



LEADERS HELPING LEADERS



Exhibitor and Sponsor Event Terms, Conditions and Policies

Submission of registration and payment to exhibit and/or sponsor an Oregon MGMA event signifies acceptance and compliance by your organization and all of your on-site exhibitor or sponsors with the following event policies, terms and conditions:

Defined Terms:

- a. The Term "Oregon MGMA" means the Oregon Medical Group Management Association and each of its respective officers, directors, staff, agents and representatives.
- b. The Oregon MGMA events and all portions thereof, are owned, sponsored, produced and managed by the Oregon Medical Group Management Association.
- c. The term "Exhibitor" means, collectively, the company or person that applied for exhibit space and agreed to enter into the contract upon acceptance by Oregon MGMA.
- d. The term "Sponsor" means, collectively, the company or person that applied for sponsorship and agreed to enter into the contract upon acceptance by Oregon MGMA.

Promotional Errors

Oregon MGMA will not be liable for any errors or omissions in the Oregon MGMA Event's attendee lists, attendee program, websites, newsletter or any other promotional or onsite materials. Oregon MGMA assumes no responsibility for having included the name of a cancelled or "no event" exhibitor in material related to the Oregon MGMA Event.

Attendees Lists

Only Gold, Silver and Bronze level sponsors are eligible to receive an electronic contact list of attendees prior to the event to promote visits to their booth. The pre-event contact list will be sent to sponsor contact approximately 3 weeks ahead of event date.

All exhibitors and sponsors will receive a hard copy of the attendees contact list at the event and will be provided a post-event electronic contact list. Contact information will include attendee name, practice name and address only. Exhibitors and sponsors must adhere to the rules for use and distribution which are included on the attendee lists.

Prize Drawings and Giveaways

To promote exhibit hall traffic, Oregon MGMA holds drawings with enticing prize giveaways throughout exhibitor events, i.e. Receptions, AM & PM Breaks. Exhibitors are encouraged to offer a prize drawing(s) to be given away during the final exhibitor break as an incentive for attendees to visit their booth. Attendees are told they must be present for the exhibitor's prize drawings held during the final break of the event. Exhibitors are responsible for collecting business cards at their booth throughout the show for their drawing. Oregon MGMA will provide instructions, on-site during the event, regarding the giveaways.

Confirmation/Booth Assignments

Contact main@omgma.com if you have not received an exhibitor confirmation within 5 business days of submitting your registration. Booth assignments will be released by August 31, 2019. Assignments will be given priority based on sponsorship level first and then on a first come basis based on date of registration and payment received in full.



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Failure to Occupy Space

The exhibitor will forfeit any space not occupied by 5:00 PM on Wednesday, September 18, 2019, unless prior arrangements are made with show management. Exhibitor space may be resold, reassigned or used by the event management.

Liability

It is agreed that exhibitors and sponsors will assume entire responsibility and hereby agree to protect, indemnify, and defend and hold Oregon MGMA and The Graduate Eugene 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 or sponsor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof.

In addition, exhibitor and sponsors acknowledge that neither Oregon MGMA or The Graduate Eugene maintain insurance coverage for exhibitor's or sponsor's property or injury to exhibitor or its exhibitor or sponsors, agents, employees, licensees or invitees. It is the sole responsibility of the Exhibitor or Sponsor to obtain such insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

Aggressive Behavior/ Weapons Policy

Any aggressive or threatening behavior, whether verbal or physical, directed towards attendees, fellow exhibitors or any event staff is strictly prohibited. Oregon MGMA reserves the right to expel or refuse admittance to any Exhibitor or booth personnel whose conduct is, at Oregon MGMA's sole discretion, not in keeping with the character and/or spirit of the Oregon MGMA event. Oregon MGMA does not allow any weapons.

Cancellation or Postponement of Event

In the event the event is postponed due to any occurrence not occasioned by the conduct of Oregon MGMA or The Graduate Eugene 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 event, each party hereby releases the other from all obligations under this contract.

Un-Authorized Solicitation

Any individual not registered as an exhibitor or sponsor, who is observed soliciting business in any event area contracted by Oregon MGMA, or who is in violation of any portion of the exhibitor policy, will be asked to leave immediately. Un-Authorized Solicitation may also take the form of commercial activity conducted during scheduled or official event activities from a hotel guest room or hospitality suite, a restaurant, club, or any other public place of assembly at the event venue. Please contact show management if you observe Un-Authorized Solicitation taking place during our show so that we may address.

What to Wear

Attire at this event ranges from business casual to totally casual. Be sure to dress in layers since meeting room temperatures may vary. The temperature cools down in the evening, be sure to bring a jacket/coat.

Ancillary Meetings & Activities

Oregon MGMA prohibits Exhibitors planning ancillary meetings or events (social functions and entertainment) that conflict in any way with the Oregon MGMA schedule of events. This includes all Oregon MGMA event sessions and special events. Definition of an Ancillary Event: Ancillary Events are non-Oregon MGMA sponsored special group



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events, such as business meetings of other organizations or social gatherings, held in conjunction with any Oregon MGMA event. Ancillary Events are not planned or sponsored by Oregon MGMA.

Compliance, Practices and Regulations:

- All exhibitors and sponsors must wear the name badge provided by Oregon MGMA for all events associated with the Show and during all Show hours.
- Smoking inside any space contracted by Oregon MGMA for the duration of the Show is prohibited
- Exhibitors may not serve alcohol inside any areas contract by Oregon MGMA for the Show.
- Exhibitors may not engage in any illegal activities for the duration of the Show.
- Conference attendees, exhibitors and sponsors may not invite guests or clients into any areas or events contracted or hosted by Oregon MGMA without being properly registered by Oregon MGMA. Guest or clients found in contracted areas without proper registration and documentation will be asked to leave or pay the full conference registration fee in order to stay.
- Oregon MGMA reserves the right to restrict exhibits, without refund, that have been falsely submitted, and to terminate an agreement if payment is not received within 10 days of receipt of agreement but no later than the first day of event. Late payments will be charged a \$50 service fee.
- Distribution of literature, samples, etc. in the exhibit area by firms not participating as registered exhibitors is prohibited.
- Solicitation or demonstrations by exhibitors must be confined within the bounds of its respective booth(s).
- Aisle space shall not be used for exhibit purposes. Display signs and displays are prohibited in any of the of the public spaces or elsewhere on the premises of the event and lodging facilities.
- No exhibitor shall sublet, assign, or share its exhibit space with another company or individual. Exhibitor or sponsor must be employees or designated agents of the exhibiting company. Exhibitor or sponsors 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 event schedule must be cleared with Oregon MGMA.
- 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 Event Management.
- All display materials and decorations must comply with requirements of the local fire authorities. Display fabrics must be non-flammable.
- Exhibitors must purchase food and beverage from the hotels catering division for distribution. (Small candies & water bottles 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 OREGON MGMA" or that of any officer of said association, in recommendation or endorsement of a product or service, is expressly prohibited.
- Animals or pets, with the exception of ADA Service Animals, are not permitted on the exhibit floor for this event.