

January 28, 2010

Dear Exhibitor:

The Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont Health Information Management Associations are pleased to invite you to participate as an exhibitor at our upcoming 13th Annual New England State HIMA Meeting planned for Sunday, Monday & Tuesday, May 2nd - 4th, 2009 at the Radisson Hotel – The Center of New Hampshire, Manchester, NH.

The Center of New Hampshire has 65,000 square feet of function and exhibit space, including the historic Armory, a regal brick landmark which will house the anticipated 70+ exhibiting companies this year. The Radisson Hotel Manchester is located in a small city and close to the downtown area where restaurants, cafes and clubs, live theater, museums and galleries are within easy walking distance. New Hampshire's majestic White Mountains, quaint, rugged seacoast, and even downtown Boston are just an hour away. The Manchester Airport, served by many major carriers, is a 10 minute shuttle ride away.

Our event will offer three days of education for attendees, beginning on Sunday, May 2nd. Our trade show hours will span two days, May 3rd & 4th, with move in the evening of Sunday, May 2nd. We anticipate 350 attendees and 75 exhibiting companies and organizations. You won't want to miss this opportunity to connect with health information management professionals from all over New England!

The planned exhibitor schedule for both days includes **designated exhibit hall time**, as well as breaks, lunch, and evening social time (Monday) with attendees. Our Annual Silent Auction featuring donated items by exhibitors and HIM state associations will take place during exhibit hours on Monday and conclude during our **evening social** planned for exhibitors and attendees following the Monday's program. Exhibitors will set up on Sunday evening, May 2nd after 7 pm, and break down after 1 pm on the afternoon of Tuesday, May 4th. **Exhibit hours run Monday, May 3rd from 8 am – 4 pm and Tuesday, May 4th from 8:00 am – 1:00 pm.**

If you plan to join us, we suggest you make your reservations with the Radisson Hotel Manchester as soon as possible. Be sure to mention the conference name: "6 NE State HIMA" when making reservations by phone, or reference the following PAC code: "NEHIMA" when making your reservations online at www.radisson.com/manchesternh, in order to obtain the conference room rates of \$124 per night (single or double); \$134 per night (triple); or \$144 per night (quad). Reservations must be made by Saturday, **April 10, 2010**, to receive the special conference rates. The phone number for reservations made directly with the hotel is (603) 206-4109 or you may call Radisson Worldwide at (800) 333-3333.

Exhibitor Registration includes:

- * Piped & draped 10' by 8' booth
- * 6' draped table
- * Two folding chairs/wastebasket
- * Name badges & ribbons for representatives listed on registration form
- * Listing in the Exhibitor Booklet
- * Exhibitor ID sign at booth
- * Special room rates at Radisson Manchester
- * Meals for **two** representatives per day (covers breakfast, lunch, & breaks)
- * List of meeting attendees by state

Space is limited and registrations are accepted on a first-come, first-served basis.
TO RESERVE YOUR BOOTH, REGISTRATIONS MUST BE ACCOMPANIED BY PAYMENT.

We have **various booth packages available**. Companies choosing a sponsor booth package will receive recognition during the meeting, signage at the event, and mention in the exhibitor program book. Companies who sponsor a speaker can have a representative to introduce the speaker and say a few words about their product. See the attached exhibitor registration form for details.

We are also providing **advertising space** in the exhibitor booklet. You may place an ad even if you are unable to join us as an exhibitor. Camera-ready ads must be received at the MaHIMA Central Office by **March 15, 2010**, and prepayment is required. See attached registration form for details on booth pricing and advertising.

Our Arrangements Committee is organizing a **Silent Auction** event designed to give exhibiting companies more exposure and improve traffic flow in the Exhibit Hall. The event has been very successful at our past meetings. Each participating exhibiting company and HIM association donates an item (\$50 suggested value) and displays the item at their booth. The item and bidding sheet will be displayed at the booth of the donating company and bidders must pay you a visit to see your item. Companies donating items will be clearly identified by our "decorating" committee. Winning bids will be announced during an evening social on Monday, May 3rd. **Please consider donating an item** for our auction and increase the traffic at your exhibit booth. All proceeds of the auction will benefit the educational programs and scholarships offered on behalf of the New England HIM Associations.

