ASHHRA27
CONNECT | INNOVATE | TRANSFORM
May 16-18 | San Antonio, TX

ASHHRA 61st Annual Conference & Exposition

JW Marriott San Antonio Hill Country Resort & Spa, San Antonio, TX
May 16-18, 2027

INSTRUCTIONS: Type or print this application. Complete all sections. Sign and return the application to Katy Lewis at katy.lewis@wearemci.com. Upon assignment of space, a booth space confirmation will be sent to you.

Key Contact Person/Title to receive Exhibitor Communication

Key Contact Phone No.

Key Contact E-Mail Address

This person will serve as your primary exhibitor contact and will receive the Exhibitor Service Kit for this exposition. If the mailing address for the Key Contact Person is different from the address listed below, please attach a separate sheet with key contact's address information.

Company Name (as it should appear in print)

Company Name Continued

Street Address

City/State/Zip

Phone No.

Company E-Mail Address

Website Address

CANCELLATION: All cancellations of booth space must be received in writing by Show Management. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If a written cancellation or downsize request is received **on or before July 31, 2026**, 100% of the commitment will be released. If a written cancellation or downsize request is received between **August 1, 2026 through September 15, 2026**, 50% of the contract total will be released or refunded. Remaining 50% of contract total will be due immediately. **After Sept 15, 2026**, no refunds will be issued and exhibitor is liable for full contract total and terms and conditions. All sponsorship sales are fully non-cancellable. Cancellations will not be accepted after ASHHRA's receipt of the signed Agreement Form; no refunds will be made, and sponsor is responsible for paying the fully contracted amount.

We DESIRE to be next to or across the aisle from:

We do **NOT** want to be next to or across the aisle from:

Questions? Katy Lewis | MCI USA
Phone: 410-584-1990
E-Mail: katy.lewis@wearemci.com

LOCATION PREFERENCES Please indicate the location and configuration of the booth space requested.

1st Choice _____ 2nd Choice _____

No. of Standard Booths _____	$3,900	$ _____
No. of Corner Booths ____	$4,075	$ _____
	Total Due	$ _____

VIEW ALL OF OUR SPONSORSHIP OPTIONS
https://www.ashhrasponsorships.com/sponsorship-options

- ☐ **Search for Solutions: $1,000**
- ☐ **Pre-show Mail List: $500**
- ☐ **Post-show Mail List: $600**
  (Includes contact name, title, organization, and physical mailing address)

SPONSORSHIP ITEMS: _____

SPONSORSHIP TOTAL: _____

SPONSORSHIP/EXHIBIT SPACE GRAND TOTAL: _____

METHOD OF PAYMENT:

- ☐ **Check or ACH/Wire**. Make check payable to MCI USA.
- ☐ **Credit Card.** E-mail a secure link to our credit card processing portal to:

Name

Email

Within 60 days of the conference, credit card must be used for immediate payment.

Please do not provide credit card information on this contract. Upon invoicing per the Agreement billing terms, charge the Credit Card provided and email a receipt.

WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED IN THE ASHHRA GENERAL RULES AND REGULATIONS BELOW, WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT.

Authorized Signature

This line must be signed for acceptance of contract

Date

Print Name

Title

By signing and submitting this exhibit and sponsorship contract, you are agreeing to abide by the terms and conditions outlined herein.

American Society for Healthcare Human Resources Administration
JW Marriott San Antonio Hill Country Resort & Spa, San Antonio, TX
May 16-18, 2027

GENERAL RULES AND REGULATIONS

The American Society for Healthcare Human Resources Administration (ASHHRA), its authorized representatives and MCI USA are hereinafter referred to as "Show Management".

1. PAYMENT OF SPACE. Signed agreements that are accepted by Show Management will be invoiced IN FULL and the invoice is due upon receipt. Network Media Partners, LLC dba "MCI USA" is working on behalf of ASHHRA as an agent of and independent contractor to ASHHRA. Within 60 days from the conference, credit card must be used for immediate payment.

2. CANCELLATION. All cancellations of booth space must be received in writing by Show Management. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If a written cancellation or downsize request is received **on or before July 31, 2026**, 100% of the commitment will be released. If a written cancellation or downsize request is received between **August 1, 2026 through September 15, 2026**, 50% of the contract total will be released or refunded. Remaining 50% of contract total will be due immediately. **After September 15, 2026**, no refunds will be issued and exhibitor is liable for full contract total and terms and conditions. All sponsorship sales are fully non-cancellable. Cancellations will not be accepted after ASHHRA's receipt of the signed Agreement Form; no refunds will be made, and sponsor is responsible for paying the fully contracted amount.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental charge at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

If Show Management cancels the event due to circumstances beyond the reasonable control of Show Management (such as riot, strike, civil disorder, act of war, act of God, terrorism, epidemic, pandemic, government mandated restrictions, or any cause whatsoever that is not within Show Management's reasonable control), Show Management shall refund to each Exhibitor its amount for unfulfilled event related items previously paid, minus a 25% administrative processing fee, in full satisfaction of all liabilities of Show Management to Exhibitor. Show Management reserves the right to cancel, rename or relocate the event or change the dates on which it is held.

