

AHIMTA 2024 TRAINING & EDUCATION SYMPOSIUM
PROSPECTUS

• AHIMTA 2024 •

ATLANTIC CITY

★ NEW JERSEY ★

MARCH 26-28, 2024
THE TROPICANA HOTEL

YOUR PERFECT TARGET AUDIENCE: DECISION MAKERS

When you exhibit at the AHIMTA Training & Education Symposium, you will be provided with many opportunities to build and develop quality relationships with current clients and new prospects. You will interact face-to-face with leading industry decision makers.

Take advantage of exhibiting and sponsoring at the Symposium to

- ★ Connect with the largest range of industry representatives possible
- ★ Showcase innovative products and services
- ★ Influence key purchasing decision makers
- ★ Benchmark your company as an industry leader



The exhibit hall sells out early each year so register now! You will not want to miss out on this valuable opportunity!

AHIMTA Exhibit Hours:

Monday 3/25

Set Up: 2:00 – 5:00 pm
Welcome Reception, Exhibit Hall:
5:00 – 7:00 pm

Tuesday 3/26

7:30 am – 7:00 pm

Wednesday 3/27

8:00 am – 5:00 pm
Break Down: After 5:00 pm

Attendees are only on-site half day on Thursday 3/28

How to Register:

All booths and sponsorship registrations can be completed online via the AHIMTA website at www.ahimta.org.

All registrations must be completed no later than December 10, 2023.

Booth Fees:

Includes two complimentary Symposium registrations.

Standard Booth

\$1,900 prior to October 1, 2023
\$2,400 after October 1, 2023

Government Rates

\$1,500 prior to October 1, 2023
\$2,000 after October 1, 2023

Sponsor and Exhibitor Deadlines:

October 1, 2023

Exhibit booth discount. Fees increase by \$500 after this date

December 1, 2023

All company logos in vector eps/pdf/ai or high resolution jpg format must be received

December 15, 2023

Inclusion in Symposium mobile app

December 15, 2023

All booth payments made after this date will incur a \$350 late fee

January 15, 2024

No refunds after this date

January 15, 2024

All complimentary registrations must be completed online

Your exhibit fee includes:

- ★ Company listing on the Symposium mobile app to include a 50-word company description
- ★ Pre-Symposium mailing list (February 2024)
- ★ Post-Symposium mailing list by written request (April 2024)

Booth dimensions:

8' deep x 10' wide with 8' high draped back and 3' high side rails.

Booth furnishings:

- ★ Sides and back of booth are draped
- ★ One 6' draped table
- ★ Two chairs
- ★ One wastebasket
- ★ One 7" x 44" company sign

The Exposition Services company can provide other items for an additional charge. Order forms for all items will be found in the Exhibitor's Kit that will be emailed to exhibitors in November 2023. All charges for items ordered through the expo company are the responsibility of the exhibiting company.

Refunds and Cancellations:

All refunds and cancellations of exhibit booth fees and sponsorships must be in writing to AHIMTA by **December 15, 2023.**

Cancellations will be refunded until this date, less a 25% administrative fee. There will be no refunds after this date.

Hotel Accommodations

The Tropicana Hotel
12831 Boardwalk, Atlantic City, NJ 08401

Room Rate:

Standard/King – \$99.00 per room, per night

Daily Resort Fee – \$20.00 per room, per night

Self Parking – Complimentary
Valet Parking – \$30.00 per day

Become an Exhibitor or Sponsor at the 2024 Symposium

All contracts for exhibiting or sponsoring must be completed on the AHIMTA ecommerce site at www.ahimta.org. By completing the online registration, the company is agreeing to the exhibitor and sponsor contract rules contained in this brochure. Online payments may be made by check or credit card. If paying by check, payment must be received within 14 days of the online registration or booth assignment is subject to cancellation. Your booth is not confirmed until you have received an email confirmation from Beth Ramirez, Symposium Planner. If any questions, please contact her at beth@ahimta.org.

ALL SPONSORSHIPS INCLUDE:

- ✓ Signage during your sponsored event
- ✓ Special recognition on the Symposium mobile app
- ✓ Company logo on the website at www.ahimta.org
- ✓ Ribbons for name badges for all company attendees

PLATINUM PLUS

\$10,000

- Choice of sponsored items or events valued up to \$10,000
- Double booth
- Listing and logo on the Symposium mobile app
- Logo on AHIMTA Symposium website with link to your website
- Six (6) complimentary Symposium registrations
- Pre and post conference attendee lists
- Logo placement on home page of conference mobile app
- Specific mention of sponsorship at General Session
- Opportunity to provide an insert in the conference tote bag
- Specific logo placement on banner in Conference Area

PLATINUM

\$5,000

- Choice of sponsored items or events valued up to \$5,000
- One booth
- Listing and logo on the Symposium mobile app
- Logo on AHIMTA Symposium website with link to your website
- Four (4) complimentary Symposium registrations
- Pre and post conference attendee lists
- Logo placement on home page of conference mobile app
- Specific mention of sponsorship at General Session
- Specific logo placement on banner in Conference Area

