

TENNESSEE MGMA 2019 SPRING CONFERENCE

*BE THE*  
**SUPERHERO**  
*OF YOUR PRACTICE*



**MGMA**<sup>®</sup>  
TENNESSEE

**April 3-5, 2019**  
**The Westin Chattanooga**

# TENNESSEE MGMA 2019 SPRING CONFERENCE VENDOR OPPORTUNITIES

Please accept our invitation to highlight your company and reach medical practice administrators and managers throughout Tennessee. Tennessee Medical Group Management Association is a professional association dedicated to serving the unique needs of practice administrators throughout the state.

In this brochure we will share opportunities for your company to connect with professionals whose focus is in medical practice administration. These opportunities include becoming a Tennessee MGMA Affiliate member, exhibiting, sponsorships and advertising.

## *Membership Opportunities*

When you join Tennessee MGMA as an Affiliate member you are aligning your company with our association and our members are encouraged to take advantage of your industry knowledge and expertise. Affiliate members contribute healthcare industry articles to our newsletter, are listed in our member database and become eligible to be a presenter at one of the two yearly state meetings.

## *Exhibitor and Sponsorship Opportunities*

The Tennessee MGMA Spring Conference is a great opportunity to promote your products and services and network with practice administrators. Our exhibitors interact with approximately 120 attendees and are invited to attend all general sessions, meals and events.

## *Newsletter Sponsor*

Our growing network of industry professionals prefer online, electronic communications for news and information. Six times a year over 400 professionals receive our industry news and information newsletter. All

newsletters are archived on our website for members and outside parties to access.

## *Website Sponsor*

The Tennessee MGMA website, TMGMA.com, is our face on the web. Our website houses tools and information, association news, on-line membership application, conference information and pictures, sponsor listings, Career Center and a Members Only area that includes a membership directory and a variety of other resources for our members and website visitors. Your logo appears on our home page and includes a link that will take visitors and members directly to your company website.



**“Anytime I need a new vendor, I look to those who support TMGMA first.”**

- TMGMA Member Survey Response

### *Education*

The Tennessee MGMA Spring Conference is an annual event and begins Wednesday, April 3<sup>rd</sup> and concludes Friday, April 5<sup>th</sup>. Nationally-recognized speakers present general, specialty and breakout sessions designed to educate and respond to the ever changing healthcare management industry. Our program routinely receives accreditation from the ACMPE.

### *Attendees*

Approximately 120 practice administrators, managers and medical group professionals from the Tennessee area come together for this educational and networking event.

### *Networking Opportunities*

Networking is ranked second behind education as the reason our attendees come back year after year. Through riveting sessions, an inviting exhibit hall, great meals and fun events our agenda is built with you in mind. With over seven hours of direct exhibitor contact, our goal is to provide you the opportunity to market your services and products to decision makers across the state.

### *Exhibit Hall*

Forty exhibitor registrations are available. Registration includes one 8' skirted tabletop, two chairs, and admission to all meals for **two** representatives. Additional company representatives may attend at an additional fee. Space assignments are based on the level of sponsorship in the conference as well as the order applications are received with payment.

### *Location*

The Westin Chattanooga, Chattanooga, TN. Call 866-912-1083 by March 4, 2019 to receive group room rates. Our group code is: TD02AA

**Sign up today to become a conference sponsor or exhibitor at [TMGMA.com](http://TMGMA.com).**

## *EXHIBITOR EVENTS\**

### *Wednesday, April 3<sup>rd</sup>*

10:00-12:00pm Exhibit Setup  
12:00 - 1:00pm Networking Lunch  
12:00 - 6:00pm Exhibit Hall Open for Attendees  
2:45 - 3:30pm Refreshment Break with Exhibitors  
5:00 - 6:00pm Reception with Exhibitors

### *Thursday, April 4<sup>th</sup>*

7:30 - 8:30am Breakfast with Exhibitors  
11:00 - 11:30am Refreshment Break with Exhibitors  
12:30 - 1:30pm Lunch with Exhibitors  
3:00 - 3:45pm Dessert Break with Exhibitors  
6:00 - 9:00pm Dinner and Entertainment