For those unable to attend the meeting, you may sponsor or co-sponsor portions of our program and/or place an ad in the exhibitor booklet (see page 3 of the registration form).

Lastly, we are **offering presentation timeslots during breakfast on Tuesday, May 4th** entitled "Best Practices in Technology". We are soliciting presentations from vendors by February 5th. If your company has an interest in presenting, please see the last page of this document for details.

On behalf of the Health Information Management Associations of CT, MA, ME, NH, RI, and VT, I thank you for your generous support in the past and look forward to seeing you in Manchester this May. Should you have any questions, please feel free to contact me at 978/649-7517, fax: 978/649-2730, or email: karen@mahima.org. You may also visit us on the web at http://mahima.org/new_england_state_hima_annual_conference

Deadline for registration is March 15, 2010. Please remember that booth space fills fast! Registration form and exhibitor layout begin on page 3 of this document. Thank you!

Sincerely,

Karen L. O'Donnell, RHIA
Meeting Planner/Exhibitor Coordinator
New England State HIMA Annual Meeting

Forms attached to this document:
Exhibitor Registration Forms (pages 3-5)
Exhibit Hall Layout at Radisson Hotel Manchester (page 6)
Form for ordering electricity & internet connection (page 7)
Speaker Proposal Submission Form (page 8)

**New England State HIMA Annual Meeting 2010
Health Information Management Associations of
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont**

EXHIBITOR REGISTRATION FORM

FOR: **NE State HIMA Annual Meeting – HIM Associations of
CT, ME, MA, NH, RI, and VT**
TRADE SHOW DATES: **Monday, May 3, 2010 and Tuesday, May 4, 2010**
LOCATION: **Radisson Hotel Manchester
The Center of New Hampshire
700 Elm Street
Manchester, NH 03101
(603) 625-1000 www.radisson.com/manchesternh**
SET UP DATE & TIME: **Sunday, May 2, 2010 6:00 PM – 10:00 PM**
SHOW HOURS: **Monday, May 3, 2010 8:00 AM – 4:00 PM
Tuesday, May 4, 2010 8:00 AM – 1:00 PM**
BREAK DOWN DATE & TIME: **Tuesday, May 4, 2010 After 1:00 PM**

EXHIBIT COORDINATOR: **Karen L. O'Donnell (978) 649-7517 Fax: (978) 649-2730
address: MaHIMA, P.O. Box 681, 14 Morgan Way, Tyngsboro, MA 01879
email: karen@mahima.org
website: http://mahima.org/new_england_state_hima_annual_conference**

EXHIBITOR COMPANY NAME: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Website: _____

Contact: _____ Title: _____

On-site Representative(s):

Please provide name and title and email address. Registration includes meal tickets for **two (2)** representatives for two days. **Additional meal tickets can be purchased (see below).**

	Name	Title	Email Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Description of Product(s) exhibiting: Please be specific. Information will be printed as is in exhibitor booklet distributed at meeting. Limit to 100 words or less. IF POSSIBLE, PLEASE EMAIL DESCRIPTION (100 WORDS OR LESS) TO karen@mahima.org Thank you!

EXHIBITOR BOOTH PACKAGES*:

_____	Package #1	“Classic Booth”	\$800
		<i>includes:</i> <ul style="list-style-type: none">* Piped draped 8' x 10' booth* 6' draped table* Two folding chairs/wastebasket* Meals for two representatives per day (covers breakfast, lunch, & breaks)* Name badges & ribbons for representatives registered* Listing in the Exhibitor Booklet* Exhibitor ID sign at booth* Special room rates at the Radisson Hotel, Manchester, NH* Listing of meeting attendees	
_____	Package #2	“Rise & Shine Booth”	\$1,200
		<i>includes:</i> <ul style="list-style-type: none">* “Classic Booth” amenities, plus* Sponsorship of Morning Coffee Breaks on Day 1 or Day 2 (Co-Sponsorship)* Two additional meal tickets for both days (for a total of 4 representatives)* Signage during Coffee Break and mention of sponsorship in morning announcements and meeting literature.* Registration for 2 representatives to attend education sessions for both days* Half page advertisement in Exhibitor Booklet	
_____	Package #3	“Get Acquainted Booth”	\$1,500
		<i>includes:</i> <ul style="list-style-type: none">* “Classic Booth” amenities, plus* Sponsorship of General Session Speaker on Day 1 or Day 2 OR Sponsorship of Continental Breakfast on Day 1 or Day 2 (Co-Sponsorship)* General Session sponsor representative may introduce speaker, if desired.* Two additional meal tickets for both days (for a total of 4 representatives)* Signage during Speaker presentation or Continental Breakfast and mention of sponsorship in morning announcements and meeting literature.* Registration for 2 representatives to attend education sessions for both days* Half page advertisement in Exhibitor Booklet* Link to company website from Annual Meeting page on MaHIMA website	
_____	Package #4	“Lasting Impression Booth”	\$2,500
		<i>includes:</i> <ul style="list-style-type: none">* “Classic Booth” amenities, plus* Sponsorship of Registration Attendee Giveaway with company Logo and show logo imprinted on item (Exclusive)* Option for a double booth, if desired, at no additional cost.* Two additional meal tickets for both days (for a total of 4 representatives)* Signage at registration and mention of sponsorship in morning announcements and meeting literature.* Registration for 2 representatives to attend education sessions for both days* Half page advertisement in Exhibitor Booklet* Link to company website from Annual Meeting page on MaHIMA website	
_____	Package #5	“President’s Booth”	\$5,000
		<i>includes:</i> <ul style="list-style-type: none">* “Classic Booth” amenities, plus* Sponsorship of Evening Dinner Social (Presidents’ Reception) (Exclusive)* Option for a double booth, if desired, at no additional cost.* Two additional meal tickets for both days (for a total of 4 representatives)* Signage during Evening Event and mention of sponsorship in morning announcements and meeting literature.* Registration for 2 representatives to attend education sessions for both days* Full page advertisement in Exhibitor Booklet* Link to company website from Annual Meeting page on MaHIMA website	

***corporate partners of any New England HIMA receive a 10% discount on classic booth price**

BOOTH CHOICE - Please list booth numbers in order of preference. Exhibit Hall layout is on last page. All booths are 8' x 10' and will be assigned on a first-come, first-served basis. **PAYMENT MUST ACCOMPANY REGISTRATION TO LOCK IN BOOTH SELECTION. WE DO NOT ACCEPT CREDIT CARDS.**

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____
5th choice _____ 6th choice _____ 7th choice _____ 8th choice _____

Optional: Answer the following for location of booth:

Would prefer to be located near the following companies: _____

Would prefer NOT to be located near the following companies: _____

Please note: Electricity, internet/phone access or audiovisual equipment is available for an additional cost and must be ordered in advance. Order form is attached to this application and must be ordered through the Radisson Hotel directly by your company.

ADDITIONAL MEAL TICKETS

Please note: Classic booth price includes meals for only 2 representatives, per day – sponsorships include meals for 4 representatives per day

\$40 per person per day (includes breakfast, lunch & breaks)

\$ _____ (# tickets _____ x \$40)

ADVERTISING IN EXHIBITOR BOOKLET

Please note: Sponsorship booth pricing includes advertising in Exhibitor Booklet

\$ _____ \$200 for full page ad (no larger than 8" x 10")

\$ _____ \$150 for half page ad (no larger than 4" x 5")

(Please attach camera-ready ad (.pdf file preferred) via email to karen@mahima.org or via mail: MaHIMA, PO Box 681, 14 Morgan Way, Tyngsboro, MA 01879 by March 15, 2010.

WILL YOU DONATE AN ITEM FOR THE SILENT AUCTION? (min. \$50 suggested value)

_____ YES

_____ NO (before you say "no", please read below)

What is the Silent Auction? This event is designed to give exhibiting companies more exposure and improve traffic flow in the Exhibit Hall. The event has been very successful at our past meetings. Participating exhibiting companies and each HIM association donate an item (\$50 suggested value) and display the item at their booth. The item and bidding sheet will be displayed at the booth of the donating company and bidders must pay you a visit to see your item. Winning bids will be announced at the evening social on Monday, May 3rd. **Please consider donating an item for our auction and increase the traffic at your exhibit booth.** All proceeds of the auction will benefit the educational programs and scholarships offered on behalf of the New England HIM Associations.

