



Dear Exhibitor,

The Virginia Health Information Management Association (VHIMA) is pleased to invite you to exhibit during our 59th Annual State Convention titled “**Transitions and Transformations**”. This year’s convention is being held at the Fredericksburg Expo Center in Fredericksburg, VA, April 14 – 15, 2010. The Expo Center is located at 2371 Carl D. Silver Parkway, Fredericksburg, VA 22401.

Vendor registration includes booth space as well as participation in all dining events and the President’s Reception on Wednesday evening for the two attending participants. Opportunities for event sponsorships and advertising are also available. See complete packet for details.

VHIMA is a professional association representing more than 800 health information management professionals who work throughout Virginia’s health care industry. These professionals represent multiple areas of health information management. This event will provide an excellent opportunity to contact new clients and build existing customer relations.

We are very excited about our 2010 State Convention and look forward to having you join us for the event. We realize time spent in the exhibit area is crucial to your business; therefore we have structured the exhibit area activities to provide maximum traffic flow and opportunity for contacts with your potential and current customers.

We are looking forward to welcoming you in Fredericksburg. If there is any way I can be of further assistance, please contact me at (484) 459-6722 or teri.jones@navigantconsulting.com.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Jones". The signature is written in a cursive style with a large, sweeping initial "T".

Teri Jones, RHIT, CCS, CCSP
2009 Exhibitor/Vendor Chairman
Virginia Health Information Management Association

EXHIBIT INFO

Virginia Health Information Management Association
59th Annual State Convention
April 14 – 15, 2010
Fredericksburg Expo Center, Fredericksburg, VA

EXHIBIT INFORMATION:

- Registration fee (\$550) includes:
 - Booth space
 - Continental breakfast (Wednesday and Thursday), lunch on Wednesday, luncheon with participants with opportunity to give brief product/service presentation on Thursday, and invitation to the President's Reception on Wednesday evening (for first two attending participants).
 - Additional exhibitors registration fee is \$65
 - Attendee Listing
 - Electronic excel spreadsheet sent pre and post show to designated contact
 - Printed excel spreadsheet during show
- Booth space includes 6' X 8' tabletop display with tablecloth with skirting and two chairs. Vendor Hall is carpeted.
- Exhibit Hours:
 - Tuesday, April 13th Booth set-up 3:00 p.m. – 5:00 p.m.
 - Wednesday, April 14th Booth set-up 8:00 a.m. – 10:00 a.m.
 - Wednesday, April 14th Exhibit Hall 10:00 a.m. – 11:00 a.m., 3:00 p.m. – 4:00 p.m.
 - Thursday, April 15th Exhibit Hall 10:00 a.m. – 11:00 a.m.

HOTEL RESERVATIONS

Hampton Inn & Suites Fredericksburg – at Celebrate Virginia.
1080 Hospitality Lane, Fredericksburg, VA 22401

Reservations can be made online at www.fredericksburgsuites.hamptoninn.com; or by calling **1-800-HAMPTON or 540-786-5530** and mentioning group code "**VHI**". The cut off date for reservations is **Sunday, March 28**. The room rate is \$84.00 per night.

- Check In Time – 3:00pm
- Check Out Time – 12:00pm

SHIPPING MATERIALS

All arrangements should be made directly with Expo Center. Pertinent forms attached. Contact person is Casey Silversmith, Exhibit Service Manager. csilversmith@feacc.com **O: 540-548-5555 ext 108, F: 540-548-0552.**

TECHNICAL/ELECTRICAL REQUESTS

All arrangements should be made directly with the Expo Center. Pertinent forms attached. Contact person is Casey Silversmith, Exhibit Service Manager. csilversmith@feacc.com **O: 540-548-5555 ext 108, F: 540-548-0552.**

ADVERTISING OPPORTUNITIES

Take advantage of the opportunity to highlight your company by purchasing an advertisement to be included in the convention program.

