

**HFMA Northern California 2010 Spring Conference
March 25-26, 2010
Sacramento Marriott Hotel, Rancho Cordova, California**

VENDOR EXHIBIT TERMS AND CONDITIONS

- 1) The vendor exhibit application is considered a contractual commitment by the sponsor. No refunds or credits will be issued once signed and received by HFMA or their designated representative.
- 2) Booth and exhibit table assignments are done on a first come, first served basis. HFMA Northern California reserves the right to re-allocate or revoke booth and table assignments without notice or obligation.
- 3) The dimensions for the exhibit tables and booths are as follows:
Table: 72"x30", no winged or sided displays
Booth: 120"x60" table, winged or sided displays OK
- 4) Vendors are entitled to two free registrations to the Spring Conference. Additional registrants are charged \$100 each.

EXHIBIT MATERIALS – DELIVERY AND PICK UP INSTRUCTIONS

- 1) We want to make your sponsorship experience as easy as possible. Because of the large volume of packages in and out of the hotel, following the shipping instructions will save you considerable time and effort on the day of the event.
- 2) The hotel will only accept packages or exhibit materials two (2) days prior to the event. ANY packages shipped to the hotel MUST be addressed to:

HFMA Northern California
Attention: Valerie Sutton/Sharon Morris
Sacramento Marriott Rancho Cordova
11211 Point East Drive
Rancho Cordova, CA 95742

Deliveries that do not comply with the above instructions have a high probability of being misrouted and will likely not be available for use during the event.

- 3) Please include your return address and the date of the function (March 25-26, 2010).
- 4) The hotel CANNOT ship out exhibit materials. They will provide a staging area for shipment, but you will have to pre-arrange your pick up with your preferred carrier.

EXHIBIT SET UP

- 1) Exhibit booths and tables will be set up at the Rancho Cordova Room and California Ballroom of the hotel. Please refer to the exhibit layout for the booth and table locations.
- 2) Vendors may set up their exhibit area on Wednesday, March 24 from 6:30 PM to 11:00 PM.
- 3) Electrical Requirements - please notify us on or before March 1, 2010 on your electrical requirements so we can coordinate with the hotel.
- 4) Internet access is available at the exhibit room for a fee of \$195.75 (includes 20% service charge and 8.75% tax) per IP address.
- 5) Please email your electrical and other requirements to office@hfma-nca.org.