



February 8, 2008

The District of Columbia Health Information Management Association (DCHIMA) would like to invite you to participate in our upcoming Annual Meeting, on Friday, June 6, 2008 at the University of Maryland University College Conference Center in Adelphi, Maryland.

The DCHIMA Annual Meeting attracts more than 200 HIM professionals, representing a variety of healthcare organizations, accrediting agencies and government entities. Exhibiting at the Annual meeting is an excellent opportunity for showcasing your business and products. We have several opportunities for vendors to participate in the DCHIMA Annual Meeting:

- ***Participate as an Exhibitor***

Includes vendor booth space, electrical hookup (if needed), a business card-sized advertisement in the Annual Meeting Program, and lunch for up to two (2) representatives in the UMUC Mt. Claire Café

- ***Sponsor breakfast, lunch, or a coffee break during the event***

- ***Advertise in the Program***

- ***Donate a door prize or attendee registration item***

- ***Donate an item for the Student Scholarship Silent Auction***

For your exhibitor information and/or advertisement to be included in the program guide, your information must be received by the printing deadline of Thursday, May 15, 2008.

Thank you for your contribution to DCHIMA. If you have any additional questions please contact me at (410) 977-2754 or Corinne.smith@montgomerycollege.edu

Sincerely,
Corinne Smith MBA RHIA CCS
Annual Meeting Chairperson



**DCHIMA 2008 Annual Meeting
Vendor Application**

**Return Application & Payment to:
Corinne Smith
Annual Meeting Committee
801 Olive Drive
Silver Spring, MD 20905**

Contact Information

First Name: _____

Last Name: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Name Badges

Please list the representatives that will require name badges:

First Name	Last Name	Email Address

Booth Registration

- \$350 *Booth 8' x 10' skirted tabled, two chairs, wastebasket. Includes lunch for two, electrical hookup (if needed), and a business-card sized advertisement in the Annual Meeting Program.*

Once payment is confirmed, Corinne Smith will be contacting you regarding your booth assignment and setup instructions.

Sponsorship

- Continental Breakfast* \$1000
- Mid-morning Coffee Break* \$500
- Luncheon* \$1500
- Afternoon Coffee Break* \$500

Program Advertising

A business-card sized advertisement is included in the Vendor Booth package. Vendors may upgrade program advertisement at the following additional cost:

- Full Page* \$200
- Half Page* \$100
- Quarter Page* \$50

Door Prize and/or Scholarship Fund Silent Auction Donations

- Item(s) Donated:* _____
Value of Items: _____

Acceptance of Terms and Conditions:

I have reviewed and acknowledge acceptance of the Terms and Conditions (below) which include the cancellation policy, insufficient check funds policy, and exhibitor agreement.

Signature (Vendor Representative)

Date

**Annual Meeting Vendor Agreement
Statement of Terms and Conditions**

Registrant Cancellation Policy

DCHIMA reserves the right to cancel meeting due to inclement weather.

Anyone who pays registration fees and cannot attend the event may send a substitute. No fees will be refunded if you are unable to attend.

Insufficient Check Funds Policy

If a check is returned due to insufficient funds, you will be responsible for paying for all returned check service charges.

Exhibitor Agreement

The exhibitor booth and sponsorship are non-refundable. Substitutions or changes to attendees are to be emailed to Corinne Smith at Corinne.smith@montgomerycollege.edu

The exhibitor agrees to release and hold harmless the District of Columbia Health Information Management Association, its officers, representatives, agents and directors for all liability whatsoever for any loss, damage, or injury resulting directly or indirectly from any cause whatsoever in connections with the DCHIMA Annual Meeting and execution of this agreement.
