

MSHPM Conference Vendor Registration Form



Michigan Society for
Healthcare Planning and Marketing

Vendor Contact Information

(Note: Organization Name and Contact Information are used for publishing conference vendor list and booth signage)

Primary Contact _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

Website Address: _____

Names of Vendor's booth attendants (for badges):

1. _____ 2. _____

General Information

- Booth dimensions will be approximately 8' x 10' and include one (1) shirted table, two (2) chairs, a wastebasket, PowerPoint opportunity, and a printed identification sign. Included with the booth fee is two (2) conference registrations (with continental breakfast and lunch). All items must fit within the 8' x 10' space unless you purchase extra booth space. Should your organization wish to purchase additional conference registrations, please click on the conference registration link on the MSHPM's website.
- After you register, you will need to provide us with the following information for our conference vendor list: your logo, a description (50 words max) of the business/service/product you provide, and verification of the contact information provided above for your organization's primary contact to be printed on the conference vendor list. This information may be emailed directly to MSHPM's Ann Mazure at amazure@oaklawnhospital.com.
- Written notice of cancellation must be received at least thirty (30) days before the date of the conference for a refund to be issued. All cancellations are subject to +a \$250.00 administrative fee that will be deducted from the refund. No refunds will be made with less than thirty (30) days notice.
- Door prizes may be given away during the conference and vendors may be asked to donate one (1) item from their booth. Your name or organization will be mentioned when your donated item is awarded. Donations are encouraged but not required.

Submission Information

- Online at www.mshpm.org or by check (payable to "MSHPM"). Submission of checks by mail, any questions, or comments may be submitted to the MSHPM contact listed below:

Ann Mazure – MSHPM Conference

Email: amazure@oaklawnhospital.com

Phone: 269-789-7029

MSHPM Vendor Contract

TERMS AND CONDITIONS

This MSHPM Vendor Contract (this “Agreement”) is made effective and entered into as of the date signed below, by and between (i) The Michigan Society for Healthcare Planning and Marketing, a Michigan non-profit corporation having a registered address of 6215 W. St. Joseph Highway, Lansing, Michigan 48917 (the “MSHPM”), and the organization listed above in the Vendor Registration Form (“Vendor”).

1. Vendor Booth Fees

- (a) Spring Conference \$400.00
- (b) Fall Conference \$400.00
- (c) Both Spring & Fall Conferences (same calendar year) \$700.00

(to receive the multi-conference discount, full payment must be received by MSHPM thirty (30) days prior to the Spring conference.

Each Vendor Booth includes

A booth approximately 8' x 10', one (1) shirted table, two (2) chairs, a wastebasket, PowerPoint opportunity, a printed identification sign, and two (2) conference registrations (with continental breakfast and lunch). Additionally, the Vendor's name will appear in the conference vendor list.

Eligibility

MSHPM reserves the right to determine what organizations are eligible to exhibit their business/services/products. MSHPM has final approval on all content and/or programming exhibited by Vendor. The MSHPM's Executive Committee must approve all mailings by Vendor to MSHPM members.

2. Payment

Full payment of the vendor booth fee is due thirty (30) days prior to the date of the conference. Checks should be made payable to “**MSHPM**” or using PayPal.

3. Refund of Vendor Booth Fees

Written notice of cancellation must be received by MSHPM at least thirty (30) days prior to the date of the conference for a refund to be issued. All cancellations are subject to a \$250.00 administrative fee that will be deducted from the refund. No refunds will be made with less than thirty (30) days notice.

4. PowerPoint Slide Opportunity

Included with the purchase of your booth, Vendor will be given the opportunity to submit a PowerPoint slide for promoting your organization! Your slide, along with other vendor slides, will be included on a scrolling loop displayed in one conference room before the meeting, breaks and lunch.

The slide can include a logo, picture of a new product, a description, or any promotional material. No slides with sound or videos will be accepted.

File submission information:

- * Send slide as a .ppt or .pptx
- * Do not place any passwords or locks on your slide in order to allow MSHPM staff to review, approve, and save your slide to the combined PowerPoint presentation.

All files must be received at least thirty (30) days prior to the date of the conference for review and approval. Please send your file to Brenda Carr at bcarr@mha.org.

5. Vendor Room Information

The Vendor Room at the conference will consist of a room where conference attendees will have breakfast, breaks and lunch. Electrical outlets will be available in the Vendor Room.

6. Door Prizes

Door prizes may be given away during the conference and Vendor may be asked to donate one (1) item from their booth. Your name or organization will be mentioned when your donated item is awarded. Donations are encouraged but not required.

7. Set-up and Removal

The Vendor Room will be open from 7:00 a.m. to 3:30 p.m. Set-up will begin at 7:00 a.m. and last until the conference attendees arrive at 8:30 a.m. Removal will begin at 3:30 p.m. and will last until 4:30. Vendor is responsible for set-up and removal of all its displays, promotions, materials, equipment, and merchandise. The Vendor Room will be open to conference attendees from 8:30 a.m. to 3:30 p.m.

8. Vendor Badges

Vendor will be issued badges for booth attendants per space rented. All booth attendants from Vendor must wear their Vendor Badges during the MSHPM conference to be considered a vendor.

9. Security

Vendor is responsible for all Vendor material, merchandise, promotions, and other property. MSHPM accepts no liability for damage, loss, theft, harm, or injury to the Vendor, its attendants, or its property.

10. Vendor Booth Policies

Vendor may arrange its display, chairs, tables, and merchandise in any manner within its booth, so long as the arrangement follows all fire and safety regulations. Vendor agrees to keep their booth clean and will not nail, screw, or affix anything to the Vendor Room or any other equipment provided. All of Vendor's displays, chairs, tables, and merchandise must be maintained within the space of their booth.

- All extension cords must be taped down or secured to avoid any tripping hazards.
- Vendor may only make sales within the Vendor Room, and no other area.

11. Insurance

Vendor must obtain their own insurance to cover fire, theft, and damage, and agrees not to hold MSHPM liable for damaged, lost, or stolen property.

12. Conference Cancellation/Change of Venue

Should MSHPM cancel the conference for any reason, MSHPM will make every attempt to notify Vendor’s primary contact as noted on the Vendor Registration Form. In addition, a notice of cancellation will be posted on the MSHPM’s website. MSHPM will issue full refund to Vendor as soon as possible, but not later than sixty (60) days after notice of cancellation.

Should a change of venue occur, MSHPM shall make every attempt to notify Vendor’s primary contact as noted on the Vendor Registration Form. In addition, a change of venue notice will be posted on the MSHPM’s website. MSHPM will issue refunds, in their sole discretion, only after Vendor has established (with evidence) a hardship or inability to attend the conference.

13. Entire Agreement:

This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof.

14. No Assignment:

Vendor may not assign this Agreement unless they obtain the prior written consent of MSHPM.

15. Governing Law & Jurisdiction:

This Agreement shall be subject to and interpreted under the laws of the State of Michigan, exclusive of its conflict of law provisions. The parties agree to submit all disputes to the exclusive jurisdiction of the courts in Michigan.

By signing below, Vendor agrees to the terms and conditions of this MSHPM Vendor Contract.

Organization: _____

Signature: _____ Date: _____

Please complete, sign, and return the Vendor Registration Form and MSHPM Vendor Contract to:

**Ann Mazure
329 Westbrook Court
Marshall, MI 49068**