

# OR/WA MGMA ANNUAL MEETING

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MAY 30 – JUNE 2, 2012  
PORTLAND, OREGON

## Exhibitor Prospectus

### Attendees

Attendees at this conference include medical group practice managers, administrators, supervisors, CEOs, and other top management personnel representing thousands of physicians and medical group practices throughout the Pacific Northwest. This is an enormous purchasing opportunity. Anticipated attendance is approximately 350. [Attendee Demographics](#)

### Exhibitor Information

Keep current on exhibitor details by logging onto [www.wsmgma.org](http://www.wsmgma.org). On the home page click "More" in the Annual Meeting box, and then click on [Exhibitor Information](#). Here you will be able to access helpful information, including updated versions of this Exhibitor Prospectus, maps, directions, and schedules, and last minute things to know before you go. Check back frequently as information will be updated as conference details unfold. You may also request information by contacting Jan Larsen at 206-956-3643, or send an email to [jal@wsma.org](mailto:jal@wsma.org).

### [Preliminary Schedule](#)

### Exhibit Location

Oregon Convention Center (OCC)  
Exhibit Hall A  
777 NE MLK Jr. Blvd.  
Portland, OR 97232

[Get Directions, Transportation, Maps, and Parking Information](#)  
[Convention Center Floor Map/Load Dock Area](#)

### Headquarters Hotel / Lodging Accommodations

The Nines Hotel [www.theNines.com](http://www.theNines.com)  
525 SW Morrison  
Portland, OR 97204  
877-229-9995; 503-802-5344

[Get Directions](#)

To make your reservation call 888-627-7208, and mention that you are with OR/WA MGMA Meeting. A special guest room rate of \$164 is available if reserved before April 29.

### Booth Space

One booth includes a carpeted 10' x 10' display area with 8' high back curtain wall, 3' high side rails, one 8' skirted table, two chairs, one 7"x 44" single-line exhibitor ID sign, and one wastebasket. Additional items and services may be arranged through our exhibit decorator company (see below). Electrical hookups must be arranged through the OCC (see below). Exhibit displays must be designed/situated so as to not block the sides of the exhibit space. Once your display is set up, all boxes and crates that do not fit under the skirted display table must be removed from the exhibit hall.

### Representative Registration

All exhibitor representatives must be registered for the meeting. A standard booth includes meeting registrations for two exhibit representatives. No one is allowed on the exhibit floor without a registration and a name badge.

See the [Preliminary Schedule](#) for a complete list of activities with premier opportunities to network with our attendees, including two receptions, all breakout and general sessions, as well as breakfast and luncheon programs

### Exhibit Days

Thursday, May 31 – 7:30 AM to 5:00 PM

Friday, June 1 – 7:30 AM to 3:00 PM

See [Preliminary Schedule](#) for a complete list of activities and premier opportunities to network with our attendees.

### **Move-In**

Wednesday, May 30 – 1:00 to 5:00 PM

### **Move-Out**

Friday, June 1 – 3:00 to 4:00 PM

Please note: Exhibitor breakdown and move-out prior to this designated time is strictly prohibited.

### **Exhibitor Access**

All exhibitors must use the **Hall A roll up door** off of NE First Ave during the designated move-in and move-out times. General public access (the front lobby) is not to be used by exhibitors for move-in and move-out purposes.

### **Exhibitor Shipping and Storage**

OCC cannot receive and store exhibitor shipments. Any goods shipped to the OCC will be refused. If you are not able to carry in your exhibit display and items during the specified move-in times, then you will need to make arrangements for advanced material handling through our show decorator. See exhibitor service kit below.

**OUTBOUND:** For small package shipments only, if not arranged through our show decorator, the OCC has a self service Business Center. There are kiosks for both Fed-Ex and UPS with bill of ladings. The scheduled daily pick up is at 4:00 PM. For all other shipments you will need to make arrangements with your carrier to pick up at OCC before 6:00 PM on Friday, June 1.

### **Exhibit Decorator Company – DWA Exhibitor Service Kit**

The official decorator company for this conference is DWA Trade Show & Exposition

Contact: Customer Service

Phone: 503-228-6800

Fax: 503-595-1470

Email: [csr@dwatradeshow.com](mailto:csr@dwatradeshow.com)

Refer to the [DWA Exhibitor Service Kit](#) to arrange advance material shipping and handling services, rental of additional items for your booth, custom display signs, and/or labor assistance in setting up or break down of your exhibit display.

### **Advanced Material Shipping and Handling**

We highly recommend that you arrange for this service through our show decorator. This service includes:

- Accepting freight at their warehouse
- Assisting in tracking down missing freight
- Transferring freight to the show site
- Placing labeled freight in your booth before exhibitor move-in time
- Storing empty containers during the show and returning them to your booth at the close
- Picking up packed and labeled freight from your booth after the show **for outbound shipping**.

**Note: Exhibitors are not allowed to ship their exhibit items to the Oregon Convention Center.**

### **Electrical, A/V, Internet**

The OCC Exhibitor Services Department can provide additional services to exhibitors including audio/visual equipment rental, and electrical hookups. Exhibitors may order services online at <http://orders.oregoncc.org/> or use the order form provided in the [DWA Exhibitor Service Kit](#). There will be free wi-fi for our meeting exhibitors and attendees in all areas of the OCC, excluding the exhibit hall. Once onsite, you will be able to order wi-fi service in the exhibit hall starting at \$12.95 per day.

