

2019 CHIA

EXHIBIT PROSPECTUS

June 8-12, 2019, Indian Wells, California



Venue Information

Convention & Exhibits

Hyatt Regency Indian Wells
44600 Indian Wells Lane
Indian Wells, California 92210

Exhibits and Meetings will be held in the
Hyatt Conference Center

Hotel/Room Reservations

Room Reservation Deadline: May 10, 2019

Hotel Main Line: (760) 776-1234

CHIA Group Rate: \$149 plus \$10.00 Resort Fee
Single/Double Occupancy

2019 Call for Presenters

CHIA is currently accepting presentation proposals on a large variety of topics to be presented at next year's 2019 CHIA Convention & Exhibit, being held in Indian Wells, California on Saturday, June 8 through Wednesday, June 12, 2019. The theme in 2019 will be Empowering Patients, Breaking Boundaries, and Bridging Gaps.

Topics should focus on issues of interest to Health Information Management (HIM) professionals, health information policy-makers and health information technology professionals. Program topics should be timely, relevant

and innovative. We are looking for presenters to provide the audience with program content that offers practical approaches and solutions while stimulating new ideas, greater understanding of new systems and applications, current issues and best practices. The program will include multiple general sessions as well as a variety of educational tracks and tutorials.

For more information visit CaliforniaHIA.org/present today! For consideration, proposals should be submitted by October 12, 2018.

SCHEDULE

Exhibit Installation

- ▶ Sunday, June 9
12:00 pm – 5:00 pm

Exhibitor Meetings

- ▶ Sunday, June 9
5:00 pm – 6:00 pm
- ▶ Tuesday, June 11
9:15 am – 10:00 am

Exhibit Hall Hours

- ▶ Sunday, June 9
6:00 pm – 7:30 pm
Welcome Reception
- ▶ Monday, June 10
8:00 am – 9:00 am
12:00 pm – 2:00 pm
- ▶ Tuesday, June 11
8:00 am – 9:00 am
12:00 pm – 2:00 pm

Exhibitor Dismantle

- ▶ Tuesday, June 11
2:00 pm – 6:00 pm

Schedule times subject to change.

Standard Booth Package

The first standard booth cost is \$1,300. Additional booths are \$1,100 each.

Each 8' D x 10' W booth includes:

- ▶ 8' high rail back, draped.
- ▶ 3' high rail sides, draped.
- ▶ 7" x 44" exhibit identification sign.
- ▶ Up to five booth company personnel badges per 8' x 10' booth.
- ▶ Complimentary general session admittance, for exhibitor badge holders only or a 50% discount on a full education registration.
- ▶ CHIA Exhibitor Directory Listing at CaliforniaHIA.org/exhibitor-listing.
- ▶ On-site program listing (company description and website address).
- ▶ Pre-convention attendee mail list rental for one-time use.
- ▶ Post-convention attendee mail list rental for one-time use.

The Standard Booth Package does not include furniture or floor covering, unless hall has existing carpet. Refer to the Exhibitor Show Kit for rental information.

Pre-Convention Important Dates

July 31	Booth Space Contract deposit due (<i>if booth selected at 2018 post-show exhibit meeting</i>)	May 6	Submit camera-ready ad for on-site program
March 1	Full Booth Space Contract payment due	May 10	Exhibit booth personnel badge list due
March 1	First day to reserve sleeping rooms in the CHIA room block	May 10	Last day to reserve hotel room at the CHIA group rate
April 1	Exhibitor Show Kit available online	May 10	Last day to order services from the Show Decorator to avoid late fees
April 15	Submit company description and sales contact information for on-site program	May 10	Proof of general liability insurance coverage due
April 30	Booth space contract due, to be included in on-site program (Booths will be sold until gone.)	May 17	Pre-registered attendee mail list sent to all exhibitors
April 30	Advertisement commitment due, to be included in on-site program.)	May 31	Last day Show Decorator will accept pre-shipped booth materials
April 30	Sponsorship commitments due, to be included in on-site program		



Exhibit Booth Space Contract

CHIA Convention & Exhibit

June 8-12, 2019 with Exhibits June 9-11, 2019
Hyatt Regency Indian Wells, Indian Wells, California

Booth Space Fee per 8' x 10' exhibit booth:
First booth space: \$1,300. Each additional booth space: \$1,100.

