



Virginia MGMA 2010 Spring Conference
“C ♦ H ♦ A ♦ N ♦ G ♦ E;
Hit the Jackpot with the Winning Combination”
March 21-23, 2010

Vendor Conference Support Program

- A. Attendees:** Supervisors, managers, administrators and other top medical practice management representatives. (Avg. 110 attendees)
- B. Location:** The Homestead
P.O. Box 2000
7696 Sam Snead Highway
Hot Springs, VA 24445
- C. Hotel Reservations:**
^ VMGMA Reduced Rate: \$145 single/double per night.
^ Reduced Rates End: February 21, 2010.
^ Lodging must be confirmed by each individual exhibitor. For reservations, please use attached hotel reservation form to ensure reduced rate. ***Reservations must be made by faxing or mailing the attached reservation form to The Homestead; no phone calls.***
- D. Shipping:** Items will not be accepted more than (2) weeks prior to the conference.
No items are delivered to The Homestead on Saturday.
^ **Address:** The Homestead
7696 Sam Snead Highway
Hot Springs, VA 24445
^ **Shipping Label to Include:**
Virginia MGMA
March 21, 2010
Conference Manager: Kirk Smith
Attn: “Rep. Name”/Company Name
Number of Boxes (i.e. 1of 2)
Complete Return Address

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E. Exhibit Area: ^ (50) 6 ft. draped tables.
 ^ Sponsors will be assigned booths first according to sponsorship amount.
 Every effort will be made not to place like vendors next to each other.

F. Set-Up: Sunday, March 21st (3:00 - 6:00 pm)
 ^ Exhibitor Meeting in exhibit area (5:30 pm). All requested to attend.

G. Breakdown: Tuesday, March 23rd (9:00 am)

H. Exhibitor Recognition:
 Tuesday, March 23rd (8:30 - 9:00 am)
 ^ Exhibitors are invited to join attendees for an exhibitor thank you and
 announcement of raffle winners.
 ^ **NOTE: Companies are not required to provide raffle gifts.**

I. Attire: Business Casual.

J. Local Airport: Roanoke Regional Airport (75 minutes from hotel)

K. Sponsorship Opportunities:

Sponsorship Amount	# of Sponsors	Description	Exhibitor Recognition
\$2,000.00	1	AV	Sponsor's Logo displayed throughout conference; announcement of sponsorship.
\$500.00	1	Luggage Tags with Vendor Logo (Item purchased by VMGMA)	There will be a "luggage park" at registration the final day of conference; signage; announcement of sponsorship.
\$250.00	4 of 6 SOLD	Casino Night Prizes	Items purchased by VMGMA; vendor presents prize; announcement of sponsorship; sponsor may place their card and/or company information with prize.
\$200.00	2 of 6 SOLD	Give Away Items at Break/ Breakfast/Reception	Items purchased by VMGMA; vendor presents prize; announcement of sponsorship; sponsor may place their card and/or company information with prize.

L. Cost: \$800/booth (includes: Regular Electricity; Wireless Internet; Meals/Entertainment for (2) Representatives; Admission to all Educational Sessions).
 ^ Additional Representatives: \$100/each.
 ^ **NOTE: If your company chooses to be a conference sponsor of \$2,500 or more, there will be a 50% booth discount (\$400).**

M. Payment: Please contact the Virginia MGMA Office for availability at: (804) 328-3344.
 ^ **Payment by check to the Virginia MGMA (address below) must be received by February 26, 2010 or booth/sponsorship will be released.**

Registration Form for Table Top Exhibits
VMGMA Spring Conference (March 21-23, 2010) Hot Springs, VA

- **Registration/Fees Deadline: February 26, 2010** -
- **Please Complete Form and Total Fees** -

Exhibitor fee (includes 2 reps., electric, wireless internet) \$800.00 per table * \$ _____

Sponsorship fee (*if sponsorship is \$2,500 or more, exhibitor fee is \$400)

Item: _____ \$ _____

Additional representatives: # _____ x \$100.00 each \$ _____

TOTAL AMOUNT DUE: \$ _____

SPONSORSHIP AVAILABILITY: See Page 2 for Listing of Sponsorships*.