WILL YOU BRING A DOOR PRIZE?

_____ YES

_____ NO

PLEASE SEND THE REGISTRATION AND PAYMENT BY CHECK MADE PAYABLE TO "MaHIMA" BY March 15, 2010 to:

Karen L. O'Donnell, RHIA, Event Planner
New England State HIMA Annual Conference
c/o Massachusetts HIMA
PO Box 681 14 Morgan Way
Tyngsboro, MA 01879

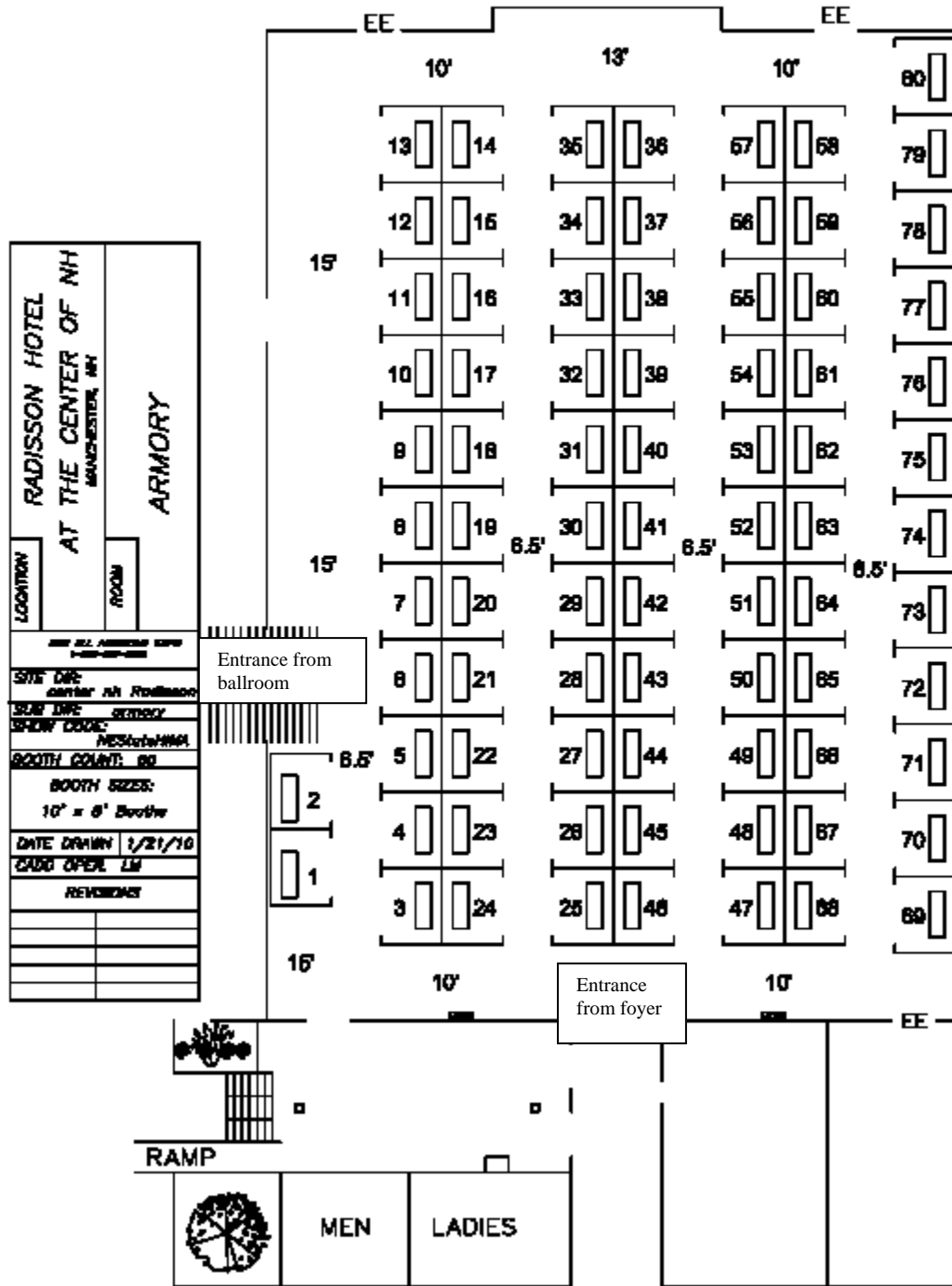
Total Enclosed: \$ _____

(total booth package, additional meal tickets, & advertising)

