

Dear 2010 OHIMA Exhibitor:

We have an exciting three-day program lined up and look forward to your participation as an exhibitor!

Enclosed is important program information. Please take a moment to review this packet. It contains DATED MATERIAL.

- 2010 Official Annual Meeting Program
- Exhibitor Name & Complimentary Lunch Order Form** – **Due February 19, 2010**
- Raffle Drawing Participation Form** – **Due February 19, 2010**
- Sponsorship Benefits & Opportunities Form – **Due March 5, 2010**
- Electrical/Internet Service Order Form – **Due March 9, 2010** – *Send form directly to Hilton Easton*
- Exhibitor Service Manual-including shipping information. – **Due March 15, 2010** – *Send order forms directly to PoSH Event Services, Inc.*



****Electronic versions of these forms and a secure credit card link are available on our website at www.ohima.org, in the 2010 Exhibit Hall section on the Exhibitor Homepage.**



Exhibitor Name & Complimentary Lunch Order (Green Sheet)**

Please take a moment to provide the names of all of your exhibitors who will be attending the show which will enable us to have name badges printed and available to your representatives.

*Again this year, each registered exhibitor will receive a complimentary boxed lunch and drink. These lunches will be delivered to you before lunch exhibit hall traffic begins, allowing you to focus on business matters. Please be aware that **this service must be pre-ordered** and that we cannot take boxed lunch orders on-site. If your company has an excess of 2 exhibitors attending the show, lunches will be included in the \$35/representative charge. If you would like to take advantage of this opportunity, please mark which lunch is preferred.*

Raffle Drawing (Blue Sheet)**

Companies are now being given more control over their raffles and the information collected from meeting attendees. OHIMA will assist in promoting the raffles in meeting materials and announcing raffle times and winners during peak show hours. OHIMA's Exhibitor Raffle is a wonderful way to get more continuous excitement to the show and to your booth. Attendees look forward to this exciting, time-honored tradition. OHIMA strongly encourages each company to participate in the raffle - the prize and its value are not important, only that you take advantage of this wonderful marketing opportunity by luring attendees to your booth.

Sponsorship Opportunities (Purple Sheet)

Maximize your marketing efforts! Although many companies have already taken advantage of this opportunity, there are still sponsorships available. Sponsorships of \$300 or more provide your organization maximum recognition among Ohio's 2000 health information management professionals and reinforce your presence to our 680+ program attendees. For information regarding sponsorship benefits and opportunities, please see the Sponsorship Opportunities Form or contact Amy Dotts at adotts@aol.com.

Please return your completed forms and payment (if applicable) by appropriate deadline. Payment for above mentioned may be combined into a single check. Checks should be made payable to: OHIMA. Return forms and payment to:

Tobi Wood
OHIMA Trade Show Services
PO Box 824
Worthington, Ohio 43085
Fax: 614-847-0153

Service Order Form (White Sheet)

The Hilton-Columbus at Easton Town Center will be providing for all of your electrical/internet needs. All order forms must be received by the Hilton Columbus by 4:00 pm on March 5, 2010. All services must be paid prior to arrival; onsite requests will be subject to an additional service charge. ***Please do not send form and/or payment to OHIMA.***

Exhibitor Service Manual including Shipping Information

PoSH Event Services, Inc. (740-362-0004) will be providing for all of your additional furniture, floral, shipping and handling needs. The Exhibitor Service Manual is available on our website at www.ohima.org, in the **2010 Exhibit Hall** section on the Exhibitor Homepage.

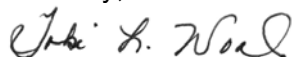
All booths include back and side drapes, identification sign, 6-foot skirted table, two chairs and a wastebasket. All exhibit areas are carpeted.

NOTABLE DEADLINE DATES:

- **ORDERS:** To receive the discount rate, all order forms must be received by PoSH Event Services, Inc. by March 15, 2010.
- **SHIPPING DEADLINES:**
 - Advanced Warehouse: Freight must arrive by March 17, 2010
 - To Show-Site: Freight must arrive on March 22, 2010, 9am- 7pm

We look forward to having you as part of our 2010 annual meeting. If you should have any questions or concerns, please feel free to contact me.

Sincerely,



Tobi Wood
OHIMA Trade Show Director
614-915-1007/ Fax: 614-847-0153
tobiwood@columbus.rr.com



Ohio Health Information Management Association

Exhibitor Name & Lunch Order Form

Company Name: _____

Please list EXHIBITOR NAMES and titles as you would like them printed on name badges. Complimentary boxed lunches and beverages for two representatives per booth will be provided each day. If you would like to take advantage of this service, please place your order below. **Lunches must be pre-ordered** as extra lunches will not be available during the show.