Ads must be copy ready and submitted in electronic format. The electronic file can be either .tif or .pdf extensions. Keep in mind the programs will be printed in black and white and folded into a booklet.

Full page ad (7.5" X 4.75") - \$100.00

Half page ad (3.5" X 4.75") - \$50.00

Quarter page (3.5" X 2") - \$25.00

Ad Program Advertisements must be received prior to March 12, 2010.

EDUCATIONAL SESSIONS

If you wish to attend the educational sessions, you will need to register for the conference separately. Please visit **www.vhima.org** and click on Calendar of Events.

SILENT AUCTION

This event has become a popular traditional event for convention attendees. Your support in prior years has been appreciated and we are looking forward to your donation to this Silent Auction. The donation may be presented in a basket arrangement wrapped in clear plastic or other suitable display container appropriate to the donated item.

What items you choose to offer to the Silent Auction is totally up to your own imagination and creativity. In the past we have received donations of artwork, vacation packages, food, books, craft and hobby items, wine, consulting and professional services.

RECOGNITION

Each Silent Auction donation will receive recognition in the conference program with the donor/sponsor's name; a brief description of the item donated and estimated value. The Silent Auction items will be displayed throughout the convention in the exhibit hall. The last bids will be taken at the end of the last break each day. The winners will be announced at the end of the last session each day.

Please email a description of your Silent Auction entry to Teresa Brown at tsbrown@carilionclinic.org by April 1, 2010.

You may bring your silent auction donation during Vendor setup on Tuesday evening. Keep in mind it will not be published in the convention program.

BOOTH RESERVATION FORM

Applications are considered binding and eligible only after both the signed booth space contract and deposit are received. ***Upon receipt of the reservation form, you will receive a confirmation letter with your booth assignment(s).***

Company Name: _____

Exhibitor's Name: _____

Exhibitor's Name: _____

Please type or clearly print your company's information below: (This information will be printed in the convention program.)

Address/Suite _____

City _____

St/Zip _____

Telephone (____) _____ Ext. _____

Fax (____) _____

Sales e-mail: _____

Company's URL: _____

Please list your pre-show contact for vendor correspondence: Most pre-show correspondence will be via e-mail. Please keep VHIMA updated of any pre-show contact change so we may better serve your needs.

**PRESHOW CONTACT E-MAIL Same as above

Pre-Show Contact _____

Title _____

E-mail ** _____

Telephone (____) _____ Ext. _____

Fax (____) _____

REGISTRATION DEADLINE

Booth space, advertising fee, and sponsorship fees are due by **March 26th, 2010**. VHIMA reserves the right to release booth space if the deposit is not received within 30 days of the convention.

CANCELLATION/REFUND POLICY

No refunds will be made after **April 5th, 2010**. All cancellations must be in writing.

PAYMENT METHOD

Make checks payable to **VHIMA**. Please submit your completed contract with your payment to:

***Teri Jones
9929 Matti Hill Court
Fredericksburg, VA 22408***



HIGH SPEED INTERNET — TELEPHONE — CABLE TV ORDER FORM

Company Name: _____ BOOTH No: _____

Event: VA Health Info Management Association Dates: April 14th - 15th, 2010

ADVANCE PAYMENT PRICE DEADLINE: WEDNESDAY, MARCH 31ST, 2010

In order to grant this discount, the Fredericksburg Expo & Conference Center **MUST** receive **full payment** and this order form no later than the above date. All payments received after this date will be charged **REGULAR PRICE**. **Exceptions will not be made.**

<u>Description</u>	<u>Quantity</u>	<u>Advanced Payment Price</u>	<u>Standard Price</u>	<u>Cost</u>
Wireless Internet		\$45.00/1 computer (\$23.00 each additional computer)	\$65.00	
Ethernet Internet Box		\$45.00/1 computer (\$23.00 each additional computer) PLUS 5% tax	\$65.00 plus 5% sales tax	
Standard Voice Line		\$128.00	\$190.50	
Dial-Up Modem or Credit Card Line		\$128.00	\$190.50	
Fax Line		\$128.00	\$190.50	
Phone Instrument		\$21.50 plus 5% Sales Tax:		
¹ Refundable Ethernet Box <u>deposit</u>		\$150.00 PER BOX		
TOTAL:				\$ _____