NEW ENGLAND STATE HIMA CONFERENCE

MAY 2-4, 2010

RADISSON HOTEL AT THE
CENTER OF NEW HAMPSHIRE



Quantity	Description	Discount/ Advance Payment	Floor Order (less than 3 days prior to setup)	Amount
	10 amp, 1200 watts	\$75.00	\$125.00	
	20 amp / 2400 watts 120 volts	\$100.00	\$140.00	
	4 outlet power strip rental (see #13) (DOES NOT INCLUDE ELECTRICITY)	\$10.00	\$20.00	
FOR ANY OF THE FOLLOWING ORDERS, A DESCRIPTION OF EQUIPMENT <u>MUST</u> BE PROVIDED				
	20 amp, 4000 watts 208 volts, single phase	\$250.00	\$300.00	
	30 amp / 6000 watts 208 volts, single phase	\$275.00	\$340.00	
	20 amp / 7000 watts 208 volts, 3 phase	\$275.00	\$340.00	
	30 amp / 10,000 watts 208 volts, 3 phase	\$325.00	\$420.00	
	50 amp / 17,000 watts 208 volts, 3 phase	\$375.00	\$495.00	

Conditions and Regulations:

1. **Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.**
2. All equipment, regardless of source of power, must comply with all federal, state and city safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition.
4. **Under no circumstances shall anyone other than "house electrician" make special or direct wiring connections.**
5. All material and equipment furnished by CNH for this service order shall remain the property of The Radisson Hotel Manchester and shall be removed **ONLY** by The Radisson Hotel Manchester at close of show.
6. All exhibitor's cords must be of the 3 wire grounded type.
7. Rates quoted for all connections cover only bringing of electrical services to booth in the most convenient manner and do not include connecting equipment or special wiring.
8. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be made and paid for in advance.
9. **For 24-hour electrical service, please double your order ****
10. Any exhibitor desiring an independent electrical line will be subject to a labor charge in addition to the charge for power!
11. CNH is not responsible for voltage fluctuation, power failures or power surges because of temporary power conditions.
12. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
13. ALL ORDERS ARE FOR A SINGLE PLUG-IN. SHORT EXTENSION CORDS AND QUAD BOXES ARE AVAILABLE FOR RENTAL.
14. Water is available. Please call for charges.

***** For telephone service to booth, please contact FairPoint Communication: 866-984-3001**

We require electrical service for the following equipment:

Electrical _____ Show: _____
 24-Hour Service _____ Date(s): _____
 Total _____

Company Name: _____ Booth # _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Authorized By: _____ (Please Print) Signed By: _____ Date: _____

Phone: _____ CC# _____ Exp. Date: _____

Speaker Proposal Submission Form

*New England State HIMA Annual Conference
"Climbing the Mountains of Change"
Radisson Hotel – The Center of New Hampshire, Manchester, NH
May 2-4, 2010*

Session Title: Breakfast session: Best Practices in Technology
Date & Time: Tuesday, May 4, 2010 7:30 am – 8:30 am

The Program Committee wishes to offer 5 educational sessions in the morning of May 4th, during the 6 New England State HIMA Annual Conference, featuring best practices in technology. We are soliciting topics and speakers from our vendor group to present during these sessions. The topic can be a case study or an educational session. CEU's will be offered to attendees and they must register for the session. Breakfast will be served and the sessions will end in time for the full day's programs.

If your company has an interest in participating, please complete this form and submit via email to Karen O'Donnell, Event Planner at karen@mahima.org no later than January 29th. The Program Committee will evaluate each submission and confirm the selected topics by February 5th.

Company Name:

Speaker Name:

Address/City/State/Zip:

Phone:

Email:

Website:

Topic:

Learning Objectives: Learning Objectives are what you believe the attendee will gain from the session.

Session Outline: The Session Outline should present sufficient detail to enable the Program Committee to clearly understand the content and sequence of the information to be provided during the session.

References: Please list other HIM conferences where you have presented, along with contact information.