



Dear Prospective Sponsors and/or Exhibitors:

The Buckeye Area Chapter (BAC) of the American Association for Medical Transcription (AAMT) Symposium will be held at the Hope Hotel & Conference Center at Wright-Patterson Air Force Base, Ohio, on September 15-16, 2006. We invite you to mark your calendars now and plan to join us for "Transcription Takes Flight" in this historic city. As we plan for this upcoming meeting of professionals within the medical transcription industry, we hope you will consider the options contained herein to join us in this endeavor.

We hope you will be able to support the Buckeye Area Chapter by being a sponsor and/or an exhibitor at the symposium. Your participation and support are important to us as it allows us to offer affordable registration rates for our attendees, and important for you as it recognizes your company's support of BAC and AAMT through our acknowledgements of you to our prospective attendees and members of our Chapter and e-newsletter group. Please take time now to consider sponsorship and/or being an exhibitor at our symposium while you read the enclosed materials. Your assistance helps our efforts not only with this one event but throughout the year with our efforts for continuing education and advocacy in the medical transcription industry.

If you choose to be a sponsor and/or exhibitor, please complete the enclosed forms and mail them back to us as soon as possible along with payment. We would very much like to have you and your company represented as a sponsor/exhibitor this year. Sponsor/Exhibitor space is limited and will be filled on a first-come, first-served basis.

Again, we look forward to your support and participation in the Buckeye Area Chapter of AAMT's 2006 symposium "Transcription Takes Flight!"

Sincerely,

Anna Parr, CMT
BAC Exhibit and Sponsorship Chairperson

Enclosures

The federal IRS requires the following statement: "Contributions or gifts to the Buckeye Area Chapter of the American Association of Medical Transcription is not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses."

ADVERTISING, EXHIBIT AND SPONSORSHIP CONTRACT
Buckeye Area Chapter of AAMT Symposium
The Hope Hotel & Conference Center
Wright-Patterson Air Force Base, Ohio 45433-5000
September 15-16, 2006

COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE/FAX:

E-MAIL ADDRESS:

CONTACT PERSON:

Application is hereby made for Sponsorship, Exhibit space and/or Program Advertising at the 2006 BAC Symposium to be held at the Hope Hotel & Conference Center, Wright-Patterson Air Force Base, Ohio, September 15-16, 2006. **(NOTE: Exhibiting will only be on Saturday, September 16th)**

Medical Transcription Field Exhibitor: Exhibitor would be a business whose main focus is that of the medical transcription field.

Early Registration (before July 15)

1 Booth Space @ \$125
Additional booth space @ \$50

Regular Registration (after July 15)

1 Booth Space @ \$175
Additional booth space \$100

Each exhibit space includes 6 foot table and 2 chairs.

Each exhibitor receives 1 complimentary lunch/break ticket. Additional lunch/break tickets may be purchased at \$25 per person. Only persons with appropriate lunch/break tickets displayed will be given access to the break/meal room area. The conference center does have a restaurant and meals may be purchased directly and eaten there if so desired by exhibitors.

Non-medical transcription Field Exhibitor: Exhibitor would be a business whose client-base is consumers or individuals (as companies who sell health and beauty products to the general public)

Early Registration (before July 15)

1 Booth Space @ \$75
Additional booth space @ \$25

Regular Registration (after July 15)

1 Booth Space @ \$125
Additional Booth space @ \$50

Each exhibit space includes 6 foot table and 2 chairs.

Each exhibitor receives 1 complimentary lunch/break. Additional lunch/break tickets may be purchased at \$25 per person. Only persons with appropriate lunch/break tickets displayed will be given access to the break/meal room area. The conference center does have a restaurant and meals may be purchased directly and eaten there if so desired by exhibitors.

EXHIBITOR: _____

TOTAL BOOTH SPACE NEEDED: _____

PROGRAM ADVERTISING: Please contact Peggy Allwardt, CMT, FAAMT
at allfam1@earthlink.net

Business Card	\$15.00 (3.5 " w x 2" l)
One-fourth Page:	\$30.00 (3.25" w x 4.5" l)
One-half Page:	\$50.00 (6.75" w x 4.75" l)
Full Page:	\$100.00 (7" w x 9.5" l)

If possible please submit your ad in a .jpg or .jpeg format in an email to Peggy at the email address listed above.

**BUCKEYE AREA CHAPTER OF AAMT SYMPOSIUM
"TRANSCRIPTION TAKES FLIGHT"
The Hope Hotel & Conference Center
Wright-Patterson Air Force Base, Ohio 45433-5000
September 15-16, 2006**

CONTRACT

The applicant hereby agrees to abide by terms, rules and regulations (as stated in the 2006 prospectus, application and contract) as attached hereto and incorporated herein, as well as such additional rules and regulations as required by the Association management and hotel management.

