



June 8 - 11, 2010 • Disney's Coronado Springs Resort • Walt Disney World®, Florida

Mail or fax this form with payment to: CMSA • 6301 Ranch Drive • Little Rock, AR 72223 • Phone (501) 225-2229 • Fax (501) 221-9068



1 EXHIBITING CO.: _____ Website: _____
Print information EXACTLY as it should appear in all published materials.

Published Contact Name: _____ Title: _____
The person listed above will be identified in the Conference Guide as the Company Contact.

Published Mailing Address: _____

City: _____ State: _____ Zip: _____

Published Phone: _____ Published Fax: _____ E-Mail: _____
REQUIRED

2 BILLING/CORRESPONDENCE: Co. Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____
REQUIRED

3 CATEGORY LISTING: Please select no more than 3 categories below that describe your core business:

Accreditation Programs/Certification Associations/Foundations CM Education Consulting Svcs Disability Mgmt Disease Mgmt Guidelines Home Care Products/Svcs

Hospitals/Facilities Managed Care/Insurance Co Med Equipment/Med Device Orthotic/Prosthetic Pharmaceutical/Medication Management/Specialty Pharmacies Physical Therapy

Publishing/Printing Recruiting/Staffing Rehab Svcs Software Spiritual Care Subacute Therapy Program Mgmt Translation/Language Svcs Transport Co

Web-based Co Wellness Svcs Worker Compensation Wound Mgmt

4 PAYMENT SCHEDULE:

Enclosed is my deposit of \$1,000 per 10' x 10' space. (Full payment is required for all contracts received after 1/15/10).

Please invoice my company for deposit. I understand that the space will be cancelled if deposit is not received by CMSA within 60 days of submission of this Exhibitor Application and Contract.

Enclosed is my full booth payment (Full payment is required for all contracts received after 1/15/10).

Check Visa MasterCard AmEx Discover (print card number below)

Card Number: - - Exp. Date: -

Print Name on Card: _____ Signature: _____

Total Amount Due:
\$ _____
(Based on Hall Section & Booth Priority Pricing)

How did you hear about CMSA's Expo? ✓

Mailing: (Code) _____
Reference Mailing Label Info

Past Exhibitor: (Since Year) _____

Internet: (Site) _____

Publication: _____

Other: _____

Booth Pricing: (✓)

Ambassador Section

<input type="checkbox"/> Priority A	10' x 10'	\$ 2,900
<input type="checkbox"/> Priority D	10' x 20'	\$ 5,850
<input type="checkbox"/> Island A	20' x 20'	\$12,000
<input type="checkbox"/> Island B	20' x 30'	\$18,000

General Hall Section

<input type="checkbox"/> Priority A	10' x 10'	\$ 2,650
<input type="checkbox"/> Priority B	10' x 10'	\$ 2,200
<input type="checkbox"/> Priority C	10' x 10'	\$ 1,900
<input type="checkbox"/> Priority D	10' x 20'	\$ 5,350

Non-Profit Organizations*

<input type="checkbox"/> 10' x 10'	\$ 1,600
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*Non-Profit booth assignments will be made in May 2009.

Corporate Membership Savings

If you are a Corporate Partner or wish to become one, the following Exhibit discounts will apply*:

■ Diamond	\$2,900	■ Gold	\$1,200
■ Sapphire	\$2,500	■ Silver	\$ 900
■ Platinum	\$2,250	■ Bronze	\$ 300

*Memberships current as of June 8, 2010 are eligible for Exhibit discounts.

Please check here if you would like to be contacted about CMSA's Corporate Partner Program (or complete an application).

Other Information:

- A \$1,000 deposit (per 10' x 10') and a completed Contract are required to hold space. Space will be cancelled if deposit is not received within 60 days of submission of signed Contract. Final payment due 1/15/10.
- Booth priorities are indicated by a letter above each number on the floor plan (A, B, C).
- Booths are assigned on a first-come, first-served basis after signed Contract and deposit have been received and accepted.
- Cancellation & Exhibit benefits are listed in the "Rules Governing CMSA'S 20th Annual 2010 Conference & Expo."

