



Vendor Agreement

Dear MSWCA Vendor,

Join us in Memphis for the 2019 Mid-South Workers' Compensation Association Conference **October 10-11**. We are very excited to be presenting our **STATEWIDE** event which will be held at The Great Hall (1900 S. Germantown Road, Germantown, TN 38138)!

The theme this year is **"Welcome to Memphis."** We encourage any decoration of your booth to reflect the MEMPHIS Spirit. There are many Memphis themes including, but not limited to Beale Street, The Peabody, ELVIS, Graceland, Memphis BBQ, Memphis in May, Stax Museum, FedEx Forum, The Liberty Bowl, Memphis Redbirds, Memphis Grizzlies, Memphis Tigers, 901 Memphis FC, The Orpheum, Gibson's Donuts, Memphis Zoo, and the list goes on! We challenge you to have fun and be creative as it draws people to your booth and gives you an opportunity to promote your company. This event is well attended by all who have a hand in workers' compensation. We will have Adjusters, Employers, Nurse Case Managers, Human Resource Directors, Safety Engineers, Occupational Health Nurses, Attorneys, and Medical Providers attend this conference.

*****NEW THIS YEAR** – Each vendor will have full control of creating a Memphis themed centerpiece for one round table where attendees will sit during the conference (this centerpiece will **NOT** be at your booth during the conference). ***In the spirit of competition***, we will let all attendees vote on the centerpiece decoration and the **WINNING** vendor will receive **\$350 CASH**. ***Rules for decorating:*** Centerpiece **CANNOT** be taller than 15", no lit candles, no balloons, no tape(of any kind), no glitter, no confetti, no birdseed, no flower petals, etc., Table comes with white table cloth, but you can bring a different color if you so wish to go along with your decorations.

This year's Vendor Booth registration is \$650 for **EARLY BIRDS which means Registration AND Payment MUST BE RECEIVED on or prior to August 31st. NO EXCEPTIONS.** Any registration and/or payment received **AFTER July 31st – the fee will increase to \$700**. Each Vendor Fee includes two (2) complimentary conference registrations. All vendor booths include a 6' table, 2 chairs, and a WHITE tablecloth. If your company would like to include more than 2 team members, there will be an additional charge for each attendee. If payment is received on or before July 31st each additional attendee will be \$175 and **after July 31st the fee is \$200**. **PLEASE NOTE: Vendor Booth selection will happen in the order Registration AND Payment are received and will start mid-September. Both Registration AND Payment must be received before your company will be able to select your Vendor Booth location in the venue.**

All Vendors must be registered **AND PAID** no later than September 6, 2019. Included in the Vendor Fee is the booth space, two (2) complimentary conference registrations, and a full-page black and white ad highlighting your company in our booklet which is given to all attendees at check-in. ***All full-page ads will need to be submitted to lsray@selectmedical.com no later than August 30, 2019 to be included in the booklet.*** If you do not have an ad, one can be created on your behalf. Please notify us in timely manner, so something can be created for your company.



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HOTEL OPTION - MSWCA has secured a limited number of hotel rooms at the Hampton Inn & Suites in Germantown, TN (1680 S. Germantown Road, Germantown, TN 38138) at a discounted group rate for \$139/night. The Hampton Inn & Suites is conveniently 0.4 mile from The Great Hall. Hotel registration should be booked by those attending the MSWCA Conference by contacting Hampton Inn & Suites @ (901) 309-0555 or

https://secure3.hilton.com/en_US/hp/reservation/book.htm?inputModule=HOTEL&ctyhocn=MEMGEHX&spec_plan=CHHMSW&arrival=20191009&departure=20191011&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT.

You will need to let them know you are attending the MSWCA (Mid-South Workers' Compensation Association Conference). They have agreed to honor this rate October 9th and October 10th (checkout October 11th).

Conference hours are as follows (but are subject to change):

Thursday, October 10th –

Sponsor/Vendor Set-Up:	7:00am – 10:00am	Welcome:	12:15pm – 12:30pm
Registration/Vendor Visits:	10:00am – 12:15pm	Speakers:	12:30pm – 5:00pm
Lunch:	11:00am – 12:15pm	Offsite Event	5:00pm – 7:00pm

Friday, October 11th –

Breakfast/Speakers/Breaks/Vendor Visits/Lunch/Etc.	8:00am – 3:00pm
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Please note there is a limited space this year for Vendor Booths, so please do not wait to get your company Vendor Booth secured!

All Vendors who have registered **AND PAID will be contacted starting in mid-September to select which Vendor Booth their company desires.**



Vendor Agreement

Company Name/Official Identification to Appear on Signage (Please Print)

Company Name: _____

Contact Name: _____ Title: _____

Email: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Person 1 Working Booth: _____ Title: _____

Person 1 Contact Email: _____ Person 1 Phone #: _____

Person 2 Working Booth: _____ Title: _____

Person 2 Contact Email: _____ Person 2 Phone #: _____

Electricity Needed? ____ Yes ____ No

Additional Team Members Attending? Register them below. Early Bird registration for attendees is \$175 until August 31st. If registration AND payment is not received by August 31st, the fee for attendees will be \$200.

(Title will be printed on nametag.)

Attendee: _____ Title: _____ Email: _____

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Attendee: _____ Title: _____ Email: _____

Attendee: _____ Title: _____ Email: _____

Attendee: _____ Title: _____ Email: _____

Attendee: _____ Title: _____ Email: _____

Payment Enclosed: (*Early Registration Deadline is August 31st for Vendor Booth Fee-\$650) (*Early Registration Deadline is August 31st for Attendees-\$175)

Booth Fee* \$700 (includes 2 attendees) Paid Amount: _____

Individual Attendee Fee* \$200 # _____ Paid Amount: _____



Payment made through PayPal Link at <https://www.mswcamemphis.com>

Email forms to info@mswcamemphis.com OR Mail Check#

and forms to:

MSWCA – Vendor Agreement

Memphis

Attn:

Gwen Waller- Moore

PO Box 172065

Memphis, TN 38187

MSWCA is a non-profit organization Tax ID# 62-14434619.

PAYMENT OPTIONS - You or your company can mail a check in to the mailing address below along with the completed forms. If your company prefers to pay via credit card, please complete everything online and you can pay via our PayPal account. *****PLEASE NOTE: You do NOT have to have a PayPal account in order to pay online.** Please do not hesitate to contact Gwen Waller-Moore, at Gwen.Waller-Moore@vonacm.com (MSWCA Vice-President) with any questions or if you have any trouble registering.

SIGN AND RETURN TO: MSWCA – 2019 Conference

Attn: Gwen Waller-Moore

P.O. Box 172065

Memphis, TN

38187

For further questions please contact any MSWCA Board Member:

Debbie Robertson (President)-drobotson@usphclinic.com

Gwen Waller-Moore (V. Pres.) – Gwen.waller-moore@vonacm.com

Terry Kelly (Secretary)-Terry.Kelly@genexservices.com
(Open Position) (Treasurer) - _