Electronic versions of this form and a secure credit card link are available on our website at www.ohima.org, in the 2010 Exhibit Hall section on the Exhibitor Homepage.

Name:	Title:	Lunch: (choice of Turkey, Ham or Vegetarian)	
		Tuesday	Wednesday
_____	_____	T___H___V___	T___H___V___
_____	_____	T___H___V___	T___H___V___
_____**	_____	T___H___V___	T___H___V___
_____**	_____	T___H___V___	T___H___V___
_____**	_____	T___H___V___	T___H___V___
_____**	_____	T___H___V___	T___H___V___

****If your company has an excess of 2 exhibitors attending the show, there is a \$35/representative charge which will include lunch.**
Please make all checks payable to: OHIMA (Tax ID#31-0918571)

FORM DUE BY FEBRUARY 19, 2010

Send completed form and payment (if applicable) to:

Tobi Wood
OHIMA Trade Show Services
PO Box 824
Worthington, OH 43085
Fax: 614—847-0153



2010 OHIMA Raffle Drawing Participation Form

OHIMA would like to invite you to participate in the 2010 Exhibitor Raffle. OHIMA's Exhibitor Raffle is a wonderful way to get more booth traffic and exposure. Attendees look forward to the raffles and we thank you for participating in this OHIMA tradition.

OHIMA will help your company stand out by announcing raffle giveaways approximately every half-hour during peak Exhibit Hall hours!

On the tradeshow floor Tuesday, March 23rd and Wednesday, March 24th, we will be announcing raffle prizes from those companies participating. **Each booth is responsible for running their own raffle**, so you may collect email addresses, phone #'s, etc. OHIMA will help promote the raffle by listing your company, raffle prize, and drawing announcement time in the meeting materials. We will also announce over the PA system your company's raffle and encourage attendees to stop by and visit your booth.

Prior to your drawing announcement time, an OHIMA representative will collect your winning ticket. At the time of the drawing announcement, your company, prize and winner will be announced. The winner will be instructed to claim their prize at your booth. A raffle board will be located next to the raffle stage to keep track of the raffle winners in the event the recipient is not in the room at the time of the announcement so that they know where to claim their prize. It is your company's responsibility to make sure the winner receives their prize.

The idea is to bring more continuous excitement to the show and to your booth. The way you take raffle entries is up to you, but you must complete the information below so that we can promote and announce your company and prize. Raffle Participation form due no later than **February 19, 2010**.

To participate in the 2010 OHIMA Raffle Drawing, please complete the following:

NOTE: Electronic versions of this form and a secure credit card link are available on our website at www.ohima.org, in the **2010 Exhibit Hall** section on the Exhibitor Homepage.

Company _____ Booth No. _____
 Contact Name _____
 Phone _____ Email _____
 Prize(s) ** _____ Value(s) \$ _____

RAFFLE DRAWING TIMES: Select 1st, 2nd, and 3^d choice times or indicate "no preference": **Time slots are available on a first come-first served basis.**

Tuesday, March 23 rd	Wednesday, March 24 th
_____ 12:00 pm (lunch)	_____ 8:30 am (breakfast)
_____ 12:30 pm (lunch)	_____ 10:15 am (break)
_____ 2:30 pm (break)	_____ 12:00 pm (lunch)
_____ 4:30 pm (wine & cheese)	_____ 12:30 pm (lunch)
_____ 5:00 pm (wine & cheese)	_____ NO PREFERENCE (anytime Wed)
_____ NO PREFERENCE (anytime Tue)	

We will notify/remind you of your drawing time prior to and during the show.

I would like OHIMA to provide (check if needed):

Raffle Tickets _____ Fishbowls for Entries _____

(over)

****Limited time to come up with a raffle prize idea?** Easton Town Center is a wonderful village of fantastic stores – a gift certificate to one of its many stores may be your answer! As a service to you, OHIMA can purchase a gift certificate for you from the store in the amount of your choice, and deliver the gift certificate to you for display at your booth when you arrive. Please designate the store and the amount of your gift certificate in the table below and **we'll take care of the rest!**