### *Friday, April 5<sup>th</sup>*

8:30 - 9:30am Breakfast with Exhibitors  
9:30 -11:00am Exhibit Dismantle

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*\*Events may change after final conference Agenda has been determined.*

# TENNESSEE MGMA SPRING CONFERENCE – April 3-5, 2019 – Chattanooga, TN

We hope your company will join us at our 2019 Spring Conference, **Be the Superhero of Your Practice**

Exhibit assignments will be made in the order of the receipt of your completed application and payment. Special consideration of exhibit location will be given to sponsors of our events. Your exhibit space includes an 8' skirted table furnished with two chairs, wireless internet, signage and electricity (if requested). **Your exhibit fee also includes a post conference attendee list in Excel format.**

Outlined below are our four conference sponsorship levels. Sponsors will receive special recognition at the conference and in our printed materials.

- Platinum Level**  
(\$30,000 or above)

  - Exhibit Space and Premiere assignment in the exhibit hall
  - Attendance for up to eight company representatives
  - Recognition on the Association’s web site and a link to your company web site
  - Opportunity to introduce a keynote speaker and address the audience
  - Pre-conference attendee list in Excel format
  - (NOTE: This sponsorship level involves a custom designed sponsorship package and must be approved by the TMGMA Executive Committee)
  
- Gold Level**  
(\$6,500)  
(Limit 2)

  - Exhibit Space and Premiere assignment in the exhibit hall
  - Conference attendee bag sponsor with company materials placed inside
  - Sponsor of Opening Night Reception OR Thursday Night Dinner
  - Recognition on the Association’s web site and a link to company web site
  - Pre-conference attendee list in Excel format
  
- Silver Level**  
(\$4,000)  
(Limit 3)

  - Exhibit Space and Premiere assignment in the exhibit hall
  - Sponsor of Attendee Name Badge Holders OR Pocket Program Book
  - Sponsor of Breakfast OR Lunch
  - Recognition on the Association’s web site
  - Pre-conference attendee list in Excel format
  
- Bronze Level**  
(\$1,750)  
(Limit 15)

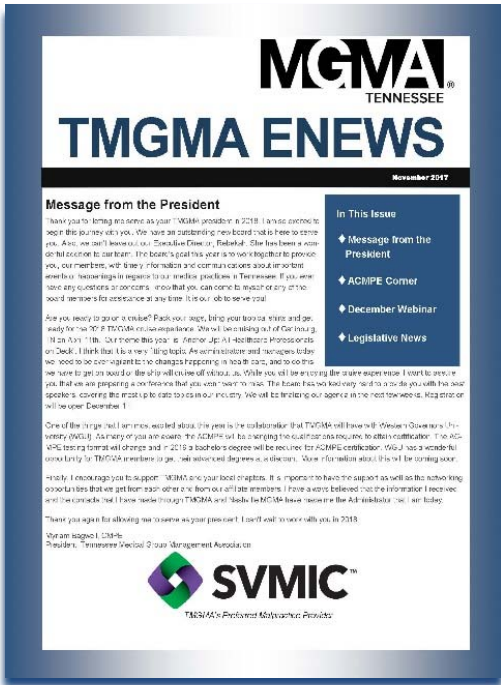
  - Exhibit Space and Premiere booth assignment in the exhibit hall
  - Sponsor of Refreshment Break OR Breakout Session
  - Recognition on the Association’s web site
  - Pre-conference attendee list in Excel format

<b>Spring Conference Exhibit Fees</b>	<b>Before</b>	<b>After</b>
	<u>03/13/19</u>	<u>03/13/19</u>
<b>Exhibitor Space – TMGMA Affiliate Member</b>	<b>\$1,250</b>	<b>\$1,350</b>

**SIGN UP TODAY TO BECOME AN AFFILIATE MEMBER, SPONSOR OR EXHIBITOR!**

**Vendor Opportunities**  
[tmgma.com](http://tmgma.com)

# NEWSLETTER SPONSOR



Tennessee MGMA’s newsletter is published bi-monthly to our entire membership roster and used as a marketing tool to attract new members. Newsletters are archived on our website for a period of one year.

