



**Texas Association of Health Plans**

720 Brazos St., #1004, Austin, Tx 78701

PHONE: 512-476-2091

FAX: 512-476-2870

EMAIL: info@tahp.org

WEB: www.tahp.org

Dear Exhibitor:

Thanks for choosing to exhibit at the Texas Association of Health Plans 2007 Managed Care Conference and Trade Show, on October 16-18 at the Hyatt Regency Lost Pines Resort and Spa. We look forward to your participation!

Please go through this packet carefully so you don't miss important information including deadlines.

**FORMS & IMPORTANT DEADLINES:** Many forms have due dates. Please review the important dates listed below and make sure your forms are received on time.

- September 25, 2007: Program Listing Form, Exhibitor/Conference Badge Form, Door Prize Donation Form, and TAHP Golf Tournament Form
- September 29, 2007: last day to receive discounted rate at the Hyatt Regency Lost Pines Resort and Spa

**ACCOMMODATIONS:** The site for this year's event will once again be the beautiful Hyatt Regency Lost Pines Resort and Spa. TAHP has reserved a block of rooms at a discounted rate of \$189.00 plus resort fee. The last day to receive the discounted rate is September 29<sup>th</sup> so call Hyatt at 800-233-1234 to make your reservation today.

**EXHIBITOR/CONFERENCE BADGE:** Each person entering the trade show or conference sessions must have a badge. You will receive two full admission conference badges with the purchase of your booth which will grant you access into the trade show and all other general conference events. Make sure to read, fill out, and return the **Exhibitor/Conference Badge Form**. Also, you may purchase an additional exhibit booth and/or additional badges for a fee by filling out the bottom section of the form.

**DECORATING SERVICES:** Freeman Decorating Company is the official contractor for the 2007 Texas Managed Care Conference and Trade Show and we suggest that you use their services. Freeman will send you a registration information kit, but details will also be available at [www.myfreemanonline.com/ShowMain.jsp?show=193427](http://www.myfreemanonline.com/ShowMain.jsp?show=193427). We encourage you to ship your items as soon as possible so your freight and booth will be ready upon your arrival.

**WELCOME RECEPTION:** "Passport Party" TAHP will host a party in the exhibitors' area on Tuesday, October 16<sup>th</sup>. Cocktails and light hors d'oeuvres will be provided. We request that each exhibitor donate one item as a "door prize." Each registered attendee will receive a "passport" to be stamped or initialed after visiting an exhibitor's booth. Once the attendee has visited a predetermined number of booths they will be eligible to enter to win the "door prize."

**TAHP GOLF TOURNAMENT:** You are invited to participate in the TAHP Golf Tournament that will be held Tuesday, October 16<sup>th</sup> from 9:30 a.m. to 2:00p.m. Join executives from several Texas health plans by filling out and sending the **TAHP Golf Tournament Form** before September 25<sup>th</sup>.

**RULES & REGULATIONS:** These guidelines will establish a consistent appearance for the show and provide an opportunity for each exhibitor to use as much of their floor space as possible without interfering with other exhibitors.

We look forward to a great conference! Our entire staff is available to assist you in any way possible. If you require further information or assistance please contact me at 512-476-2091.

See you at the Lost Pines!

Sincerely,

Patti Gage



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**2007 Texas Managed Care Conference & Trade Show  
Program Listing Form**

*Don't miss out on listing in the 2007 Texas Managed Care Conference Exhibitor Program. The Program will be distributed to all attendees at the conferences. Attendees will use the exhibitor program to find the products and services they are looking for in the exhibit hall. **In order to be listed, please complete this form and return it by September 25, 2007.***

Exhibiting Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*Please describe your company and/or product and services that will be on display in 50 words or less.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please mail or FAX form to:**

Texas Association of Health Plans  
720 Brazos St., Ste. 1004  
Austin, Texas 78701  
FAX: 512-476-2870

*For more information call Patti at 512-476-2091 or email [pgage@tahp.org](mailto:pgage@tahp.org)*



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**2007 Texas Managed Care Conference & Trade Show  
Exhibitor Badge Form**

*Companies exhibiting in the 2007 Texas Managed Care Conference & Trade Show receive two full conference registrations and badges. These badges may be picked up on-site at the registration desk.*

Exhibiting Company Name: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Additional Exhibitor Badges may be purchased at the discounted rate of \$150. These badges provide access to the exhibit hall, exhibitor lunch and the welcome reception.*

Exhibitor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PAYMENT (For additional badges only):**