GOLD

\$4,000

- Choice of sponsored item or event valued at \$4,000
- One booth
- Three (3) complimentary Symposium registrations
- Logo on AHIMTA Symposium website
- Listing and logo on the Symposium mobile app
- Pre and post conference attendee lists
- Listing on Sponsor banner in Conference Area

SILVER

\$3,000

- Choice of one sponsored item or event valued at \$3,000
- One booth
- Name listed on AHIMTA Symposium website
- Two (2) complimentary Symposium registrations
- Listing on the Symposium mobile app
- Pre and post conference attendee lists
- Listing on Sponsor banner in Conference Area

QUESTIONS?

If you have questions regarding the **registration process**, please contact Morgan Burke at morgan@ahimta.org or 562-261-0566.

For questions regarding **exhibit space or available sponsorships** please contact Beth Ramirez, Symposium Planner at 714-616-4306 or beth@ahimta.org.

\$10,000 Opportunities (Select One)

Keynote Speaker, Opening Session (Tuesday Morning)

Signage at event, introduction and photo opportunity with keynote speaker, recognition on Symposium mobile app and your logo with link to your website on the AHIMTA website.

Conference Tote Bags

Your company logo on the official tote bag which is provided to all attendees, signage at event, recognition on Symposium mobile app and your logo with link to your website on the AHIMTA Symposium website.

Lanyards

Your company logo on the official lanyard which is included in the Symposium tote bag provided to all attendees, signage at event, recognition on Symposium mobile app, and your logo with link to your company website on the AHIMTA Symposium website.

Hotel Key Cards

Your company logo on the hotel key cards at the Tropicana Hotel, signage at event, recognition on Symposium mobile app and your logo with link to your website on the AHIMTA Symposium website.

\$5,000 Opportunities (Select One)

Closing Keynote Speaker (Thursday Afternoon)

Signage at event, introduction and photo opportunity with keynote speaker, recognition on Symposium mobile app and your logo with link to your website on the AHIMTA website.

Wednesday Social Night

Signage, drink tickets and beverage napkins with your company logo at the bar and food stations, recognition on Symposium mobile app and your logo with link to your company website on the AHIMTA Symposium website

Starbucks Gift Card

Your company logo on a \$5 Starbucks gift card which will be included in the Symposium tote bag provided to all attendees, recognition on Symposium mobile app, and your logo with link to your company website on the AHIMTA Symposium website.

Wi-Fi

Your company name as the password for the conference Wi-Fi, recognition on Symposium mobile app, and your logo with link to your company website on the AHIMTA Symposium website.

\$4,000 Opportunities (Select One)

Hospitality Suite

Signage and beverage napkins with your company logo in a single color at suite, one drink ticket for beer, wine or soda per person with your logo on them, thank you in Symposium mobile app and your logo with link to your website on the AHIMTA Symposium website.

Monday Exhibitor Reception

Signage and beverage napkins with your company logo at the food station/s, recognition on Symposium mobile app and your logo with link to your company website on the AHIMTA Symposium website

Exhibitor Hall Grand Prize Drawing Card

Company logo on official exhibitor grand prize drawing card which all attendees must have stamped at each exhibitor booth in order to enter contest, introduction by emcee for one staff member to pull the winning card and special thank you by emcee in the exhibit hall at the event, signage at event, recognition on Symposium mobile app and your logo with link to your company website on the AHIMTA Symposium website. Prize value not to exceed \$1,000.

Official Symposium Mobile App

Your company logo on the official Symposium mobile app, signage at event, recognition on Symposium mobile app and your logo with link to your company website on the AHIMTA Symposium website.

Lunch (Two Available)

Signage and beverage napkins with your company logo at the food station/s, recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website. Optional opportunity: Provide your own disposable coffee cups with your company logo.

Field Trip

Your company logo on water bottles for attendees on Field Trip (option to provide your own), signage, recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website.

\$3,000 Opportunities (Select One)

Scavenger Hunt Game Prize

Your company logo on all Scavenger Hunt signs, recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website. Prize value not to exceed \$500.

Mobile App Leaderboard Prize

Attendee with the highest engagement points on official Symposium mobile app during conference will be awarded a prize provided by your company; recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website. Prize value not to exceed \$500.

General Session (Three Available)

Signage at event, introduction and photo opportunity with speaker/s, recognition on Symposium mobile app and your logo with link to your website on the AHIMTA website.

Breakfast Buffet (Three Available)

Signage at event, beverage napkins with your company logo at the food station/s, recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website. Optional opportunity: Provide your own disposable coffee cups with your company logo.

Tuesday Morning and Afternoon Coffee Breaks

Signage at both events, beverage napkins with your company logo at the food station/s, recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website. Optional opportunity: Provide your own disposable coffee cups with your company logo.