Terms and Conditions

- Advanced rate cut off is 2 weeks (14 days) prior to the first day of move-in.
- Contracts for special services must be received no later than 30 days prior to move-in to ensure service.
- To assist us in processing your service contract, payment for services must accompany contract. Booth number(s) must be identified on form.
- NO REFUNDS OR CREDIT will be given for services once installed.
- A \$500.00 service charge will be assessed to relocate your line after installation.
- A \$500.00 service charge will be assessed for cancellations within 14 days of first day of move-in.
- There will be a \$.25 surcharge for all "1-800" calls, and a \$.95 surcharge for all long distance directory assistance calls.
- Fredericksburg Expo & Conference Center is not responsible for exhibitor equipment incompatible with Fredericksburg Expo & Conference Center equipment.
- No claims will be considered unless filed with Fredericksburg Expo & Conference Center prior to closing of show.
- Customers who choose to pay by check **must also supply a valid credit card number**. Any and all charges not prepaid, including those for long distance calls and unreturned equipment, will be billed to the credit card. Your signature below indicates you accept knowledge and agree to all terms and conditions herein and will authorize Fredericksburg Expo Center to bill your credit card.

CABLE MODEM / CONVERTER DELIVERY / ETHERNET BOX— initial at time of install

Fred. Expo Rep.: _____ Deposit received from client. Item(s) delivered in good condition and working order.
 Client: _____ Item(s) received from Fredericksburg Expo Center in good condition and working order.

CABLE MODEM / CONVERTER RETURN / ETHERNET BOX – initial at end of show

Fred. Expo Rep.: _____ Item(s) received from the client in good condition and working order.
 Client: _____ Deposit received from Fredericksburg Expo & Conference Center.

PAYMENT INFORMATION

Payment by check: (must be drawn on US Banks)

Payable to: **Fredericksburg Expo, LLC**
 Send to: **2371 Carl D. Silver Parkway
 Fredericksburg, VA 22401**

Payment by credit card:

Fill in all credit card information, sign the form and
FAX to: 540-548-0552

Questions: Call Casey 540-548-5555 ext 108

The Fredericksburg Expo & Conference Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.

Indicate desired location in booth with an X

Booth #: _____

Left Right

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	
CARD HOLDER SIGN HERE:	PRINT NAME:	

Thank you for choosing the Fredericksburg Expo & Conference Center!

DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:



**Fredericksburg Expo
& Conference Center**
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Tel: 540-548-5555
Fax: 540-548-0552

Event Name: **VA Health Information Management Association**

Event Dates: **April 14th - 15th, 2010**

Company Name: _____

Billing Address: _____

Contact: _____

Email: _____

Phone: _____ Fax: _____

DECORATING SERVICES

ADVANCE PAYMENT DEADLINE DATE:		WEDNESDAY MARCH 31ST		
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
	<u>Booth Package:</u> 1 - 8' T/S Table and the Room is Carpeted			
	8' Table (topped and skirted)	\$61.00	\$71.00	
	6' Table (topped and skirted)	\$50.00	\$60.00	
	4' Table (topped and skirted)	\$38.00	\$45.00	
	Any Table (topped & skirted) , 42" High	Add \$34.00	Add \$40.00	
	8' Table (no top or skirt)	\$25.00	\$29.00	
	6' Table (no top or skirt)	\$20.50	\$25.00	
	4' Table (no top or skirt)	\$18.50	\$21.50	
	Padded Chairs	\$14.00	\$17.50	
	Folding Chairs	\$7.00	\$8.00	
	Counter Stools	\$16.50	\$19.50	
	Waste Basket	\$7.00	\$8.00	
	Carpet 9' x 10'	\$66.00	\$78.00	
	Carpet 9' x 20'	\$104.00	\$125.50	
	Carpet 20x20 or larger	\$.60/ sq. ft.	\$.90/ sq. ft.	
	3' Drape per running foot (Additional)	\$2.50		
	8' Drape per running foot (Additional)	\$2.95		
			Subtotal:	
			5% Sales Tax:	
			Total Due:	