Booth Selection:

1st: _____

2nd: _____

3rd: _____

List a maximum of (3) organizations you prefer not to exhibit next to:

1: _____

2: _____

3: _____

Event Management will try, but cannot guarantee, to accommodate these requests.

The undersigned do hereby apply for the reservation of space at CMSA's 20th Annual Conference & Expo. We understand this application becomes a binding agreement between CMSA and the undersigned exhibitor when accepted by CMSA. We agree to abide by the "Rules Governing CMSA's 20th Annual Conference & Expo", and such additional rules and regulations as may be adopted by CMSA. We understand that exhibit space allocation shall be at the discretion of CMSA. Cancellations, in whole or in part, must be made in writing, and are subject to cancellation fees outlined in the "Rules Governing CMSA's 20th Annual Conference & Expo." Consent to Use of Photographic Images: Registration and attendance at or participation in CMSA meetings and other activities constitutes an agreement by the registrant to CMSA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such events and activities. (Refer to #13 reverse side.)

5 AUTHORIZED SIGNATURE: _____ DATE: _____

Office Use: _____

June 8 - 11, 2010 • Disney's Coronado Springs Resort • Orlando, Florida

1. **WHO MAY EXHIBIT** – The exhibition is only for those companies offering products, equipment and services that are related to the case management profession and which have no outstanding payments due CMSA for other goods or services. CMSA reserves the right to determine eligibility of any applicant as an Exhibitor up to and including the dates of the show.
2. **ASSIGNMENT OF EXHIBIT SPACE** – Assignment of space will be made on a first-come, first-served basis. CMSA reserves the final decision and right, in the best interest of the Exhibit, to amend the floor plan, assign, or relocate selected space in areas other than that selected by Exhibitor.
3. **COST OF EXHIBIT SPACE** – The cost of the exhibit spaces is noted in the application. Cost per 10' x 10' space includes: booth fee; exhibitor standard draping; a booth identification sign with Exhibitor's name and booth number; one (1) complimentary conference pass **with CEs**; three (3) complimentary conference passes **without CEs** (see Section 8 for additional details); and one attendee pre-show mailing list via e-mail for a one-time mailing to attendees. Only one company name per booth will be listed on the booth sign or on onsite materials. All booths are required to be carpeted at the exhibitor's expense. Payment & application must be received within 10 days of verbal agreement, otherwise space will be cancelled. Final payment due January 15, 2010.
4. **CANCELLATION** – An Exhibitor may cancel or withdraw from the exhibit program subject to the following conditions:
 - a. The Exhibitor shall file a written notice of intention to cancel or withdraw by March 2, 2010.
 - b. If written notice is received by CMSA on or before March 2, 2010, CMSA shall return the fees paid but shall retain a service fee of \$600.00 per 10' x 10' space. If payment has not been received, CMSA will invoice the Exhibitor and the Exhibitor agrees to pay \$600 per each 10' x 10' reserved space.
 - c. If written notice of cancellation is received on or after March 3, 2010, no refunds will be made for cancellation regardless of reason.
 - d. If all or part of the Exhibitor's payment represents funds CMSA credited from that Exhibitor's cancellation of a previous year's conference, the Exhibitor shall not be entitled to a refund on such amounts.
5. **HOLD HARMLESS CLAUSE** – The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment, and other property brought upon the exhibition premises and shall indemnify, defend and hold harmless Disney's Coronado Springs Resort, CMSA, Case Management, Inc. (CMI) (CMSA's conference management company), their respective officers, directors, employees, or agents from any and all such possible losses, damages and claims. (See also section 13). The terms of this provision shall survive the termination or expiration of this Agreement.
6. **ARRANGEMENT OF EXHIBITS** – Exhibit(s) shall be arranged so as to avoid obstructing the general view of the other exhibits in the Exhibition area. Exhibits must be self-contained within the booth area assigned, and chairs, furniture, or exhibit materials are NOT to be placed outside the booth area. Demonstrations are permitted only within the confines of the individual exhibitor's booth. No interference with normal traffic flow and infringement of neighboring exhibits will be permitted.

Exhibits shall be fully assembled and boxes marked for storage 3 hours prior to hall opening event. Violations of this provision may result in additional costs to the exhibitor.