# of additional badges \_\_\_\_\_ X \$150 = \$ \_\_\_\_\_

Enclosed is a check    Please bill my credit card:    Master Card    Visa    American Express

Credit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on card \_\_\_\_\_

Signature: \_\_\_\_\_

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**2007 Texas Managed Care Conference & Trade Show  
Golf Tournament Registration Form**

*Need a break from Exhibitor Move-in? Work on your swing with high-level executives from Texas health plans by playing in the TAHP Golf Tournament.*

*The tournament will be held on Tuesday, October 16<sup>th</sup> from 9:30am – 2pm at the Hyatt Lost Pines' Wolf dancer Golf. The club features an 18-hole, par 72, 7,205 yard course designed by Arthur Hills. The deadline to register is October 1, 2007. The cost per player is \$150, and includes greens fees, cart rental, and a box lunch.*

Player: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Player: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PAYMENT:**

# of golfers \_\_\_\_\_ X \$150 = \$ \_\_\_\_\_

Enclosed is a check    Please bill my credit card:     Master Card     Visa     American Express

Credit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on card \_\_\_\_\_

Signature: \_\_\_\_\_

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**2007 Texas Managed Care Conference & Trade Show  
Passport Party Door Prize Donation Form**

Exhibiting Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Prize Description: \_\_\_\_\_ Retail Value: \_\_\_\_\_

*In order to enhance participation at the Trade Show, the Texas Association of Health Plans will host a welcome reception "Passport Party" in the Exhibitors' Area on Tuesday, October 16<sup>th</sup>. Beverages and hors d'oeuvres will be provided.*

*We request that each exhibitor donate one item as a "door prize" for this event. Each registered attendee will receive a "passport" to be stamped or initialed after visiting an exhibitor's booth. Once the attendee has visited a predetermined number of booths and has had their "passport" validated they will be eligible to win the "door prize" drawing.*

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## **2007 Texas Managed Care Conference & Trade Show Show Schedule**

### **Tuesday, October 16, 2007**

Exhibitor Move-In 1:30 p.m. - 4:30 p.m.

Welcome Reception with Exhibitor's 6:00 p.m. - 8:30 p.m.

### **Wednesday, October 17, 2007**

Attendee Lunch with Exhibitor's 12:00 p.m.- 1:30 p.m.

Exhibitor Move-Out 1:30 p.m. - 3:30 p.m.

# Rules & Regulations

## Eligible Exhibits

Show management reserves the right to determine the eligibility of any company or product for inclusion in the show.

## Floor Plan

Show management reserves the right to assign booth space and has control over admission policies at all times.

## Use of Exhibitor Space

- All demonstrations of other promotional activities must be confined to the limits of the exhibit booth.
- Exhibitor must procure as its own expense any necessary licenses/permits necessary for the purpose of displaying and/or exhibiting any products or services at said show.
- Exhibitors must show only goods manufactured or distributed by them in the regular course or business.
- No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

## Booth Information

- To maintain uniformity and to prevent obstructing the view of the adjoining booths as well as the comply with fire regulations, standard booths (one of more booths in a straight line) must not be higher than 8 feet in the back and three feet along the dividers. Perimeter wall booths (standard wall booths located on the outer perimeter wall of the exhibit floor) must not be higher than 8 feet in the back and 3 feet along the side dividers. Island booths must not be higher than 12 feet. No walls, partitions, decorations or other obstructions may be erected which in any way interfere with the view of any other exhibitor. All visible part of the booth must free of electrical cords and unfinished surfaces.
- Display material exposing unfinished surfaces is not permitted and must be finished at the exhibitor's expense. Show management reserves the right to have such finishing done and bill the exhibiting company for any charges incurred.

## Exhibit Information

- No "live" microphones or loudspeaker equipment will be permitted in any exhibit booth, however, portable film, slide and videotape projectors may be utilized as long as other rules are met. If audio/visual equipment is used, the exhibitor agrees to comply with all Hyatt Regency Lost Pines Resort and Spa regulations for the operation of the equipment. All sounds devices must be turned to a conversational level and should not be objectionable to neighboring exhibitors.
- Helium filled balloons, live animals or birds and smoking are not permitted in the exhibit area.
- Alcohol is permitted in the exhibit area only during official receptions and only the alcohol provided by Hyatt Regency Lost Pines Resort and Spa specifically for these receptions is permitted.
- Show management reserves the right to restrict the exhibits which, due to noise, method of operation, materials or any behavior that becomes objectionable. Also to prohibit or to evict any exhibit which, in the opinion of the show management, may detract from the general character that show management determines to be desirable. In the event of such restriction or eviction, show management is not liable for any refund of any other exhibit expense.
- The exhibiting of products does not constitute an endorsement by show management, nor is an exhibitor permitted to represent in any manner that its goods/or services haven been endorsed by TAHP.