Total booths requested: _____ Total booth fee due: \$ _____

Please review the enclosed floor plan and indicate your booth selection(s): _____ 2nd Choice: _____

Company Name: _____
*(Please use **exact** lettering for Final Program & booth sign)*

Pre-Show and Billing Contact Information for Exhibitor Correspondence: *Pre-show correspondence will be via email. Invoices will be mailed. Please keep CHIA apprised of any pre-show contact change so we may better serve your needs.*

Pre-Show Contact _____ Title _____

Address/Suite _____ City/St/Zip _____

Email _____ Phone () _____ Ext. _____

Billing Address if different than Pre-show contact.

Attn: _____ Phone () _____ Ext. _____

Address/Suite _____ City/St/Zip _____

Is this your company's main office address? Yes No

Deposit

A 50% deposit is due with submission of this booth space contract. Balance of fee is due by March 1. If contract is submitted after February 1, full payment will be required to reserve booth space. (Exception: Exhibitors that select a booth at pre-selection meeting, will be invoiced for the deposit on July 1, due July 31. CHIA reserves the right to release booth space if the deposit is not received within 30 days of commitment.)

Cancellation/Refund Policy

Cancellations must be received in writing:

- On or before November 1, Exhibitor will incur \$200 fee (with balance of deposit refunded.)
- Between November 1, and March 1, Exhibitor will forfeit 50% of the total booth space fee.
- After March 1, Exhibitor will be responsible for the entire booth space fee.

*If you find it necessary to cancel, please send notice via email to: **Exhibit@CaliforniaHIA.org**.*

Exhibitor Name Badges

All exhibitors are expected to register their booth personnel in advance. You may order up to five badges for each 8 x 10 booth space reserved. Additional badges are available for \$75 per badge. Badge list will be collected separately from contract.

Payment Method

Payment by check or credit card will be accepted. Please submit your signed contract with your payment to:
CHIA, 5055 E. McKinley Ave., Fresno, CA 93727-1964

Card # _____ Exp. _____ Print Cardholder Name _____

Cardholder Street Address/Zip _____ Cardholder Signature _____

Authorized charge (check one): full booth fee deposit (*full booth fee will be charged if received after February 1*)

Acceptance

Applications are considered binding and eligible only after both the signed booth space contract and deposit are received. Our company agrees to abide by the Regulations for Exhibitors as printed separately which are made part of this contract by reference and are completely incorporated herein.

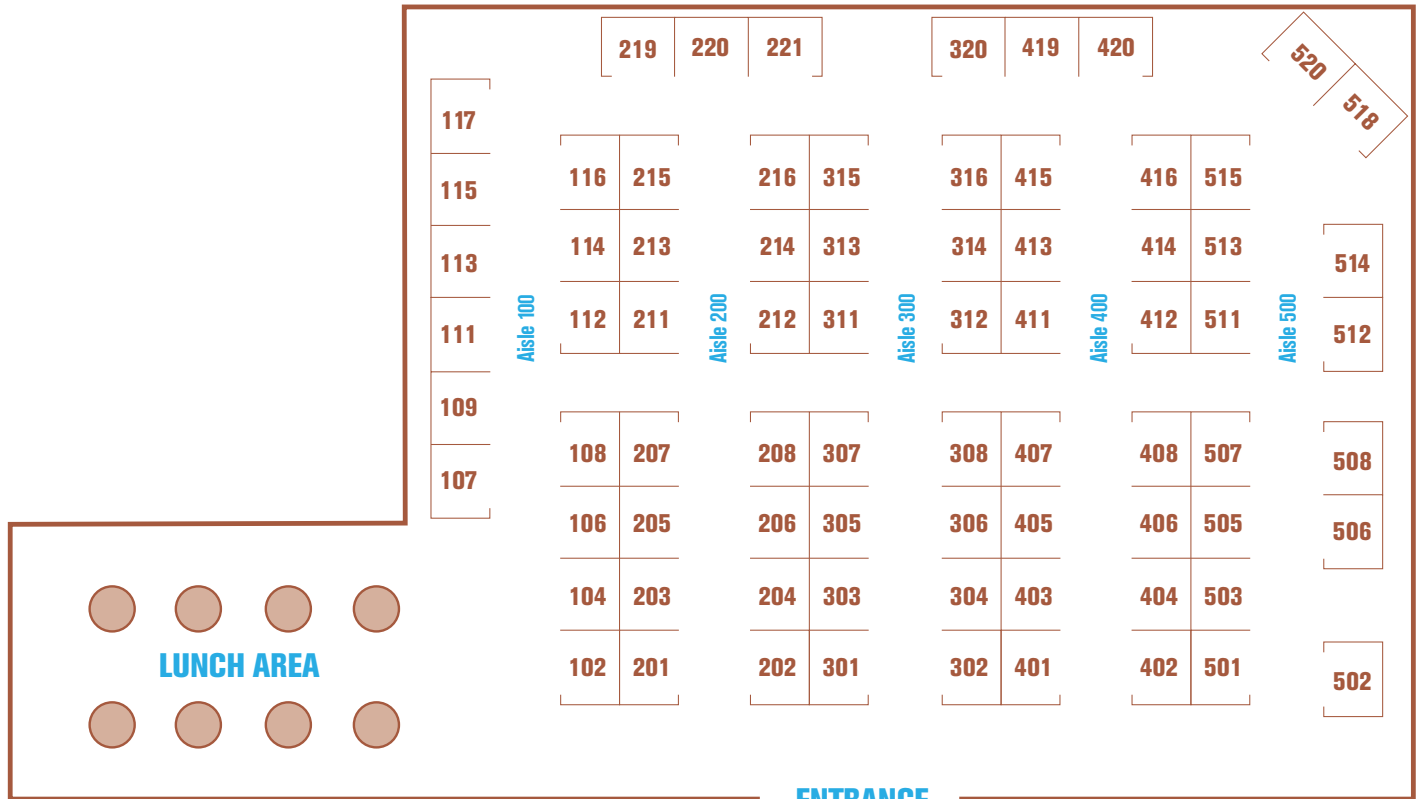
Print Name _____ Date _____ Authorized Signature _____