*Contact Jody O'Neil at (804) 328-3344 to confirm availability prior to making payment.

Information As It Should Appear In Printed Materials:

Company Name: _____

Product/Service Company Provides: _____

Address _____

City: _____ State: _____ Zip: _____ Phone: _____

Website: _____

Administrative Contact:

Name: _____ Tel: _____

Fax: _____ Email: _____

Names of Representatives Attending:

Name: _____ **Attending Mon. Night Dinner: Y N**

Name: _____ **Attending Mon. Night Dinner: Y N**

Name: _____ **Attending Mon. Night Dinner: Y N**

Name: _____ **Attending Mon. Night Dinner: Y N**

Please contact Jody O'Neil at (804) 328-3344 prior to making payment to verify availability.

Checks should be made payable to the Virginia MGMA and mailed to: VMGMA, P.O. Box 263, Sandston, VA 23150. Registration forms will NOT be accepted without payment and fees must be received by **February 26, 2010**. Fax #: (804) 328-3355 (TAX ID# 54-1878008)

(Pictures taken during this event may be displayed on the Virginia MGMA Website or in other printed Virginia MGMA materials. By registering for this event, you give the Virginia MGMA permission to publish photographs that may include you.)

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N. Conference Schedule:

(**BOLDED** items are specific Exhibitor Activities ***BUT*** exhibitors are invited to attend ***ALL*** sessions.)

Sunday, March 21

- 12:00 - 3:00 pm Virginia MGMA Board Meeting
3:00 – 6:00 pm Exhibitor Registration and Set-up/Attendee Registration
5:30 – 5:45 pm Vendor Meeting in Exhibit Hall
6:00 – 6:30 pm Reception for New Members/1st Time Attendees/Exhibitors in Exhibit Area
6:30 - 7:30 pm Reception for All Attendees and Exhibitors in Exhibit Area
Heavy Hors d'oeuvres/Cash Bar

Monday, March 22

- 7:30 - 8:45 am Attendee Registration/Continental Breakfast in Exhibit Hall**
8:45 - 9:00 am Opening Remarks
Laura Joyner, VMGMA President
9:00 -10:30 am The Glass Ain't Half Empty, It's Just Too Full
Mark Mayfield, CSP, CPAE
10:30 -11:00 am Refreshment Break in Exhibit Area
11:00 - 12:30 pm Healthcare Reform
Stephen Sfekas, Attorney at Law, Baltimore, MD
12:30 - 1:45 pm Networking Lunch/Business Meeting
2:00 – 3:15 pm Breakout Session
3:15 - 3:45 pm Refreshment Break in Exhibit Area
3:45 – 5:00 pm Breakout Session
6:15 – 7:00 pm Cocktails in Exhibit Hall
7:00 – 8:00 pm Dinner
8:00 – 11:00 pm Casino Night

Tuesday, March 23

- 7:30 – 8:30 am Continental Breakfast in Exhibit Hall**
8:30 - 9:00 am Exhibitor Thank You/Announcement of Raffle Winners
9:00 a.m. Exhibitor Breakdown
9:00 -10:30 am Common Sense to Common Practice: Healthcare Lessons From Disney
Alicia Matheson & Jack Santiago, Program Facilitators, Disney Institute
10:30 -10:45 am Refreshment Break
10:45 - 12:15 pm Common Sense to Common Practice: Healthcare Lessons From Disney (cont.)
Alicia Matheson & Jack Santiago, Program Facilitators, Disney Institute
12:15 pm Adjourn

