



# MMGMA CAREER FAIR VENDOR REGISTRATION

*Collaborate, Communicate, Connect* • MMGMA 2008 Winter Conference • March 3-5, 2008

Are you looking to **Collaborate, Communicate and Connect** with potential new hires? Now is your opportunity to introduce yourself to them!

The MMGMA Membership Committee is proud to present the MMGMA Career Fair at the 2008 MMGMA Winter Conference. The Career Fair is for undergraduate seniors, graduate students, and other job hunters seeking employment in healthcare administration.

Students from 30 local colleges and universities have been invited to attend the fair, free of charge, to make connections with you and take their first steps into the world of medical group management.

**MMGMA Career Fair**  
Monday, March 3, 2008  
2:00 p.m. – 5:00 p.m.

**Saint Paul RiverCentre**  
175 West Kellogg Boulevard  
Saint Paul, MN 55102

Career Fair Vendor Registration for employers includes one 8-foot skirted table, two chairs, two drink tickets for the Winter Conference Opening Event, a parking pass and access to all of our job seekers from schools such as:

*Argosy University • The College of St. Catherine • Concordia University – St. Paul • Globe University/Minnesota School of Business • Hamline University • Macalester College • Minnesota State University – Mankato • Metropolitan State University • Normandale Community College • Rasmussen College • St. Mary's University • St. Olaf College • University of St. Thomas • University of Wisconsin • and more...*

*Note: Career Fair Vendor Registration does not include Conference Registration or Exhibit Hall Booth Registration.*

## CONTACT INFORMATION

Contact Name	
Company Name (Please print name how you would like it to appear on Career Fair promotional materials.)	
Company Address	Company City, State, Zip
Contact Phone	Contact Email
Company Representative 1	Company Representative 2

### PROMOTIONAL MATERIALS:

Employers that register to be vendors at the MMGMA Career Fair on or before **January 15, 2008** are eligible to have their company name and logo printed on Career Fair promotional materials, which will be distributed to the colleges and universities and posted on the MMGMA web site. Please check the boxes below to let us know how you would like to be recognized:

- YES, I WOULD LIKE OUR COMPANY NAME TO BE USED ON THE PROMOTIONAL MATERIALS.**
- YES, I WOULD LIKE OUR COMPANY NAME AND LOGO TO BE USED ON THE PROMOTIONAL MATERIALS.**
- NO, I DO NOT WANT OUR COMPANY NAME OR LOGO ON THE PROMOTIONAL MATERIALS.**

\*Please submit your logo as an EPS file and email it to [kheltemes@harringtoncompany.com](mailto:kheltemes@harringtoncompany.com) no later than January 15, 2008.

**REGISTRATION RATES & INFORMATION**

**Registration Rates**

		<b># of Tables</b>	<b>Amount</b>
MMGMA Member.....	\$250/per table	_____	_____
2008 Winter Conference Exhibitor .....	\$200/per table	_____	_____
Total.....		_____	_____

<input type="checkbox"/> Check (Made payable to MMGMA)	<input type="checkbox"/> Credit Card (Circle one) Visa    MasterCard    American Express    Discover
Credit Card Number	Credit Card Expiration Date
Name of Card Holder (printed)	Signature of Cardholder

**BOOTH INSTALLATION AND DISMANTLING:**

Booths may be set up beginning at 12:00 p.m. on Monday, March 3 and must be in place by 1:30 p.m. that same day. Booth dismantling may begin at 5:00 p.m. on Monday, March 3 and must be completed by 7:00 p.m. that same day. Setup, teardown and removal of the booths are the responsibility of the registered vendor.

**RESTRICTIONS AND USE OF SPACE:**

No vendor shall sublet, assign or share any of the space allocated to them without the written consent of MMGMA management. Solicitations or demonstrations by vendors must be confined within the bounds of their own respective booths. Display signs and displays are also prohibited in any of the public space or elsewhere on the premises of the conference facilities, guestrooms or hallways.

**CANCELLATION POLICY:**

To cancel your Career Fair Registration, you must notify the MMGMA Office in writing on or before February 15, 2008. If you cancel on or before February 15, 2008, you will receive a refund of your registration fee, less a \$50 administrative fee. If you cancel after February 15, 2008 or do not show, a refund of your registration fee will not be possible. MMGMA reserves the right to cancel the Career Fair. If MMGMA cancels the Career Fair, your registration fee will be fully refunded. However, MMGMA assumes no liability for any expenses incurred other than the registration fee.

I agree to the terms listed above and agree to protect, indemnify, and defend and hold MMGMA and the St. Paul RiverCentre and their employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines and attorney’s fees arising out of or caused by vendor’s booth installation, removal, maintenance, occupancy or use of Career Fair premises or any part thereof, excluding any such liabilities caused by the sole negligence of MMGMA or St. Paul RiverCentre, their employees, or agents.

**AUTHORIZED SIGNATURE (UNSIGNED CONTRACTS WILL NOT BE PROCESSED.):**

**NAME** **DATE**

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Please return this registration form with payment to the MMGMA Office. Vendor registrations will be accepted until February 22, 2008, but vendors will not have the opportunity to have their company name and logo included in the student promotional materials after January 15.

A confirmation letter with your parking pass and more event details will be mailed to by February 15, 2008.

**RETURN THIS REGISTRATION FORM WITH PAYMENT TO:**

Kari Heltemes • MMGMA • 4248 Park Glen Road • Minneapolis, MN 55416  
 Fax: (952) 929-1318 • Email: kheltemes@harringtoncompany.com