### **Attendee Lists**

Only sponsors are eligible to receive an electronic list of attendees prior to the conference to promote visits to their booth. Sponsors must contact the WSMGMA office **after April 25, 2012** to receive the list. All exhibitors

will receive a hard copy of the attendees at the meeting. Post conference, all exhibitors will receive an electronic attendee list in an Excel format, excluding telephone, fax and email address.

Sponsorships begin at \$2,000. For [Sponsor Opportunities](#) and availability, contact Jan Larsen at 206-956-3643, or at [jal@wsma.org](mailto:jal@wsma.org).

### **Door Prize Silent Drawings**

Exhibitors are encouraged to offer door prizes as an incentive for attendees to visit their booth. Attendees are told that they must be present for the door prize drawings that will be held over the last break on Friday, June 1, between 2:15 and 3:00 PM.

Exhibitors are responsible for collecting business cards at their booth throughout the show for their drawing.

Door prize drawing announcements will be silent. Prior to the last break on Friday afternoon, exhibitors with door prizes will be asked to draw a name and post it on a table-top display for attendees to see if they won. Show management will provide exhibitors with a table-top poster and easel on which to write the name of their prize winner(s). Attendees will be told to peruse the exhibits to see if their name has been drawn and posted. Exhibitors are responsible for sending prize winnings to attendees who do not show up to claim their prize.

### **Confirmation / Booth Assignments**

Contact show management below if you have not received an exhibitor confirmation within 10 business days of submitting your exhibitor agreement. You will be notified of your booth assignment no later than April 15, 2012. Assignments will be made first on sponsorship priority, and then on a first come basis.

### **Show Management Questions**

Jan Larsen, Executive Director, WSMGMA  
Ph 206-956-3643; Fax 206-441-5863; Email [jal@wsma.org](mailto:jal@wsma.org)

### **Failure to Occupy Space**

The exhibitor will forfeit space not set up by 5:00 on Wednesday, May 30, 2012, unless prior arrangements are made with show management. Exhibitor's forfeited space may then be resold, reassigned or used by the conference management.

### **Liability**

It is agreed that exhibitors will assume entire responsibility and hereby agree to protect, indemnify, and defend and hold WSMGMA and OMGMA, and the Oregon Convention Center and their employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof.

In addition, exhibitor acknowledges that the WSMGMA /OMGMA/ Oregon Convention Center do not maintain insurance coverage for exhibitor's property or injury to exhibitor or its representatives, agents, employees, licensees or invitees. It is recommended that the exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

### **Cancellation or Postponement of Conference**

In the event the conference is postponed due to any occurrence not occasioned by the conduct of the WSMGMA, OMGMA, and or the Oregon Convention Center, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the conference, each party hereby releases the other from all obligations under this contract.

### **Cancellation**

Any exhibitor desiring to cancel exhibit space for the conference shall notify Jan Larsen at WSMGMA in writing either by mail or email sent to [jal@wsma.org](mailto:jal@wsma.org). An administrative fee of \$250.00 is withheld on refunds. No refunds will be made on cancellations after April 1, 2012.

## **Exhibit Practices and Regulations**

### **Restrictions and Use of Space**

The Oregon & Washington State Medical Group Management Associations (OMGMA and WSMGMA) reserve the right to restrict exhibits, without refund, that have been be falsely submitted, and to terminate an agreement if payment is not received within 10 days of receipt of agreement.

Distribution of literature, samples, etc. in the exhibit area by firms not participating as a registered exhibitor is prohibited.

Solicitations or demonstrations by exhibitors must be confined within the bounds of its respective booths. Exhibitor is not allowed to distribute literature or items of any kind outside its assigned display booth.

Aisle space shall not be used for exhibit purposes. Display signs and displays are prohibited in any of the public space or elsewhere on the premises of the conference and lodging facilities.

No exhibitor shall sublet, assign, or share its exhibit space with another company or individual. Exhibitor representatives must be employees or designated agents of the exhibiting company. Exhibitor representatives may not represent other companies other than the company contracting for the exhibit space.

Social activities sponsored by an exhibitor that might conflict with the conference schedule must be cleared with the show management.

Electronic and other apparatus must be operated so that the noise will not interfere with other exhibitors. No musical presentations are allowed, live or mechanical, without the written authorization of Conference Management.

All display materials and decorations must comply with requirements of the local fire authorities. Display fabrics must be nonflammable.

Exhibitors must purchase food and beverage from the convention center's catering division for distribution (Small candies excluded). Exhibitors must comply with the terms of the catering division contract.

Care must be taken by the exhibitor not to deface or destroy any part of the exhibit area. In the event of property damage caused by him/her, the exhibitor will be held responsible.

Use of the name "Oregon Medical Group Management Association" or "Washington State Medical Group Management Association" or that of any officer of said associations, in recommendation or endorsement of a product or service, are expressly prohibited.

Animals or pets, with the exception of ADA Service Animals, are not permitted on the exhibit floor for this event.

Helium, or lighter than air, filled balloons are not permitted on the exhibit floor.