

# Convention BOOTH APPLICATION

Meeting Dates: October 7-11, 2017

Exhibit Dates: **October 8-11, 2017**

AHIMA PRODUCT ID: 17NATLEX

Date of Application:

<b>Company:</b>		<b>Company Name</b> (as you wish it to appear on floor plan):	
<b>Are you an HIM provider*? YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		<b>Please describe your product or service in one brief sentence.</b>	
<small>*Non-HIM vendors are subject to approval. This description is for vetting purposes only; exhibitor is responsible for updating all eBooth profile information.</small>			
<b>Primary Booth Contact Information</b>			
(This person will receive all operational communications for booth arrangements and events.)			
<b>Name:</b>			
<b>Title:</b>			
<b>Address Line 1 (No P.O. Boxes):</b>			
<b>Address Line 2</b>			
<b>City, State, ZIP</b>			
<b>Country:</b>			
<b>International Postal Code:</b>			
<b>Email Address:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Fax:</b>			
<b>Booth Request</b>			
<b>1<sup>st</sup> Choice Booth Number:</b>		<b>2<sup>nd</sup> Choice Booth Number:</b>	
<b>3<sup>rd</sup> Choice Booth Number:</b>			
Size: X	Size: X	Size: X	
<b>Booth Rate</b>			
<input type="checkbox"/> <b>Fiscal Year Rate</b> \$2800 per 10' x 10' (After January 1, 2017)		<input type="checkbox"/> <b>*University Rate \$2200</b> per 10' x 10' <input type="checkbox"/> <b>*First-Timer Rate \$2200</b> per 10' x 10'	
<input type="checkbox"/> <b>Corner Fee, \$250 (per corner)</b>		<input type="checkbox"/> <b>*must take a booth in designated area to be eligible for this pricing</b>	
		<input type="checkbox"/> <b>Island Premium, \$1,500</b>	
<b>Competitor Placement</b>			
<b>Please indicate below any companies that you do not wish to be near:</b>			
1.			
2.			
3.			

**ORDER SUMMARY – TO BE COMPLETED BY AHIMA**

<b>Exhibitor ID:</b>	<b>Date Received:</b>	<b>Total Exhibit Fees:</b>
<b>Booth Number #:</b>	<b>Order ID:</b>	

**Payment and Exhibit Policies**

<b>Payment Due Dates:</b>	<p>*Due with contract: \$1,000 deposit</p> <p>*January 1, 2017: 75 percent of all booth fees must be paid</p> <p>*May 1, 2017: 100 percent of all booth fees must be paid</p>
<b>Cancellation and Refund Policy:</b>	<p>*Cancellations received prior to January 1 will be charged \$500</p> <p>*Cancellation received between January 1 &amp; May 1 will be charged 50% of total booth fees</p> <p>*No refunds, credits or transfers will be provided after May 1</p>

**Exhibitor Agreements**

Acceptance of this application binds me/us to the payments as stated above. I/We acknowledge receipt of a copy of the Rules and Regulations for the AHIMA Convention and Exhibit, which shall become part of the contract created upon Show Management’s acceptance of this application as if they were set forth herein. I/We agree to abide by the Rules of the Show. ***A complete copy of the Exhibitor and Show rules are included in your online a2z booth agreement. You may print this agreement out at any time. Show rules are always posted at: <http://www.ahima.org/convention/exhibitors>.*** I/We understand that Show Management reserves the right to reject any and all applications at any time for any reason or no reason at all; to reclaim any space; to have any of your representatives removed from the property for failure to conform to the Rules; to re-allot the space; and to offer requested space when available.

**\*\*Initial here to indicate you have read and understood the payment and cancellation and refund policy:\_\_\_\_\_**

**\*\*AHIMA follows IAEE guidelines for the construction of inline, peninsula and island booths. By choosing your preferred booth type, you agree to follow IAEE guidelines for the design and construction of your booth. \_\_\_\_\_**

**\*\*AHIMA no longer sells or supports end-cap space. \_\_\_\_\_**

**\*\* I have read and understand the AHIMA Rules and Regulations which were distributed with this document\_\_\_\_\_**

<b>Date:</b>	<b>Wet or Adobe Digital Signature:</b>
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**Submit this form for processing to:**  
 Kelli Wondra, Exhibits Manager  
 Fax: (312) 233-1401  
[kelli.wondra@ahima.org](mailto:kelli.wondra@ahima.org)