___ **Please have OHIMA purchase gift card(s) for the following store(s):**

Store	\$50	\$100	\$200	\$Other	Total
Ann Taylor					
Barnes & Noble					
Bath & Body Works					
Brighton Collectibles					
Brookstone					
Buckeye Corner					
Chico's					
Coach					
Coldwater Creek					
Container Store					
Crate & Barrel					
Eddie Bauer					
Footlocker					
Godiva Chocolatier					
J. Jill					
Lego Store					
Macy's					
Pottery Barn					
Tiffany & Co.					
Williams Sonoma					

**FORM AND PAYMENT (IF APPLICABLE) ARE DUE NO LATER THAN
FEBRUARY 19, 2010**

Please make checks payable to: OHIMA (Tax ID#31-0918571)

Mail completed form and payment (if applicable) to:
 Tobi Wood
 OHIMA Trade Show Services
 PO Box 824
 Worthington, OH 43085

If providing own raffle prize, form may be sent by fax or email to:
 Fax: 614-847-0153
 tobiwood@columbus.rr.com

OHIMA 2010 Annual Meeting & Trade Show

You've Come a Long Way

Hilton Hotel, Columbus, OH – March 22-24, 2010

PLEASE SELECT THE EVENT (S) YOU WISH TO SPONSOR:

	Bronze	Silver	Gold
Monday Awards Luncheon	N/A	<input type="checkbox"/>	<input type="checkbox"/>
NEW! Monday Evening Awesome 80s Party!	Fully Sponsored		
Tuesday Wine/Cheese Reception in Exhibits	Fully Sponsored		
Website - Speaker Handout Page (View Example)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Afternoon Break in Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continental Breakfast: MON TUE WED (Circle Day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boxed Lunches in Exhibits: TUE WED (Circle Day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Meeting Arrangements & Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPANY: _____	AMT ENCLOSED: \$ _____		
CONTACT PERSON: _____	EMAIL: _____		
WEBSITE LINK: _____	PHONE: _____		

Please make all checks payable to: **OHIMA** (Tax ID # 31-0918571)
Mail this completed form and payment by MARCH 5, 2010 to:
 OHIMA, PO Box 824, Worthington, OH 43085-0824

or

 **PAY BY CREDIT CARD** using your Visa or MasterCard via our secure server.

For further information contact Amy Dotts, Executive Director at adotts@aol.com or 614/847-0160.

Sponsorship Benefits & Opportunities

ITEM #	DESCRIPTION	BRONZE \$300	SILVER \$600	GOLD \$1000
1	Exclusive sponsor at selected event	No	No	YES
2	Marketing flyer in program materials	No	No	YES
3	Exclusive e-Newsletter sponsorship with company logo and link	No	No	YES (\$300 value)
4	Free conference registration	No	No	1 FREE day (Over \$100 value)
5	Co-sponsor at selected event	YES	YES	Exclusive
** 6	Company logo in program brochure (if by 12/15/09)	YES	YES	YES
7	Pre-conference marketing and promotion	YES	YES	YES
8	Company link & logo in exhibitor directory	YES	YES	YES
9	Recognition during opening sessions	YES	YES	YES
10	Custom signs displaying company name and logo at sponsored event	YES	YES	YES
11	Rosette ribbon displayed on your booth ID sign & sponsor lapel ribbons	YES	YES	YES
NEW! 12	80s Trivia Display prior to opening sessions	YES	YES	YES

→ Deadline for all time-sensitive items except ITEM #6 is: **March 5, 2010**

** **ITEM #6:** For logo to be included in program brochure, sponsorship form AND payment must be received by **December 15, 2009**. ([View Example from 2009 Program](#))

Details for all sponsorship benefits corresponding to item description:

1. A listing of sponsorships opportunities is provided on this form. Sponsorships will be allocated in order of receipt, with exclusive (GOLD) selections given first priority. If an event is fully sponsored, you will be contacted and given the opportunity to select another event.
2. Meeting packet inserts limited to one document, 8 1/2 x 11. Deadline: March 5, 2010. You may provide 850 copies of your own flyer or provide OHIMA with 1 camera-ready piece to photocopy (black/white). Mail flyers to: Amy Dotts, 47 W. South St, Worthington, OH 43085.
3. Gain increased exposure as an exclusive sponsor of an e-Newsletter sent to over 2700 members. The e-Newsletter will state, *"This OHIMA e-Newsletter is sponsored by (your company name, LOGO and web link)."* Information you provide about your company will follow (up to 80 words). Deadline for company link and description for e-Newsletter is March 5, 2010. Sponsored e-Newsletters will run from mid January – mid March, 2010. A great way to profile your company and/or invite members to visit your booth at our Trade Show!
4. Annual Meeting registration must be completed and sent with 'waived – sponsor' next to free day attending. Waived registrations are not transferable and the registrant must be employed by the sponsoring company. Meeting registration deadline: March 5, 2010.
5. Choose from the listing of sponsorship opportunities. All GOLD sponsors receive exclusive priority. View the SPONSOR page on OHIMA's website in the 2010 Annual Meeting section for up-to-date listing of sponsorships. Note that for silver and bronze levels, there will be no more than three companies for each event.
6. Your company logo acknowledging you as a meeting sponsor will be printed in the Annual Meeting program brochure that is mailed to approximately 2500 HIM professionals. Completed sponsorship form, full payment and logo artwork (jpg, gif, tiff – any size) must be received by **December 15, 2009**. Logo artwork should be sent electronically to adotts@aol.com
7. OHIMA will recognize your sponsorship in a variety of pre-conference promotion activities including but not limited to broadcast email, postings on the OHIMA website, and other member announcements.
8. The Exhibitor Directory will feature the corporate logos and links to sponsoring company homepages. Links and logos are posted when sponsorship payment and artwork is received and remains online for at least six months. Submit logo artwork to adotts@aol.com
9. At the opening session for each of the three days, the Presiding Officer will announce and thank all sponsoring companies.
10. Signage with company name and logo will be prominently displayed at all sponsored events.
11. A rosette ribbon will be displayed on the ID sign of your booth. Sponsor lapel ribbons in the color of your sponsor level will also be provided for each representative of sponsoring company.
- NEW!** 12. In keeping with our 1980s theme this year, all sponsoring companies will have their logo displayed on our 1980s Trivia display. This will run (loop) on the large screens prior to the opening sessions each day.

Thank you for your continued support!

GBS

Word for Word
NEMT
New England Medical Transcription

MedScribe

MedPlus
A Quest Diagnostics Company

Complete
Coding Solutions

H.I.MENTORSTM
Health Information at its Highest Potential

microIMAGE
A Higher Standard of Document Imaging

STAT SOLUTIONS
INCORPORATED
SIMPLY THE BEST

UNIVERSITY OF
Cincinnati



**THE HILTON – COLUMBUS AT EASTON TOWN CENTER
EXHIBIT SERVICEORDER FORM**

Conference Name:	OHIO HEALTH INFORMATION MANAGEMENT ASSOCIATION 2010		
Exhibit Date(s):	March 23-24, 2010	Meeting Room:	Easton Ballroom and Easton Foyer
Set Up Time:	6:00 PM	Set Up Date:	Monday March 22, 2010
Tear Down Time:	1:00 pm	Tear Down Date:	Wednesday March 24, 2010
Firm Name:	_____		
On Site Contact:	_____	Telephone:	_____
		Booth #:	_____

***ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE***

QTY	DESCRIPTION	Advance Order PRICE EACH	Orders After 3/9/10 & ORDERS DAY OF SHOW	TOTAL
_____	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	55.00	_____
_____	208V / 1-30 AMP Circuit	\$165.00	185.00	_____
_____	208V / 1-40 AMP Circuit	\$175.00	200.00	_____
_____	208V / 1-50 AMP	\$185.00	225.00	_____
_____	100 AMP / Patch-In 208V 3-Phase	\$350.00	500.00	_____
_____	Power Strip	\$15.00	20.00	_____
_____	Extension Cord	\$10.00	15.00	_____
_____	Telephone Line plus cost of calls	\$75.00	95.00	_____
_____	High Speed Internet Access –per line, per day	\$300.00	300.00	_____
_____	Banner Hanging – Each Banner	\$35.00	55.00	_____
	Sub Total			_____
	6.75% State Sales Tax			_____
	Total			_____

***ALL ORDER FORMS MUST BE RECEIVED
BY THE HILTON COLUMBUS BY 4:00PM
TUESDAY MARCH 9, 2010.***

***IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR
CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT.
EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS,
I.E, SURGE PROTECTORS, ISOLATION TRANSFORMERS,
CONVERTERS, ETC.***

PAYMENT

CC# _____

EXP DATE: _____

Name of Card Holder: _____

Signature: _____

This Exhibitor Service order form also serves as your receipt. No receipt will be sent to you.

If you have any questions or need help with any items on this form, please call 614/ 416-8403 (fax 614/ 416-8444).

Please send this form & a check or cc# to: Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444. No receipt will be sent, this Exhibitor service order form will serve as your receipt.