

FAQ

Exhibitor and Corporate Sponsor Frequently Asked Questions

What is the registration process for the conference?

You must register for the conference. An email invitation with a discount code will be sent to the company representative on the Corporate Sponsor and Exhibitor agreements. Non-registered company representatives may not attend any part of the conference unless they are attending an event (lunch, dinner, etc...) as a guest with a purchased ticket.

How many free conference registrations do I receive?

(Please see HFMA Florida Chapter website for the Corporate Sponsor Agreement.)

Exhibitor = 1 Company representative

Silver = 1 Company representative and 1 complimentary Provider registration

Gold = 2 Company representatives and 2 complimentary Provider registrations

Platinum = 3 Company representatives and 3 complimentary Provider registrations

How are conference exhibiting opportunities determined?

Platinum and Gold Corporate Sponsors have first priority, then Silver, Bronze, and non-corporate sponsors, in that order.

How is the conference exhibitor booth selection made?

Platinum and Gold Corporate Sponsors have first priority, then Silver, Bronze, and non-corporate sponsors, in that order.

What is the payment process for exhibiting?

Checks should be mailed to the HFMA Florida Chapter contact person identified on the Exhibitor agreement and credit card payments are processed via PayPal. You will receive a PayPal email with instructions on how to submit your credit card payment.

When will the conference attendee list be distributed?

2 weeks prior to conference for Corporate Sponsors and 1 week for Exhibitors.

Where do I find conference exhibiting information?

All hotel shipping information, set-up / exhibiting / breakdown times, and equipment information is on the Exhibitor agreement.

What conference items are available for sponsorship?

Corporate Sponsors and Exhibitors may sponsor conference items and events such as the reception, hospitality suite, folders, water bottles, bags, etc... Opportunities are offered to Corporate Sponsors first.

Can I provide promotional items for conference bags?

Corporate Sponsors and Exhibitors may include promotional goodies for the conference attendee bags. No brochures, please. Prior to the conference, please notify the HFMA Florida Chapter contact person identified on the Exhibitor agreement that you will have promotional items available for conference attendee bags.



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Are networking games and raffle prizes allowed in the exhibit hall?

The Chapter will attempt to organize networking games to motivate Providers to visit Exhibitors with a grand prize given by the Chapter at the conclusion of the conference. Sponsors and Exhibitors may also bring prizes.

Can we have a different contact person for marketing?

If the marketing person for your company is different from the contact person listed on the Corporate Sponsor and Exhibitor agreements please be sure to identify that person on the agreement with their contact information for Chapter flyers, signs and newsletters.

What speaker opportunities are available?

See the HFMA Florida Chapter website for the speaker application form. Preference will be given to Corporate Sponsors with relevant topics that are co-presenting with a Provider.

Do Platinum Sponsors have the opportunity to introduce conference speakers?

Platinum Sponsors will be given the opportunity to introduce a speaker at each of the statewide conferences. This is on a first come first serve basis.

When does the Corporate Sponsor year begin?

Corporate Sponsorship is on a calendar year. The application process begins in October; commitment is due by November 1st, and payment is due by January 15th.

What are Corporate Sponsorship fees?

Please see the HFMA Florida Chapter website for the Corporate Sponsor Agreement. Corporate Sponsorship is on a calendar year. The application process for the new year begins in October.

What are Pro-rated Corporate Sponsorship fees?

Pro-rated fees are for first time Corporate Sponsors only and subject to revisions each year.

What is the payment process for Corporate Sponsorship?

Checks should be mailed to the HFMA Florida Chapter contact person identified on the Corporate Sponsor agreement and credit card payments are processed via PayPal. You will receive a PayPal email with instructions on how to submit your credit card payment.

What are Corporate Sponsor Awards?

Awards of Appreciation will be given to all Corporate Sponsors at the September Conference.

Where do I obtain additional information?

Please see the HFMA Florida Chapter website <http://www.floridahfma.org>

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