

# 2010 HHRMAC CONFERENCE

We would like to extend an invitation to your company to exhibit at the Healthcare Human Resources Management Association of California's (HHRMAC) annual conference. This year the conference will be at The Sheraton Park Hotel At The Anaheim Resort, Monday, March **22, 2010**. The details on the exhibit area and the pricing structure are described below. At this conference we anticipate 80 registrants. Our primary attendees are Vice Presidents and Directors of Human Resources.

## Exhibit Booth Fees

Exhibit tables can be reserved at the rate of \$500. The exhibit fee will include breakfast, lunch for **two** representatives from each reserved table. Additional representatives from your company may be included for an additional charge of \$100.00 per representative.

## Exhibitor Booth Space

Each table will be 2 ½ by 6 feet. Electrical power strips will be located at every other table – make sure you bring an extension cord if your set-up requires electricity. High speed internet connections can be available at an additional cost directly through the hotel.

Due to space restrictions, we will not be allowing displays larger than 2 ½ x 6 feet. **Tables are first come, first serve beginning at 6:00 a.m. on March 22, 2010.**

## Hotel Room Reservations

Room reservations may be made directly with the Sheraton at a discounted price of \$119.00 per person, per night. Mention HHRMAC when making your reservation.

## Exhibit Shipments

Shipping boxes or displays directly to the hotel is risky business – the boxes are out of yours and our control. If at all possible bring your materials or displays with you. Frequently conference exhibitors complain that materials or displays get lost by the shipper. Don't let it happen to you. That said if you must ship a booth or materials directly to the hotel, send to:

(<Your name)  
The Sheraton Park Hotel At The Anaheim Resort  
1855 S. Harbour Blvd.  
Anaheim, CA 92802  
Hold for HHRMAC Conference March 22, 2010  
Box (es) \_\_\_ of \_\_\_ (multiple boxes must be numbered)

## Exhibitor Schedule

*Tables are first come, first serve and must be set-up before the hall opens.*

Set-up: 3/22/2010 6:00 a.m.  
Registration: 3/22/2010 7:00 a.m. – 8:30 a.m.  
Three separate times attendees are scheduled to visit with exhibitors.  
Drawing: 3/22/2010 at approx. 1:00 p.m. (TBD)

Any exhibitors who wish to conduct a drawing may do approximately at 1:00 p.m. on March 22, 2010. Please be aware that some of the attendees will be traveling by plane and large gifts may be an inconvenience.

## Payment, Cancellation and Regulation Policy

Full payment is required with the return of this registration form. Final payment for exhibiting or sponsorship fees must be received by **March 8, 2010**. Exhibitors who fail to submit final payment by **March 8, 2010** will incur a \$100.00 late charge fee. Exhibitors who fail to pay exhibiting or sponsorship fee's after the event will not be invited to attend future HHRMAC conferences or educational seminars.

**Attendance:** HHRMAC makes no representation or warranties with respect to demographic nature and/or volume of exhibitors and/or attendees at any particular location.

**Cancellations** must be made in writing to [kochoa@hasc.org](mailto:kochoa@hasc.org) phone cancellations **cannot** be accepted. If written notice of cancellation is received by **March 8, 2010** an administrative fee of 20% of the total registration fee will be retained. Cancellations after **March 8, 2010** will result in forfeiture of the total registration fee. **No shows and non-attending exhibitors/attendees will be invoiced for the full amount. Failure to make payments does not cancel exhibitor's liability.**

## **How to register:**

To reserve a table and/or sponsorship, please fill out the enclosed reservation form and send it to:

**HHRMAC**  
515 S. Figueroa Street, Suite 1300  
Los Angeles, CA 90071  
(213) 538-0765  
Fax (213) 482-8537  
[kochoa@hasc.org](mailto:kochoa@hasc.org)

*We're delighted to invite you to be a sponsor and to showcase your products and services - up close and personal to Vice Presidents and Directors of Human Resources from hospitals throughout the state at the Healthcare Human Resources Management Association of California (HHRMAC) annual conference, Monday, **March 22, 2010 in Anaheim, CA.***

In addition to the exceptional interaction with attendees, generous sponsors are highlighted throughout the meeting for maximum exposure. The following is a complete, detailed list of sponsorship categories and advantages.