If you need an item that is not listed above, please contact Casey Silversmith at 540-548-5555 ext 108

PAYMENT INFORMATION:

CREDIT CARD: ___ VISA ___ MC ___ AMEX ___ DISC CREDIT CARD #: _____

PRINT NAME: _____
(As it appears on card)

EXPIRATION DATE: _____

SIGNATURE: _____

PERSONAL CHECK: CHECK NUMBER _____
(checks payable to: Fredericksburg Expo Center, LLC)
Thank you for choosing the
Fredericksburg Expo & Conference Center!

FOR OFFICE USE ONLY	
DATE REC'D: _____	REC'D BY: _____
AMT REC'D: _____	
METHOD OF PAYMENT: _____	



Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Phone: 540-548-5555 Fax: 540-548-0552

DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS

The Fredericksburg Expo & Conference Center will receive and store shipments, and will deliver packages to your booth.

Fees

All fees MUST be paid in advance.

Checks should be made payable to:

**Fredericksburg Expo Center, LLC.
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401**

Shipment Weight

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

**Additional forklift & labor charges may apply for materials delivered on pallets,
or for materials unable to be hand delivered.**

FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.

Insurance

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

Shipping Label Format

Ship to: Show Name: _____
Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401

Exhibitor Company Name: _____
Booth #: _____

Outbound Shipping

The Fredericksburg Expo & Conference Center will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center.

Items ARE NOT TO BE LEFT on the show floor for carrier pick-up.

Any items left at the Fredericksburg Expo & Conference Center after show closing will be considered trash and will be disposed of.



Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Phone: 540-548-5555 Fax: 540-548-0552

DRAYAGE / SHIPPING / ORDER FORM
Mail or Fax this form and payment BEFORE your show.

Freight Handling Fees Per Hundred Weight (CWT)

Shipments up to 100 lbs ----- \$38.00 per 100 pounds
101 lbs – 200 lbs ----- \$35.00 per 100 pounds
201 lbs – 300 lbs ----- \$30.00 per 100 pounds
301 lbs – 400 lbs ----- \$25.00 per 100 pounds
401 lbs – 500 lbs ----- \$20.00 per 100 pounds
Amounts over 500 lbs ----- Please call in advance to make receiving arrangements.

Example: 450 lbs divide by 100 = 4.5 X \$20.00 = \$90.00

Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound or less are received and stored free of charge.

PAYMENT INFORMATION		Booth #: _____	
Company Name: _____		On-Site Representative: _____	
Company Address: _____		City: _____	State: ____ Zip: _____
Phone Number: _____		Fax Number: _____	
PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # _____			
CARD NUMBER: _____		Expiration Date: ____/____/____	
CARD HOLDER'S SIGNATURE: _____			

Make Checks Payable to: Fredericksburg Expo Center, LLC.

SHIPMENT INFORMATION		
Show Name: <u>VA Health Information Mgmt Association</u>	Estimated Delivery Date: _____	
Carrier: _____		
Total Number of Packages: _____	Total Weight: _____	Total Cost (See Above): _____

Questions regarding shipping instructions? Call Casey Silversmith at 540-548-5555 ext 108



ELECTRICAL & WATER ORDER FORM

Event: VA Health Info Mgmt Association
 Dates: April 14th - 15th, 2010
 Company: _____
 Booth # : _____

ADVANCE PAYMENT PRICE DEADLINE: WEDNESDAY, MARCH 31ST, 2010

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LABOR RATES & INFORMATION

Electrical Labor Rates apply to the following:

208V & Higher: minimum labor charge of 1hr. for installation & 1/2 hr. for removal of all high voltage services. Material charges may apply.