Maximum height of booth permitted is eight feet. The full height of the back walls may extend from the back of the booth to three feet forward. Maximum height for the front seven feet of the exhibit booth shall not be higher than three feet. Peninsula booth maximum height is three feet. The layout of an Island booth will need to be approved by CMSA. Maximum island booth height is 16 feet unless otherwise approved by CMSA.

Display material exposing an unfinished surface to neighboring booths is strictly prohibited. Nothing shall be posted, tacked, screwed, or otherwise attached to columns, walls, floors, or other parts of the facility or furniture. Exhibitor shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, or air conditioning systems or portions thereof, or to the public areas adjacent thereto, or to the street or sidewalks adjoining. Any changes required to protect the facility in the opinion of CMSA will be at the expense of the Exhibitor.
7. **HOSPITALITY FUNCTIONS** – Scheduling of private functions, cocktail parties, special events or other hospitality functions planned in conjunction with the conference and within the host hotels must be coordinated directly with CMSA. Functions during the period of move-in, show hours, or move-out are prohibited.
8. **REGISTRATION** – All visitors to the CM Conference and Expo must register in accordance with the rules of the Conference. One (1) complimentary conference pass **with CEs**, and three (3) complimentary conference passes **without CEs** per 10' x 10' booth. Additional passes available: Conference Pass without CEs: \$275 and Conference Pass with CEs: \$475. Set-Up Only Passes will be provided at no charge. Conference materials are **not** included with conference passes **without CEs**. All passes are to be used exclusively by exhibiting company employees (verification of such will be required). Children under the age of 16 will NOT be allowed on the floor. All attendees must register in order to enter the Exhibit Hall. Any outstanding balances on the Exhibitor Representative's account will be the responsibility of and billed to the exhibiting company.
9. **OBJECTIONABLE CONDUCT** – CMSA reserves the right to reject or terminate exhibit privileges of any Exhibitor including personnel in whole or in part, which because of notice, conduct of personnel, method of operation, selling outside of the booth, materials, or for other causes which CMSA believes is not compatible with the purpose of the Conference and Exhibition, or any other reason in the opinion of CMSA, without liability for any refunds or other expenses incurred.
10. **COMPLIANCE WITH LAWS** – Exhibitors shall bear responsibility for the compliance with any and all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of Disney's Coronado Springs Resort, regarding the installation, dismantle and operation of the exhibit. Disney's Coronado Springs Resort information is included in the Exhibitor kit. **Exhibitors choosing to sell items from their booth are required to obtain a Special Events License from both city and state. The applications will be available on www.cmsa.org. Information will also be included in the Exhibitor Confirmation Packet.**
11. **AMERICANS WITH DISABILITIES ACT** – Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations and guidelines (collectively "ADA"). Exhibitors shall indemnify, defend and hold harmless CMSA, CMI, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.
12. **EXHIBIT HOURS** – In their own best interest, and for security, Exhibitors are encouraged to keep an attendant at their booths during all open hours. It is agreed that no Exhibitor will dismantle or remove any part of their exhibit prior to show closing. If an Exhibitor violates this provision, the Exhibitor will be fined up to \$500.
13. **LIABILITY, INSURANCE AND WAIVER OF SUBROGATION** – CMSA, CMI, and Disney's Coronado Springs Resort shall not be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to Exhibitors or their Employees, Agents, and Attendees from any cause prior to, during or subsequent to the period covered by the exhibit contract. Exhibitors shall obtain, at their own expense, adequate insurance against any such injury, loss or damage. **The Exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under Exhibitor's insurance contracts for real and personal property. Exhibitor shall list CMSA and CMI as additional insureds on its liability policies for the period beginning with installation of the booth through completion of move out.** Further, Exhibitor shall indemnify, defend and hold harmless CMSA, CMI, their respective officers, directors, employees, and agents against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage, or other claims or occurrences to any person, including Exhibitor, its employees and agents, or any business invitees, arising out of or related to Exhibitor's occupancy or use of the exhibition premises in Disney's Coronado Springs Resort, including storage and parking areas. The terms of this provision shall survive the termination or expiration of this Agreement. CMSA makes no representation or warranty as to the attendance or overall success of the conference and, as such, shall have no liability to Exhibitor for damages relating to low attendance, the overall success of the show, or any other factors beyond the reasonable control of CMSA.
14. **FORCE MAJEURE** – Should events beyond the reasonable control of CMSA or Disney's Coronado Springs Resort, such as acts of God, war, curtailment or interruption of transportation facilities, unavailability of facilities, threats or acts of terrorism or similar acts, disease, epidemic, State Department or other federal, state or local government agency travel advisory, civil disturbance, or any other cause beyond the parties' control, which, in the party's reasonable judgment, would tend to make it commercially unreasonable, illegal, or impossible for either party to perform its or their obligations under the Agreement as they relate to the Convention and Exhibition, such party may cancel the Exhibitor Agreement upon written or e-mail notice to the Exhibitor, without liability including return of exhibition fees in whole or part at CMSA's option.
15. **DRESS OF ATTENDANTS** – Costumes not regularly associated with the business and professional character of the conference must have the approval of CMSA.
16. **SUBLEASING** – Exhibitors may not sublet, sub-divide or assign their space, or to otherwise permit non-exhibitors to distribute materials in their space or any part thereof.
17. **PHOTOGRAPHS/VIDEOTAPING** – CMI reserves the right to record video and take photographs for promotional and educational purposes.
18. **ALCOHOLIC BEVERAGES** – Exhibitors will not be permitted to sell, serve, or give away alcoholic beverages in the exhibit hall.
19. **CONSUMABLE ITEMS** – All consumable items must be approved through Disney's Coronado Springs Resort.
20. **COPYRIGHTED WORKS** - Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless CMSA, CMI, its directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.
21. **SMOKING** – Smoking will not be allowed in the conference sessions or exhibit hall.
22. **UNION RULES** – Exhibitors must comply with Union rules as listed in the Exhibitor kit as provided by the official service contractor.
23. **SERVICE CONTRACTOR** – **All costs of shipping, cartage, carpeting and handling are to be borne by the Exhibitor.** The service contractor selected by CMSA will handle the drayage from the drayage warehouse to the Exhibitor's booth; remove crates and empty cartons; return them at the end of the show; deliver packed goods to the loading dock of Disney's Coronado Springs Resort; and load the items onto transport vehicles.

