality suite for SCMGMA conference attendees, this must be approved ahead of time by the SCMGMA Board, and must not be scheduled during a time which may conflict with other conference activities previously planned. Please consider helping SCMGMA by sponsoring an item from the sponsorship list. Contact Cindy Ott at 803-387-7864 to discuss your ideas.

**SPACE ASSIGNMENT:** SCMGMA will make every effort to provide your first choice of location. Corporate members who have pre-paid their annual sponsorship by April 1, 2016 will be given first choice of booth locations. After that date, all booths will be assigned on a first come, first served basis.

**WHAT'S INCLUDED IN YOUR BOOTH:** Each exhibit booth is 10' X 4' and comes with a 6 ft. table, sign bearing your company name, sponsor signs based on sponsorship level (i.e. bronze, silver, gold); pipe and drape; and two chairs. **Additional items may be purchased from our drayage company, Convention Makers, 4501 Highway 544, Myrtle Beach SC 29588. Phone 843-650-6300. FAX: 843-650-6301. All forms are located at [www.scmgma.com](http://www.scmgma.com).**

**ELECTRICITY:** This should be requested prior to the annual conference. Electricity and internet may be purchased directly from the hotel. Be sure to FAX your electrical form to the hotel prior to the event to avoid extra charges which you may be required to pay onsite. FAX to:

843-449-0289. All necessary forms are located on the SCMGMA website at [www.scmgma.com](http://www.scmgma.com) on the right hand side of the home page.

**MGMA AND SCMGMA LOGO USAGE:** The National MGMA has developed a sponsor logo which will be provided to our sponsors and Corporate members. Any corporate member who wishes to use the logo on any of their printed material must provide a copy of the material to be printed for approval. Please contact Cindy Ott at 803-387-7864 to arrange this.

**FORCE MAJEURE OR CANCELLATION OF THE SHOW:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to acts of God, terrorism, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or war in the United States make it illegal or impossible for the hotel to hold the event. This also includes a South Carolina declaration issuing a mandatory evacuation.

**AMERICANS WITH DISABILITIES ACT:** The exhibiting company shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold the SCMGMA harmless from any consequences of the exhibiting company's failure in this regard.

**SPONSORSHIP OPPORTUNITIES:** There are numerous opportunities for sponsorship. Please contact Cindy Ott at 803-387-7864 if you wish to sponsor an item or event. The following may be an incomplete list of sponsorship opportunities, and if you have a suggestion that may not be listed, please let us know about your idea.

#### **SPONSORSHIP OPPORTUNITIES**

Exhibitor Educational Mini-Session (20 minutes) \$100

Registration refreshment sponsor \$500

Name badge Holders \$750

Speaker Expense Sponsor. Contact Cindy Ott for details.

Conference Bags \$2000

Breakfast sponsor Thursday \$1000

Breakfast sponsor Friday \$1000

Wednesday Welcome Reception sponsor \$1000 each

Exhibitor Appreciation Reception \$1000 each

Thursday Luncheon Sponsor \$1000 each – multiple needed

Thursday Exhibitor Appreciation Reception \$1000 each – multiple needed

Program/Poster printing sponsor \$1000 (includes your program ad and poster)

Program Advertisement \$250 for 2X4 ad

PowerPoint Advertisement \$100 per slide for non-member exhibitors

PowerPoint Advertisement \$50 per slide for affiliate members

No charge for one slide for Corporate Members; second slide \$50

No charge for two slides for Gold Corporate Members; additional slides \$50

Got an idea? Call Cindy at 803-387-7864 to discuss.