## PRICE PER ISSUE:\*

Full Page Sponsor	\$500
Half Page Sponsor	\$350
Quarter Page Sponsor	\$200

\* A discount of 10% off total with placement of four or more sponsorships.

## DATES OF PUBLICATION:

January 15, 2019	July 15, 2019
March 15, 2019	September 16, 2019
May 15, 2019	November 15, 2019

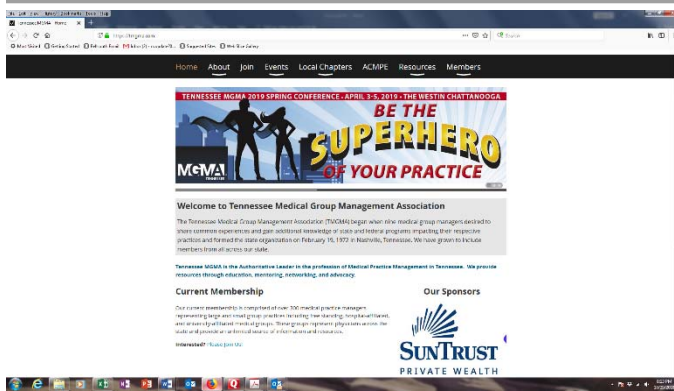
**DEADLINE FOR ARTWORK:** 14 days before scheduled date of publication

**ACCEPTABLE ARTWORK FORMATS:** .pdf, .jpg, .tif

<b>ARTWORK SIZES:</b>	Full Page	8”w x 10.5”h
	Half Page	8”w x 4.75”h
	Quarter Page	4”w x 4.75”h



## WEBSITE SPONSOR



The TMGMA website - [www.tmgma.com](http://www.tmgma.com) is our face on the web and one of the key methods of sharing communications between the TMGMA members.

In addition to providing online membership applications and conference information, our website also contains sponsor information, industry news and

updates, and a Members Only area that includes a membership directory and other resources.

TMGMA members are comprised of over 400 medical practice managers representing large and small group practices including free standing, hospital-affiliated, and university-affiliated medical groups. These groups represent over 2,000 physicians across the state and provide an unlimited source of information and resources. **Annual website sponsorship is \$750.**

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**Don't miss this opportunity to increase your visibility within  
the Tennessee healthcare community**

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### WHAT'S INCLUDED IN YOUR WEBSITE SPONSORSHIP?

- ✓ Company logo
- ✓ Company contact information (POC, email, & number)
- ✓ Full description of your offered services
- ✓ Link back to your company's website

# TENNESSEE MGMA SPRING 2019 EXHIBITOR/SPONSOR TERMS & CONDITIONS

## Qualifications of an Exhibitor:

TMGMA conference management will, in its sole discretion, determine whether a prospective Exhibitor is eligible to participate in the TMGMA Conference. Exhibitors shall be limited to those whose products or services are related to medical, professional, or practice interests. TMGMA reserves the right to refuse to provide exhibit space to any exhibitor not compatible with the general character and objectives of the TMGMA Conference, or if the TMGMA Conference is full upon receipt of the application.

## Compliance:

- a. Smoking inside the TMGMA Conference is prohibited
- b. Exhibitors may not serve alcohol inside the TMGMA Conference.
- c. TMGMA Conference management reserves the right to reject, remove or prohibit any exhibit/display in whole or in part, or any Exhibitor or its representatives if, in the opinion of TMGMA Conference management, the exhibit or the activities of the Exhibitor or its representatives violates the contract, the Rules or Regulations, or are detrimental to the goals and purposes of the TMGMA Conference.
- d. Prohibited or inappropriate conduct which results in the Exhibitor removal will also result in the forfeiture of all exhibit fees, or any other fees; the Exhibitor will remain liable for any damages due to its actions.
- e. Use of a booth space by two or more firms is not permitted. Subletting of space is not permitted.
- f. Any Exhibitor who is a "no show", meaning that the booth is not set up and staffed by the Conference opening time, without prior permission, will forfeit his/her exhibit space for the duration of

the TMGMA Conference. Non-attendance does not constitute cancellation on the Exhibitor's part, and no refunds or credits will be issued. TMGMA

Conference management will replace a "no show's" booth space as it determines is in the best interest of the TMGMA Conference.