## Exhibitor Activities

Exhibitors agree not to schedule or conduct any outside activities, including but not limited to, receptions, seminars, symposiums and hospitality suites that are in conflict with the official published program of show management.

## Common Areas

The registration area, aisles, common areas, main entrance, etc. may not be used for the purpose of displaying any equipment, merchandise, signs, demonstrations or distributing materials.

## Fire Regulations

Exhibitors shall comply with all local, state, federal and building fire and smoking regulations.

## Set-up and Dismantling

Installation of exhibits will begin at 1:30 p.m. Tuesday, October 16, 2007 and must be completed by 4:30 pm on Tuesday, October 16, 2007. All charges for services will be billed to the exhibitor directly. Dismantling of exhibits may not begin until after the show has closed at 1:30 p.m. on Wednesday, October 17, 2007 and must be completed by 4:00 p.m. on Wednesday, October 17, 2007.

## Special Conditions

Exhibitors map appoint their own subcontractors only for the physical set-up and dismantling of their displays. Show management, however, must be notified in writing at least 30 days prior to the show. Certificates of Insurance must accompany such notifications. All other show services must be provided by the official service contractor, and the Hyatt Regency Lost Pines Resort and Spa.

## Security

TAHP will provide perimeter security in the exhibit hall during set-up, show hours, and dismantling. Show management will take reasonable precautions against damage or loss by fire, theft, or other means. TAHP does not, however, guarantee or insure exhibitors against any loss or damage for any reason. TAHP, Hyatt Regency Lost Pines Resort and Spa, or any other offices, agents, or employees shall not be liable for any act or omission of security watchmen. Exhibitors are responsible for insuring their equipment and other materials used in the exhibit.

## Subletting

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him/her, nor exhibit therein, nor permit any other persons or firms to exhibit therein, any goods or services other than those distributed by the exhibitor in the regular course of business without the written consent of show management.

## Booth Cancellation

Written cancellation is required and must be postmarked no later than September 15, to qualify for a refund of monies paid less a \$200 administrative fee. Written cancellations postmarked after September 15, 2007 forfeit all monies paid. Space may be resold or reassigned without any obligation on the part of TAHP for any refund whatsoever.

## Show Cancellation

In the event that fire, strike or other circumstances beyond the control of TAHP causes the show to be cancelled, a full refund of exhibit fees will be made.

## Exhibitor Registration

Personnel must pick-up their registration materials and badges during regular registration times. No one will be admitted to the show hall without a badge and badges must be worn at all times when in the exhibit hall.

## Badges

No one (including exhibit personnel, installation and dismantling crews, etc.) will be admitted to the exhibit hall without a badge. Badges are required and must be worn by all attendees and exhibit personnel at all times. Persons without badges will be escorted out of the exhibit hall. Exhibitors with exposition credentials (an exhibitor badge) will be admitted into the exhibit hall one hour prior to the opening of the show and be permitted to remain in the all up to one hour after the closing each day.

## Liability and Insurance

Exhibitors shall assume all responsibility for damage to the display area, and shall indemnify and hold harmless agents, servants, and employees of TAHP and the Hyatt Regency Lost Pines Resort and Spa from and against any and all claims for loss, damage, injury no matter however caused, resulting from or arising out of, or in any way connected with exhibitor's participation in the Texas Managed Care Conference and Trade Show. Exhibitors must insure themselves against property loss and/or damage and liability for injury. Damage to inadequately packed property is the exhibitor's responsibility. In the event the exhibitor damages the building, he/she agrees to reimburse the owner of the building for the cost of repairing such damages. Exhibitors also agree to abide by all other provisions of these regulations, fire regulations, all other regulations of the Hyatt Regency Lost Pines Resort and Spa and local, state and federal regulations.

