



U.S. Department of Health and Human Services
Indian Health Service

The Federal Health Program for American Indians and Alaska Natives



**2008 Indian Health Information
Management Conference**
December 15, 2008 - December 19, 2008

Prospective Exhibitor:

We are anticipating another great year as we approach our annual Information Management Conference. With the fast growth of technology and the thirst for new technology solutions and services, exhibiting at this conference would provide your organization with a unique opportunity to enter into dialogue with IT decision makers. Each event is planned to give you lots of 'quality time' exposure to attendees - for example, exhibition booths will be located where attendees meet for tea, coffee and lunch. In addition, there will be a social mixer to allow even more exposure for your product. What better opportunity to get to speak with key leaders and demonstrate first hand what you have to offer.

All Exhibitors will receive a complete exhibitor kit with shipping instructions, booth and display set up information, Sponsorship details and conference schedule. Additional information and coordination assistance will be given to each exhibitor through the Exhibitor Coordinators listed on page 3.

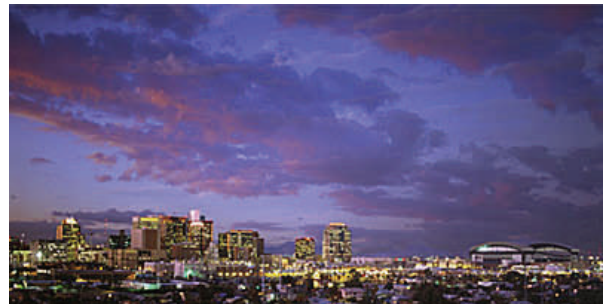
Exhibitors Schedule

December 15, 2008
Exhibitor Set up: 12:00 pm - 8:00 pm

December 16, 2008
Exhibit Hours: 07:00 AM - 5:00PM

December 17, 2008
Exhibit Hours: 07:00 AM - 5:00PM
Social Mixer: 6:00 PM to 8:00 PM

December 18, 2008
Exhibit Hours: 07:00 am - 3:00 pm



Registration and Sponsorship information and forms can be found on page two.



Hotel Information

Hyatt Regency Phoenix
122 North Second Street, Phoenix, Arizona, 85004
Tel: +1 602 252 1234 Fax: +1 602 254 9472

Website: <http://phoenix.hyatt.com>



2008 Indian Health Information Management Conference

Exhibitor Registration Form

December 15-19, 2008

Phoenix, Arizona

Exhibitor Booths: Each Space will be provided with a 6' draped table and two chairs. Booth space with electricity and internet is available upon request. Booth prices are for the duration of the conference. Booths and displays need to be set up on Monday, December 15, 2008. Exhibits will be open from 7:00AM to 5:00PM on Tuesday - Wednesday and Thursday from 7:00 AM - 3:00 PM..

<u>Description</u>	<u>Price</u>	<u>QTY</u>	<u>Sub-Total</u>
Booth - Draped Table 2 1/2 x6'	\$ 2,500.00	x _____	= \$ _____
Electricity - Per Day; Per Booth	\$ 100.00	x _____	= \$ _____
Internet Connection - Per Day; Per Connection	\$ 100.00	x _____	= \$ _____
<u>Sponsorship</u> (Sponsorship is welcomed and appreciated. Sponsors will be acknowledged during the conference program and during the social mixer)			
Morning Break	\$ 3,000.00	x _____	= \$ _____
Breakfast	\$ 5,000.00	x _____	= \$ _____
Lunch (Box Lunch)	\$10,000.00	x _____	= \$ _____
Afternoon Break	\$ 3,000.00	x _____	= \$ _____
Evening Social Mixer (Exclusive)	\$15,000.00	x _____	= \$ _____
Wet Bar (Call or email for more information)			
Internet Café (Call or email for more Information)			
Tote bags (Call or email for more Information)			
Lanyards (Call or email for more Information)			
ID Badge Holders (Call or email for more Information)			
		TOTAL	\$ _____