For CHIA Use Only

Date Contract Rec'd _____ Date Deposit Rec'd _____

Booth(s) Assigned _____ Accepted by _____

Hyatt Regency Indian Wells Conference Center



View available Booth Locations at www.CaliforniaHIA.org/exhibit-opportunities



2019 CHIA Convention & Exhibit

Conformance with these regulations is understood to be part of the contract. To ensure your exhibiting experience is a complete success, please read the following rules and regulations carefully.

Introduction

Upon submitting the booth space contract to exhibit for the 2019 CHIA Convention & Exhibit, the exhibitor agrees to subscribe to all requirements, restrictions, and any other directions which are issued by the California Health Information Association (CHIA).

1. Booth Space Assignments

The first opportunity to reserve 2019 booth space was on-site at the 2018 CHIA Convention & Exhibit in San Diego. The on-site selection is based on the CHIA priority point system. At the time commitment was made for the exhibit space, booth number selection was also done. (See enclosed floor plan.) Space, thus, has been reserved but will not be finalized until contract and monies are received. The next opportunity to select exhibit space is immediately after the 2018 CHIA Convention & Exhibit. Booth selections received by CHIA are processed on a first-come, first-served basis by the date the booth space contract and deposit are received. If your first selection of space has already been assigned, CHIA will allocate the next-best available space. Upon receipt, your space assignment(s) will be sent to you within three-to-five business days. CHIA assumes that you accept the exhibit space assignment unless CHIA receives a written denial within 15 days of notification. Date of notification is the date CHIA mails, emails or faxes the notification to you. If exhibit hall space is sold out, you will be notified immediately by phone and placed on a wait list.

2. Booth Space Floor Plan

The general configuration of the exhibit floor plan for this convention is contained in this prospectus. CHIA reserves the right to modify the floor plan to accommodate space sales or to change as necessary to avoid conflicts. Any space not claimed and occupied, for which no special

arrangements have been made prior to 5:00 pm on Sunday, June 9, 2019, may be resold, reassigned or deleted by CHIA without any obligation on the part of CHIA for any refund whatsoever.

3. Booth Space Rental Fee

Booth Space rental fee is \$1,300 for the first 8 x 10 foot booth and \$1,100 for each additional 8 x 10 foot booth.

4. Terms of Payment

On-site Booth Selection

The completed Booth Space Contract (for booths selected during the pre-selection meeting immediately after the 2018 Convention) will be collected at the pre-selection meeting or is to be submitted within 15 days of commitment to booth space. An invoice for the deposit, due July 31, will be sent to the pre-show contact.

Post-Show Booth Selection

Space will be assigned upon receipt of completed Booth Space Contract along with a 50% deposit. The final balance is due on or prior to March 1. Failure to submit payment can result in the cancellation of the assigned space. Booth space contracts received after February 1 must be accompanied by full payment.

5. Eligibility to Exhibit

CHIA reserves the right to refuse rental of display space, exhibit or any part of any exhibit to any company whose display of goods or services is not, in CHIA's judgment, likely to be compatible with the general character, quality, or objectives of the CHIA Convention & Exhibit.

6. Cancellation of CHIA Convention & Exhibit

In case any part of the Exhibit Hall is damaged, or if circumstances make it impossible for CHIA to permit an Exhibitor to occupy the space assigned during any part of the whole of the period covered, then under such circumstances the Exhibitor will be charged for space only for the period space was or could have been occupied by the Exhibitor and CHIA is released from any and all claims for damages which arise in consequence thereof.