VMGMA Vendor Support Program Policies

1. VMGMA reserves the right to: set receipt of payment as primary criteria for the determination of program sponsorship; authorize co-sponsorship of programs; and change program information [number of meetings, location content, etc.].
2. Individual conference sponsorship fees must be paid in full **PRIOR** to the start of the conference.
3. In the event of program cancellation by VMGMA, VMGMA shall not be responsible for any business cost(s) beyond paid sponsorships & booth fees.
4. Cancellations prior to February 26, 2010 will be refunded their registration and/or sponsorship fees minus a \$50.00 processing fee. **Cancellations made after February 26, 2010 will not receive a refund.**
5. VMGMA maintains all rights to publications, programs, events, its Internet site and the publicity, content, and format of all programs, events, publications and its Internet site.
6. Advertisers and/or their agencies assume liability for all content, including text and illustrations, of advertisements printed and assume responsibility for any claims made against the advertiser.
7. VMGMA reserves the right to reject any advertising that does not keep with the association's standards. All advertisements must meet publisher's approval.
8. VMGMA reserves the right to: change information [rates, closing dates, specifications, etc.] at any time; cancel an advertisement or promotion at any time; assess additional fees for pictures or graphics not in camera ready format or requiring additional publishing work; not be responsible for publishing errors in advertising beyond the cost of the space occupied by the error; and strip in the word(s) "Advertisement" or "Press Release" on ad artwork which resembles editorial.
9. VMGMA does not offer advertising agencies a discount for advertisements.
10. Photographs taken during this event may be displayed on the Virginia MGMA website or in other printed Virginia MGMA materials. By registering for this event, you give the Virginia MGMA permission to publish photographs that may include you.



Reservation Request

Virginia Medical Management Association

March 21- 23, 2010

The following daily rates are per room, per day based on the European Plan (No Meals).

Please circle preferred rate:

ROOM:

Single Occupancy Double Occupancy
\$145.00 Per Room \$145.00 Per Room

SUITES:

(Based on availability)

Junior: Single - \$260.00 Double - \$260.00
One Bedroom: Single - \$355.00 Double - \$355.00
Two Bedroom: Available Upon Request

Children sharing room with parents:

0 to 18 years - Complimentary
Over (2) Adults in a Room - \$110.00 Per Person, Per Day

15% resort service fee is additional. Package prices are subject to applicable state and local taxes (currently 9%) in effect at the time of check-in.

Arrival date: _____ /Time: _____ Departure date: _____ /Time: _____

Name (please print) _____ No. of Adults _____

Room mate (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Daytime Telephone _____ FAX _____

Email Address: _____

Children's names and ages: _____

An advance deposit equal to one night's room rate plus resort charge and tax is required to guarantee your reservation. **Early mailing of reservations is highly recommended.** Confirmed reservations are based on room availability. **Reservations must be received by February 21, 2010** or until the room block has been filled. Deposit may be made with Visa, MasterCard, American Express, Diner's Club, and Discover, **which will be charged when reservation request is received.** If deposit is by check payment must be received with this reservation request. **Deposit is refundable if notice of cancellation is received at least 7 days prior to the scheduled arrival date.** Credit Card No. _____ Expiration date _____

Visa _____ MasterCard _____ American Express _____ Discover _____ Diner's Club _____

Advance reservations and appointments are required for all evening dining and recreation to ensure preferred times. Please call 800-838-1766. Check in time is after 4:00 p.m. Check out time is before 12:00 noon.

Reservations request made by: _____ Date: _____

Dress: During the day, casual attire is preferred. Jeans and bathing suits are discouraged in The Great Hall. In the evening, jacket and tie are required in The Dining Room and jackets elsewhere. Casual attire welcomed at Sam Snead's Tavern and The Player's Pub.

Mail to: Group Reservations, P.O. Box 2000, Hot Springs, Virginia 24445

FAX request may be sent to 540-839-7922

Reservations by fax or mail only, no phone calls please.

Reservations will be confirmed by e-mail.

Visit our website at www.thehomestead.com