

2008 TSMSS Annual Conference Exhibitor Contract

April 16 - 18, 2008 • Westchase Marriott, Houston, Texas

This contract becomes valid only when accompanied by a check or charge made payable to Texas Society for Medical Staff Services for the total cost of reserved space. **Contracts are due by March 17, 2008.** (See Exhibitor Rules and Regulations governing all cancellations and refunds).

Tabletop Exhibit Space

Fee: \$350 per 6' draped table (includes 2 chairs, entry to Exhibit for up to two (2) people)

Number of tables requested: _____ Total due and enclosed with contract: \$ _____

Set-up: **Wednesday, April 16** **9am – 1pm**
Exhibit Hours: **Wednesday, April 16** **2:05pm – 2:30pm; 5:30pm – 6:30pm**
 Thursday, April 17 **10:35am – 11am; 3pm – 3:55pm**
Tear-down: **Thursday, April 17** **4pm – 6pm**

Please type or print. Complete this form with company name exactly as it should appear in printed program.

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Web Site URL Address: _____

Contact Person _____ Title _____

Product or Service to be exhibited _____

Door Prize to be given _____

If possible, please do not assign our booth space next to the following company (s): _____

Method of payment: Check (made payable to Texas Society for Medical Staff Services)
 American Express VISA MasterCard Total amount to be charged: _____

Card number _____ Expiration Date _____ Security Code _____

Name on Card _____ Signature _____

Signature _____ Date _____

I have read and do understand the Rules and Regulations (listed on back) which govern the Texas Society for Medical Staff Services Annual Conference that are a part of this contract and agree to abide by said Rules and Regulations.

Signature _____ Title _____ Date _____

Please retain a copy for your records and return one copy with appropriate fee (payable to Texas Society for Medical Staff Services) to:
Texas Society for Medical Staff Services • 2008 Annual Conference • 12300 Ford Road, Ste. 135 • Dallas, Texas 75234

For Show Management Use Only	
Amount Received: _____	Space Assigned _____
Check # _____	Authorized Signature _____
Charge _____	Date _____
Date _____	

2008 TSMSS Annual Conference

Exhibitor Rules & Regulations

1. EXHIBIT SPACE

The space contracted for herein is to be used for the Exhibitor whose name appears on the contract for space. Exhibitors may not sublet or resell any portion of their contracted space nor allow their badges to be used by unauthorized persons. No firm or organization, which has not contracted for exhibit space, will be permitted to solicit business within the exhibit area. Texas Society for Medical Staff Services reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for the TSMSS Conference or the exhibit area.

2. SETUP OF EXHIBITS

Adequate setup time will be allowed prior to the official opening of the exhibit area. It is incumbent upon the exhibitor to coordinate with the Houston Marriott Westchase Hotel to ensure that all materials shipped to the hotel are held for the exhibiting company. Any charges for storage or delivery to the Exhibit Hall is the responsibility of the exhibiting company. No setup will be permitted once the show is open.

3. EXHIBITOR PERSONNEL

During the official exhibition hours, a representative from the exhibiting firm must be in attendance at their table at all times. A maximum of two (2) individuals (per 6" table) will be allowed to work at any one time. Exhibitors are not eligible to attend educational sessions or food and beverage functions unless they are registered for the Conference and have paid the appropriate fees.

4. SECURITY

Every reasonable precaution will be taken by TSMSS to protect property during installation, show hours and removal. TSMSS, however, will have no liability for any loss or damage sustained by an exhibitor during such hours or at any time, whatever the cause.

5. INDEMNITY

It is expressly understood and agreed that the exhibitor will hold harmless and make no claim against TSMSS nor any of its officers, members or agents for any loss, damage to or destruction of property, nor for any injury that may occur to the exhibitor, its agents, or its employees while in the exhibit facilities, nor for any damages of any nature or character whatsoever, including direct or indirect damage as a result of loss of business arising out of the exhibition or cancellation thereof.

6. TEARDOWN OF EXHIBITS

NO TEARDOWN OF EXHIBITS WILL BE PERMITTED UNTIL THE OFFICIAL CLOSING OF THE EXHIBITION. TSMSS STAFF IS INSTRUCTED THERE ARE TO BE NO EXCEPTIONS TO THIS RULE WITHOUT PRIOR APPROVAL.

7. CHANGE OF FLOOR PLAN

The Texas Society for Medical Staff Services reserves the right to change the floor plan and/or table locations without prior permission of the exhibitor.

8. NON-ENDORSEMENT

The exhibiting of products and services at the Texas Society for Medical Staff Services Conference does not constitute an endorsement by TSMSS of any product or service exhibited. Exhibitors are not permitted to represent in any manner that TSMSS has endorsed goods or services supplied by the exhibiting company.

9. CANCELLATION OF CONTRACTED SPACE

An exhibitor that cancels, in writing, participation in the exhibition more than thirty (30) days prior to the date of the opening of the exhibition will receive a fifty percent (50%) refund of the total cost of exhibit space contracted. No refunds will be made if space is cancelled within thirty (30) days of show opening.

10. CANCELLATION OF EXHIBITION

Should any emergency arise prior to the opening date of the Exhibition that would cause its cancellation (such as fire, strike, or other circumstances), it is understood and agreed that the Texas Society for Medical Staff Services will reschedule the event as near the original date and site as possible. If the event is not rescheduled, TSMSS will refund the fees paid by the exhibitor.

11. DAMAGE TO EXHIBIT FACILITIES

The exhibiting company must leave space assigned and occupied in the same condition as when possession began. Exhibitor is liable for damage to walls, columns, floor, carpet, furniture, etc.