7. Subletting of Space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

8. Exhibit Refund Policy

Monies to be refunded is based upon total booth space fees. Even if monies have not been paid in full at the time of cancellation, the appropriate amount due or to be refunded will be calculated based on the refund schedule listed here. Monies could still be due. Notification of cancellation must be in writing and received on or before the dates listed.

Cancellation penalty dates:

Before November 1:

\$200 cancellation fee

November 1 to March 1:

50% of booth space fee

After March 1:

100% of booth space fee

9. Services Included in Rental Fee

- Standard exhibit booth (8' d x 10' w) will be supplied and erected by CHIA's show decorator, consisting of a draped background 8' high, side rails 3' high
- A standard booth sign 7" x 44" showing company name and booth number.
- Up to five company personnel badges, per booth space.
- A mail list rental of pre-registered attendees will be emailed to the pre-show contact, by mid-May. List will include attendees that have pre-registered by the early-bird deadline. List does not include phone numbers or email addresses.
- A mail list rental of all registered attendees will be emailed to the pre-show contact, about two weeks after the completion of the show. List does not include phone numbers or email addresses.
- Furnishings such as tables and chairs are not included as part of your booth space.

10. Exhibit Dates & Hours

The exhibits will be available to view during scheduled exhibit hours Sunday through Tuesday (see page 6). Information will be emailed in March giving final details including specific exhibit session times. If you would like more time with a specific attendee or group of attendees, we do allow for one-on-one appointments, outside of scheduled exhibit sessions. Appointments can be set for Monday between 1:00-4:00 pm. You will need to meet with that attendee outside the exhibit hall and escort them directly to your booth and back out again when your appointment is complete. No passes are required.

11. Guest Passes

Two complimentary single-day Exhibit Hall Passes for non-registered guests to visit booths will be available to an Exhibitor upon request. Exhibitor must pre-register guests to obtain complimentary pass. Additional guest passes will be available for purchase for a fee of \$50.00 each per day.

12. Installation of Exhibits

Exhibitors will be allowed to install their equipment commencing on Sunday, June 9, times to be determined. All booths must be fully installed and ready for inspection by 4:00 pm, Sunday, June 9. No installation work will be permitted after this time. Labor should be reserved in advance through CHIA's contracted show drayage/decorator services.

13. Decorating & Drayage

Complete information on show code, carpentry, decorating, drayage, furniture rental, electrical work, internet service fees, telephones, plumbing, cleaning, etc., including a fixed schedule of prices will be furnished to the Exhibitor in advance of the convention, directly from the Show Decorator sent via email to the pre-show contact. Exhibitor will also receive information on how to prepare shipments to the convention, including dates that shipments may arrive at the convention site and the address to which shipments should be sent.

14. Corkage

It is the policy of the hotel/conference center that no beverages or food may be brought into the hotel/conference center from the outside. If you wish to bring in food or beverages to serve in your exhibit booth or elsewhere on-site, you must contact the hotel/conference center for their corkage pricing. CHIA will not be responsible for Exhibitor's corkage fees.

15. Care of Exhibit Space

The Exhibitor must, at their own expense, maintain the exhibit booth(s) in a neat and orderly manner. Special booth cleaning services are available through the show decorator.

16. Booth Construction & Arrangement

CHIA will provide and arrange for the erection of draped backgrounds of a uniform style. Each exhibit must be confined to the spatial limits of its respective booth indicated on the floor plan. No part of any display may be over 10 feet in height. No part of any display, excepting equipment therein, in excess of 8 feet in height, may extend more than one half the distance from the back wall, and none over 48 inches in height shall extend forward for the remaining space to the front of the booth. Placement of the equipment must be done to avoid blocking the visibility of neighboring Exhibitors. All exposed parts of displays must be finished as to present an attractive appearance when viewed from the aisles or from adjoining exhibits. CHIA is the sole judge as to what is objectionable and will have the right to drape off offending areas and bill the cost of such draping to the Exhibitor.

17. Use of Service Contractors

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full time employees of exhibiting company. The service contractor of the exhibition will have skilled craftsmen to assist Exhibitors who wish to hire labor to perform these services.

18. Admittance

Admittance to Exhibit Hall is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for space assignments. No other persons will be permitted access to the Exhibit Hall for the purpose of demonstrating their products, distributing advertising material, canvassing, soliciting orders, personnel recruitment, soliciting participation in unauthorized surveys, or for any other purpose. Violation of the rule will result in expulsion from the hall.