Send completed documents to:

**ANNA PARR, CMT
BAC Exhibitor & Sponsorship Chair
380 Greenport Drive, Dayton, Ohio 45449
PHONE: 937-866-1724
FAX: 513-573-0209
Email: Lotharia@AOL.COM**

This contract becomes valid when signed by the applicant, accompanied by payment in full and advertising copy (if applicable). Early registration is only available until **July 15, 2006**

SIGNATURE OF APPLICANT

BAC PRESIDENT

DATE

DATE

**Reservation of vendor exhibit space will be confirmed
when the completed contract has been received by BAC.**

SPONSORSHIPS
Buckeye Area Chapter of AAMT Symposium
The Hope Hotel & Conference Center
Wright-Patterson Air Force Base, Ohio 45433-5000
September 15-16, 2006

Ideally, sponsorships should be confirmed by July 15, 2006. Your cooperation is appreciated.

RECOGNITION FOR SPONSORS
FOR BAC SYMPOSIUM

- Our BAC sponsors will be recognized in the BAC annual meeting program.
- Announcement acknowledging our BAC sponsors will be made at BAC annual meeting and during the sponsored event.
- Company logo and Website Link added to our BAC website from date sponsorship payment received until 2 months past Symposium date (November 16, 2006)
- Certificate of appreciation will be awarded to our BAC sponsors.

SPONSORSHIP LEVELS AVAILABLE:

Flying Fortress	\$500
Mustang	\$400
Sabre jet	\$250
Phantom	\$100

Breaks and events may be co-sponsored when needed to cover expenses.
Cost estimates based on attendance of approximately 100 registrants

Friday, September 15, 2006

Hospitality Canteen (Refreshments/Cash Bar} - Approximate cost \$400

Saturday, September 15, 2006

Continental Breakfast - Approximate cost \$600
Speaker Expenses for Vallie Piloian, 2006 AAMT President -
Approximate cost \$500
Midmorning Break - Approximate cost \$250
Lunch – Approximate cost \$1000
Saturday afternoon break – Approximate cost \$500

Other sponsorships:

Registration Folders – Approximate cost \$100
Speaker Gifts – Approximate cost \$150

EXHIBIT AND SPONSORSHIP CONTRACT
Buckeye Area Chapter of AAMT Symposium
The Hope Hotel & Conference Center
Wright-Patterson Air Force Base, Ohio 45433-5000
September 15-16, 2006

HOLD HARMLESS CLAUSE:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Association, the Hope Hotel & Conference Center and their respective officers, employees and agents harmless against all claims, (losses and damages to persons or property, government charges or fines and attorneys fees arising out of or caused by installation, removal, maintenance, occupancy or use of exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Association, the Hope Hotel & Conference Center, their officers, employees or agents. In the event that there is a dispute as to the liability and/or negligence of the parties hereto, said dispute shall be resolved pursuant to arbitration before the American Arbitration Association. See Exhibit and Sponsorship Prospectus for additional information, rules and regulations.

Total Exhibit Fee	\$ _____
Advertising Fee (see Page 2)	\$ _____
Sponsorship (please specify)	\$ _____
Additional lunch/break tickets	\$ _____

TOTAL PAYMENT ENCLOSED	\$ _____
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SIGNATURE OF APPLICANT

BAC PRESIDENT

DATE

DATE

Please return this form with payment to the address below. When signed by the BAC President, an executed copy will be returned to you for your records. Please make checks payable to Buckeye Area Chapter AAMT.

Mail to: **Anna Parr, CMT**
 BAC Exhibit & Sponsorship Chairperson
 380 Greenport Drive
 Dayton, Ohio 45449

EXHIBIT CONTRACT
Buckeye Area Chapter of AAMT "Transcription Takes Flight"
The Hope Hotel & Conference Center
Wright-Patterson Air Force Base, Ohio 45433-5000
September 15-16, 2006

EXHIBIT PROSPECTUS

RULES AND REGULATIONS

The following constitute the rules and regulations governing the exhibits under the auspices of the Buckeye Area Chapter of AAMT and are part of the exhibit contract as incorporated therein.

PAYMENT

Payment in full must accompany the application and contract. **DEADLINE DATE FOR EARLY PAYMENT is July 15, 2006** (postmark date). Regular rate is in effect after July 15, 2006 (postmark date).