Please Fax Registration form to:
918-567-7150 or 918-567-7061
Attention: Skip Leader

Payment Method:

Credit Card: ___ Visa ___ MasterCard ___ Amex Acct #: _____
Exp. Date: _____ Name as it appears on card: _____

Authorized Signature: _____

Check/Money Order- Payable to CNHSA

Purchase Order - PO # _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Pre-Conference Contact: _____

Title: _____ Phone #: _____

Email: _____

**Payment in full is due by
November 14, 2008.**

Please mail to:
Choctaw Nation Health Services
Attention: Skip Leader
One Choctaw Way
Talihina, Ok 74571

If you have any questions, please call
either of the contact persons
listed on the reverse side.

Exhibitor Authorized Signature

Date

CONDITIONS OF THE EXHIBITOR'S AGREEMENT

EXHIBIT SPACE ASSIGNMENT:

- Exhibit spaces will be assigned in the order that the requests are received.
- The Exhibit Chairperson reserves the right to make reasonable adjustments in location of tables for the benefit of the exhibitor and the betterment of the total exhibit.

USE OF SPACE:

The Exhibit Chairperson reserves the right to decline or prohibit an exhibit or part of an exhibit which in his/her opinion is not suitable and in keeping in character of the convention. No spaces shall sublet without the consent of the Exhibit Chairman. Displays will be permitted on the exhibit floor only, by official exhibitors. Distribution of advertising material by representatives of firms who are not official exhibitors is strictly prohibited.

The Exhibit Chairperson reserves the right to restrict exhibit to a minimum noise level and to suitable methods of operation and display of materials. If for any reason an exhibit or its contents are deemed objectionable by the US Department of Health and Human Service or Indian Health Services, the exhibit will be subject to removal. In the event that such an eviction or restriction is enforced, IHS will not be liable for refunding fees paid.

Exhibitors are urged to use novel and unique ways to attract attention to their exhibit space. The basic responsibility for attracting meeting participants to the exhibit is the exhibitors. Every effort will be made to allow for maximum exposure for exhibiting firms, including coffee breaks and lunch service, etc., in the exhibit area.

EXHIBIT SPACES AND EQUIPMENT:

Exhibit booth setup will be Monday, December 15, 2008 between the hours of 12:00 and 8:00 PM. Exhibitors must register at the Exhibitor Registration Desk prior to display setup. Removal of exhibits can begin after 3:00 pm on Thursday, December 18, 2008. Each booth will be provided with a 6' table and two chairs. Electricity and Internet are available for a minimal fee.

EXHIBIT STORAGE: Exhibitors can have their exhibit products and materials shipped to the Hotel and stored until the date of the conference. Please contact Brent Grimes at the Hyatt Regency for storage space and fee information. 122 N. 2nd Street, Phoenix, AZ 85004. (602) 252-1234 Please refer to the IHIM Conference.

SECURITIES AND LIABILITY:

IHS, the convention facilities or their corporate entities will not be responsible for loss of any material or for any cause. Each exhibitor must make provision for safeguarding of his goods, materials and displays, at all times and exhibitors are urged to carry their own insurance through their own sources at their own expense. IHS or any officer or staff member will not be responsible for safety of the property of the exhibitor, his agents, employees, theft, damage by fire, accident or any other cause.

CANCELLATION POLICY:

All confirmed / contracted exhibit space (s) cancelled by November 14, 2008 will be subject to a \$100.00 service charge, per space. All cancellations after November 14, 2008 **are non-refundable.**

PAYMENT:

Payment must accompany this form in order to assign a booth (s). Applications not accompanied by the appropriate fee will be delayed in processing and booth assignment.

Exhibitor Coordinator Contact Information:

Skip Leader	918-567-7059	dkleader@cnhsa.com
Brenda Wilson	918-567-7159	bewilson@cnhsa.com
Kathy Geiger	918-567-7131	kdgeiger@cnhsa.com