19. Fire and Safety

All flammable materials must be flame proofed before being placed in the Exhibit Hall. All materials and installations are subject to fire and safety regulations in force by state and/or city fire authorities. Exhibits must provide certification of flame proofing if requested by show management or the fire department. Volatile or flammable fluids, substances or materials of any nature, prohibited by city fire regulations or insurance carriers, are prohibited in the booth space.

20. Conduct of Exhibitors

Exhibitors' badges are personal and not transferable. Each representative of an exhibiting company must wear the official badge at all times while in the Exhibit Hall. Supplementing this identification with business cards, ribbons, or company logo types is not permitted. It is the responsibility of all Exhibitors to restrict customer contact and business activities to be within the confines of the allocated exhibit space. No demonstrations or distribution of literature, etc., is permitted in the aisles or outside the exhibit space. A limit of five exhibit badges will be provided for each 8 x 10 booth requested.

21. Special Visual and Sound Effects

Audiovisual devices are permitted only in those locations and at such decibel intensity as, in the opinion of CHIA, it does not interfere with the activities of neighboring Exhibitors.

22. Liability and Security

Each Exhibitor must make provision for the safeguarding of its goods, materials, equipment and display at all times. General overall security may be provided by CHIA for the CHIA Convention & Exhibit period, but CHIA will not be responsible for the loss of any exhibit by or for any cause. The Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the Exhibit Hall by reason of his exhibit and shall indemnify and hold harmless CHIA for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the CHIA Convention & Exhibit or in exhibition activities. Every Exhibitor is required to provide CHIA with a certificate of insurance for general liability.

23. Hold Harmless

It is agreed that the hotel/conference center and CHIA (manager of the exhibit show) shall not be held liable for any damage to or for loss of destruction of an exhibit, or for the

theft or disappearance of any of the property contained in or about the booth of an Exhibitor, whether such a loss or destruction of an exhibit, or for the theft or disappearance of any of the property contained in or about the booth of an Exhibitor, whether such a loss be caused by the negligence of the hotel/conference center or CHIA, its officers, agents, servants, employees, or otherwise; all claims for any such loss, damage or theft being expressly waived by the Exhibitors, and the Exhibitor agrees to indemnify and hold harmless the hotel/conference center and CHIA for all such losses, damages and claims.

24. Dismantling of Exhibits

Dismantling time will be determined. Any abuse of this timeline may result in the company not being permitted to exhibit at the next CHIA Convention & Exhibit. It is the responsibility of the Exhibitor to see that the exhibit is labeled and bills of lading are finalized in order for shipment. The necessary labels and forms may be obtained from the show decorator.

25. Social Functions

Social functions sponsored by Exhibitors must not be scheduled during exhibit hours and must not conflict with CHIA educational or social functions. Any function not approved by CHIA, which would compete for attendees' time, either during the hours of the exhibition, educational sessions, general sessions, or programs, is expressly prohibited.

26. Irregular Activities

Giving away samples should not interfere with other Exhibitors. The consummation of a contract of sale or selling of products or displays, for cash or charge, is strictly prohibited. Exhibitor activities must comply with the regulations of the hotel/conference center and CHIA. Exhibiting firms may conduct drawings for prizes within the confines of their booths only so long as this activity does not interfere with other Exhibitors. Booth activity must not interfere with other exhibits or restrict free flow of aisle traffic. No tipping is allowed for placing displays or returning crates at the end of show. No part of any exhibit including signs shall in any way be attached to walls, columns, or floors.

27. Violations

Upon violation of any of these regulations on the part of the Exhibitor, his employees or agents, the Exhibitor shall, at the option of CHIA, forfeit the right to occupy space and such Exhibitor will forfeit to CHIA all monies paid. CHIA may reenter and take

possession of the space occupied by the Exhibitor and remove all persons and goods at Exhibitor's risk and the Exhibitor shall pay all of such expense and all damages which CHIA may incur, and forfeit all monies paid or due CHIA on account thereof. The Exhibitor waives any right to service of written notice of the intent to reenter and terminate.

28. General

All matters and questions not covered by these regulations are subject to the decision of CHIA. These regulations may be amended at any time by CHIA and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendments or additions to these regulations, written notice will be given by CHIA to such Exhibitors as may be affected by them.

29. Americans with Disabilities Act

Each Exhibitor shall be responsible for compliance with the Americans with Disabilities Act within the assigned exhibit space.

30. Photography

CHIA will be taking photographs throughout the convention & exhibit event. It is understood that CHIA may use such photographs of me, or my property, with or without my name and for any lawful purpose, including such purposes as publicity, marketing, illustrations, advertising, and Web content.