



# Materials Insert Order Form

**INSERTION ORDER FORM DEADLINE:** April 23, 2010  
**COMPLETE & FAX TO:** (501) 221-9068  
**SHIPPING INFO & DEADLINE FOR RECEIPT OF MATERIALS:** to come  
 Access [www.cmsa.org/conference](http://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](mailto:cmsa@cmsa.org)  
[www.cmsa.org](http://www.cmsa.org)

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