ANNUAL MEETING AND EDUCATIONAL CONFERENCE HOTEL

The headquarters of the 2006 BAC Symposium, "Transcription Takes Flight" is the Hope Hotel & Conference Center, Wright-Patterson Air Force Base, WPAFB, Ohio . Requests for accommodations will be handled by the Hope Hotel & Convention Center at 937-979-2696. Ask for the reservationist and request the special group rate per night for the Buckeye Area Chapter Symposium. Reservations may also be made at www.hopehotel.com. The room rate is \$70 per night for 2 adults (each additional adult is \$10/night extra) plus 10% tax (single/double – each room is a suite equipped with refrigerator).

DEADLINE FOR HOTEL ROOM RESERVATIONS IS AUGUST 15, 2006. Rooms are limited and are on first come/first served basis.

USE OF EXHIBIT SPACE

Exhibits will be confined to the specific limitations of their respective contracted space(s). No interference of normal traffic flow or infringement on neighboring exhibits is permitted. Any such interference shall be deemed a breach of this contract if same is not resolved immediately upon notification of said interference.

ELECTRICAL

Any/all exhibitors who need electrical outlets in their exhibit space will make arrangements with the exhibit chairperson prior to this event. Please let us know your requirements as soon as possible to make sure we have these services available at your exhibit site. Each exhibitor is responsible for supplying any needed extension cords and/or power plug strips as needed by your exhibit. Outlets may not be directly next to your booth area.

LOCAL REGULATIONS

All materials and equipment must conform to all applicable Federal, State and Local building, electrical, fire and related safety regulations. It is the responsibility of the exhibitor to assure compliance with said applicable regulations.

SUPERVISION OF EXHIBIT SPACE

The exhibitor shall provide staffing of exhibit space through the exhibit dates and hours and shall at no time during the date and hours permit the exhibit space to be unattended. In the event that said exhibit space is left unattended after notification of same, the exhibitor shall be deemed to be in breach of this contract and BAC may dismantle said exhibit at the expense of said exhibitor.

INSURANCE

Neither the Hope Hotel & Conference Center nor BAC maintains insurance covering property brought onto the hotel or convention center premises by exhibitors, and it is the sole responsibility of the exhibitor

to obtain insurance covering such property. BAC is also not responsible for the personal property of the exhibitor, which is not associated with the exhibit itself.

FAILURE TO OCCUPY SPACE

Any exhibit space not occupied by 7:30 a.m., Saturday, September 16, 2006, may be canceled or reassigned without any obligation on the part of BAC for any refund whatsoever. BAC shall also not be responsible for providing alternate exhibit space in the event of cancellation or reassignment.

REMOVAL OF EXHIBITS

Exhibits may not be dismantled before 3:30 p.m., on Saturday, September 16, 2006. Exhibits must be removed from the exhibit hall by 4:00 p.m.

EXHIBIT SETUP

Exhibits may be set up between 6:30 a.m. and 7:00 a.m. on Saturday, September 16, 2006, and opened from 7:00 a.m. until 3:45 p.m.

PRIZES

Prizes are encouraged. Door prizes may be given by all exhibitors and prize distribution must be scheduled with Anna Parr, CMT, Exhibit and Sponsorship Chairperson at (937) 866-1724 or Peggy Allwardt, CMT, FAAMT, BAC President at (513) 393-8210 or email at Lotharia@aol.com or allfam1@earthlink.net.

CANCELLATIONS AND REFUNDS

No refunds will be made.

CANVASSING BY NONEXHIBITORS

The use of the exhibit hall to demonstrate products, solicit orders or distribute advertising material is limited to individuals, businesses, manufacturers and dealers who have contracted and paid for space assignments or who have paid for attendance at the meeting/conference or have paid for entrance into the exhibit hall. Such demonstrations, solicitations and distribution are limited to the goods and/or services promoted by such individuals, businesses, manufacturers, dealers and no others. Any violation of this rule will be followed by prompt ejection from the exhibit hall/convention space of the offending person(s). The exhibitor waives any rights and/or claims for damages against BAC arising out of enforcement of this paragraph.

ELIGIBLE EXHIBITS

BAC reserves the right to refuse rental or display space to any entity, for any reason, at the sole discretion of BAC.

GUIDELINES FOR ADVERTISERS AND EXHIBITORS

All advertising copy and exhibits are subject to BAC's approval and may be rejected for any reason at any time.

USE OF MUSIC BY EXHIBITORS

Exhibitor(s) shall pay all licensure and usage fees and adhere to all reporting requirements as to any and all music played by the exhibitor by any and all means while said exhibitor occupies his/her exhibit space in accordance with all State and Federal regulations. Exhibitor shall indemnify and hold harmless BAC in the event that any litigation or action shall arise due to the exhibitor's use of music in said exhibitor's exhibit space.

GENERAL TERMS AND REGULATIONS

All matters and questions not covered by the exhibit, advertising and sponsorship prospectus and/or application(s)/contract(s) are subject to the decision of BAC. These regulations may be amended at any time by BAC, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.