Island Booths: minimum labor charge of 1 hr. to deliver power to island booths. All additional distribution is done on a time & materials basis.

Electrical orders during show hours: minimum labor charge of 1 hour to deliver power, in addition to regular price of service ordered.

Rates:

ST= Mon-Fri 8:00am - 4:30pm (non- holidays)
 \$55.00 / hour

OT= Mon-Fri 4:31pm -7:59am, and all day
 Sat & Sun and holidays
 \$110.00 / hour

DEDICATED OUTLET requires 20amp outlet

ELECTRICITY SERVICE HOURS

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, on show days only. If you require power any other time, order 24 hour service at double the rate.

PAYMENT INFORMATION

Payment by check:

Payable to:
Fredericksburg Expo Center LLC

Send to:
**2371 Carl D. Silver Parkway
 Fredericksburg, VA 22401**

All Foreign Checks must be drawn on US Banks.

Payment by credit card:

Fill in all credit card information, sign the form and **fax to: 540-548-0552.**

The Fredericksburg Expo & Conference Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.

ELECTRICAL OUTLETS Approx. 120V 208V A.C. 60 Cycle – PRICES ARE FOR ENTIRE EVENT.

	QUANTITY		PRICE		COST
	For Show Hours Only	For 24 hrs/day (Double price)	ADVANCE PAYMENT	REGULAR	
120 VOLT					
0 – 500 WATTS (5 AMPS)	_____	_____	69.00	104.00	_____
501 – 1000 WATTS (10 AMPS)	_____	_____	87.00	152.00	_____
1001 – 1500 WATTS (15 AMPS)	_____	_____	104.00	175.00	_____
1501 – 2000 WATTS (20 AMPS)	_____	_____	125.00	208.00	_____
208 VOLT SINGLE PHASE (labor fees additional)					
5 AMPS	_____	_____	135.00	203.00	_____
10 AMPS	_____	_____	206.00	258.00	_____
15 AMPS	_____	_____	225.00	304.00	_____
20 AMPS	_____	_____	287.00	431.00	_____
30 AMPS	_____	_____	344.00	517.00	_____
60 AMPS	_____	_____	451.00	675.00	_____
100 AMPS	_____	_____	595.00	1114.00	_____
208 VOLT THREE PHASE (labor fees additional)					
5 AMPS	_____	_____	198.00	296.00	_____
10 AMPS	_____	_____	260.00	390.00	_____
15 AMPS	_____	_____	298.00	450.00	_____
20 AMPS	_____	_____	375.00	562.00	_____
30 AMPS	_____	_____	449.00	673.00	_____
60 AMPS	_____	_____	588.00	883.00	_____
100 AMPS	_____	_____	775.00	1163.00	_____

LIGHTING EQUIPMENT (Labor Included) Include drawing showing light location.

150 WATT FLOOD POLE LIGHT	_____	_____	44.00	71.00	_____
MATERIAL (Electricity not included)					
EXTENSION CORDS 15', 25', 50'	_____	_____	19.00		_____
MULTI OUTLET STRIP	_____	_____	19.00		_____

WATER (Labor Included)

Water Fill (up to 200 gallons)			107.00		_____
Water removal (up to 200 gallons)			107.00		_____

LABOR (If applicable. See rates listed to the left)..... + _____

Add 5% TAX to Lighting Equipment and Materials Only..... + _____

TOTAL PAYMENT..... \$ _____

QUESTIONS? Call Casey Silversmith at: 540-548-5555 ext 108 **POWER USAGE GUIDE:** www.edlen.com/powerusage/default.htm

OTHER INFO: www.FredericksburgExpoCenter.com

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	
CARD HOLDER SIGN HERE:	PRINT NAME:	