**(2) Diamond Level (\$3,000) – Lunch**

- Special recognition as the host sponsor for the event.
- A five minute speaking opportunity during lunch on March 22, 2010.
- Exhibitor booth that includes meals for up to four company representatives.
- Special full-page advertisement (designed by you) from your company in attendee meeting folders.
- Strategically placed signs throughout the event and business cards or other forms of company promotion (designed by you) to be placed on each place setting.
- Exhibitor Booth in prime location near front of the general session room.

**(2) Platinum Level (\$2,000) –Breakfast**

- Special recognition as the host sponsor for the event.
- A two minute speaking opportunity during at the opening of the conference on March 22, 2010.
- Exhibitor booth that includes lunch for up to four company representatives.
- Strategically placed signs throughout the event (*designed by you*).
- Exhibitor Booth in prime location near front of the general session room.

**(1) Gold Level (\$1,500) – Audio Visual Equipment**

- Introduces each of the morning speakers at the conference on March 22, 2010.
- Special recognition as the host sponsor for the event.
- Strategically placed signs throughout the event (*designed by you*).
- Two PowerPoint slides of your company's logo and services for video display prior to each opening session.
- Exhibitor booth in a prime location.

Please let us know by **March 8, 2010** if you would like to take advantage of one of our sponsorship opportunities at this year's conference. For additional information, contact Karen Ochoa (213) 538-0765 to reserve a sponsorship, please fill out the enclosed registration form.

**Note:** All signs, logos, power point presentations need to be in by **March 1, 2010.**

We look forward to your response and participation in our annual conference.



# Exhibitor/Sponsorship Registration Form

March 22, 2010

## ORGANIZATION INFORMATION (PLEASE PRINT CLEARLY)

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

## REPRESENTATIVES

(The exhibit fee will include two representatives.)

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Space will be at a premium. Please avoid bringing displays larger than 6 feet wide. Do you have a display larger than the 2 1/2 x 6 feet table provided?  Yes  No

If yes, please describe: \_\_\_\_\_

## REGISTRATION FEES

Registration (Includes <b>two</b> representatives)	\$ 500
Additional representatives	\$ 100 x _____ = _____
<b>TOTAL</b>	\$ _____

## SPONSORSHIP FEES (exhibiting registration is included)

I would like to be a sponsor for following category:

- Diamond Level – Exclusive Dinner \$ 3,000
- Platinum Level – Lunch \$ 2,000
- Gold Level -- Audio Visual Equipment \$ 1,500

## PAYMENT INFORMATION

Enclosed is check (make payable to HHRMAC) # \_\_\_\_\_ Amount \_\_\_\_\_

Charge \$ \_\_\_\_\_ to the following credit card  Visa  MasterCard Exp \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Holders Name \_\_\_\_\_ Card Holder Signature \_\_\_\_\_

Send this form, along with payment to: HHRMAC, 515 S. Figueroa Street, Suite 1300, Los Angeles, CA 90071

I have read and understand the hotel, payment and regulation policy: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment, Cancellation and Regulation Policy

A \$500.00 deposit or full payment is required with the return of this registration form. Final payment for exhibiting or sponsorship fees must be received by March 8, 2010. Exhibitors who fail to submit final payment by March 8, 2010 will incur a \$100.00 late charge fee. Exhibitors who fail to pay exhibiting or sponsorship fee's after the event will be ex-communicated from attending any future HHRMAC conferences or educational seminars.

Cancellations must be made in writing to [kochoa@hasc.org](mailto:kochoa@hasc.org), phone cancellations cannot be accepted. If written notice of cancellation is received by March 8, 2010 an administrative fee of 20% of the total registration fee will be retained. Cancellations after March 8, 2010 will result in forfeiture of the total registration fee and hotel reservation fees. No shows and non-attending exhibitors/attendees will be invoiced for the full amount. Failure to make payments does not cancel exhibitor's liability.