All additional services not listed in section 3 of this contract and required by Exhibitors should be ordered direct from the service contractor. Each Exhibitor may download from the service contractor's website, the appropriate order forms. These additional services are not part of this agreement and must be ordered separately.

If an Exhibitor Appointed Contractor (EAC) is used other than the official decorator, the contracted company must furnish a certificate of insurance to CMSA and to the service contractor no later than March 31, 2010, or the Exhibitor will be required to use the official decorator of the show. The exhibiting company accepts all responsibility for EAC's actions or omissions that causes damage or injury, and shall hold CMSA harmless from any liability.

To facilitate movement in and out of the Exhibit hall and to ensure proper delivery, it is essential that all shipments by the Exhibitor be consigned to arrive no later than the date designated by the service contractor.

Disney's Coronado Springs Resort has no facilities for receiving or storing advanced shipments. Therefore, all shipments which must arrive earlier than move-in day should be consigned to the warehouse address of the exhibit contractor.

In the receipt, handling, care of, custody of, property of, and any kind shipped or otherwise delivered to the Exhibition, either prior to, during or subsequent to the use of the exhibit space by Exhibitor, CMSA, CMI, and its officers, agents, and employees shall not be liable for any loss, damage or injury to such property.
24. **CHANGES** – CMSA reserves the right to make any changes in the rules necessary to ensure the health and safety of those in attendance, the significance of the exhibition and harmony of operation. Exhibitors will be advised of any such changes by bulletin or e-mail.
25. **COMMUNICATION** – All conference correspondence will be made through e-mail. A valid e-mail address is required. Your information will only be used by CMSA and its agents as needed to communicate conference-related information.
26. **VIOLATIONS** – Violations of any of these Rules and Regulations on the part of Exhibitor, its employees, or agents shall, at the option of CMSA, constitute cause for CMSA to terminate this Agreement, expel Exhibitor from the show, and Exhibitor shall forfeit all fees paid to CMSA. All decisions of CMSA and CMI are final.