**Please include your sponsorship amount on the invoice in the designated location.**



**EXHIBITOR INVOICE**  
**Your Company's Contact Information**

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Brief Description of your product or service (30 words or less): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth Selection (Refer to the attached diagram)**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_  
Company You Wish Not To be Located Near: \_\_\_\_\_  
Special Requirements: \_\_\_\_\_  
I would prefer being located inside the exhibit hall \_\_\_\_\_ I would prefer being located in the foyer \_\_\_\_\_  
Special requests: \_\_\_\_\_  
Companies you do not want to be located near: \_\_\_\_\_  
\_\_\_\_\_

**Who Will Be Working Your Exhibit Booth?**

**\*Please print all names clearly. Apply \$250.00 for each representative above two (2). Be sure to include all requested information as this will be provided to our attendees.**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Additional \$250  
4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Additional \$250

**SPONSORSHIP OPPORTUNITIES**

SCMGMA NEEDS MULTIPLE SPONSORS FOR THESE EVENTS. PLEASE PLACE A CHECK BY THOSE THAT YOU WISH TO SPONSOR AND ADD TO THE INVOICE TOTAL BELOW. CALL CINDY AT 803-387-7864 IF YOU HAVE QUESTIONS.

- \_\_\_\_\_ Exhibitor Educational Mini-Session (20 minutes) \$100
- \_\_\_\_\_ Registration refreshment sponsor \$500
- \_\_\_\_\_ Name badge Holders \$750
- \_\_\_\_\_ Speaker Expense Sponsor. Contact Cindy Ott for details.
- \_\_\_\_\_ Conference Bags \$2000
- \_\_\_\_\_ Breakfast sponsor Thursday \$1000
- \_\_\_\_\_ Breakfast sponsor Friday \$1000
- \_\_\_\_\_ Wednesday Welcome Reception sponsor \$1000 each
- \_\_\_\_\_ Exhibitor Appreciation Reception \$1000 each
- \_\_\_\_\_ Thursday Luncheon Sponsor \$1000 each – multiple needed
- \_\_\_\_\_ Thursday Exhibitor Appreciation Reception \$1000 each – multiple needed
- \_\_\_\_\_ Program/Poster printing sponsor \$1000 (includes your program ad and poster)
- \_\_\_\_\_ Program Advertisement \$250 for 2X4 ad
- \_\_\_\_\_ PowerPoint Advertisement \$100 per slide for non-member exhibitors
- \_\_\_\_\_ PowerPoint Advertisement \$50 per slide for affiliate members
- \_\_\_\_\_ No charge for one slide for Corporate Members; second slide \$50
- \_\_\_\_\_ No charge for two slides for Gold Corporate Members; additional slides \$50

Got an idea? Call Cindy at 803-387-7864 to discuss.

<b>CHECK ALL THAT APPLY</b>	<b>FEES</b>	<b>YOUR FEES</b>
_____ Non-member exhibitor	\$1500.00	_____
_____ Affiliate member	\$1200.00	_____
_____ Additional representatives	\$250.00 each	_____
_____ Corporate member	Have you Paid?	_____
_____ Sponsorship checked above	From above	_____
_____ PowerPoint Slide	Corporate member	_____ <b>NO CHARGE</b> _____
_____ PowerPoint Slide	Affiliate member \$50	_____
_____ PowerPoint Slide	Non-member \$100	_____
<b>TOTAL AMOUNT DUE</b>		_____

**Payment Method:**

\_\_\_\_\_ Check is enclosed

\_\_\_\_\_ Please charge my credit card for the total amount due.

Signature of authorized individual: \_\_\_\_\_

You may pay online at [www.scmgma.com](http://www.scmgma.com) and click on “conference registration”

Credit Card number: \_\_\_\_\_

Type of Card \_\_\_\_\_ American Express \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover

Expiration Date: \_\_\_\_\_ CID: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

**MAIL OR EMAIL YOUR COMPLETED APPLICATION TO:**

Cindy S. Ott, Executive Director, South Carolina Medical Group Management Association,  
1195 St. Matthews Road, PMB 313, Orangeburg SC 29115.

Email: [cindyott63@gmail.com](mailto:cindyott63@gmail.com),

Phone: (803)387-7864