Wednesday Morning and Afternoon Coffee Breaks

Signage at event, beverage napkins with your company logo at the food station/s, recognition on Symposium mobile app and your company name listing with link to your website on the AHIMTA Symposium website. Optional opportunity: Provide your own disposable coffee cups with your company logo.

APPLICATION RULES AND REGULATIONS

Multiple booths:

Exhibitors may purchase multiple booths, however; booths may not be shared with another company.

Shipping and handling:

Shipping of materials and installation fees are not included in the exhibit booth fee. Arrangements for shipping and storage of displays and materials as well as additional items such as electrical needs must be made through the Exposition Services company. The necessary forms will be sent to you in the exhibitor kit.

Contract for space:

The exhibit contract and booth space application, the formal notice of space assignment and the full payment of exhibit booth fees together constitute a contract between AHIMTA and the exhibitor for the right to use the assigned booth space and to comply with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by AHIMTA.

Space assignment:

Space assignment priority is given according to sponsorship level and is then made available on a first-come, first-served basis. AHIMTA will make every effort to place exhibitors in the areas of their choice, and once a space is paid for, confirm that space to the exhibitor. However, AHIMTA does reserve the right to place, move or relocate any exhibitor in case of necessity for the total benefit and operation of the show.

Exhibit booth set up:

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear. Exhibits should be arranged so that company representatives will be inside of the space assigned. Display materials or equipment at the sides of the booth shall not exceed the height of the side walls. Materials used to decorate shall be of flame-retardant material. Safety exits and equipment must be left accessible and in full view at all times.

Booth payment:

Each exhibitor must submit a signed application with full payment to reserve a booth. Payment must be received within 14 days of reservation or the booth may be forfeited.

Cancellation:

If an exhibitor cancels a booth space contract prior to December 15, 2023 all fees paid (less 25% cancellation fee) will be returned. If an exhibitor rents a booth, pays in full, but does not attend the Symposium, there will be no refund of the booth rental fee. In addition, cancellation of a booth after December 15, 2023, will result in a full forfeiture of fees.

Representative fees:

The exhibit fee for each booth includes two Symposium registrations for the designated company representatives. You must register your complimentary registrants online, a discount code will be provided upon receiving full exhibit payment. All company representatives working in the exhibit hall must be registered for the Symposium. All exhibitors must check in at the registration area upon arrival at the Symposium for a badge and Symposium information. Please register all persons in your booth so that a badge can be made in advance. Admission shall be by badge and badges are not transferable. Rights of an exhibitor shall not be assignable to any other firm or person.

Exhibitor responsibilities:

AHIMTA will not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. AHIMTA will not be responsible for loss or disappearance of the exhibitor's materials after some have been delivered to the exhibitor's booth. Similarly, AHIMTA cannot be responsible for disappearance of the exhibitor's materials before the materials are picked up from the exhibitor's booth for loading after the Symposium.

Prizes:

Representatives from the companies exhibiting at the Symposium are not eligible to win prizes. Only one prize may be given away by each exhibitor. Prize winners will be eligible to win more than one prize. Individual exhibitors may determine if the prize winner needs to be in attendance at the time of the drawing. Exhibitors accept responsibility of delivery of their prizes to the winner.

Insurance and liability:

Exhibitor agrees to protect, save and keep AHIMTA and The Tropicana Hotel forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between The Tropicana Hotel and AHIMTA regarding exhibition premises. Further, exhibitor shall at all times protect, indemnify, save, defend and hold harmless AHIMTA and The Tropicana Hotel against and from any and all loss, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or any other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. Additionally, AHIMTA shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty, pandemic or other causes similar or dissimilar, beyond the control of AHIMTA.

Exhibitor's property:

AHIMTA (and its Symposium host facilities) cannot assume responsibility for the safety of the property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident or other causes, but will use all reasonable care to protect them against such loss. In all case, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and when exhibits are being set up or dismantled, to protect against loss. AHIMTA (and its host Symposium facilities) cannot be responsible for any item left unattended or left in the Exhibit Hall during the times the exhibits are closed.

Rules and compliance:

Exhibitors agree to comply with rules and regulations as specified in the exhibitor package and the Exposition company's exhibitor kit.

Noncompliance with exhibitor rules and regulations:

Each exhibitor and all its employees agree to abide by the rules and regulations given herein and by subsequent amendments and additions considered by AHIMTA management to be in the best interest of all exhibitors. Upon noncompliance with the rules formulated, AHIMTA management reserves the right to prohibit, reject, or eject any exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, AHIMTA's liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or for any other reason, no return of monies received shall be made.

Amendment to rules:

These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated, attractive, and successful exposition. Any and all matters or questions, not specifically covered by the preceding rules and regulations shall be subject solely to the decision of AHIMTA management. In an effort to provide the greatest good to the greatest number, AHIMTA management shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.

PLEASE VISIT [AHIMTA.ORG](https://www.ahimta.org) TO REGISTER TODAY!