

Convention BOOTH APPLICATION

Meeting Dates: September 22-26, 2018

Exhibit Dates: September 23-25, 2018

AHIMA PRODUCT ID: 18NATLEX

Date of Application:

Company:		Company Name (as you wish it to appear on floor plan):	
Are you an HIM provider*? YES <input type="checkbox"/> NO <input type="checkbox"/>		Please describe your product or service in one brief sentence.	
<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>			
Primary Booth Contact Information (This person will receive all operational communications for booth arrangements and events.)			
Name:			
Title:			
Address Line 1 (No P.O. Boxes):			
Address Line 2			
City, State, ZIP			
Country:			
International Postal Code:			
Email Address:			
Telephone:		Mobile:	
Fax:			
Booth Request			
1st Choice Booth Number:		2nd Choice Booth Number:	
3rd Choice Booth Number:			
Size: X	Size: X	Size: X	Size: X
Booth Rate			
<input type="checkbox"/> Fiscal Year Rate \$2,800 per 10' x 10' (After November 10, 2017)		<input type="checkbox"/> *University Rate \$2,200 per 10' x 10' <small>*must take a booth in designated area to be eligible for this pricing</small>	
<input type="checkbox"/> Corner Fee, \$250 (per corner)		<input type="checkbox"/> Is this your first time exhibiting at AHIMA?	
		<input type="checkbox"/> Island Premium, \$1,500	
Placement			
Please indicate below any companies that you do NOT wish to be near:		Please indicate below any companies that you do wish to be near:	
1.			
2.			
3.			

Payment and Exhibit Policies	
Payment Due Dates:	<p>Orders received before 12/31/17:</p> <ul style="list-style-type: none"> *Due with contract: \$1,000 deposit *January 1, 2018: 75% of all booth fees must be paid *April 15, 2018: 100% of all booth fees must be paid <p>Orders received after 12/31/17:</p> <ul style="list-style-type: none"> *January 1, 2018: 75% of all booth fees must be paid *April 15, 2018: 100% of all booth fees must be paid <p>Orders received after 4/15/17:</p> <ul style="list-style-type: none"> *100% of all booth fees must be paid
Cancellation and Refund Policy:	<ul style="list-style-type: none"> *Cancellations received prior to January 1, 2018 will be charged \$500 *Cancellation received between January 1 & April 30, 2018 will be charged 50% of total booth fees *No refunds, credits or transfers will be returned on or after May 1, 2018. *Companies who request to downsize booth space will be assessed a downgrade fee of \$500 and will also be assessed a convenience fee that equals 50% of the downsized space.
Exhibitor Agreements – Please initial.	
<p>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. <i>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> 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.</p>	
<p>**Initial here to indicate you have read and understood the payment and cancellation and refund policy:_____</p> <p>** I have read and understand the AHIMA Rules and Regulations which were distributed with this document_____</p> <p>**AHIMA no longer sells or supports end-cap space. _____</p>	<p>**AHIMA follows IAEE guidelines for the construction of inline and island booths. By choosing your preferred booth type, you agree to follow IAEE guidelines for the design and construction of your booth. IAEE Guidelines can be found in the Exhibitor Services Manual or at http://www.ahima.org/convention/exhibits# _____</p>
Date:	Wet or Adobe Digital Signature:
<p>Submit this form for processing to: Kelli Wondra, Exhibits Manager Fax: (312) 233-1401 kelli.wondra@ahima.org</p>	