

**The Saratoga Springs City Center, Saratoga NY
June 15-18, 2008**

It is understood that this application becomes a contract when signed by us and accepted by NYHIMA and the company has secured liability insurance to cover all accidents or losses that might ensue during the show. It is understood that there will be no refund of the exhibit fee if the contract is cancelled after May 11, 2008. Cancellation prior to that date requires payment of 25% of the exhibition fee. Default Occupancy - Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental price of such space. Booth space must be occupied by 9 am on June 16, 2008. After such time NYHIMA shall have the right to use such space accordingly. **PLEASE TYPE or PRINT CLEARLY**

Company Name: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Submitted by: _____

Title: _____

Signature: _____ **Date:** _____

Description of Product/Service (30 words or less for Conference Program)

Signage Specify Exhibitor ID sign (35 characters per line)

Line 1: _____

Line 2: _____

Booth Fees

Early Bird fees are for contracts postmarked on or before **March 31, 2008**. After March 31, 2008, all fees increase by \$50. A \$35 discount is offered for each additional booth purchased. Special pricing is offered in the table on the left for NYHIMA 2007-08 Corporate Members in good standing as of March 1, 2008.

Corporate Member

Quantity Requested	Booth Size	Early Bird	Late	Amount
	8' x 8'	\$ 540	\$ 590	\$
	8' x 10'	565	615	
Less Applicable Discount				\$
Total Booth Rental				\$

All Others

Quantity Requested	Booth Size	Early Bird	Late	Amount
	8' x 8'	\$ 645	\$ 695	\$
	8' x 10'	670	720	
Less Applicable Discount				\$
Total Booth Rental				\$

NOTE: The exhibit space in the City Center is **NOT** carpeted.

Please list booth numbers in order of preference. Booths will be assigned on a first-come, first-served basis.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Location

Appreciate a location near the following companies: _____

Appreciate NOT being located near the following companies: _____

LIABILITY: The Saratoga Springs City Center, New York Health Information Management Association, and Great Lakes Events shall not be responsible for any loss, damages, injury or theft that may occur to the exhibitor or exhibitor's employee. However, the parties herein named will take every precaution to protect against loss or injury.

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Additional Electric & Phone Lines

One standard (110 volt, 20 amp) electrical outlet will be provided for each booth. Additional electrical needs or phone line needs must be ordered through Great Lakes Events, 100 Bickford Street, Rochester NY, 14606, Phone (585) 458 2200. Contact is Mark Dries, mdries@greatlakesevent.com.

Check-In

Expected exhibitor check-in: Sunday, June 15, 2008: 2 - 6 pm Monday, June 16, 2008: 7 - 9 am

Representative(s)

Expected # of representatives: _____ Please **clearly** print names/titles of attending representative(s) for badges:

Events & Meals (Additional Tickets)*

Indicate the **number of additional tickets** for each event listed below.

[Please note that booth contract fee includes **only** one (1) Welcome Party ticket and one (1) lunch ticket (Monday). Additional event and meal tickets must be purchased for your booth representatives.

_____ Welcome Party (Monday)..... @ \$ 36.00 = \$ _____
 _____ Lunch (Monday) @ \$ 26.00 = \$ _____
 _____ Banquet (Tuesday) @ \$ 36.00 = \$ _____

Prime Rib Chicken Saltimbocca Grilled Vegetable Wellington

Total Tickets: \$ _____

Sponsorship

Level of Sponsorship: Gold=Full, Silver=Co-Sponsor, Bronze=Participating, Contributor

Event	Circle	Date(s)	Gold	Silver	Bronze	Contributor		
Welcome Party		6/16	\$7,000	\$3,500	\$1,750	\$500	Total Gold Sponsorship:	\$ _____
Lunch Buffet		6/16 6/17	6,500	3,250	1,625	450	Total Silver Sponsorship:	\$ _____
AM Coffee Break		6/16 6/17	800	400			Total Bronze Sponsorship:	\$ _____
PM Soda Break		6/16 6/17	800	400			Total Contributor Sponsorship:	\$ _____
							Total Sponsorship:	\$ _____

Donation Opportunities

Hospitality Door Prize Exhibitor Raffle Gift Registration Gift

Advertising: Preliminary and Final Conference Brochure

To place an ad in our final conference program, indicate the size below. The program will be printed in black/white in a portrait orientation. Ads must be camera ready. [PDF files should be high resolution, 300 dpi, with embedded fonts.] To insure the best print quality for your ad, **consult Richard Doyle at our print house, Capital Printing, (518) 372-4445, rdoyle@capitalprintingink.com**, about the necessary ad construction requirements. Ads may be electronically transmitted to: charrington@nyhima.org.

Ad Copy Submission Deadline Dates are:

Preliminary Brochure - January 1, 2008

_____ \$150 - quarter page ad (2.63"W x 5.125"H)
 _____ \$200 - half page ad (5.25"W x 5.125"H)
 _____ \$250 - full page ad (5.25"W x 10.25"H)

Final Brochure - March 31, 2008

_____ \$150 - quarter page ad (3.25"W x 4.5"H)
 _____ \$200 - half page ad (6.5"W x 4.5"H)
 _____ \$250 - full page ad (6.5"W x 9"H)

Total Advertising: \$ _____

Payment and Mailing Instructions

Send completed Contract (2 pages) with payment to: NYHIMA • 19 Aviation Road • Albany, NY 12205-1142
 Phone: (518) 435-0422 Fax: (518) 435-0457

Deadline: For inclusion in the Final Conference Program, contract/payment must be received by March 31, 2008.

Total Booth Fees \$ _____
 Total Event/Meal Tickets: \$ _____
 Total for Sponsorship: \$ _____
 Total for Prelim Advertising \$ _____
 Total for Final Advertising \$ _____
Grand Total Amount: \$ _____

Visa, Discover, MasterCard, and American Express Accepted

Charge to: Visa Discover MasterCard American Express
 Account Number _____
 Expiration Date _____
 Cardholder Name _____

Check Enclosed (payable to NYHIMA)

“NYHIMA — HIM Magic”

A very exciting conference is planned. **Over 350** Health Information professionals from various types of health care settings are expected to attend. This year there will be **20** (8' x 8') and **43** (8' x 10') exhibit booths available. Exhibit hours were adjusted to accommodate exhibitor preference.

SCHEDULE (The following schedule is tentative.)

Sunday, June 15	Set-up	2:00 pm - 6:00 pm	For all exhibitors. Anyone requiring special electrical or phone needs should plan to set up Sunday.
Monday, June 16	Set-up	7:00 am - 9:00 am	
	Exhibit Hall Open	10:00 am - 11:00 am	Break in Exhibits
	Exhibit Hall Closed	11:30 am - 12:15 pm	Lunch in Exhibits
	Exhibit Hall Open	12:45 pm - 2:00 pm	
	Exhibit Hall Open	3:00 pm - 4:00 pm	Break in Exhibits
Tuesday, June 17	Exhibit Hall Open	9:00 am - 11:30 am	Break in Exhibits
		11:30 am	Breakdown of Exhibits

EXHIBIT HALL LAYOUT