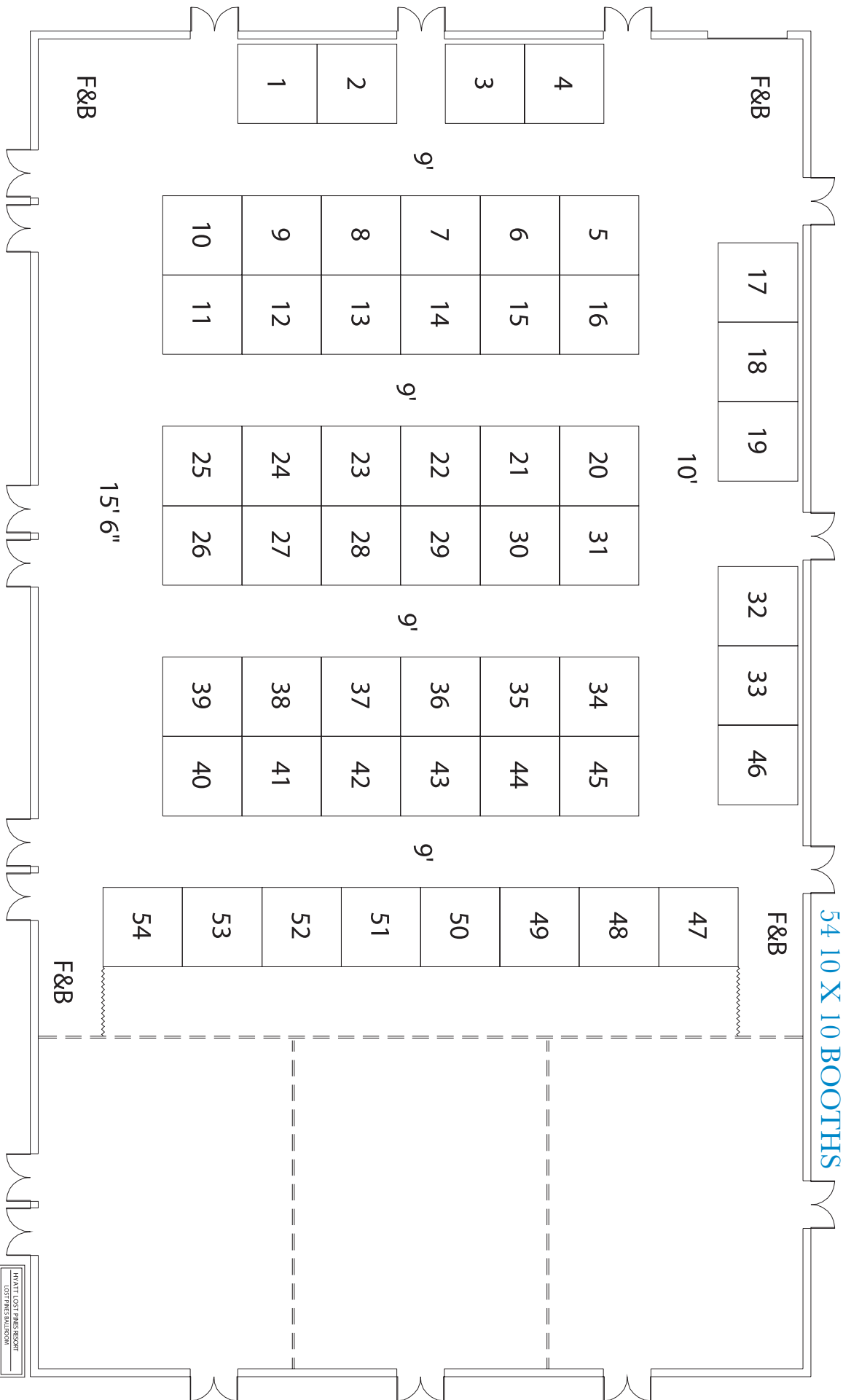
## Indemnity

Exhibitor agrees to indemnify and hold harmless TAHP, and any and all co-sponsors, their officers, employees and members, from any and all liability to any person or persons for or by reasons of the breach by exhibitor, his/her agents, or employees of: any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by exhibitor in connection with his/her exhibit; any act or omission of said exhibitor; or any of his/her agents or employees. Indemnity includes, but is not limited to, claims of copyright, trademark or patent infringement, unfair competition and products liability. The exhibitor, on signing the contract, expressly releases TAHP, any and all co-sponsors, their officers, employees and members from any and all claims for loss, damage or injury. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save TAHP, and any and all co-sponsors, their officers, employees and members, and the host site harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the host site jointly or severally, their employees and agents. In addition, exhibitor acknowledges that show management/host site does not maintain insurance covering exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

## Amendments

TAHP reserves the right to revise, delete or otherwise amend these exhibit rules at any time and without prior notice.

# Texas Managed Care Conference & Trade Show Floor plan



**ENTRANCE**

54 10 X 10 BOOTHS



HWATT LOST PINES RESORT  
LOST PINES BALLROOM

Every effort has been made to ensure the accuracy of all information contained on this floorplan. However, no warranties, either expressed or implied, are made with respect to this floorplan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

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**F R E E M A N**

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