If Show Management changes the name of the event; relocates the Event to another event facility and/or city or converts the event to virtual/digital in nature; or changes the dates for the event to dates that are not more than 90 days prior or 13 months later than the dates on which the event originally was scheduled to be held, no refund will be due to Exhibitor, but Show Management shall assign to Exhibitor, in lieu of the original space, such other space as Show Management deems appropriate and Exhibitor agrees to use such space under the terms of this Agreement.

If Show Management elects to cancel the event other than for a reason previously described in this paragraph, Show Management shall refund to each Exhibitor its entire event related payment previously paid, in full satisfaction of all liabilities of Show Management to Exhibitor. Exhibitor agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the event.

3. SPACE RENTAL AND ASSIGNMENT OF LOCATION. Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. **SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.**

4. USE OF SPACE, SUBLETTING OF SPACE. No exhibitor shall assign, sublet or share the space allotted with another business or company unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting company be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

5. EXHIBITORS AUTHORIZED REPRESENTATIVE. Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the company's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times.

For their own safety and protection, persons under the age of twenty-one (21) may not be admitted to the exhibit hall at any time.

6. INSTALLATION AND REMOVAL. Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied three (3) hours prior to the published show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

7. ARRANGEMENT OF EXHIBITS. Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

Exhibitor Plan Review. Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

8. EXHIBITS & PUBLIC POLICY. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them.

All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. Electrical equipment and wiring must conform with National Electrical Code Safety Rules.
If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense.

Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such purposes.

If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations.

Independent contractors must conform to IAEE, ESCA, ED&PA guidelines. All exhibit labor must comply with established labor jurisdictions.

9. STORAGE OF PACKING CRATES AND BOXES. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify crates. Crates not properly marked or identified may be destroyed.

Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Unattended freight in any display space as of one hour prior to Show opening will be removed and stored at the exhibitor's sole risk and expense.

Because of the lack of storage facilities, it may be necessary to store empty crates, and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them.

The removal and return of large crates will be charged for at prevailing rates. Crates, boxes or other materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by the Show Contractor for removal time and materials at prevailing rates. Neither Show Management, the service contractor, nor the exhibit facility shall assume any liability whatsoever for loss or damage.

10. OPERATION OF EXHIBITS. Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Direct Sales. No sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

Contests, Drawings and Lotteries. All unusual promotional activities must be approved in writing by Show Management no later than 60 days prior to the opening of the exposition.

Literature Distribution. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Live Animals. Live animals are prohibited, except as protected under ADA regulations.

Models. Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

Sound. Microphones are not permitted. Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Show Management shall be the sole judge of what constitutes appropriate sound levels.

Copyright Licensing. Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless ASHHRA, Show Management, and facility against cost, expense, or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

11. SOCIAL ACTIVITIES. Any social function or special event planned by an exhibiting company, to take place during the ASHHRA Annual Conference and Exposition must be pre-approved by ASHHRA. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official conference and exposition activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by ASHHRA and/or Show Management. Room drops will be allowed only with prior approval from ASHHRA and must be coordinated through the ASHHRA Conference Planner.

12. LIABILITY AND INSURANCE. All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.

It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. ASHHRA requires all Exhibitors to provide evidence of carrying Commercial General Liability Insurance with limits of at least $1,000,000 per occurrence, $2,000,000 aggregate. ASHHRA shall be named as Additional Insured. This Insurance must be in force during the lease dates of the event, May 17-19, 2026.

13. INDEMNIFICATION. Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.

Property Damage. Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion, or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exposition, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Use of Certain Property. Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend and hold harmless ASHHRA, Show Management, the City and their officers, directors, members, agents, and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees, and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

14. CARE OF BUILDING and EQUIPMENT. Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

15. WAIVER. Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of such rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

16. ATTORNEYS' FEES. Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement, or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

17. AMERICANS WITH DISABILITIES ACT. Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless ASHHRA, Show Management, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

18. ATTENDEE AND MEMBER MAILING LIST PRIVACY. All ASHHRA mailing lists are for one-time use only and do NOT include email addresses. The pre-conference attendee mailing list will be sent approximately three weeks prior to the conference and the post-conference attendee mailing list will be sent approximately two weeks after the conference. Each list must only be used in reference to the ASHHRA annual conference, and not to promote another event. Multiple uses and transfer to/sharing with other companies are subject to a penalty of up to ten times the purchased value of the mailing list per mailing.

19. COMMUNICATIONS.

a.) Digital – Vendors will not post solicitous messaging, sales promotions or unprofessional notations on the conference mobile app. It is the sole discretion of ASHHRA to remove messages that do not comply with our guidelines and/or remove privileges entirely.

b) Mail – Vendors will not send excessively solicitous messages to conference registrants. ASHHRA prohibits Vendors from sending any solicitous advertising (emails, mail, other) falsely conveying that they are representing ASHHRA or are endorsed by ASHHRA. ASHHRA reserves the right to exclude any Vendors from future conferences.

c) Literature distribution – ASHHRA prohibits the distribution of literature in guest rooms, meeting rooms, exhibit hall or public spaces at the conference hotel, unless otherwise approved by ASHHRA. d) ASHHRA Logo – The ASHHRA logo and ASHHRA conference logo may not be used without the express written permission of ASHHRA. ASHHRA will provide an official logo for use.

20. OTHER REGULATIONS. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management.

THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.