



Centricity Healthcare
User Group

Fall Conference

Friday, August 28 – Saturday, August 29, 2009
Renaissance Washington DC Hotel

Exhibitor Guidelines, Terms and Conditions

Exhibit Space and Assignment:

Exhibit space is limited. When the space is filled, a waiting list will be established.

Exhibit Space Dates and Hours:

- Set-Up:** Thursday, August 27, 2009 – Time TBD
- Exhibit:** Friday, August 28 and Saturday, August 29, 2009
- Dismantle:** Saturday, August 29, 2009 – Time TBD

The area will not be locked or secure overnight.

Fee Schedule (See Prospectus for details):

Exhibitor Package: \$4,200
Corporate Sponsorship: \$5,800
Silver Sponsorship: \$7,800 (5 available)
Gold Sponsorship: \$10,500 (2 available)
Platinum Sponsorship: \$20,000 (1 available)

** prices above are for payment by check; additional charges apply to credit card payment.

Electronic Attendee List Restrictions:

Corporate sponsorships and above will receive the electronic attendee list with email addresses 2 weeks prior to the conference. Sponsors are limited to one communication via email pre-conference, one communication via email post-conference and one communication via postal mail. Any other use of the attendee list violates the CHUG/Sponsor agreement. All communication to CHUG members must first be reviewed and approved by the CHUG board. Submissions may be sent to chug@beattgroup.com. This list must not be sold or shared to other companies or individuals.

Exhibit Booth Package Includes:

Back and side wall drape, 1 – 6' x 30" high skirted table and 2 chairs, 1 – wastebasket, 1 – 7" x 44" booth ID sign, power with standard plug in (multiple plug in power strip is not included).

One company may be registered and represented per booth. If you wish to share a booth with another company then your booth fees will double.

If you purchase a package that includes an Education session then your session will be scheduled on Saturday either before the opening session or during one of the afternoon session slots.

Terms of Payment: Payment in full and a signed contract are required to secure your exhibit space and/or sponsorship opportunity. Exhibit space assignment will not be made until full payment is received.

Application Deadline: The deadline for application is **June 30, 2009**. Mail the Exhibitor Contract and your payment to User Group Exhibitor, c/o Beatty Group, 9800 SW Beaverton-Hillsdale Hwy., #105, Beaverton, OR 97005 (make checks payable to Beatty Group).

Terms of Cancellation: There will be no refunds and all space contracted or balance of the sponsorship invoice must be paid in full. Unpaid balance is due at the time of cancellation.

Expense Responsibilities: Exhibitors and/or their representatives agree that any charges incurred with the hotel or other agents for purchase, rental, or service will be paid by the exhibitor or their agent.

Shipping Information: **Please see the Exhibitor Kit for more information regarding shipping through our Trade Show management company.**

Additional Services: If additional services are required, contact Kristin Betschart at the Beatty Group 503-644-3340. Additional expenses for these services are the responsibility of the exhibitor.

Conference Attendance: Two (2) representative from each organization exhibiting in the Exhibitor Package may attend the User Group conference sessions on August 28 - 29, 2009. Corporate and Silver sponsors will be allowed to have two (2) representatives attend the conference sessions. Gold and Platinum sponsors will be allowed to have three (3). Additional attendees will be charged the rate of \$350.00.

Liability and Security: Each sponsor must make provisions for the safeguarding of its goods, materials, equipment, and display at all times.

Over the Counter Sales: Exhibitors are encouraged to offer information that is educational, professional, and instructional. The over-the-counter sale of goods for on-site delivery is prohibited anywhere in the Sponsor area.

Registration: Exhibitors can register for the conference and hotel accommodations via the on-line registration form located at www.beattgroup.com/chug.htm. Please check-in at the on-site registration desk to receive your conference packet.

Travel Accommodations: A block of rooms has been reserved for the User Group conference at the Renaissance Washington DC Hotel. Conference rate at the hotel is \$205.00, per night, plus tax for single/double occupancy. Airfare can be arranged through Beatty Group, 800-285-6215.

General: Any matters and questions not covered by these regulations are subject to the decision of the CHUG Board of Directors. The Board of Directors may amend these regulations at any time. All amendments made shall be equally binding on all parties affected by them, as are the original regulations. The Board of Directors will give written notice of any amendment or addition to these regulations.

Upon signature of the contract to exhibit with the CHUG conference, the exhibiting company agrees to these terms and conditions.