



Materials Insert Order Form

INSERTION ORDER FORM DEADLINE: May 1, 2009
COMPLETE & FAX TO: (501) 221-9068
SHIPPING INFO & DEADLINE FOR RECEIPT OF MATERIALS: _____ to come _____
 Access www.cmsa.org/conference for the latest updates and downloadable forms.

Case Management Society of America
 6301 Ranch Drive | Little Rock, AR 72223
 T 501.225.2229 F 501.221.9068 E cmsa@cmsa.org
www.cmsa.org

OPPORTUNITIES (CMSA to distribute onsite at Conference)	PRICING: (Check requested Insertions)
LITERATURE KIOSK INSERT Have your Company's printed material placed in the kiosk located in the registration area. Limited Space Available.	
Print Material Submission Requirements: <ul style="list-style-type: none"> All submitted print material is to be no larger than 8-1/2" x 11". CMSA to review/approve prepared Insert, prior to participating company printing & shipping to Conference site. Once approved, CMSA will require approx. 2,000 – Final Quantity TBD. Addt'l details & shipping info to come. Please e-mail prepared proof and package tracking info to Sylvia Johnson at: sjohnson@acminet.com 	<input type="checkbox"/> Exhibitor Rate\$1,100 <input type="checkbox"/> Non-Exhibitor Rate.....\$2,200
TOTE BAG INSERT Distributed at Conference Registration – Limited space available.	
Print Material Submission Requirements: <ul style="list-style-type: none"> All submitted print material is to be no larger than 8-1/2" x 11". CMSA to review/approve prepared Insert, prior to participating company printing & shipping to Conference site. Once approved, CMSA will require approx. 2,500 – Final Quantity TBD. Addt'l details & shipping info to come. Please e-mail prepared proof and package tracking info to Sylvia Johnson at: sjohnson@acminet.com 	<input type="checkbox"/> Tote Bag Insert.....\$2,950
EVENING ROOM DROPS (2-Nights Available) Have your Company's printed material placed in the Attendees' hotel room	
Print Material Submission Requirements: <ul style="list-style-type: none"> All submitted print material is to be no larger than 8-1/2" x 11". CMSA to review/approve prepared Insert, prior to participating company printing & shipping to Conference site. Once approved, CMSA will require approx. 2,000 – Final Quantity TBD. Addt'l details & shipping info to come. Please e-mail prepared proof and package tracking info to Sylvia Johnson at: sjohnson@acminet.com 	Evening Room Drop Insert Only.....\$2,850 <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday
PUBLICATION BIN Have your publication placed in one of our Publication Bins in our registration area. Limited space available.	
Print Material Submission Requirements: <ul style="list-style-type: none"> All submitted print material is to be no larger than 11" x 17". CMSA to review/approve prepared Insert, prior to participating company printing & shipping to Conference site. CMSA requests up to 2,000 inserts, but company may adjust quantity according to their print budget. Please e-mail prepared proof and package tracking info to Sylvia Johnson at: sjohnson@acminet.com 	<input type="checkbox"/> Exhibitor Rate.....\$1,000 <input type="checkbox"/> Non-Exhibitor Rate.....\$2,000
CONTACT INFORMATION (Completion of this information REQUIRED FOR ALL INSERTIONS – Including those provided as part of Sponsorship Agreement.)	

Company Name	Booth #	Agency Name (if applicable)	
Contact Person (First/Last Name)	Title		
Address	City	State	Zip
Phone	Email		

METHOD OF PAYMENT (Non-Refundable)
 (Payment must be received to complete request. Not applicable to Insertions provided as part of Sponsorship Agreement.)

Check or Money Order Enclosed (Payable to CMSA) Amount Enclosed: \$ _____
 VISA MasterCard AmEx Discover Amount to be Charged: \$ _____
 Print card number here: - - Exp. Date: - PIC CODE:
 (See back of card)

Printed Name on Card: _____ Card Signature: _____

By issuance of this information, Company or agency shall indemnify and hold CMSA, its employees, agents and its subcontractors free and harmless from any expenses and costs including but not limited from claims of libel, violation of privacy, copyright infringement or otherwise. CMSA shall have the right to settle any such claims and to control any litigation or arbitration. All insertions are accepted by CMSA on the representation that the agency and/or Company are properly authorized to publish the entire contents and subject matter thereof. It is understood that in the consideration of the insertions, the Company and/or agency agrees to indemnify and hold CMSA harmless from and against any claims or suits for libel, violation of right of privacy, plagiarism, copyright infringement, liability for use of classified material, and any other claims based on the contents or subject matter of such insertions. CMSA assumes no liability if for any reason it becomes necessary to omit an insertion. No conditions other than those set forth in this document shall be binding on CMSA unless specifically agreed to in writing by CMSA.

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