- g. "Suit-casing" is prohibited. Suit-casing is the act of soliciting business in the aisles during the exhibition or in other public spaces, including another company's booth or a hotel lobby.

## Assignment of Exhibit Space:

- a. Exhibitor may consider his/her space as reserved in the TMGMA conference upon acceptance of a completed application and full payment has been received. Conference Sponsors will receive premier booth placement in the exhibit hall. Other exhibitors will be assigned space based on the order in which the application and payment have been received.
- b. TMGMA Conference management reserves the right to assign exhibit space, change the floor plan or move Exhibitor's exhibit space, without prior notice, if TMGMA Conference management determines that it is in the best interest of the TMGMA Conference.

## Cancellation by Exhibitor:

- a. A refund less a \$50 processing fee will be made to the Exhibitor if written notice is received by March 1, 2019.
- b. Cancellations received after March 1 but before March 11, 2019 are subject to a \$200.00 cancellation fee.
- c. No refunds will be issued after March 11, 2019.

- d. TMGMA assumes no responsibility for having included the name of the cancelled Exhibitor in materials related to the TMGMA Conference.

## Promotional Errors:

TMGMA will not be liable for any errors or omissions in the TMGMA Conference's attendee lists, websites, newsletter or any other promotional or on-site materials. TMGMA assumes no responsibility for having included the name of a cancelled Exhibitor in material related to the TMGMA Conference.

## **\*\*\*NO SUITCASING WILL BE ALLOWED AT ANY OF TMGMA'S MEETINGS\*\*\***

Please note that while all meeting attendees are invited to the Exhibit Hall, any person(s) who have not paid for Exhibit space at the conference who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, who is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied. Conference Management recognizes that suit-casing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; a restaurant, club, or any other public place of assembly. For the purposes of this policy, suit-casing violations may occur at venues other than the exhibition floor and at other events. Conference Management must be informed of any hospitality suites, and expressed consent must be received prior to the event.



**Tennessee Medical Group Management Association**  
**2019 Spring Conference**  
 The Westin Chattanooga Hotel • Chattanooga, Tennessee • April 3-5, 2019

**Exhibitor Application**

Name of Company: \_\_\_\_\_

**Contact person to whom confirmation & notices should be sent:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Contact person for LISTING in printed materials:**

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Product/Service Description for printed materials (40 words or less) – can be emailed to [rebekahfrancis@att.net](mailto:rebekahfrancis@att.net)

\_\_\_\_\_

\_\_\_\_\_

**Are you a TMGMA Affiliate Member?** \_\_\_\_\_

**TMGMA By-Laws require all Sponsors and Exhibitors to be an Affiliate member.** To join as an Affiliate member, please visit our website at [www.tmgma.com](http://www.tmgma.com) or send an email to [rebekahfrancis@att.net](mailto:rebekahfrancis@att.net)

**Do you require an electrical connection in your booth?** \_\_\_\_\_

List any company you **do not wish to be near:** \_\_\_\_\_

**Booth Representatives (Changes must be submitted in writing for insurance purposes):**

1. Name: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Additional Representatives (\$200 additional fee applies):**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

*I hereby acknowledge that until accepted by TMGMA, this agreement shall constitute only an application to Sponsor TMGMA events, which may be accepted or declined by TMGMA at its sole discretion. I understand that I will be contacted to confirm acceptance of this contract. I understand that this contract DOES NOT entitle me or my company to use of the TMGMA or MGMA logo on any printed, digital, or written communication.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cost		Make Checks Payable to: <b>Tennessee MGMA</b> PO Box 380963 Birmingham, AL 35238  or to pay by credit card at <a href="http://www.tmgma.com">www.tmgma.com</a>
Exhibit Fee* (if registered by 03/13/19)	<b>\$1250</b>	
Affiliate Member Dues @ \$225		
Sponsorship		
Additional Representative @\$200 each		
Newsletter Sponsor		
Website Sponsor		
<b>TOTAL</b>		
*Registration includes one 8'skirted tabletop, two chairs, and admission to all meals for <b>two</b> representatives.		